

Outstanding Student Chapter Award

I. PURPOSE

ATMAE's Student Division recognizes the achievements of its campus ATMAE Student Chapters with an Outstanding ATMAE Student Chapter award, which may be awarded each year. Outstanding Student Chapters are recognized based on their exceptional efforts to engage ATMAE, their college, and their community. Exemplary ATMAE Student Chapters provide development opportunities that support student academic and professional growth through the realization of the ATMAE mission.

II. ELIGIBILITY

To be considered eligible for the nomination, each ATMAE Student Chapter must meet all Student Chapter requirements and submit the [ATMAE Student Chapter Membership Application](#) to Melissa Smith, Director of Programs and pay annual Student Chapter membership dues of \$20 to ATMAE by **August 31, 2018**.

III. NOMINATION MATERIALS AND GUIDELINES

Nominations may be made by chapter officers, chapter advisors, chapter members, other ATMAE members, or ATMAE Staff. **All nomination materials are to be submitted to Jim Thompson, IOM, CAE, ATMAE's Executive Director. Submit nomination materials via email to executive@atmae.org. Deadline for all material is Friday, September 28, 2018.**

Because objective measures of ATMAE Student Chapter activity and quality are helpful in evaluating nominations for this award, nomination submissions are required to include the following components:

- i. Part One: The nominated ATMAE Student Chapter or the Nominator is required to write a short, **500 word essay** that best describes two major accomplishments of the Student Chapter and its members since November 2016. In recounting the range and quality of these activities, this essay should describe how these activities and the nominated Student Chapter support the mission and goals of ATMAE and provide academic and professional development opportunities for its students. Activities described in this essay could include academic projects, member recruitment events, departmental support activities, campus or community service activities, ATMAE sponsored events, competitions, visiting speakers, industry tours, community or industry partnerships, fundraising activities and social activities.
- ii. Part Two: Please fill out and submit the ATMAE Student Chapter Award Questionnaire.

Entries that fail to fully complete both components of the above stated criteria will be disqualified.

IV. AWARD

ATMAE Student Chapter receiving the award is selected by the President of the Student Division in consultation with the Division Vice President. The award will be announced during the ATMAE Awards Ceremony on Friday, November 9th at the 2018 ATMAE Conference in Kansas City, Missouri.

V. SCORING

Scoring will be based on the following categories. These categories will be given a point value based on information provided in the Essay and Questionnaire.

Category	Focus	Points Available	
Membership	ATMAE Student Chapter has an active leadership team in place with means of re-elections in future years.	Y= 5	N= 0
	Number of Members in ATMAE Student Chapter	1 point for every person	
Educational	Involvement in Educational Activities (i.e. field trips, guest speakers, etc.) sponsored by the ATMAE Student Chapter	Y=5	N= 0
	Involvement in ATMAE Student Competitions	Y = 5	N = 0
	Use of ATMAE Student Chapter Virtual Group	Y = 10	N = 0
Professional	Participation in ATMAE Robotics Competition Q&A Call Event	1 point for every person	
	Student Chapter Member(s) use of ATMAE Career Center	1 point for every person	
	Participation in an Internship	2 points per person	
Service	Involvement in Fundraising Activities (i.e. field trips, guest speakers, etc.) sponsored by the ATMAE Student Chapter that enhanced the image of academic department(s), ATMAE or the ATMAE Student Chapter	3 or more = 10 pts 1-2 = 5 pts	
Extracurricular	List of Social Events that built camaraderie within the ATMAE Student Chapter	Y= 5	N = 0
	Following ATMAE Social Media Sites (Facebook and Twitter)	Y= 5	N = 0
ATMAE Mission	Significant contributions of the ATMAE Student Chapter to the ATMAE mission and an explanation for why the ATMAE Student Chapter deserves the award.	Total possible = 10 pts.	

ATMAE Outstanding Student Chapter Award Questionnaire

Instructions: Submit this form along with a 500-word essay to Jim, ATMAE’s Executive Director via email at executive@atmae.org by Friday, September 28, 2018.

1. Name of Nominator: _____

Email: _____ Phone: _____

Describe Affiliation to the Student Chapter: _____

Are you a current ATMAE Member? YES NO

2. Name Student Chapter Institution: _____

3. Student Chapter Academic Department(s): _____

4. Address of University:

○ City: _____ State: _____ Zip: _____

5. Student Chapter Faculty Advisor: _____

○ Email: _____ Phone: _____

6. Student Chapter Main Contact: _____

○ Email: _____ Phone: _____

7. Please list Student Chapter Officers.

Position	Term	First Name	Last Name	Email Address
President				
Vice President				
Secretary				
Treasurer				

8. Please list all ATMAE Student Chapter Members

Name	Email Address

9. Have you joined/used your [ATMAE Student Chapter Virtual Group](#)?

- Yes
No

10. List all Student Chapter members who participated in or plan to participate in the Robotics Competition Q&A Call-in Session.

Name

11. List all Student Chapter members who have visited the [ATMAE Online Career Center](#).

12. Name

13. List all Student Chapter Members who participated in an internship over the past year.

Name

14. Is your Student Chapter following ATMAE on social media ([Facebook](#) and [Twitter](#))?

- Yes No