



**STUDENT CHAPTER ANNUAL REPORT
AWARD GUIDELINES**

A. Purpose

The purpose of the Student Chapter Annual Report Award is to encourage Institute of Transportation Engineers (ITE) Student Chapters to:

1. Achieve the objectives set forth by the Student Chapter Charter: “to promote the advancement of the transportation and traffic engineering profession by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint Chapter Members with topics of interest in transportation and traffic engineering through the medium of addresses by competent speakers, and of Chapter sponsored trips; to foster the development of professional spirit; to promote common interests among Chapter Members; to encourage the expansion of facilities for transportation and traffic engineering study,” and
2. To provide a means for the Institute to recognize outstanding accomplishments in such activities.

B. Eligibility

The Student Chapter must hold a current charter from ITE to be eligible for the District 6 and International Student Chapter Awards.

C. Awards

1. **All Student Chapters that submit an annual report receive \$100.** The Student Chapter that submits the Student Chapter Annual Report selected as the most outstanding will receive an additional \$200. Up to two additional Student Chapters may receive \$50 dollars for honorable mention.

In addition to the monetary awards listed above, a sum total of \$1,000 will be made available to students belonging to the winning Student Chapter for reimbursement of travel related expenses for attending the ITE District 6 Annual Meeting. **The full registration fee for the District 6 Annual Meeting is waived for all student members of ITE regardless of participation in the various student competitions (For joint International/District 6 meetings, International sets the student registration fees. Therefore, the District cannot waive these fees)**

2. The Best Student Chapter and honorable mention awards may be presented each year at the ITE District 6 Annual Meeting, or other suitable meeting of the Institute, to the members of the Student Chapters duly entered in this competition and determined worthy of the award by a committee of judges appointed by the District 6 Student Initiatives Chair.

3. The award also includes a certificate. Highlights of the winning Chapter's activities may be published in one or more appropriate publications of the Institute. In addition, the winning Chapter's president or designated Chapter representative may be invited to present a summary of the Student Chapter activities at the ITE District 6 Annual Meeting. The most outstanding Annual Report will be forwarded to International Headquarters for participation in the ITE International Student Chapter Annual Report competition.
4. **The designated Faculty Advisor for each Student Chapter that submits a Student Chapter Annual Report will receive a \$150 voucher to be applied to the Faculty Advisor's annual membership dues for the Institute of Transportation Engineers and District 6 dues will be waived. Additionally, each Faculty Advisor of a Student Chapter that submits an Annual Report will receive "full registration" for the next District 6 Annual Meeting (the following summer). (For joint International/District 6 meetings, International sets the registration fees for faculty advisors. Therefore, the District cannot waive these fees).**

D. Submission

1. The application for the Student Chapter Award will consist of the Student Chapter Annual Report form and supplementary information. The Student Chapter Annual Report form can be downloaded from the ITE District 6 web page under student services at www.westernite.org. The Annual Report and supporting document(s) should be prepared to cover all of the evaluation criteria listed in Section F.
2. Student Chapters shall submit an original ("copy ready") plus five copies of their application for the Award (the Annual Report) to the ITE District 6 Student Initiatives Chair. Each District within ITE International, including District 6, will then select an outstanding Student Chapter Annual Report for entry in the International competition. Individual sections may hold separate Student Chapter Annual Report competitions; however, only a single entry from each District will be accepted at the International level.
3. Universities and colleges within District 6 of the Institute of Transportation Engineers shall send their Student Chapter Annual Reports directly to the District 6 Student Initiatives Chair. Mailing information for the current District 6 Student Initiatives Chair can be obtained on the District 6 web page under student services at www.westernite.org.

E. Deadlines

The Student Chapter Annual Report Award should be based on the academic year extending from the previous April 1st through the current March 31st. Entries should be submitted to the ITE District 6 Student Initiatives Chair no later than April 1st. The District will then forward the District's most outstanding Student Chapter Report to International Headquarters by May 1st. The ITE Transportation Education Council's award committee will select the overall winner and notify ITE Headquarters by June 1st.

F. Evaluation Criteria

The following evaluation criteria will be used to judge the Student Chapters:

1. Chapter Organization (15 percent)
 - a. Must have elected officers – list in Annual Report.
 - b. Must hold periodic meetings – at least four per year.
 - c. Must promote membership – describe program and its general success.
 - d. Must file annual report with ITE – content and format to be considered.
2. Chapter Activities (60 percent)
 - a. Technical presentations (number and content).
 - b. Field trips (number and content).
 - c. Promotion of transportation engineering among general student body.
 - d. Public service activities – assist with traffic studies, promote transportation engineering in high schools, etc.
 - e. Social activities with practicing transportation engineers.
3. Chapter Liaison with ITE sections, District and/or International (25 percent)
 - a. Active involvement with sections, District, and/or International – assisting with meeting preparation, section technical projects, etc.
 - b. Attendance at Section, District, and/or International meetings.
 - c. Student papers prepared for or presented at technical meetings.
 - d. Student articles published in the ITE Journal, or similar technical publications.

G. Review Committee

The ITE District 6 Student Initiatives Chair shall appoint an Awards Committee. The Awards Committee shall select the most outstanding Student Chapter Annual Report in accordance with the criteria established herein, by ballot. The candidate Student Chapter receiving the most votes shall be declared the winner. In the event of a tie, the Student Initiatives Chair may select the winner. The ITE District 6 Student Initiatives Chair shall forward an original winning Student Chapter Annual Report and five copies to ITE International's Transportation Education Council for participation in International's Student Chapter Annual Report competition.