



**MANUAL OF PROCEDURES**  
**STUDENT ACTIVITIES COMMITTEE**

## **Manual of Procedures**

### **STUDENT ACTIVITIES COMMITTEE**

#### **FOREWORD**

Upon appointment to the Student Activities Committee, the new member should obtain a copy of the Rules of the Board (ROB) and Manual of Procedures (MOP) and become thoroughly familiar with each document.

The Manual of Procedures is an in-depth description of the duties and responsibilities of the Committee members.

Appendices are part of the MOP and therefore require approval by the reporting body.

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

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**MANUAL OF PROCEDURES FOR  
STUDENT ACTIVITIES REGIONAL VICE CHAIRS AND ACCREDITATION  
REPRESENTATIVES**

General Duties/Responsibilities of all Student  
Activities Regional Vice Chairs

Responsible for:

Operation of Student Activities Committee including developing, revising, deleting and administering programs relating to student education.

Duties:

The following duties are the minimum required by each Regional Vice Chair for Student Activities. The failure to perform, in a satisfactory manner, any duty may be reason for the appropriate Regional Chair or the Society Student Activities Committee Chair to recommend termination of the appointment of the individual.

For attendance at meetings listed below, these duties apply to both the "incoming" and "outgoing" vice chairs, as well as the "established" chair. Transportation costs to and from the Society conferences are paid by Society for incoming, outgoing and established chairs in attendance at the Committee meetings.

1. Attend all scheduled Student Activities Committee meetings.
  - A. Two meetings of the Student Activities Committee occur each year, concurrent with the Society Annual and Winter Conferences (June and January).
  - B. Student Activities Committee meetings are usually scheduled for Friday and Saturday. At the discretion of the Student Activities Chair, an early morning and/or an afternoon session may be scheduled at the annual meeting to orient new committee members. All members would be expected to attend the orientation session as well as the regularly scheduled Committee Meeting.
  - C. Regional Vice Chairs actively participate in the business of the Society regarding student and faculty related activities at the Student Activities Committee meetings. Robert's Rules of Order are followed. Regional Vice Chairs are given specific assignments and are expected to be fully prepared to make presentations with recommendations regarding these assignments so that time spent at the meeting is most productive.
  - D. Regional Vice Chairs assigned as Subcommittee Chairs shall attend the Executive Committee (ExCom) meeting usually scheduled on the Friday afternoon preceding the regular meeting.

2. Attend Regional Planning Meetings. (Transportation reimbursed by society)
3. Attend Chapters Regional Conference
  - A. One Chapters Regional Conference (CRC) is held each year within each Region. Each chapter within the region usually takes its turn in hosting the CRC. CRCs are held either in the fall or spring, depending on the policy of the region.
  - B. CRC meetings last 2 to 4 days and involve both technical sessions and Society business at the regional level.
  - C. Regional Vice Chairs for Student Activities actively participate in CRC meetings via:
    1. WORKSHOPS\* - A workshop is conducted by each Student Activities Regional Vice Chair for the purpose of acquainting chapter student activities chairs with the Chapter Student Activities Committee Handbook and informing chapter SA Chairs about society Student Activity objectives and goals. (A/V aids - slide modules, etc. are available to assist the Regional Vice Chair in conducting the workshop) **(See Appendix A)**
    2. REPORT\* - Present a 10-minute to half-hour report of the past year's student activities to the Regional Officers and Regional Delegates.
 

\*Scheduling the workshop and report are worked out at the regional level between the Regional Chair and the Vice Chair. Student Activities Regional Vice Chairs must ensure that a workshop of sufficient length (two hours as minimum, four hours recommended) is scheduled.
  - D. Transportation to the CRC is reimbursed by Society for Regional Vice Chairs. Transportation to CRC or Centralized Training is reimbursed by Society for the Chapter Student Activities Chairs.
4. Administer Regional Student Activities Awards Program
5. Conduct Student Branch Operations review with each Student Activities Chair at the beginning of each year.
6. Maintain a month-by-month liaison with chapter student activities chair within your region for the purpose of ensuring that the student goals of the Society are carried out by each chapter.
  - A. Written correspondence is encouraged to avoid misunderstandings.
  - B. Personal and telephone correspondence is encouraged so that a one-to-one relationship may be established between the Regional Vice Chair and the Chapter Chairs.

7. Attend chapter meetings within the region at the request of the Regional Chair.
  - A. A request is usually to:
    1. Represent the Regional Chair because the Regional Chair cannot attend. In this case, Society and Regional matters would be involved, with the Regional Vice Chair covering all subjects as requested by the Regional Chair. A short speech at the chapter meeting is usually required; pre-meeting sessions, e.g. with the Board of Governors, is also usually required.
    2. Accompany the Regional Chair, or attend alone, for the purpose of student activities matters, e.g. strengthening a chapter in student educational matters by giving them individual attention - a helping hand at the place where they conduct chapter business. A maximum of three meetings may be requested.
  - B. Transportation is reimbursed by Society after approval by the Regional Chair. Chapters are encouraged to provide lodging and dinner, if required.
8. Encourage students to submit entries to the Student Design Competition. Judge the entries received at the regional level to ensure that each entry meets the required criteria and is worthy of submission for Society-wide judging.
9. Each chapter is responsible for entering PAOE information into the ASHRAE database via the website. RVC's may access the website to obtain information for chapters in their Region and to enter points also. There will be no need for monthly or quarterly reports to the Regional Vice Chairs by the Chapter Committee Chairs.

**PLEASE NOTE: PAOE points will be entered directly on forms on the ASHRAE web site by the Chapter Presidents and Chapter Committee Chairs by using the chapter PINs. The Chapter President and the Chapter Committee Chairs are responsible for ensuring that the data is entered and that the reporting is completed by June 30. The RVCs may access the web site to obtain information for chapters in their Region. There will be no need for monthly or quarterly reports to the RVCs by the Chapter Committee Chairs. See page 6 for RVC responsibilities in PAOE reporting.**
10. Answer all correspondence promptly. Any contact, oral or written, usually should be answered within one week of receipt. A negative reply with indication of future action is recommended if an immediate reply cannot finalize the inquiry. Copy other committee members (chair) and staff liaison as appropriate.
11. Perform all other duties as assigned by the Director & Regional Chair and/or the Society Student Activities Committee Chair, e.g. participation on subcommittees of the Student Activities Committee.
12. Refer to the Student Activities Committee Board Approved Rules (BAR) for further information on policies and procedures.

General Duties/Responsibilities of all Student  
Activities Accreditation Representatives

Responsible for

Participation in the business of the Society regarding ABET and accreditation related matters. Representatives are required to attend their Accreditation Subcommittee meeting and the Accreditation Subcommittee Chair is required to attend the ExCom meeting. They participate in the main Committee meeting. Their responsibilities do not include the normal duties of a Regional Vice Chair. The EAC and ETAC Commissioners must fulfill their responsibilities to serve as the team chair for ABET accreditation visits.

Duties

This subcommittee will be comprised of ASHRAE's representative to the ABET Board of Delegates as well as ASHRAE's representatives to the Engineering Technology Accreditation Commission (ETAC) and the Engineering Accreditation Commission (EAC). Each ABET representative is required to

**ABET Board of Delegates**

1. One Representative shall represent ASHRAE on the ABET Board of Delegates (BoD) and associated area delegations, and another shall be appointed as an Alternate.
2. The Representative shall attend the ABET BoD and other appropriate meetings of ABET, participating in the deliberations and actions as required by the ABET procedures.
3. The Alternate Representative shall be appointed and shall act in the place of the Representative when the Representative is unavailable.
4. The Representative and Alternate shall report their participation in ABET BoD activities and pertinent actions of the ABET BoD to the Student-Activities Committee, but without divulging secret accreditation information.

**ABET Commission Members**

1. Two representatives shall represent ASHRAE on the ABET Engineering Accreditation Commission (EAC) and [Engineering](#) Technology Accreditation Commission (ETAC).
2. Commission members will attend ABET Commission meetings in addition to Society meetings. The representatives will also travel as assigned by the Commission in order to participate in the accreditation process.
3. The Engineering Technology Accreditation Commission Representative shall be responsible for developing and updating the Program Criteria for Air Conditioning and Refrigeration Technology and similarly named programs. They shall also

cooperate with representatives from other societies on program criteria for engineering technology programs where ASHRAE is a Cooperating Society.

4. The Engineering Accreditation Commission Representative shall be responsible for developing Program Criteria for Air Conditioning and Refrigeration Engineering and similarly named programs when such programs come into existence. They shall also cooperate with representatives from other societies on program criteria for engineering programs where ASHRAE is a Cooperating Society.
5. The representative shall report their participation in ABET Commissions activities and pertinent actions of the ABET Commissions to the Student Activities Committee, but without divulging secret accreditation information.

### **Accreditation Subcommittee Activities**

1. Guide ASHRAE activities related to accreditation of HVAC&R-related engineering and engineering technology programs worldwide.
2. Assist in the recruitment efforts of prospective ABET Program Evaluators (PEVs). ASHRAE members will be recommended as PEVs by the Student Activities Committee Chair.
3. Communicate with ABET and ASHRAE Staff Liaison regarding program evaluator assignments and other coordination needs.
4. Review and recommend accreditation activities information on the ASHRAE Student Zone website.

## **SUBCOMMITTEES OF THE STUDENT ACTIVITIES COMMITTEE**

The following subcommittees are vitally important in carrying out the activities and goals of the Student Activities Committee. As a Student Activities Vice Chair, you will be asked to serve on at least two of these subcommittees. Your commitment and enthusiasm will be needed for the Student Activities Committee to continue serving the membership.

### **Student Activities K-12/STEM**

STEM Activities

STEM Scouts

Promote participation in DiscoverE to chapter chairs

Career Brochures and Audiovisuals (K-12)

Teacher Liaison

Responsible for updating and adding projects to the online K-12 Resources

Create CRC K-12/STEM Workshop Materials

### **Student Activities Post-High**

Student Branches

Career Brochures and Audiovisuals (Post High School)

Guidelines for Student Branch Advisor of the Year - **Appendix B**

Student Technical Tour

Student Program – **Appendix C**

Student Consultant - **Appendix C**

Create CRC Post High School Workshop Materials

Chapter Scholarships

Review and Recommend Student Activities Information on Student Zone

### **Student Design Competition**

Administer Student Project Design Competition and the Setty Family Foundation Applied Engineering Challenge: write criteria and judge - **Appendix D**

Review and Recommend Student Design Competition and the Setty Family Foundation Applied Engineering Challenge Information on Student Zone on ASHRAE Web Site

### **Undergraduate Program Equipment Grant**

Administer Undergraduate Program Equipment Grant Program: write criteria and score - **Appendix E**

Officiate and Execute the Regulations and Guidelines of the Grant Program

Review Budget for Grant Program on Annual Basis

Review and Recommend Student Activities Information on Home Page on Student Zone Web Site

### **Accreditation Activities**

Assist in the recruitment efforts of prospective evaluators

Communicate with ABET and ASHRAE Staff Liaison regarding program evaluator assignments and other coordination needs.

Review and Recommend Accreditation Activities Information on ASHRAE Student Zone

### **Chapter Chair Training and Development**

Develop and update training materials for Student Activities Chapter Chairs at CRCs – **Appendix A**

Facilitate Centralized Training for chairs at Annual Meeting – **Appendix A**

## **LIAISONS: Membership Promotion, YEA**

### **Responsible for:**

Liaison with other ASHRAE committees, correspondence and attendance as required.

### **Duties:**

1. Report to Student Activities Committee those items of business or discussion of the respective committees, which are germane to the Student Activities Committee in any way.
2. Transmit to Student Activities Committee motions and/or appropriate business to their respective committees or the chair.
3. Follow up on Student Activities Committee actions and solicit a response from the respective committee of any pertinent information.

### **Executive Committee**

The SA Committee also has an executive committee, which consists of the SA Chair, SA Vice Chairs, BOD ExO, and the Chair of each of the SA Subcommittees. The Executive Committee usually meets at the Society Winter and Annual Meetings the day before the full meeting of the SA Committee.

**STUDENT ACTIVITIES COMMITTEE CHAIR**  
**Manual of Procedures**

Responsible for:

Direction and operation of Student Activities Committee and reporting to Members Ccouncil, as required.

Duties include:

1. Prepare agendas for all Committee meetings and distribute to Committee (including accreditation representatives, CO, ExO). Agenda will be distributed to liaisons from other committees.
2. Preside at all Committee meetings.
3. Prepare written reports to the Members Council as required.
4. Approve the minutes of each Committee meeting for distribution by Headquarters.
5. Coordinate the MBO Program for the Committee and transmit to Society President. Written goals are due in September but goals should be well established and finalized at the preceding June meeting.
6. Attend Members Council meetings as required.
7. Assign Committee members specific functions.
8. Make recommendation, with assistance from Vice Chair and Staff Liaison, for appointment of incoming Vice Chair at end of term.
9. Other duties as assigned by the President or the Board of Directors.

Suggested time frame: (includes deadlines of student activities)

JUNE	Year usually begins as chair (term officially begins on the convening of the new Society Board of Directors for the first time, usually the last day of the Annual Meeting)
	Prepare subcommittee and liaison assignments
	Prepare goals for coming year

## STUDENT ACTIVITIES COMMITTEE CHAIR- continued

### Suggested time frame:

- Tuesday. At Annual and Winter Meeting attend Members Council meeting – held on Tuesday.  
At Annual meeting attend New Chair Orientation workshop – held on Tuesday
- JULY Send Regional Vice Chairs (RVCs) an updated calendar for the coming year as it relates to student activities  
Review minutes from June meeting for distribution by HQ
- AUGUST Offer assistance to RVCs who have upcoming CRCs (push current topics)  
Remind RVCs of chapter visits - should attend at least one a year or as requested by Regional Chair.  
Submit committee goals to Headquarters – Annual meeting only
- OCTOBER Contact RVCs asking for progress reports on assignments
- NOVEMBER Attend fall Members Council at direction of Members Council chair.  
Send reminder to Committee of any action items/reports the RVCs are working on for January meeting
- DECEMBER Be thinking of recommendation for new Vice Chair of Committee
- JANUARY Early in month - prepare agenda for January meeting and distribute to Committee  
Attend and conduct Winter Meeting  
Prepare report to Members Council  
Attend Members Council meeting and provide a written report of the committee meeting
- FEBRUARY Review minutes of Winter Meeting for distribution by HQ  
Send RVCs remaining student activities calendar as a reminder

## **STUDENT ACTIVITIES COMMITTEE CHAIR- continued**

Suggested time frame: (continued)

- |       |   |
|-------|---|
| MARCH | Offer assistance to RVCs who have upcoming CRCs<br>(push current topics)  |
| APRIL | Send reminder to Committee of any action items/reports the RVCs are working on for June meeting   |
| MAY   |   |
| JUNE  | Early in month - prepare agenda for June meeting and distribute to Committee<br>Attend and conduct Annual Meeting<br>Prepare report to Members Council<br>Attend Members Council and present a written report on the issues dealt with at the SA Committee meetings |

**STUDENT ACTIVITIES COMMITTEE VICE CHAIR**  
**Manual of Procedures**

1. If the Chair is unable to attend a scheduled meeting, the Vice Chair shall conduct the meeting.
2. The Vice Chair shall serve as the fiscal planner for the committee and shall work with the committee chair and staff liaison to plan and administer the committee's budget.
3. The Vice Chair shall conduct an orientation meeting for new committee members at the Annual Meeting.
4. The Vice Chair shall be responsible for updates and revisions to the MOP, long-range planning, and fiscal planning.

## **STUDENT ACTIVITIES COMMITTEE STAFF LIAISON Manual of Procedures**

Responsible for: Liaison between Student Activities Committee and Society staff and facilities.

Duties include:

1. Act as secretary at Committee meetings; submit meeting minutes for approval to the Chair prior to distribution; and distribute meeting minutes within 60 days after any regular Committee meeting.
2. See that agendas (and supporting papers) are e-mailed to all Committee Members in a timely manner.
3. See that the Manual of Procedures and Chapter Student Activities Handbook, etc. remain current.
4. See that Committee reports to the Members Council are prepared and submitted in a timely manner.
5. Welcome each new member when appointed to the Committee, sending them copies of the Manual of Procedures, two past sets of minutes, and other pertinent information.
6. Keep current with budget/expenses incurred by Committee.
7. Correspond with student branches keeping them informed of items of interest to students, for example, the grant programs, design competition, scholarships, special activities, etc.
8. Correspond with Chapter Student Activities Chairs as needed; i.e., keep Handbooks current, send information of interest to students, etc.
9. Remind student branches and chapters of deadlines:  
Dec. 15 - Undergraduate Program Equipment Grant  
Dec 15 - Grant-in-Aid  
May 4 - Student Design Competition  
July 1 - The Setty Family Foundation Applied Engineering Challenge
10. Maintain records (ABET bios, dates, etc.) of program evaluators; commission members and board member.

## STUDENT ACTIVITIES COMMITTEE STAFF LIAISON - continued

14. General correspondence:
  - General inquiries as to engineering schools, scholarships, etc.
  - Career guidance inquiries
  - Student Activities Committee
  - Chapter Student Activities Chairs
15. Be familiar with and have access to Society rules and procedures and budget information, and inform Committee of such as required.
16. Monitor Student Branch activities.
17. Coordinate ASHRAE activities in K-12 and university related educational initiatives (i.e., EWeek and Solar Decathlon, etc.).
18. Revise student member publications.

**STUDENT ACTIVITIES BOARD EX-OFFICIO**  
**Manual of Procedures**

Responsible for:

Assessing the Committee's scope, operation, and personnel and shall suggest changes as needed.

Duties include:

1. Communications and interpretation of Presidential goals
2. Guidance in fiscal planning
3. Assistance in preparation of annual objectives
4. Monitoring of progress toward completion of annual objectives
5. Assistance in developing action plans to achieve Strategic Plan Objectives

**STUDENT ACTIVITIES STUDENT CONSULTANT**  
**Manual of Procedures**

The SA Committee has one position available for a student to serve as a consultant to the committee at both the ASHRAE Winter and Annual Meeting. A student branch officer from the host region shall be invited to serve as a non-voting consultant to attend the meeting held in the student's region. The consultant will attend the Friday subcommittee meetings and serve on the Student Activities Committee at the Saturday meeting, with transportation, two nights' hotel accommodations, a ticket to the Welcome Party, and an allowance of \$100.00 provided.

The RVCs from each of the host regions are responsible for securing qualified candidates for this position. The SA staff liaison will assist in this process by sending contact information for the student branches in the two regions.

## STUDENT ACTIVITIES CRC WORKSHOP

**Time:** 4 hours is strongly recommended, but 2 hours is the minimum acceptable timeframe

**AV equipment:** High speed internet connection  
LCD projectors and screen  
  
Power cords and connection cables

**Materials:** PowerPoint Presentations  
Handouts/Brochures  
Sign-in sheet

Be prepared for the workshop by reviewing all of the materials that will be used during the session and organize the workshop to cover all the topics in the allotted time. Check out all the AV equipment and media prior to starting the session to ensure everything is working properly. Encourage discussion and the sharing of ideas, but manage the pace of the workshop to make sure all of the material is covered.

Begin the workshop by asking each participant to sign their name, chapter position, and the chapter, which they represent on the sign in sheet. This will help you determine which SA Chapter Chair did not attend the workshop and will need materials sent to them. This sign in sheet **MUST** be turned into the ASHRAE Staff Liaison within one week of the CRC.

Provide a link to the Student Activities Handbook. Stress that this Handbook contains the answers to many of the questions that come up during the year. It is an essential resource.

Student activity resources can be found on the ASHRAE student zone website. Discuss how to setup a user account for the ASHRAE website. A user must log in to have access to PAOE and other members only sections of the website. Access the Student Zone portion of the website during your presentation to show chapter chairs where information on the Student Activities can be found Show participants each section of the Student Zone. Show them where to find membership applications, career information, design competition details, scholarship and grant programs and K-12/STEM resources.

Discuss how to navigate to the PAOE section of the ASHRAE website. . Demonstrate, then, how all of these goals are accomplished.

As you begin your presentation, emphasize that you would like a lot of discussion and sharing of ideas from the group.

Mention that the work of the Student Activities Committee requires a team effort and as chapter representatives, they should organize a subcommittee to assist with their efforts.

On the chapter level, the work of the SA Committee involves three main areas:

- 1) Encourage the study of HVAC&R related courses in post-secondary school institutions. Promote the development of new student branches including assistance and nurturing of existing branches.
- 2). Promote leadership in ASHRAE student membership.
- 3) Promote math, science, and the career of engineering to students in Kindergarten-12th grade

Promote the ASHRAE STEM KITS, emphasizing its use in classroom presentations that are located on the ASHRAE Student Zone.

Discuss the importance of preparing in advance when making classroom visits and show the appropriate videos.

Perform a demonstration classroom project to show what to do during a classroom session/activity. Encourage anyone who has done a classroom visit share their classroom experience and insight.

Allow plenty of time for discussion and the sharing of ideas and experiences.

The SA Vice Chair should view all of the videos supplied prior to the CRC and select the appropriate videos or sections of the videos for the audience in their region.

Close the session by reminding the group that the SA Handbook will be a valuable reference book throughout the year. SA Chapter Chairs should also be encouraged to contact you (the RVCs) if they need information or ASHRAE Headquarters.

## **STUDENT ACTIVITIES CENTRALIZED TRAINING**

Student Activities Centralized Training takes place on Sunday of the Annual Meeting and is facilitated by the Student Activities Chair, Vice Chair and Subcommittee Chairs. Student Activities Chapter Chairs are encouraged to attend the full day of training (8am-4pm) to learn more about their responsibilities of their role.

### **Why Student Activities Chapter Chairs should attend:**

- Learn how to excel at the role of Student Activities (SA) chair, and help their chapter grow their student membership and student activities
- Develop an SA network by meeting the Regional Vice Chair, other members from their region and other participants who have been successful in their role as SA Chair
- Learn how to apply for scholarships, student grants, and participate in the design competition
- Understand how to assist in starting a new ASHRAE Student Branch
- Learn about ASHRAE's STEM activities and how to conduct a visit to a local school
- Gain insight into how ASHRAE Society operates at every level
- Receive PAOE explanations and tips
- Discover how to best recruit and retain members
- Understand how to run reports for effective chapter management

### **Costs Associated with Attending:**

- There is no fee to register for Centralized Training itself. Training will include lunch the day of training as well as snacks and drinks during the day.
- Student Activities Chapter Chairs are reimbursed for Centralized Training or attending the Student Activities CRC workshop but are not reimbursed for attendance to both.
- ASHRAE covers flight or mileage, whichever is more affordable, based on the ASHRAE Transportation Policy.
- The SA Chair's hotel, any additional ground transportation expenses (e.g. taxi, shuttle, etc.) and food cannot be covered by ASHRAE. We recommend SA Chairs dialog directly with their Chapter President on what the chapter can cover.

## Guidelines for Student Branch Advisor of the Year Award

### Objective:

- To annually select and award the Student Branch Advisor of the year.

### Procedure:

- Chapters Presidents or Student Activities Chairs should submit their Chapter's best nomination to the Regional Vice Chair for Student Activities no later than May 31. If they wish, Chapters can solicit nominations from active student members and Student Branch Advisors.
- The nomination should be electronic and include:
  - The Advisor's name and ASHRAE member number (if available).
  - The Student Branch name.
  - How your candidate met the criteria listed below.
  - A short paragraph on the success of the Student Branch Advisor and the Student Branch (include the activities and programs they did during the year).
- The RVC will select the best nomination in his/her region and submit it to the Post-High Subcommittee for evaluation no later than June 15.

### Judging:

- Members of the Post-High Subcommittee will evaluate all entries and select their top candidate.
- Final judging occurs at the Annual Meeting on during the Post-High Subcommittee meeting, and the full Committee will vote to approve the selected individual the next day. The winner will be notified immediately after the annual conference.

### Award:

- The award is presented to the winning Advisor at the Student Program ASHRAE Winter Meeting.

### Criteria:

Criteria: #	Criteria	Points
1)	Growth defined by the number of new student members sponsored during the ASHRAE year. (July 1, 2015-to date)	50 points/new student
2)	Student Branch activities organized (courses, lectures and classes are not considered to be activities)	100 points/per activity
3)	Regular Student Branch Meetings (max of 6)	25 points/ per activity
3)	Student Branch Activities where local chapter members are present	50 points/ per activity
4)	Number of student members placed in a summer internship	10 points/ per student
5)	Number of graduating student members placed in industry job	10 points/ per student
6)	Annual reporting to headquarters before May 31st (2012)	100 points
7)	Student members that attended Winter Meeting	10 points/ per student
8)	Dedication to the advancement of Society Student Activities (list examples)	50 points
9)	Volunteer event sponsored for K-12 to involve student members and promote the industry to children	50 points/ per activity
10)	Application to ASHRAE Student Activities programs (e.g. grants, design competition, etc.)	50 points/ per entry

## ASHRAE Winter Meeting – Student Program/Events

### Saturday Events

1:30-3:00pm – Student Welcome

This event involves welcoming remarks from the current ASHRAE president, presentations from the recipients of the top grant submissions from the previous year, awards ceremony for design competition winners and a group activity.

5:00pm – 6:30pm – Student/YEA Mixer

This event is for YEA members and students to interact and mingle in a casual setting. Food and beverages (non-alcoholic) are provided for attendees. In past programs, we have added a networking activity to stimulate students to interact with YEA members.

### Sunday Student Program

This event is held on Sunday morning, from 8:00am until 1:30pm, with a special student tour scheduled for the afternoon session after the student program.

During the student program, student branches are invited to place posters of their winning ASHRAE Design Competition submissions for review and discussion with other students during breaks and lunch periods.

### Monday

Monday morning has two congress events, running simultaneously for feedback on the student program. They run from 10:00am-12:00pm, with one for student branch advisors and one for students. SA chairs are responsible for selecting students to attend the student congress to provide feedback.

### **Student Design Competition and the Setty Family Foundation Applied Engineering Challenge Guidelines**

ASHRAE supports the student design competition and the Setty Family Foundation Applied Engineering Challenge to recognize outstanding student design projects, to encourage students to become involved in this dynamic profession, to apply their knowledge of practical design, and to promote teamwork.

The Student Design Competition follows a prescribed format. The contest's guidelines specify the system all teams will design, including all design parameters necessary to complete the project; however, the teams may compete in one of three subsystem categories: Integrated Sustainable Building Design, HVAC System Selection and HVAC Design Calculations. The scope of the Setty Family Foundation Applied Engineering Challenge varies each year and is more open ended to encourage creativity.

#### Entry

ASHRAE recommends that project groups consist of at least two members. However, team members can attend different colleges. All entries must be submitted electronically via the ASHRAE FTP site for judging following the instructions provided at registration and online. Requirements (format, page maximums, drawings required, etc.) for each entry are outlined on the website.

Entries may originate from an undergraduate engineering, engineering technology or architecture curriculum. All team members must be enrolled in an undergraduate program during the semester/term register and participate in the competition. Projects can be submitted by graduate students in the Integrated Sustainable Building Design category.

#### Evaluation

Evaluation of the Student Design Competition entries is based on judging criteria featured on the website which includes the following major criteria:

Anticipated Operating Cost (HVAC System Design and HVAC System Selection only)

Environmental Impact

Comfort and Health (HVAC System Design and HVAC System Selection only)

Creativity

Communication of Results

Practicality (Architectural Design Category only)

Evaluation of the Setty Family Foundation Applied Engineering Challenge entries is based on the scope of the challenge and the criteria set by the Design Competition Subcommittee.

## Evaluation Process

There will be four levels of evaluation. Evaluators at all levels will evaluate the design project reports, not only for content, but also for compliance with the rules and directions on the ASHRAE website.

School level competition under the direction of the faculty advisor at the entrants' school will select projects that meet the competition requirements.

Chapter level evaluation under the guidance of the Chapter Student Activities Chair (minimum two evaluators plus chair) to select best project in each category for forwarding to the regional level competition. A maximum of one entry in each category will be accepted from each chapter. If a school is in an area not covered by a chapter, judging will occur at the Regional level.

Regional level competition under the guidance of the Regional Vice Chair (minimum two evaluators plus the vice chair) will select the best project in each category for forwarding to the Society level competition. A maximum of one entry in each category will be selected from each region.

Society level competition under the direction of the Student Activities Student Design Competition Subcommittee Chair (at least three evaluators plus chair) will select the first, second, third place winners and a rising star in each category.

## Awards

The awards presented to the winners of each of the three Design Competition categories are to be as follows:

First place: \$2,000 Plus a representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented at the ASHRAE Plenary and the Student Program.

Second place: A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented at the Student Program.

Third Place: A representative from the team will receive free transportation, two nights lodging and \$100 expenses for attendance at the winter meeting where the award will be presented at the Student Program.

Rising Star: A representative from the team will receive free transportation, two nights lodging and \$100 expenses for attendance at the winter meeting where the award will be presented at the Student Program.

## Appendix D (cont.)

The awards presented to the winners of the Setty Family Foundation Applied Engineering Challenge are to be as follows:

**First Place:** \$5,000 prize plus the entire team will receive free transportation and two nights lodging (capped at \$5,000) to attend the winter meeting, where the award will be presented at the ASHRAE Plenary and the Student Program.

**Second Place:** A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented at the Student Program.

**Third Place:** A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented at the Student Program.

**Rising Star:** A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented at the Student Program.

### **Administrative Procedures and Timeline**

#### ***Student Design Project Competition and Setty Family Foundation Applied Engineering Challenge***

The Design Competition and Applied Engineering Challenge are released in January each year. Students participating in any competition are given until May (Design Competition) or June (Applied Engineering Challenge) of the following year to submit their entries via the ASHRAE FTP site. For example, the 2019 Design Competition was released in January 2018 and entries are due May/June 2019.

#### **June**

RVCs submit their winning entries in each category to Staff Liaison. Within two weeks of the Annual Meeting, Staff Liaison will distribute each winning entry to the Competition Subcommittee members.

Each RVC is assigned a category to judge. Using Judging Criteria sheet, each RVC reviews submissions and sends scores to Staff Liaison prior to Annual Meeting.

#### **Annual Meeting – June**

Design Competition Subcommittee will compile the results of each member's evaluation. Winners to be determined during subcommittee meeting at the annual meeting. All deliberations and discussions held in closed session. Results are kept secret until August.

#### **July – November**

Design Competition Subcommittee develops new competitions and Applied Engineering Challenge.

### **August**

Winners announced no later than the first Friday in August by Staff Liaison. Participants not-selected should be notified.

### **November**

Design Competition Subcommittee **finalizes** the next competitions. This will include designating Subcommittee members to field HVAC System Design, System Selection, and Integrated Sustainable System Design technical inquiries.

### **December**

Design Competition Subcommittee sends Staff Liaison the design, including:

#### Design Competition

- Owner's Project Requirements (OPR)
- Utility Rate Structure and Utility and Service Life Overview
- Judging Criteria
- Elevation Drawing (PDF and AutoCAD)
- Plan Drawing (PDF and AutoCAD)
- Floor Plan Drawing for Each Floor (PDF and AutoCAD)
- Weather Data File
- Webpage Changes (for each competition)

#### Applied Engineering Challenge

- Applied Engineering Challenge Requirements
- Webpage Changes

### **December – January**

Staff Liaison distributes the design criteria, site, and architectural plans, and AutoCAD plans to all student branch advisors. Materials are posted to society website. The design criteria and site & architectural plans are available online.

### **January – May**

Staff Liaison responds to requests for design criteria, site, and architectural plans. Technical inquiries must be written emailed. Staff Liaison will send technical inquiries to appropriate subcommittee member. Committee members will respond to technical inquiries in writing and send to Staff Liaison. He/she will reply to individual questions, but compile questions and distribute answers to all student branch advisors and all participating individuals in within a timely manner (e.g. 10 business days). Compiled answers may be posted in an online FAQ document.

## Undergraduate Program Equipment Grant

ASHRAE annually awards up to \$ 165,000 in funds to colleges and universities through its Undergraduate Program Equipment Grant. Out of schools that are selected for grant awards, judges will award the two highest ranking teams (2 students per team max) a trip to the Winter Meeting Student Program to present their project to students. The trip consists of transportation and two nights stay in the hotel. This program provides grants to engineering, technical and architectural schools worldwide with the goal of increasing student knowledge, learning and awareness of the HVAC&R industry through the design and construction of undergraduate projects. Grants are to be used to fund equipment and supplies for engineering or architectural undergraduate projects and 2-year technical school projects that focus on ASHRAE-related topics. Grants may cover projects lasting from one academic term up to one year. By providing grant funds for engineering or architectural senior projects and 2-year technical school projects, ASHRAE hopes to fill a need often found in undergraduate engineering and technical school programs and to encourage students to pursue ASHRAE-related careers.

Projects involving the building of working models, test equipment, experimental teaching aids, and laboratory experiments are encouraged. Projects only involving data collection, computer modeling or computer programming will receive lower funding priority. Computer hardware will not be funded; however computer software if utilized in conjunction with the above listed project is acceptable. When the project is complete, the student or group of students and faculty advisor(s) will submit a final report to ASHRAE. Additionally, full-year projects will require a mid-year progress report.

The grant application must be submitted by the faculty member(s) responsible for the project. The application may be made from any engineering, architecture, or engineering technology department as long as the project involves an ASHRAE-related topic. The faculty member(s) and student(s) responsible for the project are **NOT** required to be ASHRAE members or student members. The grant is made to the university solely for the support of the materials required for the project in an amount not to exceed \$5000 (USD) per calendar year per project. *University overhead and faculty or student salaries will not be funded.*

The faculty advisor(s) will submit the application to ASHRAE on behalf of the student or group of students completing the project. To be considered, ALL questions must be answered on the application, including a complete project description and a fund expenditures form (see the example on the following page). The application deadline is December 15 annually although this may vary slightly depending on the day of the week in which Dec. 15<sup>th</sup> falls.

Applications will be evaluated based upon: ASHRAE related topics; adherence to guidelines; quality of the student experience; number of students participating; appropriateness of funding request and ASHRAE involvement. Project titles from last year's successful applicants are available for viewing under the Student Zone Section of the ASHRAE Homepage ([www.ashrae.org/communities/student-zone/scholarships-and-grants](http://www.ashrae.org/communities/student-zone/scholarships-and-grants)).

Applicants will receive notification of their application's status by **March 1 from the Student Activities Staff Liaison**. An unaccepted project proposal may be revised and re-submitted for the following years. Funds will be available to the grant recipients on or after **August 1<sup>st</sup>**. Any funded project not completed

**Appendix E (cont.)**

(as indicated by non-receipt of a mid-year progress report or final report) will result in the removal of the school from consideration for additional grants the following year.

## **Administrative Procedures and Timeline** *Undergraduate Program Equipment Grant*

### **September**

Staff Liaison distributes grant applications to all ASHRAE student branch advisors, faculty liaisons, the Association of Engineering Educators list of deans of engineering & engineering technology, past grant recipients, past non-funded grant applicants, and other requests. The program is announced in *ASHRAE Insights* and on the ASHRAE Home Page.

### **November**

Applicants may submit application ahead of deadline to Staff Liaison to receive early submission incentive points. The Staff Liaison will assign award these points to qualifying applications and distribute to the Grant Subcommittee.

### **December**

Applicants submit application to Staff Liaison. He/she distributes to Grant Subcommittee.

### **Winter Meeting - January**

Grant Subcommittee evaluates applications two weeks prior to the winter meeting using the scoring rubric. Each committee members submits their results to the Staff Liaison who will communicate the results to the subcommittee chair. At the winter meeting, the Grant Subcommittee reviews the combined score and chooses projects to be awarded grants.

### **February**

Staff Liaison sends notification letters to all applicants. Applicants receiving funding are sent Project Information Sheets to be returned April 21. They will also receive guidelines for the interim and final reports. Staff Liaison also sends copies to RVCs and chapter student activities chairs encouraging recognition/certificate presentations.

### **April**

Project Information Sheets returned to Staff Liaison.

### **Annual Meeting - June**

Grant Subcommittee evaluates the program, suggesting revisions to applications, correspondence, procedures, etc.

**July**

Staff Liaison distributes grant checks and plaques with cover letter including deadlines to submit reports. The cover letter states that delinquent reports disqualify schools from receiving future grants for one year.

Staff Liaison sends chapter SA chairs a copy of the award letter and a memo encouraging recognition/certificate presentations. The memo also announces that a plaque has been presented to the recipient for affixing to the project.

*\*\*\*\*All advisors' inquiries regarding the programs' policies will be referred to the Grant Subcommittee.*

**STUDENT ACTIVITIES ACHIEVEMENT AWARD**

The following criteria are for the Student Activities Achievement Award.

1. The Student Activities Achievement Award shall be presented annually but may be omitted if a suitable candidate is not identified.
2. The Student Activities Achievement Award will consist of an 8” x 11” plaque which will state: “In recognition of service to the goals and growth of Student Activities at all levels and in appreciation of this dedication the Student Activities Achievement Award is given.”
3. A candidate will be nominated to the Honors and Awards Committee by the Student Activities Committee. The nomination shall include a one page (100 words) explanation of the nominee’s qualifications along with documentation of the computed award points as outlined in Item 4. The Honors and Awards Committee shall consider the points and the explanation in its deliberations. This award will be given at the Plenary Session’s Honors and Awards Ceremony.
4. Award points shall be cumulative as follows:

a) Chapter Student Activities Chair or Education Chair	1 pt/year
b) Establishing a Student Branch	2 pts/branch
c) Reactivating a Student Branch	2 pts/branch
d) Application to Undergraduate Program Equipment Grant to chapter supported school	2 pts/branch
e) Entry to Student Design Competition to chapter supported school	2 pts/branch
f) Student branch advisor	1 pt/year
g) Speaker for Post High School	1 pt
h) Speaker for K-12	1 pt

\*Must have been inactive more than 2 years

**Appendix F (cont.)**

5. A minimum of 10 points is necessary for eligibility.
6. The purpose of the Student Activities Achievement Award is to recognize excellence in volunteer service. It serves to heighten general membership awareness of, and interest in, student activities.

**STUDENT ACTIVITIES ACHIEVEMENT AWARD  
(10 Points Minimum Required)**

Scoring System	Points	Max. pts Available	Comments
Chapter Student Activities Chair or Education Chair	1 pt/year	2 pts	
Establishing a Student Branch	2 pts/branch	4 pts	
Reactivating a Student Branch*	2 pts/branch	4 pts	
Undergraduate Program Equipment Grant	2 pts/branch	4 pts	
Student Design Comp.	2 pts/branch	4 pts	
Student Branch Advisor	1 pt/year	2 pts	
Speaker for Post High	1 pt	2 pts	
Speaker for K-12	1 pt	2 pts	
Total Points		24 pts	

\* Must have been inactive more than 2 years

## **GUIDELINES FOR AWARDS**

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

1. Personal Honors
2. Personal Awards for General Society Activities
3. Personal Awards for Specific Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.