



Volunteer Tasks Catalog

*Prepared by the
NSPE Leader Development Task Force*

October 2007

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Table of Contents

1.0	Introduction	1
2.0	User's Guide	2
3.0	Common Activities	3
3.1	Publicity.....	3
3.2	Fundraising	3
3.3	Fundraising Event.....	4
3.4	Budgets.....	5
3.5	Written Communication.....	5
3.6	Guest Speakers	6
3.7	Speaking Engagement.....	6
4.0	Communication Activities	7
4.1	State/Chapter Newsletter	7
4.2	State/Chapter Web site	8
5.0	Educational Activities	9
5.1	Technical or Management Continuing Education Course/Program	9
5.2	Outside Speaker	10
5.3	NSPE Products and Services Seminar	10
6.0	Ethics Development Activities	11
6.1	Milton F. Lunch Ethics Contest	11
6.2	Facilitate Ethics Discussion(s)	12
7.0	Event Activities.....	13
7.1	Joint Meetings.....	13
7.2	Breakfast/Lunch/Dinner Meetings.....	14
7.3	Engineers Week Event	15
7.4	Chapter Meeting	16
7.5	Annual Conference/Convention	17
7.6	Panel Discussion	19
7.7	Networking	19
7.8	Golf Tournament or Similar Activity.....	20
7.9	Order of the Engineer Ceremony	21
8.0	Government Activities	22
8.1	Legislative "Who Knows Who List".....	22
8.2	Engineering Issues "Who Knows What List"	23
8.3	Working with Local Government – QBS.....	23
8.4	Monitoring Proposed Regulations.....	24
8.5	Monitoring Proposed Legislation.....	25
8.6	Government Speaker.....	26
8.7	Legislative Breakfast/Lunch/Dinner Meeting.....	27
9.0	Licensure Activities	28
9.1	PE License/PE License Renewal Continuing Professional Competency Program.....	28
9.2	Provide Information about PE Licensure Using NSPE or NCEES Programs	29
9.3	Provide Information about the Value of PE Licensure to Universities.....	30
9.4	Speak at Universities	30

10.0	Membership Activities	31
10.1	New PE Reception	32
10.2	NSPE Enterprise Program	33
10.3	Recruit Nonmember PEs from Firms that already have NSPE Members.....	34
10.4	Engage Newly Recruited Members.....	35
10.5	Maintain Contact with Current Members.....	35
11.0	Mentoring Activities	36
11.1	Manage a Mentor Matching Service	36
11.2	Serving as a Mentor.....	37
11.3	Participating in the NSPE Mentor of the Year Award Process.....	38
12.0	Public Outreach Activities	39
12.1	Public Service	39
12.2	Letters, Articles, and Editorials.....	40
12.3	Civic Organizations	40
13.0	Student Activities.....	41
13.1	MATHCOUNTS.....	41
13.2	Engineer for a Day	47
13.3	Engineer for a Day with Chapter Sponsored Lunch.....	48
13.4	Bridge Building Competition.....	49
13.5	Speaking at High Schools	51
13.6	Speaking at Universities.....	51
13.7	Order of the Engineer at Universities	52
13.8	Student Chapter Meetings	53
13.9	Student Scholarships	53

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1.0 Introduction

The history of NSPE and especially its grassroots entities is rich with members who have volunteered to perform services that have benefited the organization and other members. These efforts include service as an elected officer or an appointed committee chair or any one of many other assignments. In today's busy world the time available to serve as a volunteer has become more difficult to find. Many members, who may want to volunteer, just cannot commit to a service period that approaches a full year, e.g., chapter officer, state society committee chair, NSPE task force member etc.

The purpose of this catalog is to suggest many tasks that are more finite in time duration and amount of effort such that more members can volunteer to help. These tasks vary in lead time and length of commitment, but they are less demanding than a full-year assignment. By volunteering to perform one or more tasks, a member also has the opportunity to practice and improve leadership skills.

The tasks in this catalog are segmented by major categories, e.g., student activities, educational activities, events etc. Within each category the individual tasks for which a member can volunteer are grouped by major tasks, e.g., recruiting and registering middle schools for MATHCOUNTS, organizing a continuing education seminar that provides PDH credits, planning and conducting a joint meeting for a chapter with another professional association, etc.

Some of the individual tasks can be grouped into major tasks that are common to some of the other major categories, e.g., fundraising, publicity, identifying and booking a speaker etc.

When a member is contemplating accepting an invitation to volunteer, the member should consider skills to be honed. With this in mind, the member can volunteer for one or more finite tasks that address this interest. Such matching of potential volunteer's interests with the many task needed to be accomplished should be considered by the leader seeking the members' service.

Note Specific to Young Engineers

Leadership and development of leaders are life-long endeavors. You are never too young to provide leadership to others. NSPE provides an ideal opportunity to develop these skills, as well as to network with other professionals. Leadership comes in many shapes and sizes, and requires energy and passion. While some young engineers may believe they need to wait a few years to provide leadership, this is not the case. Our Society needs the leadership of young engineers, who have energy and passion. This guide provides some ideas on where their talents can be used.

Taking on even the smallest task requires a plan, coordination, and follow through in order to meet an objective or goal. By completing any task, leadership is being learned and displayed. In order to assist young engineers with their development as leaders, the individual tasks within the following major categories of Communication Activities, Student Activities, Event Activities and the Licensure Activities provide a place to begin learning and demonstrating leadership skills. Certainly young engineers could take on the challenges of many of the individual tasks listed in this document but these categories provide a beginning point.

This catalog can help both leaders and potential volunteers match members' interests with jobs that will enhance the value of the organization and the individual member.

2.0 User's Guide

The individual tasks that comprise each activity are presented on Gantt charts. A Gantt chart is a bar chart that shows the tasks of a project, when they occur, and how long each task is expected to take to complete. It is a commonly used project management tool. An example of the style of Gantt chart used in this catalog is depicted in Figure 2.1.

The different columns are as follows:

- ID - The identification number of the task
- Task - The individual task or event
- Time Frame - The lead time before the actual event
- Time to Complete - The amount of time it should take to complete the task
- Calendar - The range over which the entire activity (from start to finish) occurs, divided into quarters and subdivided into months
- Bar Chart - A depiction of the approximate calendar time when a task is performed
Tasks are depicted by black bars. Events are depicted by blue diamonds

For the purposes of this catalog, the calendar was chosen to cover the NSPE fiscal year (July 1 to June 30). Where possible, the time lines for activities are geared to seasonal events (e.g., E-Week in early February, Summer Conference in June). Fiscal year 2007-08 is used for all charts, since this catalog was first published in that year (although any year could be applied).

Time lines (calendar dates) can be adjusted according to the actual timing of state or chapter events.

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Long lead time item	5-6 months	2 hours												
2	Short lead time item	1 Month	1 hour												
3	Event	Event	1 hour												
4	Post-event Item	Post-event	1 hour												

Figure 2.1 Sample Gantt Chart

3.0 Common Activities

Many of the activities we as NSPE members undertake have common threads to the other activities in this catalog. Generally, all activities require us to communicate with others, identify how the activity will be funded, prepare a budget to keep us on track, and publicize the activity to promote success. In addition, many activities require someone to speak or address the participants of the activity.

Under this Common Activities category, several tasks have been identified that are applicable to nearly all of the other tasks listed in the Volunteer Tasks Catalog. These have been “pulled” and placed in the Common Activities category for quick reference

3.1 Publicity - Writing and distributing a press release

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Prepare News Release	2-3 weeks	1-2 hours	█ 2-3 weeks											
2	Identify newspapers and radio and TV stations to send press release to	2-3 weeks	1 hour	█ 2-3 weeks											
3	News item published	Event	1 hour	◆ Event											

3.2 Fundraising - Soliciting sponsors and contributors to underwrite an activity

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Prepare list of potential contributors	3-6 months	1 hour	█ 3-6 months											
2	Prepare a letter with supporting documentation as to purpose of activity and use of funds	3-6 months	1 hour	█ 3-6 months											
3	Prepare letter for mailing and mail	3-6 months	1 hour	█ 3-6 months											
4	Identify and confirm volunteers that will make face-to-face follow-up contact	3-6 months	1 hour	█ 3-6 months											
5	Schedule appointments for face-to-face meetings	3-6 months	1-hour	█ 3-6 months											
6	Meet with potential contributors	1-6 months	2 weeks	█ 1-6 months											
7	Sponsorship received	Event		◆ Event											
8	Prepare follow-up thank you letters for each face-to-face visit	Post-event	2 hours	█ Post-event											

3.3 Fundraising Event – Organizing a fundraising event

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			Q3 08			Q4 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Research possible activities (golf, bowling, raffle, bingo, etc.)	12 months	4 hours	█ 12 months																	
2	Contact selected activity site/business to determine possibilities	9-12 months	2 hours	██████████ 9-12 months																	
3	Call volunteers and write article for newsletter to get volunteers	9-12 months	4 hours	██████████ 9-12 months																	
4	Prepare a budget	9 months	4 hours	██████████ 9 months																	
5	Organize chapter volunteers	9 months	4 hours	█ 9 months																	
6	Prepare flyer with date, location, entry fees, and sponsor opportunities with brief write up	3-6 months	2 hours	██████████ 3-6 months																	
7	Contact potential sponsors (contractors, businesses, engineering firms)	3-6 months	8 hours	██████████ 3-6 months																	
8	Contact local restaurants/businesses for gift certificates/prizes	3-6 months	8 hours	██████████ 3-6 months																	
9	Plan meal with caterer (if appropriate)	2 months	4 hours	█ 2 months																	
10	Prepare news release announcing project	1 month	2 hours	█ 1 month																	
11	Identify newspapers and radio and TV stations to send press release to	1 month	2 hours	█ 1 month																	
12	Procure/purchase any necessary materials/prizes	1 month	4 hours	█ 1 month																	
13	Coordinate with activity site management/business	1 month	2 hours	█ 1 month																	
14	Assign volunteers to tasks and responsibilities	1 month	2 hours	█ 1 month																	
15	Mail news release to newspapers and radio and TV stations	2 weeks	1 hour	█ 2 weeks																	
16	Tend registration table	Event	1 hour	◆ Event																	
17	Award prizes and acknowledge the organization/purpose/recipient of fundraiser if present	Event	1 hour	◆ Event																	
18	Develop a post-event report	Post-event	4 hours	Post-event █																	
19	Write a follow-up article for the newsletter	Post-event	1 hour	Post-event █																	
20	Prepare news release announcing event results where the money/what the money goes for	Post-event	1 hour	Post-event █																	
21	Mail news release to newspapers and radio and TV stations	Post-event	1 hour	Post-event █																	
22	Write thank you letters to volunteers and sponsors	Post-event	1 hour	Post-event █																	

3.4 Budgets – Preparing a budget for an activity

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Define and understand purpose and results expected for event	2-6 months	1 hour												
2	Assimilate and review budgets from similar and past events	2-6 months	1 hour												
3	Define the time period for the budget	2-6 months	1 hour												
4	Identify sources of revenue and dollar amount from each	2-6 months	1 hour												
5	Identify expenses and dollar amount for each	2-6 months	1-hour												
6	Project and develop cash flow requirements	2-6 months	1 hour												
7	Develop contingency plan for balance shortfall	2-6 months	1 hour												
8	Obtain approval of budget	2-months	1-2 hours												
9	Activity	Event													
10	Compare actual to estimate	Post-event	2 hours												

3.5 Written Communication – Prepare a written document to communicate an event

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Define and understand purpose and results for event	1-3 months	1 hour												
2	Identify intended audience and publication(s)	1-3 months	1 hour												
3	Contact publication(s) editor (confirm interest, willingness to publish, requirements and submission deadline)	1-3 months	1 hour												
4	Establish budget for article publication (if appropriate)	1-3 months	1 hour												
5	Write article (purpose, who, what, when, where, why, how, features, benefits, results, etc., as appropriate)	1-2 months	1-2 hours												
6	Review article (self or others)	1-2 months	1-hour												
7	Prepare final article	1 month	1 hour												
8	Obtain approval to submit for publication (if appropriate)	1 month	1 hour												
9	Submit article for publication (determine and confirm delivery format (i.e., hard copy, electronic)	Event													

3.6 Guest Speakers – Invite a guest speaker to speak at a chapter meeting

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1	Research possible client(s) to speak	3-4 months	2 hours													
2	Select speaker(s)	3 months	1 hour													
3	Prepare flyer with date, location, registration with brief write up	1 month	1 hour													
4	Distribute flyer to potential attendees/ members and publish in newsletter	1 month	1 hour													
5	Coordinate with speaker any presentation needs (computer, projector, screen, microphone, etc.)	1-4 weeks	1-hour													
6	Chapter meeting	Event														
7	Write a follow-up article for the newsletter	Post-event	1 hour													
8	Write thank you letter to speaker(s)	Post-event	1 hours													

3.7 Speaking Engagement – Offer to speak to a group on NSPE/licensure

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1	Contact/coordinate with organization/ university	3-6 months	2 hours													
2	Get or prepare presentation material/ handouts	2-4 weeks	4 hours													
3	Coordinate presentation needs (computer, projector, screen, microphone, etc.)	2-4 weeks	1 hour													
4	Make presentation	Event	1-2 hours													

4.0 Communication Activities

One of the most important aspects of leadership is effective communication. Whether it is in an electronic or printed format, written communication is what enables a professional organization to thrive. Effective communication requires collaboration, organization, and leadership to ensure the communication is informative, accurate, and pertinent.

Preparing a newsletter or maintaining a Web site is certainly not the most glamorous activity, but it is perhaps the most vital activity in engaging and conveying information to members.

4.1 State/Chapter Newsletter – Develop a State/Chapter Newsletter

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Develop a list of upcoming activities that may be of interest	1-2 months	1 hour			■									
2	Develop a list of past activities that can be reported on	1-2 months	1 hour			■									
3	Develop a list of topics that may be of interest	1-2 months	1 hour			■									
4	Recruit authors to write articles about upcoming activities, past activities, and topics	4-6 weeks	2 hours			■									
5	Develop a distribution list of who needs to receive the newsletter	1 month	2 hours			■									
6	Prepare articles	2-4 weeks	1-4 hours (ea)			■									
7	Collect and assimilate content for publication	2 weeks	4 hours			■									
8	Arrange for printing and distribution of the newsletter	1 week	2 hours			■									
9	Issue newsletter	Event				◆									

4.2 State/Chapter Web site – Develop a State/Chapter Web site

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Develop a list of upcoming activities that may be of interest	1-2 months	1 hour			■									
2	Develop a list of past activities that can be reported on	1-2 months	1 hour			■									
3	Develop a list of topics that may be of interest	1-2 months	1 hour			■									
4	Recruit authors to write articles about upcoming activities, past activities, and topics	4-6 weeks	2 hours			■									
5	Prepare materials	2-4 weeks	1-4 hours			■									
6	Collect and prepare content for posting	2 weeks	4 hours			■									
7	Post information on Web site	Event	1 hour												◆ Event
8	Maintain content to be current	Post-event (monthly)	2 hours												■ Post-event (monthly)

5.2 Outside Speaker– Invite an outside speaker to give a presentation at a chapter meeting. Speakers could be vendors, contractors, clients or others with inserting topics.

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Research possible topic(s) the chapter would like to learn more about	3-4 months	2 hours				■								
2	Select speaker(s)	3 months	1 hour				■								
3	Prepare flyer with date, location, registration with brief write up	1 month	1 hour												
4	Distribute flyer to potential attendees/ members and publish in newsletter	1 month	1 hour												
5	Coordinate with speaker any presentation needs (computer, projector, screen, microphone, etc.)	1-4 weeks	1 hour												
6	Chapter meeting	Event													
7	Write a follow-up article for the newsletter	Post-event	1 hour												
8	Write thank you letter to speaker(s)	Post-event	1 hours												

5.3 NSPE Products and Services Seminar – Conduct an NSPE products and services seminar at a chapter meeting

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Research NSPE Leader Orientation Guide	4-6 months	2-4 hours				■								
2	Select speaker(s)	2-4 months	2 hour												
3	Prepare flyer with date, location, registration with brief write up	2-3 months	2 hour												
4	Distribute flyer to potential attendees/ members and publish in newsletter	2 months	1 hour												
5	Coordinate with speaker any presentation needs (computer, projector, screen, microphone, etc.)	1-4 weeks	1-hour												
6	Chapter meeting	Event													
7	Write a follow-up article for the newsletter	Post-event	1 hour												
8	Write thank you letter to speaker(s)	Post-event	1 hours												

6.0 Ethics Development Activities

Ethics is defined by Webster's *New World Dictionary* as: (1) the study of standards of conduct and moral judgment; moral philosophy (2) a treatise on this study, and (3) the system or code of morals of a particular person, religion, group, profession, etc.

ABET, the organization that accredits college engineering programs, defines engineering as: the profession in which a knowledge of the mathematical and natural sciences gained by study, experience, and practice is applied with judgment to develop ways to utilize, economically, the material and forces of nature for the benefit of mankind.

The key words relating to ethics in ABET's definition of engineering are "with judgment."

A 2006 Gallup Poll ranking professions for honesty and ethics ranked engineers number six behind nurses, pharmacists, veterinarians, medical doctors, and dentists. Clearly engineers enjoy the public's confidence that has been achieved through the ethical behavior of engineers over many years. The public's confidence is gained over years and lost in minutes.

To continue to enjoy the public's trust and confidence, we must remain vigilant in maintaining high ethical standards. To help our profession maintain high ethical standards, the following tasks are listed to help professional engineers become more aware and better understand situations where ethics comes into play.

6.1 Milton F. Lunch Ethics Contest – Organize your chapter/state society to compete in the Milton F. Lunch Ethics Contest

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			Duration
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1	Call members and write article for newsletter to get interested members	2-3 months	4 hours									■			2-3 months	4w
2	Distribute contest rules to participants	2 months	1 hour									■			2 months	1w
3	Organize conference call/meeting to facilitate discussion and make assignments	2 months	1 hour									■			2 months	1w
4	Prepare and develop chapter/state draft response (discussion, conclusions, and references)	1-2 months	1-2 weeks									■			1-2 months	5w
5	Review draft response and make modifications	1 month	1 week									■			1 month	1w
6	Prepare final submittal	2 weeks	4 hour									■			2 weeks	1w
7	Submit entry to NSPE	1 week	1 hour									■			1 week	1w
8	Due date	Event										◆			Event	0w
9	Develop a post-event report	Post-event	2 hours												Post-event ■	1w
10	Write a follow-up article for the newsletter	Post-event	1 hours												Post-event ■	1w

6.2 Facilitate Ethics Discussion(s) (Chapter) – Develop a program to monitor ethical behavior in your community/region for discussion and learning

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact members and ask for members to collect examples of possible ethics violations (engineers and others). Include ethics articles and You Be the Judge from PE magazine	3 months	3 hours			█									
2	Select secretary to receive individual examples and distribute all examples to members	3 months	1 hour			█									
3	Determine meeting date(s), time, and location(s)	2 months	1 hour				█								
4	Prepare notice of upcoming meeting(s) and distribute to members	1 month	1 hour				█								
5	Send out examples received to all members prior to meeting	1 week	1 hour												
6	Select facilitator for meeting	1 week	1 hour												
7	Discuss examples and why it may be a possible ethics violation (what should have happened, how could this situation have been prevented, lessons learned, etc.)	Event													
8	Record key points of discussion and lessons learned and distribute to the group	Post-event	2 hours												

7.0 Event Activities

Many of the things that bring together professional engineers are events such as chapter meetings, continuing education seminars, conferences, awards ceremonies, and governance meetings. Each of these gatherings requires planning, organizing, and execution. This category of activities lists various tasks that can help make an event successful for the organization and meaningful to the participants as well as provide opportunities for volunteers to practice leadership skills.

Execution of successful events requires attention to detail. Who better to undertake such service than an engineer? We are trained to be attentive to details such that volunteering to assist with an event should be a “no-brainer.”

7.1 Joint Meetings – Conduct joint meetings with other societies to promote NSPE

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact/Coordinate with selected society(s)	2 months	2 hours	█ 2 months											
2	Arrange for speaker	6 weeks	5 hours	█ 6 weeks											
3	Get or prepare presentation material	4 weeks	8 hours	█ 4 weeks											
4	Write newsletter announcement	4 weeks	2 hours	█ 4 weeks											
5	Attend meeting	Event	2 hours	◆ Event											
6	Write a follow-up article for the newsletter	Post-event	1 hour	█ Post-event											

7.2 Breakfast/Lunch/Dinner Meetings – Organize a breakfast/lunch/dinner meeting

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Call volunteers and write article for newsletter to get volunteers	3 months	2 hours			█									
2	Prepare a list of attendees to invite	3 months	2 hours			█									
3	Prepare a budget	3 months	2 hours			█									
4	Organize chapter volunteers	3 months	2 hours			█									
5	Arrange for speaker if necessary	3 months	4 hours			█									
6	Determine/find location for breakfast/lunch/dinner	3 months	2-4 hours			█									
7	Plan a meal with the restaurant or caterer	3 months	2-4 hours			█									
8	Prepare invitation to send to attendees	2 months	2-4 hours						█						
9	Prepare invitations for mailing and send	1 month	1-2 hours												█
10	Prepare flyer with date, location, meeting dues, with brief write up, for chapter members	1 month	1 hour												█
11	Tend registration table	Event	1 hour												◆
12	Develop a post-event report	Post-event	2 hours												█
13	Write a follow-up article for the newsletter	Post-event	1 hour												█
14	Write thank you letter to volunteers and speakers	Post-event	1 hour												█

7.3 Engineers Week Event – Organize an Engineers Week event

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Call volunteers and write article for newsletter to get volunteers	4 months	4 hours				█								
2	Prepare a budget	4 months	4 hours				█								
3	Organize chapter volunteers	4 months	4 hours				█								
4	Select a speaker and coordinate any audio/visual needs	4 months	2 hours				█								
5	Determine a location for the luncheon	4 months	2 hours				█								
6	Prepare flyer with date, location, registration fee, sponsor opportunities, and brief description	3 months	2 hours					█							
7	Coordinate with local newspaper to run supplement with engineer provided articles on engineering	3 months	2 hours					█							
8	Attract attendees for event	3 months	2 hours					█							
9	Contact potential sponsors (contractors, businesses, engineering firms)	2 months	8 hours						█						
10	Solicit engineering articles from engineering firms for publication in newspaper engineering supplement	2 months	2 hours						█						
11	Prepare news release announcing luncheon	1 month	2 hours							█					
12	Identify newspapers and radio and TV stations to send press release to	1 month	2 hours							█					
13	Mail news release to newspapers and radio and TV stations	2 weeks	1 hour								█				
14	Tend registration table	Event	1 hour									◆			Event
15	Process payments and donations	Event	1 hour										◆		Event
16	Develop a post-event report	Post-event	2 hours											█	Post-event
17	Write a follow-up article for the newsletter	Post-event	1 hour											█	Post-event
18	Prepare news release covering the luncheon/engineering/speaker	Post-event	1 hour											█	Post-event

7.4 Chapter Meeting – Plan a Chapter meeting

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Select location for meeting	2 months	2 hours			█									
2	Arrange for speaker	6 weeks	4 hours			█									
3	Make food and beverage arrangements with location	4 weeks	4 hours			█									
4	Send meeting notice and registration information	4 weeks	2 hours			█									
5	Get or prepare speaker presentation material, including introduction for speaker	4 weeks	8 hours			█									
6	Make arrangements for key roles in the meeting (invocation, pledge, introductions, reports)	2-4 weeks	4 hours			█									
7	Get audio visual equipment needs from speaker(s)	3 weeks	2 hours			█									
8	Arrange with location for podium, microphone or other audiovisual equipment	3 weeks	2 hours			█									
9	Send meeting and registration reminder	1 week	2 hours			█									
10	Send final attendee count to location for food and beverage (check location agreement for exact date)	3 days – 1 week	2 hour			█									
11	Make sure meeting room is set up properly (enough seating, proper lighting)	1 hour	15 minutes						◆						
12	Meet and greet members and guests	1 hour	15 minutes						◆						
13	Conduct meeting	Event							◆						
14	Send thank you note to speaker or special presenters	Post-event	1 hour						█						
15	Send membership information to guests that qualify	Post-event	1 hour						█						
16	Follow-up with any action items from the meeting	Post-event	1-2 hours						█						

7.5 Annual Conference/Convention – Conduct an Annual Meeting or Conference

7.5.1-1 Annual Conference/Convention – Part 1

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			Q3 08		
				Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Review "Meeting Planning Helpful Hints" from NSPE State and Chapter Handbook on NSPE Web site	12 months	2 hours	█ 12 months														
2	Complete schedule outline (list types of sessions to determine speakers and volunteers needed)	9-12 months	6 hours	█ 9-12 months														
3	Complete budget	9-12 months	4 hours	█ 9-12 months														
4	Arrange speakers for sessions. Obtain bios for promotional materials	6-9 months	8 hours	█ 6-9 months														
5	Make arrangements for spouse or family programs	6-9 months	Varies	█ 6-9 months														
6	Prepare exhibitor and sponsorship registration information	6-9 months	4 hours	█ 6-9 months														
7	Send "Save the Date" information to members. Include in newsletters etc.	6 months	1 hour	█ 6 months														
8	Create, print, and mail registration brochure	3 months	4 hours	█ 3 months														
9	Start a packing list for materials to take to convention. Keep updated until event.	2 months	1 hour	█ 2 months														
10	Update Web site to include convention and registration information. Set up online registration if possible	2 months	3 hours	█ 2 months														
11	Collect registration forms. Enter into a database for future use.	2 months	Varies	█ 2 months														
12	Order any awards or special presentations needed	2 months	3 hours	█ 2 months														
13	Collect speaker introductions and handout materials	6 weeks	1 hour per speaker	█ 6 weeks														
14	Start arranging volunteer help for meeting	4 weeks	2 hours	█ 4 weeks														
15	Arrange for speaker gifts if needed	4 weeks	1 hour	█ 4 weeks														
16	Prepare materials for Board meeting or committee meetings to be held at convention site	4 weeks	Varies	█ 4 weeks														
17	Prepare conference program	3 weeks	2 hours	█ 3 weeks														
18	Submit audiovisual equipment needs and room set-up details to hotel or meeting site	3 weeks	3 hours	█ 3 weeks														
19	Mail confirmation letters to registrants	3 weeks	2 hours	█ 3 weeks														
20	Continued on Part 2	Go to Part 2 ►		Go to Part 2 ►														
21	Conference Event	Conference		◆ Conference														

7.5.1-2 Annual Conference/Convention – Part 2

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			Q3 08		
				Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Continued from Part 1	► Continued from Part 1		► Continued from Part 1 ▼														
2	Double check that VIP guests or speakers have been registered or included in guest count for meals	2 weeks	1 hour														█	2 weeks
3	Prepare continuing education certificates for sessions that qualify	2 weeks	1 hour														█	2 weeks
4	Double check any special needs of registrants (dietary requests, special needs, etc)	2 weeks	1 hour														█	2 weeks
5	Prepare signs for sessions, registration desk, and directions as needed	2 weeks	2 hours														█	2 weeks
6	Prepare session evaluation forms to help with course selection next year	2 weeks	2 hours														█	2 weeks
7	Prepare and have signed any checks needed for entertainment/speakers	1 week	2 hours														█	1 week
8	Prepare name badges and other attendee materials	1 week	3 hours														█	1 week
9	Prepare or collect scripts needed for introductions or ceremonies	1 week	3 hours														█	1 week
10	Give hotel or meeting space "guarantee" for food and beverage	3-7 days	1 hour														█	3-7 days
11	Provide officers with guest list to encourage interaction with attendees.	2-3 days	2 hours														█	2-3 days
12	Double check packing list for materials to take to convention	2-3 days	1 hour														█	2-3 days
13	Check room set-up and place session signs	Event	15 minutes														◆	Event
14	Set-up registration materials and sign in sheets	Event	15-20 minutes														◆	Event
15	Pick up sign in sheets	After sessions	5-10 minutes														◆	After sessions
16	Hold a conference wrap-up meeting to review what went right, what went wrong, and what could be improved for next year's conference	Post-event	2 hours														█	Post-event
17	Send thank you notes to exhibitors/sponsors/speakers	Post-event	2 hours														█	Post-event

7.6 Panel Discussion – Organize a panel discussion to share early career development topics (ethics, time management, licensure, etc.) with young engineers

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Select topic(s)	3-4 months	2 hours				■								
2	Identify/contact speaker(s)	3 months	3 hours				■								
3	Identify venue	2 months	2 hours						■						
4	Prepare and distribute flyer with date, location, registration, and brief description	6 weeks	1 hour							■					
5	Process registrations	0-6 weeks	As needed							■					
6	Host event	Event													◆ Event
7	Write a follow-up article for the newsletter	Post-event	1 hour												■ Post-event
8	Write thank you letter to panelists	Post-event	1 hours												■ Post-event

7.7 Networking – Organize a networking event for young engineers

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Identify venue	2 months	2 hours				■								
2	Invite senior engineers/mentors/etc. to mix with young members	6 weeks	3 hours				■								
3	Prepare and distribute flyer with date, location, registration, and brief description	6 weeks	1 hour				■								
4	Process registrations	0-6 weeks	As needed							■					
5	Host event	Event													◆ Event
6	Write a follow-up article for the newsletter	Post-event	1 hour												■ Post-event
7	Write thank you letters to attendees	Post-event	1 hours												■ Post-event

7.8 Golf Tournament or Similar Activity – Organize a golf tournament or similar activity to raise funds

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			Q3 08			Q4 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Research possible activities (golf, bowling, raffle, bingo, etc.)	12 months	4 hours	█ 12 months																	
2	Contact selected activity site/business to determine possibilities	9-12 months	2 hours	█ 9-12 months																	
3	Call volunteers and write article for newsletter to get volunteers	9-12 months	4 hours	█ 9-12 months																	
4	Prepare a budget	9 months	4 hours	█ 9 months																	
5	Organize chapter volunteers	9 months	4 hours	█ 9 months																	
6	Prepare flyer with date, location, entry fees, sponsor opportunities, and brief description	3-6 months	2 hours	█ 3-6 months																	
7	Contact potential sponsors (contractors, businesses, engineering firms)	3-6 months	8 hours	█ 3-6 months																	
8	Contact local restaurants/businesses for gift certificates/prizes	3-6 months	8 hours	█ 3-6 months																	
9	Plan meal with caterer (if appropriate)	2 months	4 hours	█ 2 months																	
10	Prepare news release announcing project	1 month	2 hours	█ 1 month																	
11	Identify newspapers, and radio and TV stations to send press release to	1 month	2 hours	█ 1 month																	
12	Get/purchase any necessary materials/prizes	1 month	4 hours	█ 1 month																	
13	Coordinate with activity site management/business	1 month	2 hours	█ 1 month																	
14	Assign volunteers to tasks and responsibilities	1 month	2 hours	█ 1 month																	
15	Mail news release to newspapers and radio and TV stations	2 weeks	1 hour	█ 2 weeks																	
16	Sell 50/50 raffle tickets	Event	1 hour	◆ Event																	
17	Tend registration table	Event	1 hour	◆ Event																	
18	Tend beverage carts (golf)	Event	6 hours	◆ Event																	
19	Award prizes and acknowledge the organization/purpose/recipient of fundraiser if present	Event	1 hour	◆ Event																	
20	Develop a post-event report	Post-event	4 hours	█ Post-event																	
21	Write a follow-up article for the newsletter	Post-event	1 hour	█ Post-event																	
22	Prepare news release announcing event results where the money/what the money goes for	Post-event	1 hour	█ Post-event																	
23	Mail news release to newspapers and radio and TV stations	Post-event	1 hour	█ Post-event																	
24	Write thank you letter to volunteers and sponsors	Post-event	1 hour	█ Post-event																	

7.9 Order of the Engineer Ceremony – Organize an Order of the Engineer ceremony at a state event or chapter meeting. (www.order-of-the-engineer.org)

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Include Order of the Engineer Ceremony in meeting agenda or program.	6 months	1 hour	█ 6 months											
2	Enlist three to six prominent PE society members to participate in ceremony.	3 months	2 hours	█ 3 months											
3	Complete application form and submit to Order of Engineer (one time)	3 months	1 hour	█ 3 months											
4	Obtain specifications for ceremonial ring (from Order of the Engineer Web site)	3 months	1 hour	█ 3 months											
5	Contact local steel fabrication shop for fabricating ceremonial ring (one time) or purchase from Order of the Engineer	2 months	1 hour	█ 2 months											
6	Prepare notice of Order of Engineer ceremony and distribute with RSVP form	1 month	1 hour	█ 1 month											
7	Pick up ceremonial ring from fabricator (if fabricated locally)	1 month	1 hour	█ 1 month											
8	Prepare agenda for the ceremony. Use sample from NSPE's annual meeting.	1 month	1 hour	█ 1 month											
9	Accept RSVP forms and make final count	1 week	1 hour	█ 1 week											
10	Order rings and certificates from the Order of Engineer Web site.	1 week	1 hour	█ 1 week											
11	Hold ceremony for induction into Order of Engineer. Be sure to socialize with inductees and talk up value of NSPE	Event	½ hour	◆ Event											

8.0 Government Activities

The world in which engineers practice their profession is governed by law, rules, regulations, codes, standards, and requirements. These were created for the health, safety, and welfare of the public, brought on by common sense as well as reactions to certain events or situations.

Professional engineers have a duty and obligation to help policy makers, most whom are not engineers, understand the positive and negative ramifications of actions they might take. The following tasks identify some of the activities a professional engineer could engage in to promote better communication with legislators and governmental agencies for the health, safety, and welfare of the public.

8.1 Legislative “Who Knows Who List” – Organize a list of members who personally know their state legislators for contact on issues when the need arises

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	State legislative election	Event		◆ Event											
2	Prepare a list of state senators and representatives in your chapter's voting districts	Immediately after elections	2-4 hours	■ Immediately after elections											
3	Send the list to all chapter members asking them to identify who they know and would be willing to contact	Immediately after elections	2 hours	■ Immediately after elections											
4	Compile a master list that matches chapter members to legislators	December	2-4 hours	■ December											
5	Distribute the master list to the membership	January	1 hour	■ January											
6	Identify and designate a point person (executive director, Legislative Committee chair) to initiate member contact action with legislators	January	1 hour	■ January											

8.2 Engineering Issues “Who Knows What List”– Organize a list of chapter members for state legislators to contact regarding issues legislators may want information on

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact all chapter members asking them to identify issues/areas of expertise they could be contacted about	September	2-4 hours			█									
2	Compile a master list that matches chapter members to issues/areas of expertise	October	4 hours				█								
3	Develop legislator initiated contact reporting form that summarizes the communication	October	4 hours				█								
4	Develop protocol for distributing legislator initiated contact reporting form with membership	October	2 hours				█								
5	State legislative elections	Event							◆						
6	Prepare a list of state senators and representatives in your state	Immediately after elections	1 hour												█
7	Distribute the master list to the membership	November	1 hour												█

8.3 Working with Local Government – QBS – Promoting Qualifications Based Selection (QBS) procedures for local government

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Identify members with an interest in QBS	Annually	2 hours			█									
2	Develop informational materials on QBS (or use QBS council materials)	Annually	Varies			█									
3	Identify local officials to whom this info should be sent	Annually	3 hours				█								
4	Follow up with call to schedule meeting with local officials to explain QBS process and benefits	Annually	1 hour					█							
5	Meet with local officials on QBS	Event	2 hours						◆						
6	Lobby governing bodies if needed to adopt QBS legislation	Ongoing	Varies											█	Ongoing

8.4 Monitoring Proposed Regulations – Monitoring proposed regulations that could affect engineers and their clients

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Identify members with an interest in monitoring regulations (environmental, building codes, fire, etc.)	Annually	2-4 hours	■ Annually											
2	Coordinate with state society executive director or regulations monitoring service provider, as applicable	Annually	1 hour	■ Annually											
3	Assign individuals to areas of interest/expertise for monitoring regulations	Annually	1 hour	■ Annually											
4	Establish protocol for notifying all interested members once aware of proposed regulations	Annually	1 hour	■ Annually											
5	Accumulate information on proposed regulations (who, what, when, why, and how)	As required	2-8 hours	■ As required											
6	Meet with regulators to gain their understanding of, reasons for, and their interpretation of, proposed regulations	As required	2-8 hours	■ As required											
7	Meet with interested members to form consensus and response to proposed regulations	As required	2-8 hours	■ As required											
8	Prepare written response and meet with regulators to present members input (pros, cons, impact on cost, etc.)	As required	4-40 hours	■ As required											
9	Meet with regulators to present members input (pros, cons, impact on cost, and impact on health, safety, and welfare of clients)	Event	4-8 hours	◆ Event											
10	Share results of activities with entire membership	Post-event	1 hour	■ Post-event											

8.6 Government Speaker – Invite a government person (local, state and federal) to present at a chapter meeting

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Research possible government officials to speak	3-4 months	2 hours				■								
2	Select speaker(s)	3 months	1 hour				■								
3	Prepare flyer with date, location, registration, and brief description	1 month	1 hour							■					
4	Distribute flyer to potential attendees/ members and publish in newsletter.	1 month	1 hour							■					
5	Coordinate with speaker any presentation needs (computer, projector, screen, microphone, etc.)	1-4 weeks	1-hour							■					
6	Chapter meeting	Event								◆					
7	Write a follow-up article for the newsletter	Post-event	1 hour								■				
8	Write thank you letter to speaker	Post-event	1 hours								■				

8.7 Legislative Breakfast/Lunch/Dinner Meeting – Organize a legislative breakfast/lunch/dinner with state elected officials that represent your chapter’s voting districts

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Call volunteers and write article for newsletter to get volunteers	October	2 hours				■								
2	Prepare a list of state senators and representatives in your chapter’s voting districts	November	2 hours					■							
3	Prepare a budget	November	2 hours					■							
4	Organize chapter volunteers	November	2 hours					■							
5	Determine/find location for breakfast/lunch/dinner	November	2-4 hours					■							
6	Select person (executive director, Legislative Committee chair) to summarize current issues for members immediately prior to the meeting	November	1 hour					■							
7	Prepare invitation to send to state senators and representatives	December	2-4 hours						■						
8	Prepare invitations for mailing and send	January	1-2 hours							■					
9	Identify members who know their legislators and have them call them with a personal invitation	January	2-4 hours							■					
10	Prepare flyer with date, location, meeting dues, with brief write up, for chapter members	January	1 hour							■					
11	Tend registration table	Event	1 hour								◆				
12	Develop a post-event report	Post-event	2 hours									■			
13	Write a follow-up article for the newsletter	Post-event	1 hour									■			
14	Write thank you letter to volunteers andvspeakers	Post-event	1 hour									■			

9.0 Licensure Activities

Licensure is the mark of a professional. The licensure process demands an extra measure of competence and dedication that further ensures the health, safety, and welfare of the public. Licensure is an indicator of dedication to integrity, hard work, and creativity, as well as an assurance that the individual engineer has passed at least a minimum screen of competence.

Licensure activities involve training to obtain licensure in a particular state as well as maintenance of that license to make sure you remain competent in your area of practice.

Inasmuch as many NSPE members are licensed in multiple states, it is suggested that an effort be made to provide sessions that meet the requirements of neighboring states adding value to those engineers that must satisfy the continuing professional competency requirements of multiple states.

9.1 PE License/PE License Renewal Continuing Professional Competency Program – Organize a license/license renewal continuing professional competency program

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			Q3 08			Q4 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Research your state law on continuing professional competency requirements	9-12 months	4 hours	█ 9-12 months																	
2	Research neighboring states' laws on continuing professional competency requirements	9-12 months	4-8 hours	█ 9-12 months																	
3	Research possible topics and programs (suggest minimum of six PDH's with lunch)	6-9 months	4-8 hours	█ 6-9 months																	
4	Obtain prior approval from state licensing board as necessary	6 months	2 hours	█ 6 months																	
5	Call volunteers and write article for newsletter to get volunteers	4-6 months	2-4 hours	█ 4-6 months																	
6	Prepare a budget (including speaker(s) fee(s) or honorarium(s))	4-6 months	2-4 hours	█ 4-6 months																	
7	Organize chapter volunteers	4-6 months	4 hours	█ 4-6 months																	
8	Select speaker(s)	4 months	1-4 hours	█ 4 months																	
9	Determine/find location for course/ program	4 months	4 hours	█ 4 months																	
10	Contact potential speakers	3 months	4 hours	█ 3 months																	
11	Prepare flyer with date, location, registration fees, and brief description	3 months	2 hours	█ 3 months																	
12	Tend registration table	Event	1 hour	◆ Event																	
13	Develop a post-event report	Post-event	2 hours	Post-event █																	
14	Write a follow-up article for the newsletter	Post-event	1 hour	Post-event █																	
15	Write thank you letter to volunteers and speakers	Post-event	1 hour	Post-event █																	

9.2 Provide Information about PE Licensure Using NSPE or NCEES Programs – Deliver NSPE’s *Get Licensed- Get Ahead* or NCEES presentation

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Obtain presentation material from NSPE or NCEES.	2 months	1 hour			█									
2	Contact educational institution with engineering undergraduate students (may be 2-year or 4-year curricula schools)	2 months	1-2 hours (each)			█									
3	Reach agreement with school contact for date(s) and time for presentation	1 month	1 hour							█					
4	Assist school contact and promote the session(s), using flyers, etc.	2-4 weeks	1-2 hours (each)							█					
5	Become familiar with content and obtain state-specific information for use at session	1-2 weeks	2-4 hours							█					
6	If possible, modify canned material to insert state-specific information	1 week	1-2 hours							█					
7	Rehearse presentation and contemplate answers to potential questions	1-6 days	2 hours							█					
8	Ensure availability of requisite audiovisual equipment to support presentation	1-6 days	1 hour (each)							█					
9	Make presentation to participating students	Event	1 hour (each)							◆					
10	Follow-up as needed with students for supplemental information	Post-event	1-3 hours (each)												█

NCEES is the National Council of Examiners for Engineering and Surveying. Information on obtaining promotional materials can be found at www.ncees.org.

9.3 Provide Information about the Value of PE Licensure to Universities – Engage administrators of educational institutions to include message in curricula.

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact State Licensure Board to review plan and obtain support if possible	3 months	2 hours			█									
2	Identify faculty members who are licensed and win their support.	2 months	1-4 hours			█									
3	Contact dean of college or department head to discuss this action.	6 weeks	1 hour			█									
4	Meet with targeted administrator and supporting faculty to plan approach	4 weeks	1 hour			█									
5	Provide background information (obtained from NSPE/NCEES) to staff.	1-3 weeks	1-4 hours			█									
6	Work with assigned staff to develop method of providing information during course(s)	1-10 days	1-4 hours			█									
7	Be available ongoing to support presentation of information about value of licensure	Event	1 hour							◆					
8	Follow-up as needed with student, administrators, or faculty with supplemental information.	Post-event	1-3 hours												█

9.4 Speak at Universities – Speak to engineering classes to promote licensure and NSPE

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact/coordinate with professor or university official	4 weeks	1 hour			█									
2	Get or prepare presentation materials/handouts	2 weeks	8 hours			█									
3	Make presentation	Event	1 hour							◆					

10.0 Membership Activities

As the key ingredient in real estate is said to be “location, location, location,” there is probably nothing more important in associations than “membership, membership, membership.” That one of NSPE’s three goals pertains to membership reinforces the importance of the efforts within this major category. The fundamental subsets in this category are recruitment (bringing in new members) and retention (keeping existing members.)

Using this catalog to involve more members as volunteers is an excellent means of enhancing the value of their membership and, thereby, retaining members in the organization.

Recruitment

Both the leader seeking volunteers and the member considering efforts in this area should recognize that many tasks are akin to selling. If a member disdains selling, he/she may want to seek other volunteer opportunities. On the other hand, if a member seeks to improve his/her selling skills, volunteering to work in membership recruitment is an excellent means of improving this skill set.

Experience suggests that volunteers are more successful in this area when working as teams. Sometimes competition between two or more teams, addressing the same objective, provides greater motivation to achieve the desired result(s).

Retention

It has been opined that a new member will be a long-term member if he/she is maintained in the organization for two to three years, i.e., through a minimum of two dues renewal cycles. NSPE data show that each year an adequate number of PEs/EIs are attracted to join the organization. However, the challenge is to retain members such that the year-over-year membership count is positive. This makes retention equally important to recruitment.

10.1 New PE Reception – Organize a reception to recognize newly licensed PEs

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Obtain prior approval from state licensing board as necessary	3 months	2 hours	█ 3 months											
2	Call volunteers and write article for newsletter to get volunteers	2 months	2 hours	█ 2 months											
3	Prepare a budget (including speaker(s) fee(s) or honorarium(s))	2 months	2 hours	█ 2 months											
4	Organize chapter volunteers	2 months	4 hours	█ 2 months											
5	Determine/find location for reception	2 months	4 hours	█ 2 months											
6	Obtain names and contact information of new PEs	1 month	1 hour	█ 1 month											
7	Prepare flyer with date, location, registration fees, and brief description	1 month	2 hours	█ 1 month											
8	Prepare invitation to new PEs	3 weeks	2-4 hours	█ 3 weeks											
9	Assemble hand-out material (information on NSPE and NSPE membership application)	1 week	2 hours	█ 1 week											
10	Tend registration table	Event	1 hour	◆ Event											
11	Volunteers engage new licensees one-on-one to offer congratulations on becoming new PEs	Event	1 hour	◆ Event											
12	Send follow-up communication (letter, e-mail, etc.) encouraging each new PE to join NSPE	Post-event	2 hours	█ Post-event											
13	Develop a post-event report	Post-event	2 hours	█ Post-event											
14	Write a follow-up article for the newsletter	Post-event	1 hour	█ Post-event											
15	Write thank you letter to volunteers	Post-event	1 hour	█ Post-event											

10.3 Recruit Nonmember PEs from Firms that already have NSPE Members –

Develop a program to recruit nonmember employees from firms that already have NSPE members

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Identify potential volunteers to review NSPE membership records to identify employers of current members. Point out that whoever recruits two new members gets their national dues waived for the following year	2 months	8 hours			█									
2	Contact current members in these firms to identify other PE's who are prospective members	1 month	2 hours (each)			█									
3	Equip volunteers with information about recruiting materials/services available from NSPE and state society(s)	3 weeks	1 hour (each)			█									
4	Make personal invitation for prospective member to be your guest and serve as their escort	2 weeks	1 hour (each)					█							
5	For NSPE Six Months Free program, get prospect to become a provisional member for six months	Event						◆							
6	Use this Volunteer Tasks Catalog to engage new members so they become a part of the organization quickly	Post-event	1 hour (each)												█
7	Maintain contact with prospect until they become a dues-paying member (then use retention tools to keep the new member in the organization)	Post-event	1 hour (each)												█

10.4 Engage Newly Recruited Members – Develop a program to quickly engage the new member to become a part of the organization

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Identify potential volunteers to welcome and engage new members (volunteers must be committed to following up immediately)	1 month	2 hours												
2	Equip volunteers with a list of state and chapter programs available to facilitate involvement by new member	3 weeks	2 hours)												
3	Upon receipt from NSPE, forward information on new members to volunteers	2 weeks	1 hour												
4	Volunteers contact new members immediately (face-to-face is best, phone call at minimum)	Event	1 hour												
5	Volunteers should encourage but not force new member participation	Post-event	1 hour (each)												

10.5 Maintain Contact with Current Members – Develop a program to maintain contact with current members

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Ensure each member receives all state and chapter member communication (newsletter, e-mails, etc.)	1 month	1 hour (each)												
2	For members not actively involved, contact by phone or face-to-face periodically to see how they are doing (could be a stand alone meeting or in conjunction with continuing education seminars, etc.)	Ongoing	1 hour (each)												
3	When communication is returned as undeliverable, determine correct information and re-establish contact	Ongoing	1 hour (each)												

11.3 Participating in the NSPE Mentor of the Year Award Process – Volunteer to serve in this NSPE award process

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1	Familiarize yourself with the award criteria and application procedures, available from NSPE	October	2 hours				■									
2	Promote the availability of this award in your chapter/state	November	8 hours				■									
3	Call for nominations	December	2 hours						■							
4	Offer assistance to nominee in preparing nomination package	January	1 hour (each)							■						
5	Recognize nominees at the state society level	March	2 hours									■				
6	Send nomination forms to NSPE	1 week	2 hours										■			
7	Nomination forms due at NSPE	Event												◆		
8	Confirm receipt by NSPE of each nomination package	Post-event	As required												■	

12.0 Public Outreach Activities

Performing service on behalf of the public is inherent in the engineering profession. In fact the *Engineers Creed* includes the passage, “I pledge to place... the public well-being above all other considerations.” Therefore, it is a natural extension of that commitment that engineers should volunteer to perform acts that accrue benefit to the public. This category includes activities that are a direct service to elements of the public as well as joining organizations that perform services that benefit the public.

Although Professional Engineers do not necessarily expect to receive praise for their efforts, by volunteering to provide services to the public it is a meaningful way to earn the respect of members of the public and garner their respect for the engineering profession.

12.1 Public Service – Organize a public service activity (*build a playground, clean a park or stream, etc.*)

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Research potential activities	3 months	16 hours	█ 3 months											
2	Contact appropriate agency to determine feasibility	2 months	1 hour	█ 2 months											
3	Call volunteers and write article for newsletter to get volunteers	6 weeks	8 hours	█ 6 weeks											
4	Write a project implementation plan	3 weeks	8 hours	█ 3 weeks											
5	Organize chapter volunteers	2 weeks	8 hours	█ 2 weeks											
6	Prepare news release announcing project	2 weeks	4 hours	█ 2 weeks											
7	Identify newspapers and radio and TV stations to send press release to	1 week	2 hours	█ 1 week											
8	Mail news release to newspapers and radio and TV stations	1 week	1 hour	█ 1 week											
9	Get any necessary materials	2 days	4 hours	2 days											
10	Participate in event	Event	1 hour	◆ Event											
11	Develop a post-project report	Post-event	4 hours	█ Post-event											
12	Write a follow-up article for the newsletter	Post-event	4 hour	█ Post-event											
13	Prepare news release announcing project results	Post-event	4 hours	█ Post-event											
14	Mail news release to newspapers and radio and TV stations	Post-event	1 hour	█ Post-event											
15	Write thank you letter to volunteers	Post-event	4 hours	█ Post-event											

12.2 Letters, Articles, and Editorials – Write letters, articles and editorials about engineering and licensure

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Determine outlets	8 weeks	8 hours	█ 8 weeks											
2	Contact each to determine special requirements	8 weeks	8 hours	██ 8 weeks											
3	Write articles	4 weeks	16 hours	███ 4 weeks											
4	Submit articles	1 week	1 hour	█ 1 week											
5	Articles due to publisher	Event		◆ Event											
6	Articles published	Post-event		█ Post-event											

12.3 Civic Organizations – Participate in civic activities

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact organization to determine requirements	2 weeks	2 hours	█ 2 weeks											
2	Attend meetings	Event	2 hours	◆ Event											

13.0 Student Activities

The impressions we make on future engineers will, in large part, determine the future of our profession as a whole. It is critical that students understand the value and importance of the work that engineers perform. One way to promote our message is to volunteer to speak to students or volunteer to assist with engineering centric activities, such as MATHCOUNTS or bridge building. It is important that engineers set an example that allows students to empathize with the work we perform and visualize themselves performing it.

13.1 MATHCOUNTS - Regional Competition

Organizing and conducting MATHCOUNTS competitions on the regional and state level is a year-long event requiring many hours of dedicated volunteers' time. Fortunately, the effort can be segmented into several major tasks, which can be distributed amongst different volunteer groups. The list of major tasks and their schedule is shown in Figure 13.1. The subsequent Gantt charts delineate the activities for each of these major tasks.

ID	Task	Time Frame	Time to Complete	Q2 07			Q3 07			Q4 07			Q1 08			Q2 08		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Preliminary arrangements	8 months	7 hours	■ 8 months														
2	School registration	2-6 months	15 hours	■ 2-6 months														
3	Fundraising	5-6 months	Varies	■ 5-6 months														
4	Coaching workshop	2-4 months	7 hours + workshop	■ 2-4 months														
5	Publicity	0-4 months	10 hours	■ 0-4 months														
6	Competition administration	0-2 months	67 hours	■ 0-2 months														
7	MATHCOUNTS regional competition	Regional	1 day	◆ Regional														
8	MATHCOUNTS state competition	State	1 day	◆ State														
9	Post-event tasks	0-4 months post	Varies	0-4 months post ■														

Figure 13.1 Schedule of Major MATHCOUNTS Tasks

13.1.1 MATHCOUNTS – Preliminary Arrangements

ID	Task	Time Frame	Time to Complete	Q2 07			Q3 07			Q4 07			Q1 08			Q2 08		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Identify next year's chapter coordinator and committee. Make committee assignments	8 months	1 hour	█ 8 months														
2	Notify state coordinator of chapter coordinator name and address	8 months	1 hour	█ 8 months														
3	Determine day and time of next year's competition. Locate and reserve a competition facility	8 months	1 hour	█ 8 months														
4	Prepare a budget	8 months	4 hours	█ 8 months														
5	MATHCOUNTS competition	Event		◆ Event														

13.1.2 MATHCOUNTS – School Registration

ID	Task	Time Frame	Time to Complete	Q2 07			Q3 07			Q4 07			Q1 08			Q2 08		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Receive sample school registration materials from NSPE	6 months	1 hour	█ 6 months														
2	Prepare list of all schools in chapter area (include school contact person, title, address, and phone number)	6 months	4 hours	█ 6 months														
3	Mail or deliver letters to schools introducing them to MATHCOUNTS and inform them of coming materials (include names/addresses of chapter coordinators and dates/location of chapter and state competitions)	6 months	4 hours	█ 6 months														
4	Prepare mailing or delivery of school kits for chapters not participating in direct-to-school distribution	5 months	2 hours	█ 5 months														
5	Make follow-up phone calls to school contact person to encourage participation and registration	4 months	2 hours	█ 4 months														
6	Confirm school registration with contact person and provide details of competition (including rule clarifications and/or program revisions)	2 months	2 hours	█ 2 months														
7	MATHCOUNTS competition	Event	1 day	◆ Event														
8	Send competition results and follow-up information to schools	1 month post	2 hours	█ 1 month post														
9	Order next year's school registration materials through state coordinator	4 months post	1 hour	4 months post █														

13.1.3 MATHCOUNTS – Fund Raising

ID	Task	Time Frame	Time to Complete	Q2 07			Q3 07			Q4 07			Q1 08			Q2 08		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Prepare list of potential contributors	6 months	1 hour															
2	Identify new giving targets for previous sponsors	6 months	1 hour															
3	Identify/confirm volunteers that will make face-to-face contact	6 months	1 hour															
4	Identify new prospects and determine giving targets	6 months	1 hour															
5	Prepare and send introductory letters to new prospects	6 months	1 hour															
6	Schedule appointments for face-to-face meeting	6 months	1 hour															
7	Meet with potential contributors	6 months	2 weeks															
8	Prepare follow-up thank you letters for each face-to-face visit	5 months	2 hours															
9	MATHCOUNTS competition (greet sponsors as they arrive and introduce to the audience)	Event	1 hour														◆ Event	
10	Mail letters to sponsors for attending or sponsoring the event	1 month post	2 hours														█ 1 month post	
11	Send \$1,000 and higher sponsor list to NSPE	1 month post	1 hour														█ 1 month post	
12	Prepare and mail a letter/year-end report to sponsors	1 month post	1 hour														█ 1 month post	

13.1.4 MATHCOUNTS – Coaching Workshop

ID	Task	Time Frame	Time to Complete	Q2 07			Q3 07			Q4 07			Q1 08			Q2 08		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact coaches to determine interest in a coaching workshop	4 months	2 hours															
2	Identify potential volunteers to conduct coaching workshop	4 months	1 hour															
3	Prepare syllabus for workshop	4 months	2 hours															
4	Reserve place to conduct workshop	4 months	2 hours															
5	Confirm volunteers conducting workshop	2 months	2 hours														█ 2 months	
6	Conduct coaching workshop	Workshop	2 days														◆ Workshop	
7	MATHCOUNTS competition	Event															◆ Event	

13.6.1-2 MATHCOUNTS Competition Administration – Part 2

ID	Task	Time Frame	Time to Complete	Q2 07			Q3 07			Q4 07			Q1 08			Q2 08			
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1	Continued from Part 1	► Continued from Part 1		► Continued from Part 1 ▼															
2	Plan awards ceremony (speakers, presenters, remarks)	2 weeks	2 hours															■	2 weeks
3	Plan scoring room procedures and list supplies needed	2 weeks	2 hours															■	2 weeks
4	Plan a coach's session during the written portion of the competition	2 weeks	2 hours															■	2 weeks
5	Prepare written program for competition	2 weeks	1 hour															■	2 weeks
6	Prepare registration packets (program, meal tickets, name tags, etc. for students, coaches and volunteers)	2 weeks	4 hours															■	2 weeks
7	Make coffee and/or lunch arrangements	2 weeks	2 hours															■	2 weeks
8	Review student information needed for state competition with state coordinator	2 weeks	2 hours															■	2 weeks
9	Prepare certificates of merit for all participants	1 week	3 hours															■	1 week
10	Train, instruct, coach volunteers immediately ahead of competition	1 week	1 hour															■	1 week
11	Conduct rehearsal for Countdown Round	1 week	1 hour															■	1 week
12	Procure supplies for scoring room, competition room, Countdown Round, registration, and awards ceremony	1 week	2 hours															■	1 week
13	Coordinate and finalize last-minute details with key individuals day before competition	1 day	1 hour																1 day
14	Arrange facility for competition	Event	1 hour															◆	Event
15	Set up Countdown Room	Event	1 hour															◆	Event
16	Set up scoring room	Event	1 hour															◆	Event
17	Set up signs	Event	1 hour															◆	Event
18	Test all equipment	Event	1 hour															◆	Event
19	Set up awards table/awards	Event	1 hour															◆	Event
20	MATHCOUNTS competition	Regional																◆	Regional
21	Send thank you letters to all volunteers	Post-event	4 hours															■	Post-event
22	Complete and mail competition report form to state coordinator and NSPE	Post-event	4 hours															■	Post-event
23	Develop a post-competition comment list for changes/modifications/improvements at next year's competition	Post-event	1 hour															■	Post-event
24	Participate in MATHCOUNTS state competition	State																◆	State

13.2 Engineer for a Day – Conduct an Engineer for a Day Program

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Prepare chapter newsletter articles for the program	16 weeks	4 hours				█								
2	Meet with committee to select a date for the program and future deadlines	14 weeks	2 hours				█								
3	Obtain and call to verify high school contacts for the program	12 weeks	2 hours				█								
4	Update high school contact information	12 weeks	1 hour				█								
5	Prepare and send letters/emails about the program to the high schools	10 weeks	8 hours				█								
6	Select a speaker for the lunch and invite them to speak	10 weeks	1 hour				█								
7	Meet with speaker to discuss the presentation	8 weeks	2 hours				█								
8	Reserve a room for the lunch and program	8 weeks	1 hour				█								
9	Send letter/e-mail to chapter and other professional organizations requesting volunteers	6 weeks	2 hours				█								
10	Make phone calls if lacking volunteers	4 weeks	2 hours							█					
11	Pair volunteering engineers with participating students based on interest	3 weeks	1 hour							█					
12	Send student acceptance letters to the schools and students	3 weeks	8 hours							█					
13	Answer questions from students/parents prior to the event	1 week	2 hours							█					
14	Employers/volunteers host high school students for the morning	Event	4 hours							◆					
15	Prepare and send thank you letters to all volunteers	Post-event	1 hour											█	

13.3 Engineer for a Day with Chapter Sponsored Lunch – Conduct an Engineer for a Day Program with a chapter-sponsored lunch

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Prepare chapter newsletter articles for the program. Repeat monthly	16-4 weeks	4 hours	█ 16-4 weeks											
2	Meet with committee to select a date for the program and future deadlines	14 weeks	2 hours	█ 14 weeks											
3	Obtain and call to verify high school contacts for the program	12 weeks	2 hours	█ 12 weeks											
4	Update high school contact information	12 weeks	1 hour	█ 12 weeks											
5	Prepare and send letters/e-mails about the program to the high schools	10 weeks	8 hours	█ 10 weeks											
6	Select a speaker for the lunch and invite them to speak	10 weeks	1 hour	█ 10 weeks											
7	Meet with speaker to discuss the presentation	8 weeks	2 hours	█ 8 weeks											
8	Reserve a room for the lunch and program	8 weeks	1 hour	█ 8 weeks											
9	Send letters/e-mails to chapter members and other professional organizations requesting volunteers	6 weeks	2 hours	█ 6 weeks											
10	Make phone calls if lacking volunteers	4 weeks	2 hours	█ 4 weeks											
11	Pair volunteering engineers with participating students based on interest	3 weeks	1 hour	█ 3 weeks											
12	Send student acceptance letters to the schools and students	3 weeks	8 hours	█ 3 weeks											
13	Confirm room reservation and appropriateness of room based on student applications received	2 weeks	1 hour	█ 2 weeks											
14	Select a caterer and order food for the event	2 weeks	1 hour	█ 2 weeks											
15	Follow up with caterer prior to the event	1 week	1 hour	█ 1 week											
16	Answer questions from students/parents prior to the event	1 week	2 hours	█ 1 week											
17	Set up room for the luncheon (audiovisual, tables, etc.)	Event	1 hour	◆ Event											
18	Bring chapter banner to lunch	Event	1 hour	◆ Event											
19	Make opening remarks and introduce speaker	Event	1 hour	◆ Event											
20	Clean up lunch room afterwards	Event	1 hour	◆ Event											
21	Prepare and send thank you letters to all volunteers	Post-event	1-2 hours	█ Post-event											

13.4 Bridge Building Competition – Conduct a Bridge Building Competition

13.4-1 Bridge Building Competition - Part 1

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Prepare list of potential contributors	3-4 months	2 hours				■								
2	Identify/confirm volunteers that will make face-to-face contact	3-4 months	2 hours				■								
3	Schedule appointments for face-to-face meeting	3-4 months	4 hours				■								
4	Meet with potential contributors	3-4 months	8 hours				■								
5	Prepare follow-up thank you letters for each face-to-face visit	3-4 months	2 hours				■								
6	Establish and finalize competition rules	3-4 months	4 hours				■								
7	Prepare list of all schools in chapter area (include school contact person, title, address, and phone number)	3-4 months	2 hours				■								
8	Mail or deliver letters to schools introducing them to Bridge Building competition	3-4 months	1-4 hours				■								
9	Find and reserve a location and date for event	3-4 months	2 hours				■								
10	Mail out bridge kits as requests come in	3-4 months	4 hours				■								
11	Prepare chapter newsletter articles for the program, request volunteers	3-4 months	4 hours				■								
12	Order awards and promotional items	3-4 months	2 hours				■								
13	Answer questions from teachers and students	1 month	1-4 hours								■				
14	Confirm reservation with provider of event location	1 month	1 hour								■				
15	Make sure all equipment needed for event is available	1 month	2 hours								■				
16	Arrange for a photographer at the competition	1 month	1 hour								■				
17	Prepare news release announcing competition	2 weeks	1 hour									■			
18	Identify newspapers and radio and TV stations to send press release to	2 weeks	1 hour									■			
19	Continued in Part 2	Go to Part 2▶													Go to Part 2▶

13.5 Speaking at High Schools – Speak at high schools to promote engineering

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact/coordinate with high school official	4 weeks	1 hour	█ 4 weeks											
2	Get or prepare presentation materials/handouts	2 weeks	4 hours	█ 2 weeks											
3	Make presentation	Event	1 hour	◆ Event											

13.6 Speaking at Universities – Speak at engineering classes to describe what an engineer does in the “real” world.

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact/coordinate with professor or university official	4 weeks	1 hour	█ 4 weeks											
2	Get or prepare presentation materials/handouts	2 weeks	8 hours	█ 2 weeks											
3	Make presentation	Event	1 hour	◆ Event											

13.7 Order of the Engineer at Universities – Organize an Order of the Engineer Ceremony at a local university (ref. www.order-of-the-engineer.org)

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08			Q3 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Contact dean of engineering at a local university to discuss the Order of the Engineer	6 months	1 hour	■ 6 months														
2	Schedule a date to hold ceremony	4 months	1 hour	■ 4 months														
3	Reserve facilities for ceremony (should be at university)	4 months	1 hour	■ 4 months														
4	Enlist three to six prominent PE society members to participate in ceremony	3 months	2 hours	■ 3 months														
5	Seek sponsors to help defray the costs of refreshments/meal	3 months	6 hours	■ 3 months														
6	Complete application form and submit to Order of Engineer (one time)	3 months	1 hour	■ 3 months														
7	Obtain specifications for ceremonial ring (from Order of the Engineer Web site)	3 months	1 hour	■ 3 months														
8	Contact local steel fabrication shop for fabricating ceremonial ring (one time) or purchase from Order of the Engineer Web site	2 months	1 hour	■ 2 months														
9	Prepare notice of Order of Engineer ceremony and distribute with RSVP form	1 month	1 hour	■ 1 month														
10	Pick up ceremonial ring from fabricator, if applicable	1 month	1 hour	■ 1 month														
11	Prepare agenda of ceremony (use sample from NSPE's annual meeting)	1 month	1 hour	■ 1 month														
12	Make arrangements with caterer for refreshments/meal	1 month	1 hour	■ 1 month														
13	Accept RSVP forms and make final count	1 week	1 hour	■ 1 week														
14	Order rings and certificates from the Order of Engineer Web site).	1 week	1 hour	■ 1 week														
15	Provide final count to caterer	1 week	1 hour	■ 1 week														
16	Hold ceremony for induction into Order of Engineer	Event	½ hour	◆ Event														
17	Socialize with inductees and talk up value of NSPE	Event	½ hour	◆ Event														

13.8 Student Chapter Meetings – Speak at a university student chapter meeting to promote the engineering profession and NSPE

ID	Task	Time Frame	Time to Complete	Q3 07			Q4 07			Q1 08			Q2 08		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Contact/coordinate with chapter advisor	3-6 months	2 hours	■ 3-6 months											
2	Get or prepare presentation materials/handouts	2-4 weeks	4 hours	■ 2-4 weeks											
3	Make presentation	Event	1-2 hours	◆ Event											

13.9 Student Scholarships – Coordinate a student scholarship program for high school seniors planning to study engineering

ID	Task	Time Frame	Time to Complete	Q2 07			Q3 07			Q4 07			Q1 08			Q2 08			Q3 08		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Identify chapter area high schools and contact information of principal or guidance counselor	1 year	2 hours	■ 1 year																	
2	Canvas chapter for volunteers to serve on the Scholarship Committee	6-9 months	2-4 hours	■ 6-9 months																	
3	Attend chapter board of directors meeting to determine amount of funds to be awarded	3-6 months	2 hours	■ 3-6 months																	
4	Hold committee meeting to establish scholarship criteria	3-6 months	2 hours	■ 3-6 months																	
5	Prepare Scholarship application based on criteria (Samples are available from other chapters or states)	3-6 months	2-4 hours	■ 3-6 months																	
6	Prepare notice including instructions complete with deadlines	3-6 months	2 hours	■ 3-6 months																	
7	Prepare cover letter and send notice and applications to area high schools	3 months	2 hours	■ 3 months																	
8	Send notice to area newspaper for publication	3 months	1 hour	■ 3 months																	
9	Receive applications and make copies for distribution to committee members	1-3 months	1-2 hours	■ 1-3 months																	
10	Committee members review and score applications and rank applicants	0-1 month	6-8 hours	■ 0-1 month																	
11	Committee meets to discuss rankings and set up interviews of students	0-1 month	1-2 hours	■ 0-1 month																	
12	Interview applicants (suggest 30 minutes per applicant)	0-1 month	2-4 hours	■ 0-1 month																	
13	Committee members meet to make final selection(s)	0-1 month	1-2 hours	■ 0-1 month																	
14	Invite scholarship winners to chapter event and make presentation(s)	Event	1 hour	◆ Event																	