FOCUS ON HOW AICHE ENHANCES LIFE!!!

THE MOORE-HUFSTEDLER FUND

FOR THE ENHANCEMENT OF STUDENT LIFE AT CALTECH

Project Proposal Guidelines

This guide should be used for submitting proposals to the Fund. Use the same numbering and use a word processor to type your proposal. **Depending on your status (individual, group, club, etc.) and the nature of your project, some requested information may not apply.** Please complete all applicable sections.

GENERAL INFORMATION

1. Project title, purpose, and intended impact on student life.

The Caltech chapter of the American Institute of Chemical Engineers (AIChE) supports the education of Caltech chemical engineering undergraduates. Caltech AIChE accomplishes this mission through the fostering of communication between upperclassmen and freshmen; undergraduates with graduate students and professors; and undergraduates and industry. The Caltech AIChE support network exposes freshmen to the different tracks available within the Caltech chemical engineering major and pairs freshmen with upperclassmen mentors. Caltech AIChE works with the Caltech Chemistry club to host a graduate-school discussion panel for upperclassmen. Additionally, Caltech AIChE organizes a student-faculty formal dinner which provides undergraduates with the opportunity to mingle with chemical engineering graduate students and professors.

1. Total amount requested from the Moore-Hufstedler Fund ($).

Caltech AIChE is requesting $500 out of our needed $4621.64 for the 2013-2014 school year. This will partially cover the cost of club apparel, two industry receptions, and food for (3??) general meetings, two elections, the track talk, grad school panel, option tea, and Ch/ChE showdown in additional to the larger ChE barbeque and formal dinner.

1. Contact information, including names, campus mail stop, e-mail addresses, status (undergrad, grad, faculty, staff, postdoc, etc.) of:
   * Individual(s) submitting the proposal, include date
   * Individual(s) responsible for submitting the follow-up report to the Moore-Hufstedler Advisory Committee
   * To whom to make checks and where to send them
     + Alternatively, campus account in which funds should be deposited

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Person | Name | MSC | E-Mail | Status |
| Proposal | Moriah Bischann | 216 | [mbischan@caltech.edu](mailto:mbischan@caltech.edu) | Undergraduate (sophomore) |
| Follow-up | Moriah Bischann | 216 | [mbischan@caltech.edu](mailto:mbischan@caltech.edu) | Undergraduate (sophomore) |
| Checks | Moriah Bischann | 216 | [mbischan@caltech.edu](mailto:mbischan@caltech.edu) | Undergraduate (sophomore) |

1. Project description:
   * Activities or Events: date, time, location, expected attendance (grad & undergrad), admission cost. Will the event be open to the entire student community or just club members? Clarify the nature of the event with details.
   * If this is a capital expense (one time), please describe.

Caltech AIChE will host several events over the course of the academic school year. First term we will run a general meeting, an election meeting, a ChE barbeque social, and a semi-formal dinner. Second term, we will run a general meeting, and option tea, and industry talk, and the Ch/ChE showdown. Third term we will run an election meeting, a track talk, a grad school panel, and industry talk, and t-shirts.

General meetings will be held on \_\_\_, \_\_\_, and \_\_\_ in Keck 142. These meetings are open to the entire student community, however they are primarily attended by undergraduate chemical engineering majors and Caltech AIChE club members. There is not an admission cost associated with attendance at general meetings. We will be discussing relevant club issues and future events and sending out reminders at these meetings while providing members with food from a local supplier.

Elections will take place on \_\_\_ and \_\_\_ in Keck 142. Due to the sensitive nature of these meeting, elections are open to undergraduate Caltech AIChE club members only. Caltech AIChE does not charge a fee to attend elections. At election meetings we will vote for leadership positions and provide members with food obtained from a local restaurant. First term we will vote for the positions of historian and freshman representative. Third term we vote for the positions of rep-at-large, secretary, treasure, vice-president, and president.

ChE barbeque will be held on \_\_\_ at Tom Mannion’s House. This event is open to undergraduate chemical engineering majors, as well as chemical engineering professors. Caltech AIChE does not charge members for attendance to the ChE barbeque. At the ChE barbeque we will be serving hamburgers, chips, and sodas as well as vegetarian options. The ChE barbeque is intended to facilitate interaction between ChE undergraduates and professors by providing a gateway for discussion about Caltech’s ChE research.

Semi-formal dinner will be held on \_\_\_ at Tom Mannion’s House. This event is open to undergraduate chemical engineering undergraduates, graduate students, and professors. Caltech AIChE will not charge fees to attend the semi-formal dinner. We will be serving an assortment of quality meats, vegetables, drinks, and desserts at the semi-formal dinner. Caltech AIChE will buy the basic ingredients and the dishes will be prepared by Tom Mannion. Semi-formal dinner allows chemical engineering undergraduate, graduate, and professors to mingle and discuss research in a relaxed atmosphere.

Ch/ChE showdown will be held on \_\_ at \_\_\_\_. This event is open to all undergraduate students and is primarily attended by freshmen with an interest in chemistry or chemical engineering. All students may attend this event free of charge. Upperclassmen will compare and contrast the chemistry and chemical engineering options at Caltech during the showdown while the freshmen listen and eat food. Ch/ChE showdown is hosted in conjunction with the Caltech Chemistry Club.

Option tea is will be held on \_\_ at Tom Mannion’s House (?). Any undergraduate student may attend this event. Primarily the option tea is attended by freshmen with an interest pursuing the chemical engineering option. All students may attend this event free of charge. Chemical engineering professors will discuss the chemical engineering option at Caltech with freshmen while enjoying an assortment of quality tea.

Industry talks will be held on \_\_ and \_\_\_ at \_\_\_. This event is open to all Caltech AIChE members and is primarily attended by undergraduate students, specifically job-seeking upper classmen. Caltech AIChE does not charge members a fee to attend these events. Industry representatives from \_\_\_ and \_\_\_ will be presenting career opportunities and the nature of industry employment for their respective companies. Refreshments are serves after the presentation to allow members and representatives to mingle.

Grad school panel will be held on \_\_ at 142 Noyes (?). This event is open to all undergraduate students and is primarily attended by upperclassmen interest in attending graduate school in the fields of chemistry or chemical engineering. Any student may attend this event free of charge. Professors will discuss the graduate school application process and how to structure one’s undergraduate experience in order to increase chances of acceptable to one’s choice school. Food prepared by a local restaurant will be provided during the event. Grad school panel is a joint event hosted with the Caltech Chemistry Club.

Track talk will be held on \_\_\_ at 142 Keck. Any undergraduate student may attend this event and it is primarily attended by freshmen who intend to declare the chemical engineering option. Caltech AIChE does not charge students to attend this event. Upperclassmen will present the four tracks of chemical engineering available at Caltech: bimolecular, environmental, materials, and process systems while sharing food prepared by a local supplier. This provides freshmen with a better understanding f the opportunities available through Caltech’s ChE option.

1. Club or organization information:
   * Club/Organization purpose and URL
   * Membership Information: age of the club, number of active club members, number of members paying membership dues, annual club membership dues, number of undergrads, graduate, faculty, staff, postdocs and non-Caltech “friends”

The mission of Caltech AIChE is “to spread awareness of the field of Chemical Engineering while encouraging communication and professional development of its members.” This mission statement is posted on our website at <http://www.its.caltech.edu/~aiche/Home.html> . Currently, Caltech AIChE has 124 active members. This figure is from the 2012-2013 roster, includes graduated seniors (class of 2013), and does not include new members from the incoming freshman (class of 2017). Caltech AIChE expects membership to remain steady in the 2013-2014 school year. Members of Caltech AIChE do not pay membership not club dues nor is Caltech AIChE funded via membership fees. AIChE is a club whose focus is on providing a safety net for Caltech chemical engineering undergraduates and does not solicit membership from undergraduates in other field of study, graduate student, faculty, staff, postdocs and non-Caltech “friends.” Our club does work closely with the Caltech Chemistry Club. The Chemistry club and AIChE jointly host the annual Ch/ChE showdown and grad-school discussion panel.

AIChE is a national organization for professional engineers founded in 1908 to facilitate networking, to spread awareness, news, developments, and knowledge, and to provide members with an industry job support. Joining the national chapter of AIChE is free for undergraduate students.

DETAILED BUDGET

1. A detailed, item-by-item breakdown (with timeline) of all costs related to your proposal (not just those you are requesting from the Moore-Hufstedler Fund).
   * List specific items and specify whether they are known costs or estimates
   * Include copies of all price quotes you have obtained.
   * Tell us about the research you have conducted in determining your budget. Which vendors have you contacted? Have you obtained several price quotes? Explain.
2. Is the project being subsidized by other funding sources? For what other funding sources are you (considering) applying? What has been approved? List dollar amounts and be specific!
   * Past funding: If this is not a new initiative, how has it been funded in the past? Include a detailed breakdown of funding sources and expenditures.

Caltech AIChE was funded through other sources in 2012-2013 and plans to appeal to those same sources for the 2013-2014 school year. Funding is sought from the Caltech chemical engineering department. Last year, the chemical engineering department alloted $3000 towards Caltech AIChE’s expenses. Currently, the department has not appropriated funding for Caltech AIChE for the 2013-2014 school year.

1. Does your proposal entail ongoing costs such as maintenance, insurance, repairs, salaries, etc.?

Caltech AIChE does not expect to incur costs for maintenance, insurance, repairs, nor salaries.

1. The Moore-Hufstedler Fund do not provide for ongoing costs. If your proposal entails ongoing costs, tell us how you plan to cover them.

Caltech AIChE’s proposal to The Moore-Hufstedler Fund does not include ongoing costs.

1. If your proposal is intended to remain at Caltech longer than those who initially are to implement it, explain how you plan to achieve continuity and ensure the project remains successful in the long term.

Caltech AIChE does not expect to implement long-term projects that will require continuity.

IMPLEMENTATION

1. How will you advertise your project?
   * On Campus: What individuals or groups will you target?
   * What non-Caltech locations, societies, and organizations will be targeted for advertising?

All Caltech undergraduate chemical engineers are automatically members of Caltech AIChE. Caltech AIChE also solicits membership to Caltech undergraduates that are either academically or professionally associated with chemical engineering. Specific targets include undeclared freshmen that are recruited at the school-wide club fair, at the option tea, and throughout the school year. Caltech AIChE will set up a booth at the school-wide club fair. Our booth will be monitored by representatives of Caltech AIChE leadership who will discuss the chemical engineering option and disbursing informational pamphlets. Option tea will provide us an additional opportunity to recruit freshmen who are interested in the chemical engineering major. Similarly Caltech AIChE will advertise to pre-freshmen at \_\_\_\_\_.

1. Give a description of the major tasks associated with your proposal and the labor required to implement them. Consider the following: Do you have the manpower to realize this project? Will your project require the recruitment or hiring of additional help? If so, how will you recruit or hire additional help?
   * For capital expenditures consider the effort required to design, purchase, install, maintain, and operate equipment, etc.
   * For events, consider the effort required to organize and execute the event, secure a location, purchase and transport supplies, etc.

Due to the nature of our projects, Caltech AIChE requires minimal labor and physical man power. A vast majority of our large events are conducted presentation or seminar style and rely on the organizational skills of a few leading club members who can give attention to fine details. The secretary will book the meeting room, the reps-at-large will purchase and pick-up the food, the treasure will hand the appropriation of money, and the president will send out the meeting announcements.

Events such as the option tea, ChE barbeque, and semi-formal dinner will require volunteers. These volunteers will help set up and pack up tables, chairs, and lighting. Additionally, volunteers will help Tom Mannion purchase, cook, and serve food and clean after the event. Volunteers will be recruited via email announcements and through announcements at the general meetings. Members of Caltech AIChE leadership will also contribute to the volunteer efforts.

1. For capital expenditures, where will the equipment be stored and/or used? Has storage or usage space already been arranged?

Caltech AIChE does not expect to have capital expenses for the 2013-2014 school year. We also will not require storage space for equipment or goods.

1. What kind of experience do you have with projects of the nature you are proposing? Have you attempted anything on this scale in the past?

Several members of the Caltech AIChE leadership are incumbents who have organized these events in years past. These leaders will be invaluable to organizing the meetings, presentations, and events. Their project knowledge and faculty and staff contacts will be crucial to the success of each event. Since we expect club membership comparable to prior years, the scale of the events will be the same. Similarly, the amount of funds spent on each event will be comparable to past years.

1. An important component of any proposal is its context - how it fits in with current offerings at Caltech. We need to know which groups/organizations/offices/entities on campus are relevant to your proposal. (For example, if your proposal is athletic in nature, you should answer “Caltech Athletics”.)
   * ***You should discuss your proposal with all relevant entities on campus. Failure to do so can be reason alone for the Committee to recommend against funding your proposal.***
   * Include with your proposal written records of all such discussions.
   * Explain how your proposal might offer an opportunity to collaborate or share resources with other entities on campus.

In most cases, Caltech AIChE is a self-sustaining club that functions on its own. However, we will be working closely with the administrators of the Caltech chemical engineering department to encourage chemical engineering professors to attend the ChE barbeque and semi-formal dinner and to present at the grad school discussion panel. The Ch/ChE showdown and grad school panel will require the combined effort of Caltech AIChE and Caltech Chemistry Club. Interaction will primarily take place between the two club’s leadership and representatives to organize the events. Caltech AIChE will also seek the aid of Tom Mannion for the option tea, ChE barbeque, and semi-formal dinner. We will rely on Tom Mannion to provide an event location and food. Finally, we will contact the Caltech Career Development Center to help us find and contact companies that would be interested in employing Caltech chemical engineers. The Career Development Center will also help us encourage these companies to send representatives to our campus to deliver a presentation about work in their industry.

Please include any supplemental information you feel would strengthen or clarify your application.

**All proposals should be sent via email to** [**mhf@caltech.edu**](mailto:mhf@caltech.edu) **by the appropriate 5pm deadline. No hardcopies will be accepted.**

Contact [mhf@caltech.edu](mailto:mhf@caltech.edu) with questions.