

National Society of Black Engineers
Chapter Programs Tool-Kit Version 3.0



Natasha Joseph
National Programs Chair 2008-2009

Chapter Programs Chairs!

Are you ready to begin an exciting programmatic year? As National Programs Chair, I am definitely delighted to present the Chapter Programs tool-kit to you! With this, you can begin to *experience* and plan regional & national programs within your chapter. This tool-kit will help you to implement competitions such as the Academic Technical Bowl (ATB), PCI Design Competition, Graduate Poster Session, Undergraduate Student Research Competitions (USTR), 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 has been developed especially for you, with your unique chapter dynamics in mind. No matter your size or resources, this toolkit will benefit your chapter.

Used in conjunction with your Regional Executive Board (REB), and the Institute of Chapter Development (ICD) toolkit to plan the direction of your chapter, this will help you create a roadmap for program implementation within your chapter. Using this document, the expertise of your REB, and the ICD toolkit, not only will you master the levels of program planning, your chapter will fulfill its potential as a NSBE chapter while actively contributing to mission fulfillment. While this tool-kit does not contain instructions for every program, it will help you through the program-creation process.

If you have any questions regarding program implementation for your chapter, first please contact your regional programs chair at the addresses found on the next page. If you need further assistance, do not hesitate to contact me. I wish you much success, because luck will have nothing to do with it!



Sincerest Regards,
Natasha Joseph

National Programs Chairperson, **National Society of Black Engineers**
Email - programschair@board.nsbe.org
Telephone - 703.332.9538

Region 1 – Yasah Veleze – r1programschair@board.nsbe.org
Region 2 – Matthew McFarland – r2programschair@board.nsbe.org
Region 3 – Sarah Hutchinson – r3programschair@board.nsbe.org
Region 4 – Loren Walton – r4programschair@board.nsbe.org
Region 5 – Joshua Situka – r5programschair@board.nsbe.org
Region 6 – Inema Orukari – r6programschair@board.nsbe.org

Table of Contents

| | |
|---------------------------------------|----------------|
| Programming Basics | 4 |
| Planning a Program: Academic | 8 |
| Example of Program Planning | 10 |
| Money Matters | 13 |
| Leadership Matters | 13 |
| Documentation | 14 |
| Program Ideas | 14 |
| Summary | 15 |
| Appendices I – III | 16 - 23 |
| - Program Planning Sheet | |
| - Program Evaluation Form | |
| - Program Participant Evaluation Form | |

Programming Basics

What are NSBE Programs?

NSBE programs are creative, engaging and interactive and ongoing. They are the primary vehicle through which NSBE fulfills its mission of creating engineers who excel academically, succeed professionally and positively impact the community. Simply put, they are central to the functions of the organization. We provide a variety of programs in the following core areas to support all demographics of 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 varied programs. By participating in any number of our programs, each member of NSBE is ensured an opportunity to reach extraordinary heights in academic, professional and community endeavors. The value of NSBE programs depends on active participation.

Who is responsible for planning and implementing NSBE programs?

Each chapter programs chair is responsible for planning and implementing NSBE programs, at that chapter. (If no chapter programs chair exists, the responsibility is shared between the chapter chair and the chapter vice chair.) S/he may delegate certain responsibilities to committee members. Academic program activities are primarily the responsibility of the Academic Excellence chair and PCI activities are primarily the 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. While each position is responsible for certain facets/programs, it is the responsibility of the chapter executive board to ensure the chapter is functioning. Ergo, this toolkit can be utilized by **any** chapter executive member, or chapter member designated to aid in program planning/development/implementation.

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: Web, Email, Flyers, Brochures, Web invites/announcements, etc
- Verbal: Announcement (radio, TV, streaming webcast), Telephone, etc

Logistics

The aforementioned factors can be carefully assessed by completing the program planning sheet found in Appendices I of this document. (This is also apart of the ICD toolkit – see the ICD website to download the toolkit)

When should program activities take place?

NSBE programs should take place year round. Chapter activities should coincide with national and regional foci. For example: November is Academic Excellence month; so, program activities in November should center on academic improvement or development. However, planning must occur if programs/event are to be effective! Any local preparation competitions relating to regional competitions should take place before the Fall Regional Conference.

How should the program be evaluated?

The program should be evaluated by the person(s) running the program, and the participants in the program. They should complete the evaluation sheet found in the ICD toolkit and in Appendices I of this document. The participant evaluation form should be completed by all 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?

Appeal to members' desire to improve themselves. Highlight the program's ability to develop the member and the chapter. Academic Excellence programs are specifically geared toward member GPA improvement. This is important to remember for those students whose excuse is not having time, due to school work. Show that these programs teach more effective methods to gain/ retain knowledge and maximize the quality of study time. In addition, programs should be interactive and this should be reflected within the publicizing of the event.

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! All members should 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 provided 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) <http://nol.org>. Once they log-in they can click the "programs and scholarship" tab/icon, enter the program/scholarship in the search bar, or choose the program or scholarship for which they want to register or apply.

Planning a Program

Example: Academic Programming

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

The Achievers Plus program 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, which is one small subset of Achiever's Plus. This step-by-step process is what would be utilized to plan other academic events such as scholarship drives, academic motivation seminars, etc.

Process

1. Plan the overall direction of the Achiever's Plus "look and feel" within your chapter.
 - a. Is your program going to be mainly study session/jams, a mixture of many different types of events, a competition between teams?
 - b. Will you provide financial incentives for high achieving members?
 - c. How long is the program going to run?
 - d. How are you going to collect GPA's to notify the chapter of GPA improvement – without compromising confidentiality?
 - i. A confidentiality agreement?
 - ii. A waiver sheet? (A waiver form is on the national website under the GPA verification section)
2. Decide how many events will happen within a semester/quarter/monthly period – check your chapter calendar to ensure that you have adequate time for each event:
 - a. Promotion, kick-off, sign-up period, chapter events, regional program promotion, regional competition prep, conference, etc
 - b. If you realize that you don't have enough space on your chapter calendar to perform all desired activities – begin to prioritize the events to fit the main goals of the program/chapter
3. Select dates for events
4. For each event, walk through the steps below.

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 2: 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, or departments on campus. 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 your chapter does not have a finance chair, speak to your regional finance chair.)

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

occur on the day of, as well as one day prior to the event. This timeline should be communicated with everyone on your committee (in written format). You should make sure everyone understand their role in making these things happen at their appointed time. **NOTE: LACK OF TIME MANAGEMENT WILL NEGATIVELY AFFECT YOUR EVENT.** It is unacceptable to be late to appointments and 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 ICD?

These easy steps will help you to effectively plan and implement an academic workshop/study session. This same procedure should be followed for every event occurring within a program. Re-occurring events (e.g. study sessions) and less intensive events will require less planning thus fewer resources.

You may have multiple sheets for a single event. When executing the planning, you may find it necessary to fill out additional sheets. Completing multiple sheets will show your progress toward the completion date/goal. The example below is the final version of the planning sheet.

An example of each facet of program planning is below.

Happy Programming!

Example of Program Planning

The University of Engineers chapter of NSBE has decided to host an Academic Scholarship Drive Day at their school during the month of October. They have completed multiple program planning sheets and the final program planning sheet is displayed below.

NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM PLANNING SHEET

LOGISTICS

Current Date: 10/1/07 **Chapter:** University of Engineers (UE)

Planning Started: 9/1/07 **Committee Chair:** Nadya Knight

Committee Name: Academic Excellence

Program: "Get Money!" NSBE's First Annual Scholarship Drive

Date of Program: October 28th 2008 **Time of Program:** 8am-5pm

Duration of Program: All Day

Committee Members: Programs Zone Members – Scott Mohammed, Nadya Knight, Derrick Genus, Geri Coleman, Reba Duncan, Portia Okongue, Armstrong Zahos

Key Contact Person(s): Nadya Knight, Derrick Genus

Expected Attendance: Members: 10-25 Community: 75 includes industry

Goal(s) of Program:

To display local scholarships to high school and collegiate students, including a mini career fair with hosting companies to NSBE members

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Academic Excellence | <input type="checkbox"/> Technical Excellence |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Continuous Education & Career Access | <input type="checkbox"/> Financial Vitality |
| <input checked="" type="checkbox"/> Cultural & Community Awareness | <input type="checkbox"/> National Directives |

RESPONSIBILITIES (Complete sections applicable to your program)

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

Comm. contact: Nadya Knight

- Space(s) reserved: Yes, King Room in the student union of UE. (Reserved on 5/Sept)
- Banner space request submitted: Yes (5/Sept)
- 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*

Comm. Contact: Scott Mohammed

- Purchase order request submitted: Yes, The university space request has been submitted (\$0.00 – no cost) (8/Sept)
- Contract received/signed: All contracts have been signed with the university and waivers signed. Food and beverage contracts were signed by the chapter president (\$150.00)
- Other: Water and snacks for participants must be purchased (Treasurer confirmed that \$50.00 can be utilized for this purpose – 15/Sept)

TECHNICAL: *Indicate estimated cost and person responsible.*

Comm. Contact: Portia Okongue, Armstrong Zahos

- List all Audio/Visual needs (sound, outlets, etc): We will need an intercom system. This will be rented/borrowed from the university. (\$100); Power strips will be provided by university – no cost
- 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 | |

News paper ads in school newspaper: 1 weekly from 3/Sept through date of event (No Cost)

Posters: 10 - Set up day of event throughout Student Union (No cost – made by committee)

Flyers: 2 different types, one for High Schools, one for college – 200 printed – used student account to print at no cost - color (No Cost, TComm Chair made flyer)

Radio: 1 submitted flyer to main campus radio station (No Cost)

Banner: 1 banner to be displayed week of event (No Cost)

HOSPITALITY: Indicate estimated cost and person responsible

Comm. Contact: Derrick Genus, Reba Duncan

- Transportation arranged -
(No cost)

Arrival info: Committee will arrive and set up at 7:00am
Chapter participants will arrive at 7:30am
Event participants will begin to arrive at 7:45am

High School students: Campus is located centrally, thus accessible to students. However, two High schools have been coordinating transportation – Edison Science and Tech, Wilson Magnet HS. These two high schools have reached out to other local schools saying they're providing transportation to our event the morning of, departing each parking lot at 7:15am. Est. arrival time: 7.45am
Contact for EST: Debra Gilmore – 444.123.2222 xt.321 (mobile-444.212.3325) debra.gilmore@districtk12.org. Contact for WMHS: Gary Tint – 444.432.3323 xt. 143 (mobile-444.987.4133) gary.r.tint@disctrick12.org.

Departure info: We **must** be out of the space by 6pm, with room set up the way we found it – clean and with things un broken. If necessary, broken items must be reported to University staffing.

- Lodging arranged -
Hotel information: Not necessary (No cost)

- Food service arranged -
Food and beverages have been donated by UE School of Engineering – we must pay a service set up fee of 150.00. They will set up continental breakfast at 7:30AM; Breakdown breakfast at 9am; Setup sandwich and potato chip lunch at 12Noon; Breakdown lunch at 1:30pm; Final breakdown and clean up at 1:30pm

Other:

SECURITY: Indicate estimated cost and person responsible

Comm. Contact: Geri Coleman

- Security: None needed
- Parking arranged: Participants will have guest passes, obtained at info gate
- 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 |
|----------|-------------------------|---|-------------------|--------------|-----------------|
| 9/1 | 1 st Meeting | Delegate Responsibilities | Nadya/ Derrick | Given | |
| 9/7 | 2 nd Meeting | Update on previous action items and flush out exact direction of event – begin solicitation/compilation of scholarship material Request TComm chair to make flyers due in a week | Committee | Given | |
| 9/14 | Weekly Meeting | Confirmation of event materials – shipping, etc. Work on who contacts university for university information Send invitations electronically to HS’s begin publicizing campaign. Work with PCI chair to contact local PCI chapters and notify PCI chapter advisors Contact college of Engineering on sponsorship (partial? Whole?)-Treasurer/Finance Chair Develop contingency plan if funding does not come through | | | |
| 9/21 | Weekly meeting | Update on previous action items – detail interactive points in day for HS and collegiate students | Committee | Given | |
| 9/28 | Confirm Speaker/To ur | The speaker must speak on how to finance college education – Campus tour leaders chosen (going through campus work/study, or NSBE chapter members? Owner to coordinate?) | | | |

| | | | | | |
|-------|---|--|-----------------|-------|--|
| 10/5 | Confirm Food and beverage | Finalize menu and where it takes place | | | |
| 10/12 | Begin to publicize & register collegiate students | The goal is to maximize the number of attendees. Confirm POC for HS's and request tentative number of students. Need to ensure room is large enough Develop contingency plans in case of higher than and lower than expected attendance rates | | | |
| 10/19 | 4 th Meeting | Update on action items & discuss any last minute issues | Committee | Given | |
| 10/22 | Confirm External parties | Make sure parking stickers and locations are outlined with campus safety. Detail event and confirm proper paperwork is completed and up to date with their offices. | | | |
| 10/22 | Last meeting | Updates, Issues, Get final participation numbers; Review contingency plans | Committee | Given | |
| 10/22 | Confirm with university & participants | Are they coming? Is the Space Prepared? | Derrick & Nadya | None | |
| 10/28 | EVENT DAY | See event day schedule | | | |

3. Nadya and Derrick have decided that a committee of 15 will be enough to handle the event. The responsibilities are delegated in above sections

4. The cash-out for the Technology day is \$150. This represents .05% of the chapter programs budget for the year. The entire budget for the event is much higher due to the sponsorship given from UE School of Engineering and the costs paid by the local high schools

Item "Get Money" Scholarship Drive 2007 Budget
 Dept. Programs - Academic Excellence - Achievers Plus
 Date 9/1/2007 Submitted 9/3/2007

| Item | Amount | Sponsor Needed | Obtained | Amount Needed |
|----------------|-------------|----------------|---------------|---------------|
| Space | 0 | N | 0 | 0 |
| Banner | 0 | N | 0 | 0 |
| Food/Bev | 700 | Y | 550 | 150 |
| Audio/Visual | 100 | N | 0 | 100 |
| Transportation | 2500 | Y | 2500 | 0 |
| Printing | 0 | N | 0 | 0 |
| Paper | 0 | N | 0 | 0 |
| Total | 3300 | | 0 3050 | 250 |

5.

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 min |
| 8:30am | Drive begins |
| 10:30am | Door Prize drawing |
| 11:30am | Begin lunch set-up |
| 12:20pm | Announcements: "We will break at 12:30 for 1hr" |
| 12:30pm | Display participants have lunch |
| 1:30pm | Resume Scholarship Drive |
| 3:30pm | Second door prize |
| 4:45pm | Derrick makes announcements |
| 5:00pm | EVENT ENDS |
| 5:15pm | Begin clean-up |
| 6:00pm | Must be out of the space |

6. Reba & Derrick will collect all participant evaluation forms as participants leave the event. Nadya and Derrick 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 Geri no later than one week after the event.

<<End of Example>>

MONEY MATTERS

It is imperative that you are actively apart of the budget making/decision process, and that you understand the total amount of money that will be spent on programs through 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 ICD 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 ICD for the next programs chair. He/She can improve upon what you have done.

PROGRAM IDEAS

Academic Excellence

Academic Tech Bowl- B/T 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, so use frequently!

Remember that the evaluations and program planning sheets need to be saved for chapter documentation purposes and to help when completing the ICD report. The sheets are the archiving document for the chapter and will be the ultimate judge of each chapter's activities for the year. The ICD report is the determining factor in the chapter excellence awards.

The list of program ideas on page 15 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 have step one in having a successful year – the knowledge. Step Two is up to you – utilizing the tools afforded. IF you do, you are on your way to having a great year. Continually refer to this document and the ICD toolkit as a guide and you will **master being a chapter programs chair, while leading your chapter to many milestones of success!**



NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM PLANNING SHEET

LOGISTICS

Date: _____ Chapter: _____

Name: _____ Committee Name: _____

Program: _____

Date of Program: _____ Time of Program: _____

Duration of Program: _____

Committee Members: _____

Key Contact Person(s): _____

Expected Attendance: Members _____ Community _____

Goal(s) of Program:

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

- | | |
|---|---|
| <input type="checkbox"/> Academic Excellence | <input type="checkbox"/> Technical Excellence |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Continuous Education & Career Access | <input type="checkbox"/> Financial Vitality |
| <input type="checkbox"/> Cultural & Community Awareness | <input type="checkbox"/> National Directives |

RESPONSIBILITIES (Complete sections applicable to your program)

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

- Space(s) reserved:
- Banner space request submitted:
- Other:

PROFESSIONAL CONTRACTS/PURCHASES – Indicate estimated cost and person responsible

- Purchase order request submitted:
- Contract received/signed:
- Other:

TECHNICAL – Indicate estimated cost and person responsible.

- List all Audio/Visual needs (sound, outlets, etc):
- Other:

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

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

HOSPITALITY – Indicate estimated cost and person responsible.

- Transportation arranged
Arrival information Departure information
- Lodging arranged:
Hotel information
- Food service arranged:
- Other:

SECURITY – Indicate estimated cost and person responsible.

- Security:
- Parking arranged:
- Other:

THANK YOU NOTES – If sent, indicate to whom.

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION.



NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM EVALUATION FORM

Date: _____ Chapter: _____

Name: _____ Committee Name: _____

Program: _____

Date of Program: _____ Time of Program: _____

Duration of Program: _____

Committee Members: _____

Key Contact Person(s): _____

Key Sponsor(s): _____

Actual Attendance: Members _____ Community _____

GOALS OF PROGRAM

- ✓ Accomplished (with explanation):
- ✓ Unaccomplished (with explanation):

KEY BUSINESS AREAS

- Accomplished (with explanation):
- Unaccomplished (with explanation):

PROGRAM RESPONSIBILITIES

- ✓ Which Responsibilities exceeded the estimated cost?

| Responsibility | Estimated Cost | Actual Cost | Why? |
|----------------|----------------|-------------|------|
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |

- ✓ Which Responsibilities were not accomplished by estimated date?

Responsibility

Why?

- ✓ Main aspect(s) of program that went very well.

Main Aspect

Why?

RESOURCES USED

Choose one and explain why:

Outstanding

Good

Fair

Poor

Name:

Office:

Phone/Fax:

Email:

OVERALL COMMENTS AND EVALUATION:

Rating of overall program

Outstanding

Good

Fair

Poor

Why?

PROBLEMS OR CONCERNS FOR FUTURE PLANNING:

- ✓ Problem/Concern

- ✓ Suggestion for resolving

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION



NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM PARTICIPANT EVALUATION FORM

| Participant Evaluation Survey | | | | | |
|---|---|---|---|---|---|
| I am an: Attendee Presenter Exec. Board Member Committee Member Other (please describe): _____ | | | | | |
| Please use the following scale to answer the questions about the program you attended. | 5 = strongly agree, 4 = agree, 3 = neutral, 2 = disagree, 1 = strongly disagree | | | | |
| 1. This program as a whole met my expectations. | 5 | 4 | 3 | 2 | 1 |
| 2. This program had the right content. | 5 | 4 | 3 | 2 | 1 |
| 3. This program was well organized. | 5 | 4 | 3 | 2 | 1 |
| 4. Attending this program has benefited me professionally. | 5 | 4 | 3 | 2 | 1 |
| 5. This program was scheduled at an appropriate time. | 5 | 4 | 3 | 2 | 1 |
| 6. This information presented at this program was of value to me. | 5 | 4 | 3 | 2 | 1 |
| 7. The depth of information in this program was appropriate for me. | 5 | 4 | 3 | 2 | 1 |
| 8. The meeting facility was adequate. | 5 | 4 | 3 | 2 | 1 |
| 9. This program was well organized and well delivered. | 5 | 4 | 3 | 2 | 1 |
| 6. What is your overall opinion of this program? Excellent Very Good Adequate Fair Poor | | | | | |
| 7. Will you participate in this program next year? Definitely yes Probably yes Maybe Probably not Definitely not | | | | | |
| 9. What feedback can you offer us to improve future programs? | | | | | |