

## 2021-2022 SME OUTSTANDING STUDENT CHAPTER CONTEST

Student Chapters play an important role in professional development. Each year since 1967, SME has recognized the most outstanding student chapter. This award is one of high distinction because it is evidence that a chapter has professionally conducted its business.

The winner and three (03) runners-up are determined by a review of the Student Chapter Annual Reports by a panel of judges selected from the Student Member Affairs Subcommittee and the Young Leaders Student Relations Subcommittee. The winning chapter receives \$500, a certificate of recognition, and one ticket to the awards banquet at the SME Annual Conference & Expo. The chapter receives a travel allowance of up to \$500 to send a representative to the Annual Conference & Expo. The Society President presents the awards during the SME Awards Banquet. Three (03) runners-up receive certificates of recognition. All winners will be recognized in the *SME Mining Engineering* magazine.

The Annual Report not only provides a historical record of Student Chapter activities, but also encourages professional accountability and should include:

- ✓ The Annual Report must be written in English.
- ✓ An index to cover the contents of the report
- ✓ **An updated list of Student Chapter Officers for the upcoming year**
- ✓ Chapter membership (including identification of incoming Student Chapter officers, members, Faculty Sponsor, and Section Counselor)
- ✓ Student Chapter activities (sequential listing of activities including a description of the programs in paragraph or outline form, and attendance information)
- ✓ Student Member activities (sequential listing of activities including descriptions, names of participants, and, if appropriate, results of participation)
- ✓ Treasurer's report
- ✓ Secretary's report
- ✓ **MEC Section (optional):** To be considered for the SME Student Chapter MEC Award, you must include a separate chapter of information in the Annual Report regarding your Chapter's MEC program, community service and/or other educational outreach activities. The award selection committee will use the material written in your report to select the award recipient.

The annual report should be submitted electronically. The Student Chapter should retain a copy for its permanent record.

To be eligible for the contest, the Annual Report must be received by midnight on **June 1, 2022**. To be eligible for the travel reimbursement, the report must be no more than 50 pages including the title page, cover page, section dividers, and the table of contents. Uploading instructions are available on the website.

Please carefully read the following pages for **an overview** of the grading criteria and items that should be contained in the Annual Report. If you have any questions, please reach out to Mona Vandervoort at [vandervoort@smenet.org](mailto:vandervoort@smenet.org)

<b>Index</b>	
<b>Officer's Reports</b>	
<b>President's Report</b>	
Synopsis	Brief overview of the past year in the chapter, big events or changes.
Goals	Section should outline what the past year's goals were and why, whether they were met or not, and the reasons for success or failure. The section should outline what the following years goals are.
Achievements	Section should highlight major achievements in the past year. This could include successful field trips, major scholarship recipients, membership growth etc.
<b>Treasurer's Report</b>	
Synopsis	Brief overview of the past year's finances. Big expenditures and major fundraising efforts. What worked and what didn't.
Balance Brought/Carried	Beginning cash balance, total expenditures and credits, beginning and ending inventory and value of assets (i.e. fundraising items) in both cost of goods and sales, and the final cash balance at the end of the year.
Credits/Expenditure/Asset	Description of and value of all unaccounted items
<b>Secretary's Report</b>	
Synopsis	Brief overview of the past year's meeting schedule.
Minutes	Minutes for each official SME meeting including meeting date, location, business and any guest speakers.
Officers	Overview of the chapter's executive structure and who filled what role.
Members	Current membership list, detailing membership by academic year and major
Faculty Sponsor Letter	Letter is submitted on school letterhead from the faculty sponsor and is signed and dated for this year. Contains <b>the statement required</b> in the explanation letter

<b>Chapter Activities-On Campus</b>	
Social	Describe any social events that the chapter held, including sports events, tailgates, dinners etc. Please include dates and a brief description
Technical/Professional	Describe any technical and professional events that the chapter held on campus. This could include date, guest speakers, seminar and technical demonstrations.
Dept/School/University Service	Any service/volunteer events that the chapter took part in. Examples could include but aren't limited to: blood drives, road or park cleanups, boy and girl scout events, etc.
Involvement with other organizations	Any joint activities the chapter participated in with other on campus organizations such as environmental or manufacturing engineering societies
Special Projects	Any other project of the chapter's that does not fit into one of the above categories but works to achieve a stated goal
<b>Chapter Activities-Off Campus</b>	
Social	Describe any social events that the chapter held or attended as a group. Please include dates and a brief description
Technical/Professional	Describe any technical and professional events that the chapter held or attended off campus. This could include local SME section meetings or events, the national SME meeting, field trips etc.
Dept/School/University Service	Any service/volunteer events that the chapter took part in. Examples could include but aren't limited to: blood drives, road or park cleanups, boy and girl scout events, etc.
Involvement with other organizations	Any joint activities the chapter participated in with other organizations (including SME sections) such as ASCE or AEG
Special Projects	Any other project of the chapter's that does not fit into one of the above categories but works to achieve a stated goal

Miscellaneous	
Page Limit	Either under 50 pages or not
Layout	Readability of the report, logical organization
Formatting	Report formatted in a professional manor
Spelling/Grammar	Report should have minimal spelling and usage errors.
Appearance	Report should have the appearance that care was taken in building it
Readability	Ease of reading. Sections should have a coherent organization and be easily understood
Quality	Subjective Call. Does the report live up to the standards expected by SME

**Note:** the statement required in the faculty sponsor letter (on official school letterhead, signed and dated) should read:

“I have reviewed the Annual Report of the [insert student chapter/school name] of the Society for Mining, Metallurgy & Exploration for the [insert year] and attest that the information presented is accurate.”