

## STUDENT CHAPTERS OF EXCELLENCE PROGRAM

The Chapters of Excellence Program recognizes and rewards Material Advantage Student Chapters for consistently good performance in areas that ACerS, AIST, ASM, and TMS feel are beneficial to students and the materials community. All entries received by the submission deadline and in the appropriate format will be judged by a panel of experts nominated by the Partner Societies.

### Eligibility

---

Any active Material Advantage Chapter that is in Good Standing is eligible to participate in this contest. If you are unsure of your chapter's active status, please reach out to [ASM International](#).

### Submission Process & Deadline

---

Chapters of Excellence reports, in the appropriate format (see below), must be submitted via a file upload within the [chapter's online annual report](#) on or before June 1. Late entries are unable to be accepted.

### Award Criteria

---

The following categories will be judged independently on a scale of one to five, with five being the highest possible score. The scores from each category will be totaled to determine overall ranking.

Unless otherwise specified, you should only describe those activities that originated from the student chapter, and which would not have occurred without student chapter initiative. Only include activities that occurred over the latest academic year.

- **Chapter Management** – Describe management procedures, including elections, finances, reporting duties, record keeping, website management, etc. How does the chapter recruit officers? How does the chapter recruit students as Material Advantage members, and how successful are these efforts? Describe how the chapter ensures continuity of excellence from year to year. Elaborate on level of participation in meetings and events.
- **Technical Programming** – Describe the technical programming activities that the chapter conducted. This may include seminars on materials or a specific process, technical skill development, plant tours, etc.
- **Career Development** – Describe any activities that enhanced the professional development or soft skills of the membership. This can include resume/interview prep or workshops, panel discussions, visits with employers, career fairs, etc.
- **Service** – Describe outreach and service activities that were organized or participated in during the year, including outreach programs designed to foster an awareness of materials, community/campus service activities, outreach to K-12 students, etc.
- **Social Activities** – Describe social activities conducted by the chapter. Discuss level of participation and benefits to the students and the community. Examples include trivia nights, social mixers, holiday parties, etc.

The following category will also be considered by the judges (following the same one to five scale):

- **Report Format & Quality** – Does the report stay within the page range and is it presented in the order specified below? Is a Letter of Support from the Faculty Advisor included? Is the report legible and presented in an attractive, easy-to-read format? To receive full points in this category, follow the guidelines listed below.

## Report Format

---

- Include sections with titles that match the award categories. Be sure your report follows the order specified below. Your report should contain all 11 sections.
- The maximum number of pages should not be exceeded and is inclusive of figures, tables, and photos. Please do not feel any pressure to fill the maximum number of pages per section; content is more important than length.
- No additional information or appendices should be included.
- Please submit the report in English, using 11-point font size in Ariel or Times New Roman.

Order	Section Description	Max # of pages
1	Cover Page	1 page
2	Table of Contents	1 page
3	Photograph(s) of officers with each identified by name and position held (for academic year covered in report, not incoming officers)	2 pages
4	Brief overview of chapter	2 pages
5	Calendar of Events	1 page
6	Chapter Management	3 pages
7	Technical Programming	3 pages
8	Career Development	3 pages
9	Service	3 pages
10	Social Activities	3 pages
11	Faculty Advisor letter of support (on university letterhead)	1 page
<b>Total Potential Length</b>		<b>23 pages</b>

## Awards

---

Various prizes are available:

- **Most Outstanding Chapter** – One chapter, based on excellence in all categories and the highest overall score, will be selected. The chapter will receive \$750 and a certificate.
- **Excellent Chapters** – Up to five chapters will be selected based on overall scoring. Each will receive a \$450 prize and certificate.
- **Honorable Mention** – A chapter that ranks outside the above categories (based on overall scoring) will be recognized and receive a certificate of achievement.

Awards will be announced with certificates presented at the [MS&T conference](#) each fall. Prize money will be sent prior to the event.