



National Society of Black Engineers®

CHAPTER PROGRAMS TOOLKIT



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National Programs Chair 2009-2010
“Developing Members One Programs at a Time”

Greetings Chapter Programs Chair,

This year will shine much light onto the NSBE Programs! I am excited to present this Chapter Programs Took-Kit to you so that you can begin to experience the many Regional and National Programs within your chapter. This tool-kit will help you to implement competitions such as the Academic Technical Bowl (ATB), the Pre-College Initiative (PCI) Design Competition, the Technical Research Exhibition (Poster Presentation and Oral Presentation), and other mission critical program activities. The tool-kit is designed to help you structure your program's objective, resources, implementation plan and evaluation.

This program tool-kit has been developed especially for you and with your chapter in mind. No matter how big or small, your chapter will benefit by implementing programs according to this tool-kit.

This tool-kit is to be used in conjunction with the Regional Executive Board (REB), the Institute for Chapter Development (ICD), and the individual Chapter Programs Tool-kits to implement effective programs at the chapter level. The collaboration of these resources will help your Chapter to fulfill its potential as a NSBE Chapter and contribute to mission fulfillment. This tool-kit does not contain instructions for every program; however, it will help you to create a roadmap to programs and activities that directly correlate to NSBE Programs.

If you have any questions regarding program implementation for your Chapter please contact your Regional Programs Chair. If you need further assistance please contact me at nebprograms@nsbe.org or via telephone at (703) 332-9538. Congratulations in advance for what I know will be a highly successful programmatic year for you and your Chapter.



Yours truly in NSBE,

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Table of Contents

Programming Basics	3
Planning a Program: Academic	5
Example of Program Planning	7
Money Matters	12
Leadership Matters	12
Documentation	13
Program Ideas	13
Summary	14

Programming Basics

What are NSBE Programs?

Creative, engaging and interactive programs are the primary vehicle through which NSBE fulfills its mission of creating engineers who excel academically, succeed professionally and positively impact the community. We provide a variety of programs in the following core areas to support all demographics impacted by the Society: Academic Excellence; Technical Excellence; Leadership Development; Community Impact; Pre-College Initiative and Chapter Development

Scholarships, research opportunities, community activities and academic support are among the wide array of resources available to NSBE members through our various programs. By participating in any number of our programs each member of NSBE is ensured an opportunity to reach extraordinary heights in their academic, professional and community endeavors. The value of NSBE Programs depends on active participation. (Dr. Michael Smith)

Who is responsible for planning and implementing NSBE programs?

The programs chair of each chapter is responsible for planning and implementing NSBE programs. He/she may to delegate certain responsibilities to committee members. Academic program activities are the primary responsibility of the Academic Excellence chair and PCI activities are the primary responsibility of the PCI chairperson. These committee members sit within the programs zone which is headed by the programs chair. The programs chair is the authority of programs within the chapter and for this reason is a chapter executive officer.

What are key factors of planning and implementation of NSBE programs?

4 W's: Why, When, Where, Whom (who is the key audience)

Resources:

People

Time

Money

Communication Medium:

Written: Email, Flyers, Brochures

Verbal: Announcement (radio, TV), Telephone

Logistics

The aforementioned factors can be carefully assessed by completing the program planning sheet found in the Chapter Development Program (CDP).

When should program activities take place?

NSBE programs should take place year round. Chapter activities should coincide with national and regional foci. An example is that November is Academic Excellence month; therefore program activities in November should be centered around academic improvement. Any competitions that relate to regional competitions should take place before the Fall Regional Conference.

How should the program be evaluated?

The program should be evaluated by completing the evaluation sheet found in the CDP. There is also a participant evaluation form that should be completed by all members in attendance. These evaluation sheets will help you to assess the effectiveness of your program and provide you with documentation for archiving purposes.

How do I encourage members to participate in programs?

Encourage members to participate in chapter activities by appealing to the program's ability to develop the member and the chapter. Academic Excellence programs are specifically geared toward member GPA improvement. This is especially important to remember for those students whose excuse is not having time due to school work. Indicate that these programs will teach them more effective methods to gain/ retain knowledge and maximize the quality of study time.

Regional and national activities all have some reward to entice the membership to participate. These are good selling points for programs. Scholarships are considered programs! Encourage members to apply for scholarships for which they are eligible. NOL will let members know if they are eligible or not.

Remember that as programs chair you want to make sure that participation is effective. This means that quantity is not as important as quality. Be careful not to cancel activities because of low attendance if the financial impact is not detrimental.

How do members apply to participate in regional and national programs?

Members can register for these programs via the NSBE Online system (NOL). Once they log-in they can click the [programs and scholarship](#) icon and choose the program or scholarship for which they want to register or apply.

Planning a Program: Academic

Academic Excellence programs are those programs that directly relate to the improvement of a member's academic development and grade improvement

The Achievers Plus programs is a collaboration of workshops and documents that assist the member in improving his/her GPA. The following is an example of how to plan and implement a workshop/study session.

Planning & Implementation

1. Complete the Program Planning Sheet- This all of the key planning questions(4 W's, Communication Medium)
2. Complete a Timeline for this event. The timeline should begin from day one until the event is completed and evaluation is completed. It should be specific in terms of date and responsibilities to be covered.
3. How many people do you need to assist with this event? What will their responsibilities be? Look at your planning sheet. Appoint someone to oversee each of the major sections of the planning.
 - Reservations/Set-Up
 - Technical Assistance
 - Speaker
 - Publicity
 - Hospitality
 - Security
4. How many planning meetings will we need? When and where will we meet? You should, at the first meeting, set up the next two meetings dates and venues. Send reminders about these meetings one week prior and 1 day before.
5. What is your budget for this activity? It is critical that you look at your overall programs budget and decide what percentage of that budget should be spent on this activity. Spend budgeted money on those items for which you cannot obtain sponsorship. A workshop/study session may require the following:

Projector/Computer Rental- Does the speaker need this?

Space- How many rooms? Possibly Two: one with music, one without

Speaker- Who and what academic subject will they speak about?

Honorarium (for speaker) - What will this be?

Door Prizes (participants) - How many? Why will they be given? Raffle, yes/no?

Snacks for Participants – Healthy or not so healthy? (both is best)

The first three items in the list can be avoided as an expense by using the University's resources. These items are generally loaned to registered student organizations for free.

A chapter member may be able to donate the usage of his/her laptop. Rental of these items should be communicated in writing at least two weeks in advance to avoid problems on the day of the event. Confirm again on the week of the event.

The next three items on the list may be donated from local businesses. Look to obtain gift certificates and gift cards to purchase items. Contact your chapter finance chair for more assistance in getting donations and sponsorship.

If no sponsorship is available submit all forms to finance zone to get purchase authorizations for what you need to purchase.

6. Timeline for the day of the event. As you get closer to the event you will need to create a timeline of what should happen and when it should happen on the day of, as well as one day prior to the event. This timeline should be communicated with everyone on your committee. You should make sure everyone understand their role in making these things happen at their appointed time. **LACK OF TIME MANAGEMENT WILL NEGATIVELY AFFECT YOUR EVENT.** It is not acceptable to be late to any appointments/meetings associated with the planning and implementation of NSBE Programs
7. Who will be responsible for distributing and collecting the participant evaluations? When will they be collected? Who will complete the program evaluation sheet? When will they be analyzed and by whom? Who will get the planning, evaluation and supporting documents to the proper person for documentation in the CDP?

These 7 steps will help you to effectively plan and implement an academic workshop/study session. This same procedure will be followed for every event.

Example of Program Planning

The University of Engineers chapter of NSBE has decided to host a Technology Day at their school during National Engineers Week. They have completed the program planning sheet below.

NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM PLANNING SHEET

LOGISTICS

Date: 10/1/04 Chapter: University of Engineer

Name: Keisha Pullum Committee Name: Technical Excellence

Program: Technology Day

Date of Program: 2/14/05 Time of Program: 8am-5pm

Duration of Program: All Day

Committee Members: Programs Zone Members (could list by name)

Key Contact Person(s): Keisha Pullum

Expected Attendance: Members 10-25 Community 75 includes industry

Goal(s) of Program:

To introduce the membership and community to new and existing technology. This program will serve as the first activity within National Engineers Week.

Check and explain which key business area(s) this program fulfills.

☐ Academic Excellence	☒ Technical Excellence
☐ Leadership	☐ Telecommunications
☐ Financial Vitality	☐ Environmental Justice
☐ Academic Education & Career Access	☐ Communications
☐ Cultural Awareness/ Community Service	☐ Professional Development

RESPONSIBILITIES (Complete sections applicable to your program)

RESERVATIONS/SET UP- Indicate the estimated cost and person responsible.

- ✓ Space(s) reserved: Yes, room ballroom of the student union
- ✓ Banner space request submitted: Yes
- ✓ Other: Tables will be set up by university staff. Committee members will check with those bringing displays for other needs. Table cloths and such will be set up by committee members at 7am the morning of the event

PROFESSIONAL CONTRACTS/PURCHASES – Indicate estimated cost and person responsible.

- ✓ Purchase order request submitted: The university space request has been submitted
- ✓ Contract received/signed: All contracts have been signed with the university and waivers signed
- ✓ Other: Water and snacks for display participants must be purchased

TECHNICAL – Indicate estimated cost and person responsible.

- ✓ List all Audio/Visual needs (sound, outlets, etc): We will need an intercom system. This will be rented/borrowed from the university. Renting could cost about \$100
- ✓ Other:

PUBLICITY – How did you make use of the following publications? Indicate size and quantity.

Newspaper ad(s)	Posters	Flyers	Radio ad(s)
Press release	Banner	Calendar	Other

HOSPITALITY – Indicate estimated cost and person responsible.

- ✓ Transportation arranged
Arrival information: Participants will arrive and set up at 7:30am
information: We must be out of the space by 6pm
Departure
- ✓ Lodging arranged:
Hotel information: Not necessary
- ✓ Food service arranged: We will purchase food for the display participants and set it up in a closed off space

Other:

SECURITY – Indicate estimated cost and person responsible.

- ✓ Security: provide by university
- ✓ Parking arranged: participants will have guest passes
- ✓ Other:

THANK YOU NOTES – Will be sent to display participants upon confirmation and conclusion of the event.

2. The next step is to complete the timeline of activities. This is a sample there are several ways to create a timeline:

Date Due	Activity	What	Who	Action Items	Completion Date
10/10	1 st Meeting	Delegate Responsibilities	Committee	Given	
10/30	2 nd Meeting	Update on previous action items	Committee	Given	
10/15	Contact university about space and equipment	Pay any fees upon confirmation that space is available	Jackie		
11/30	Last committee meeting of the semester	Update on previous action items	Committee	Given	
11/30	Confirm Speaker	The speaker must speak on innovative technologies	Will		
12/5	Send Invitations to companies to set up displays.	Follow up with them in upon first week back from the holiday break.	Ashley		
1/10	Begin to publicize and register community and students	The goal is to maximize the number of attendees	Jamel		
1/20	4 th Meeting	Update on action items and discuss any last minute issues	Committee	Given	
1/20	Confirm Security	Make sure they know when we will begin and exactly what they	Adrienne		

		need and what kind of things may occur during the event.			
1/30	Last meeting	Updates, Issues, Get final participation numbers from Ashley and Jamel	Committee	Given	
2/5	Confirm with university and participants	Are they coming Is the Space Prepared	Keisha And Jackie	None	
2/14	EVENT DAY	See event day schedule			

3. Keisha has decided that a committee of 15 will be enough to handle the event. The responsibilities are delegated below:

Reservations/Set-Up- Jackie
 Technical Assistance- Edwin
 Speaker- Will
 Publicity- Jamel
 Hospitality- Ashley
 Security- Adrienne

The committee decides that 5 meeting will be adequate. They will meet at the University Union. The next two meetings will be on 10/30 and 11/30.

5. The budget for the Technology day is \$75. This represents 25% of the programs budget for the year. They have decided that this event is important enough to their community and the mission to use this much of their budget. Money will be spent as such

Audio System- Free, provided by the University
 Space- Free
 Display Participants- Free, they will donate their time and resources
 Honorariums- \$10 for thank you note and postage
 Door Prizes- Will be donated by local businesses
 Snacks- Partially donated by local grocery store and they will spend \$30

6.

Day of Event Timeline

7:00am Committee and Display participants arrive and set up
 8:00am Event begins. Speaker will open and speak for 15 minutes
 8:30am Symposium begins
 10:30am Door Prize drawing
 11:30am Begin lunch set-up
 12:20pm Make announcements that Symposium will break at 12:30 for 1hr
 12:30pm Display participants have lunch

1:30pm	Resume Symposium
3:30pm	Second door prize
4:45pm	Keisha makes announcements
5:00pm	EVENT ENDS
5:15pm	Begin clean-up
6:00pm	Must be out of the space

7. Will and Edwin will collect all participant evaluation forms as participants leave the event. Keisha will complete the program evaluation sheet. The committee will analyze them 1 week after the event. Thank you notes will be sent to display participants by Ashley no later than one week after the event.

Money Matters

It is imperative that you be apart of the budget making process and that you understand the total amount of money that will spent on programs throughout the year. This will help you when deciding how much to spend on a particular event. Remember that you want to spend your money on events that are critical to the mission and directives. Be sure to include line items in the budget for things such as:

- Honorariums
- Copies
- Food
- Equipment Rental
- Awards

Work closely with the chapter treasurer to ensure that your budget money is being used appropriately. If you have a chapter for which money is not a huge issue be sure to include a line item to help chapter members who wish to compete at regional competitions to register and travel to the conference. You should set guidelines for receiving such rewards. Be creative in financing your programs; just because money isn't in the budget doesn't mean that it can't happen. You may need to do fundraisers. In such a case be sure to communicate with the finance chair what your needs are and they will help oversee your fundraising event.

Tip: Have and foster a good relationship with the finance zone!

Leadership Matters

It is often difficult in the beginning to know which of your committee member will be fully committed to the task. You must pay attention to how your committee members complete action items. Are they consistently not done or late? If this is the case you should consult with the committee member and be frank about his/her performance. Offer a written confirmation of the consultation. If they do not improve remove them from the committee. Do this in writing and verbally. *Dead weight is heavier to carry than no weight.* You can then fill the position with someone else or re-delegate the committee's responsibilities.

Encourage your committee members to take initiative. It is a key aspect of leadership. You will begin to appreciate the initiative that some committee members take to complete task and such initiative should be rewarded. Remember to groom someone to serve in your position next year. Those committee members showing initiative, passion and results are good candidates.

Communicate all action items in writing. Make sure that your committee understands what the primary medium of communication will be. If it is by email then you must set rules such as a 48 hr turn around on email responses. Keep a running action item list in which everyone has access. This will also establish accountability and keep the committee aware of what must be done. Always communicate committee activities with the vice-chair as he/she is the manager of the entire Chapter Executive Board.

Documentation

Documentation is extremely important to the viability of programs within your chapter. Documents serve as proof of your activities within the CDP and they are a guide for the next person in your position. The documents used within NSBE are the program planning sheet and both evaluation forms. Flyers, radio announcements and other publications should also be kept for archiving and documentation purposes.

Avoid the temptation to skip the evaluations. Evaluations are the only way that you will obtain the effectiveness of your program. Create a summary of the participant evaluations and include this in your CDP for the next programs chair. He/She can improve upon what you have done.

Program Ideas

Academic Excellence

Academic Tech Bowl- between student groups
Faculty/Student Forum
PhD Panel, Masters Panel
Study Sessions
What's your learning style workshop
Motivational Speakers
EIT/FE Preparation Workshops

Technical Excellence

Research Symposium-
Graduate/Undergraduate
Poster Presentations
Computer Learning Day
Corporate Technology Workshops
Inventors Workshop & Symposium
Workshops to promote the Professional Engineer License

PCI

PCI tutoring sessions (PCI students tutoring other students)
PCI mentoring sessions (PCI students mentor younger students)

PCI Collegiate Social Mixer
SAT/ACT Prep Sessions
College Day or Weekend (bring PCI students to campus)
Parent/Collegiate workshops (parents and collegiate PCI committee work to tailor curriculum to be student specific)
PCI Brain Bowl- Similar to Academic Tech Bowl but including other subjects like English and African American history.

Leadership/Chapter Development

Time Management Workshop
Archiving and Documentation Workshop
Chapter Leadership Challenges
Chapter Leadership Conferences
Program Finance Workshop
Chapter Shadowing Initiatives
Image Workshop Series
Public Speaking Workshops
Chapter Programs Lounges

Summary

Effective program planning and implementation is crucial to the success of your chapter. This document offers a direct roadmap for program success. Remember that the evaluations and program planning sheets need to be saved for the CDP. The CDP is the archiving document for the chapter and will be the ultimate judge who each chapter's activities for the year. The CDP is the determining factor in the chapter excellence awards.

The list of program ideas on page 13 is a start for program activities. Be creative in implementing these and other program activities disseminated from your regional counterpart. Be sure that each person within the program zone is working at maximum potential by communicating with his/her regional counterpart. Remember that the programs associated with the organization are critical to the success of the mission.

Finally, be sure to work with the entire chapter executive board to ensure the success of programs. Programs promotion is a very powerful tool. Use all means of communication to get members to participate at the chapter, regional and national level. Members are best developed by participating in at least two programs, so encourage your chapter to participate. The most critical of all programs to the student member is the Achiever's Plus program. Be sure that each member participates to improve your chapter GPA.

You are on your way to having a successful year. Continually refer to this document and the CDP as a guide and you will master being a chapter programs chair!