

OUTSTANDING STUDENT CHAPTER CONTEST

Guidelines

OVERVIEW AND ELIGIBILITY

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.

Annual Report Requirements:

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 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, 20XX. 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.

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OVERVIEW OF GRADING CRITERIA

Chapter Activities-On Campus	
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.
Chapter Activities-Off Campus	
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.
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 manner.
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?



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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."

TIMELINE	<p>The award typically adheres to the following timeline:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00796b; color: white;"> <th style="text-align: center;">Date</th> <th style="text-align: center;">Task</th> </tr> </thead> <tbody> <tr style="background-color: #e1f5fe;"> <td style="text-align: center;">April 1</td> <td>Call for nominations</td> </tr> <tr style="background-color: #e1f5fe;"> <td style="text-align: center;">June 1</td> <td>Nomination deadline</td> </tr> <tr style="background-color: #e1f5fe;"> <td style="text-align: center;">June 30</td> <td>Committee chair provides qualified applications to members of committee</td> </tr> <tr style="background-color: #e1f5fe;"> <td style="text-align: center;">July 15</td> <td>First round of voting complete; committee chair schedules conference call to discuss results (if needed)</td> </tr> <tr style="background-color: #e1f5fe;"> <td style="text-align: center;">July 25</td> <td>Second round of voting complete (if needed)</td> </tr> <tr style="background-color: #e1f5fe;"> <td style="text-align: center;">August 1</td> <td>Recipient name and citation provided to awards coordinator</td> </tr> <tr style="background-color: #e1f5fe;"> <td style="text-align: center;">September 15</td> <td>Recipient is notified</td> </tr> <tr style="background-color: #e1f5fe;"> <td style="text-align: center;">SME Annual Conference & Expo</td> <td>Award is presented</td> </tr> </tbody> </table>	Date	Task	April 1	Call for nominations	June 1	Nomination deadline	June 30	Committee chair provides qualified applications to members of committee	July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)	July 25	Second round of voting complete (if needed)	August 1	Recipient name and citation provided to awards coordinator	September 15	Recipient is notified	SME Annual Conference & Expo	Award is presented
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SELECTION OF RECIPIENTS	The winner and three 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.																		
AWARD	The winning chapter receives \$500 and a certificate of recognition. The chapter receives a travel allowance of up to \$500 to send a representative to the SME Annual Conference & Expo. The Society president presents the awards during the SME Awards Banquet. Three runners-up receive certificates of recognition. All winners will be recognized in the SME <i>Mining Engineering</i> magazine.																		
PRESENTATION OF AWARD	The winning chapter will be invited to the SME Awards Celebration at the SME Annual Conference & Expo.																		
QUESTIONS	<p>Questions may be directed to: Awards Coordinator Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200</p>																		