



# SAE/Honeywell Outstanding Collegiate Branch Award Application

**Deadline: October 1**

All [SAE Collegiate Branches](#) are eligible and encouraged to apply.

Save this form to your hard drive to complete. When finished, submit to:

Email: [awards@sae.org](mailto:awards@sae.org)

Mail: SAE International  
Attn: Awards Program Coordinator  
400 Commonwealth Dr.  
Warrendale, PA 15096

University Name	
Submitted by (Name & SAE member #)	
Chapter President (Name & SAE member #)	
Chapter Vice President (Name & SAE member #)	
Chapter Secretary (Name & SAE member #)	
Chapter Treasurer (Name & SAE member #)	
Faculty Advisor (Name & SAE member #)	
Date submitted	
Website link	

[Read our privacy policy.](#)

**Recipients will be judged on 5 main criteria:**

- Membership, Organization, Planning & Finances
- Involvement in SAE and your professional Section
- Chapter meetings
- Projects: Collegiate Design Series™, *A World In Motion*®
- Innovation



NOTE: The following questions describe characteristics of an outstanding SAE Collegiate Branch. Describe those that fit your university. You are not expected to answer every question or to have participated in every program or activity listed.

## **1. Collegiate Branch Overview - 30%**

### **SAE Membership**

- Over the past 3 years, has your membership been growing or shrinking?
- Describe your activities to recruit new and retain existing members.
- Have you recruited members outside of the Mechanical Engineering department? Outside the College of Engineering?
- Have recruited women and minority engineering students? Business students?
- Did you interact with other engineering societies on campus to encourage SAE membership?
- How have you promoted the SAE value statement to students?
- Did you promote the value of SAE to your university administration (Department Chair, Dean)?
- Did you promote membership through the newspaper, radio or TV station on campus or in the community?
- How active are your members in SAE? What percentage regularly attend meetings?
- How did you educate students about the [value statement and benefits](#) of SAE?
- Did you meet with your Department Chair and/or Dean to describe the value of SAE to the university?
- Did you encourage graduating students to [transfer to professional SAE membership](#)?
- Do you have a link on your website to SAE International and/or the membership page?

### **Organization**

- Did you elect [student officers](#) and submit them to SAE? Do you have an organizational chart? Operating committees?
- Did you review the [Collegiate Chapters Procedures Manual](#)?
- Do you have a website for your Collegiate Branch and/or Collegiate Design Series teams? If yes, include the link(s). Do you have a link to [join SAE](#)? To the [SAE International](#) website?
- Are you recognized by the student government association at your university?
- Have you recruited students from business, finance, marketing, etc.
- Is your Collegiate Chapter recognized by university student government?



## Planning

- How did you plan your events, projects and meetings? How often did your planning team meet?
- Was your Faculty Advisor involved in those meetings?
- Did you invite non-members, your faculty and university administration to your meetings?
- Did you invite students from nearby universities to your meetings?
- How did you promote your meetings and activities? Did you contact the newspaper, radio or TV station on campus or in the community?

## Finances

- Do you have a budget? If not, explain your accounting procedure.
- Did you conduct any fund raising activities? Did you solicit corporate, university and individual sponsors?
- Did you recruit a Business/Accounting/Finance major to handle your finances or fund raising?

## **2. Overall Involvement - 25%**

### **2A. Collegiate Branch Involvement in SAE**

- Did you nominate your Faculty Advisor or Collegiate Design Series™ Team Advisor for the [Faculty Advisor Award](#)?
- Did you request a [Certificate of Appreciation](#) to present to someone who has helped you?
- Did your students attend any [SAE conferences](#)? If yes, describe which one(s) and what was learned.
- Did your Branch participate in any [webcasts](#) sponsored by [SAE Professional Development](#)? If yes, describe.
- Did you encourage your members to read the [SAE Digital magazines, Update](#) (the monthly newsletter for SAE members) or the [Campus to Corporate e-newsletter](#)?
- Was a student nominated for the [SAE Leadership Development Program](#)? Was a student selected?
- Did any of your members apply for the various SAE [Awards or Scholarships](#)?
- Did you encourage your members to post their resumes on the [SAE Career Center](#)?
- Did any of your students author or co-author an SAE Technical Paper? Describe.
- Did your Branch hold any activities during [Engineers Week](#)?



## **2B. Involvement with your professional SAE Section**

- How close are you to your professional SAE Section?
- Describe your interaction with your local [professional SAE Section](#). Did you invite them to any meetings or activities? Did you attend any of their meetings?
- Did you invite them to campus to give you feedback about your Collegiate Design Series™ projects?
- Did any of your members serve as a student officer on the Governing Board of your professional Section?
- Does your website have a link to your local Professional SAE Section? Include the link.
- Did you nominate your Collegiate Branch and professional Section for the [SAE Outstanding Section & Collegiate Chapter Partnership Award](#)?

## **3. Meetings - 20%**

- Describe the meetings your Collegiate Branch held this past year, both technical and non technical.
- Did you organize any tours or off-site events?
- What percentage of your SAE members attend your meetings? How many non-members attended?
- Did you invite non-members and other engineering societies from campus?
- Did you invite your faculty? Students from nearby universities? Your professional Section?
- Did you have any tours of local companies/facilities?
- Did you utilize the [SAE Industrial Lectureship](#) program?
- Did you post your meetings on your website?
- Did you promote your meetings through the newspaper, radio or TV station on campus or in the community?
- Describe your most successful meeting. Why was it so successful?

You can add more details in the Meeting Summary section at the end of this document.

## **4. Projects - 20%**

### **SAE Collegiate Design Series™**



- Did you participate in the [SAE Collegiate Design Series](#)? If yes, describe. If more than one team, describe how your teams interacted, any challenges you faced and how you handled them. How many students were involved in each project? Do you encourage non-SAE members to get involved and join SAE?
- How were your projects organized (senior design project, club, other)?
- Did you promote your projects through the newspaper, radio or TV station on campus or in the community?
- Did you participate in any non-SAE mobility activity?
- What plan do you have to transfer knowledge to next year's team(s)?
- Did you participate in any non-SAE mobility activity?

**SAE A World In Motion®**

- Did you volunteer with the SAE [A World In Motion®](#) program?
- Explain what you did, how you got involved, what school(s) you worked with. Describe your experiences.
- Did you volunteer in any other K-12 program?
- Did you apply for the [A World In Motion® Community Service Grant?](#)
- Would you encourage your Collegiate Branch to participate again next year?

**5. Innovation - 5%**

Include any additional information or great ideas from your Collegiate Branch not described above.

**Meetings Summary**

Please provide information on the meetings and activities you held throughout the year.

#1 Meeting date	
Topic	



Speaker	
Description (include technical or non-technical)	
# SAE Student members	
# Non members	
# Section members	
# Faculty	
# Guests	
Additional information	
<b>#2 Meeting date</b>	
Topic	
Speaker	
Description (include technical or non-technical)	
# SAE Student members	
# Non members	
# Section members	
# Faculty	
# Guests	
Additional information	
<b>#3 Meeting date</b>	
Topic	
Speaker	
Description (include technical or non-technical)	



# SAE Student members	
# Non members	
# Section members	
# Faculty	
# Guests	
Additional information	

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