



PRESIDENT'S AWARD FOR BEST CSCE STUDENT CHAPTER 2010

As soon as possible after the close of the operating year, March 31, each Student Chapter is urged to send its report on its activities for consideration by the Selection Committee for the President's Award for Best Chapter of the year. Please use the following form and note the submission deadline of **March 31, 2010**. The winner and the two runner-ups will be announced at the CSCE Annual Conference Awards Banquet in the late Spring 2010.

To be eligible to apply for CSCE President's award, Student chapter must submit a 3-page "Proposed Plan" for the academic year by October 31, 2009 to Vera Straka, Chair of the Student Affairs Committee by email (vstraka@ryerson.ca). The proposed plan must include the names of the chapter executives, proposed plan of events (such as education presentations, social events, competitions, etc) and a schedule of events (e.g. Nov. 5th: Graduate Poster Night, Nov. 10th: Talk by Dr. Greg Brown, etc.) of the year, and a proposed budget. The plan may also include other issues such as targets, expectations, etc. (example: to increase student membership by 50%), and this plan must be submitted through the Faculty advisor of the student chapter to Vera Straka.

Some Chapters do not bother to submit their proposed plan and final reports because they think they do not have a chance to win. BUT, the only way a chapter can be sure of not winning is if it does not enter. In addition, these reports supply extremely valuable feedback to our Student Affairs Committee and CSCE Headquarters.

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Please submit your student chapter's proposed "Plan and Budget" (maximum 3 pages) by **October 31, 2009** to Vera Straka (vstraka@ryerson.ca). The plan must include:

1. Names of the executives
2. Proposed Plan and Schedule of Events for the academic year
3. Proposed Budget

Also, please submit any other optional items that may be suitable to be included in your "Plan and Budget".

Please see front page of Appendix I for details.

Please note:

- The award will be given to a dedicated CSCE student chapter, and not to the Civil Engineering Student Society/Civil Club/or civil engineering students' related club.
- The plan and budget should only cover the activities run through the CSCE student chapter. However, if the CSCE chapter is coordinating with the main Civil Engineering student society for certain functions, you may identify them and outline very clearly what is the role of CSCE student chapter on those functions.
- The student membership must be at least 70% of the overall civil engineering student population in your department to be eligible for the President's Award.

We encourage the CSCE Student Chapter to work with the Civil Club or to be affiliated with the Civil Club. However, we would like to know the purpose/function/commitment from the CSCE Student Chapter.

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Please neatly print in dark ink or type. Fill in only as much as you can. It is not expected to have all these categories covered to be eligible for the award. If necessary, please continue any lists on the back of these pages. The following questions pertain to the academic year 2009/2010.

University represented by your Student Chapter

Who were the members of your chapter executive?

Name	Function	Program Year (1 st , 2 nd , 3 rd or 4 th year)
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What percentage of the civil engineering students at your institution were CSCE members?

Number of CSCE Student Members (2009/2010)

First Year _____

Second Year _____

Third Year _____

Fourth Year _____

Graduate _____

What was the percentage increase or decrease in membership over last year 07/09?

How many times did your chapter issue a newsletter to its members? _____

How many articles, concerning the activities or achievements of your chapter, appeared in university newspapers or magazines? (Please attach copies) _____ in local or major newspapers? _____ (Please attach copies)

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University represented by your Student Chapter

How many technical speakers did you have come to address your chapter? _____

In general, how many students attended these talks? _____

Were these events held after hours or during hours? _____

(Please attach any fliers of advertisements announcing the talks)

Name of Speaker	Affiliation	Topic of Talk	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How many day trips were organized? _____

Destination	# Participants	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many multiple day trips were organized? _____

Destination	# Participants	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

In how many engineering contests at other universities/institutions did your chapter participate?

Contest	Location	# Participants	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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University represented by your Student Chapter

How many engineering contests did your chapter host? _____

Contest	# Participants	Date
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At how many conferences was your chapter represented? (Including those hosted) _____

Conference	Location	Chapter	#Participants	Date
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How many technical films screenings did your chapter organize? _____

Title	Film Distributed by	#Audience	Date
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How many social events, such as dinners, barbecues, or dances, did your chapter organize? _____

How many of these were in conjunction with orientation week? _____

Event	Location	#Participants	Date
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Has a category been left out? _____ Please attach additional pages describing these activities

Have you enclosed the **confidential faculty recommendations (CSCE faculty advisor and department head/chairman)**? ** (Required) Submissions will not be judged without them.

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University represented by your Student Chapter

If your chapter has any comments or suggestions about how the CSCE Student Affairs operates, please list these below or append them to this form.

Also, please attach separate sheets outlining your **chapter's budget** for 2009/2010.

PLEASE SUBMIT THREE (3) COPIES* OF THIS ENTRY FORM, INCLUDING COPIES OF ALL SUPPORTING DOCUMENTATION (EXCEPT FOR THE LETTERS OF RECOMMENDATION) PRIOR TO MARCH 31, 2010 TO:

Vera Straka
Department of Architectural Science
Faculty of Engineering & Applied Science
350 Victoria St.
Toronto, ON M5B 2K3
Canada
Phone: (416) 979-5000, ext. 6495
Fax: (416) 979-5353
E-mail: vstraka@ryerson.ca

* Please ensure that information on back of pages is also copied

** These letters should contain statements on the successes and challenges of the CSCE Student Chapter at your College/University, and other information on the relative activity of the chapter as compared to other engineering student organizations at your College/University. These confidential comments must be enclosed in sealed envelopes.