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 would like to organize a semi-formal student-faculty dinner during second term of the 2013-2014 school year. A semi-formal student-faculty dinner would provide chemical engineering undergraduate and graduate students, and professors with the opportunity to mingle and network. Semi-formal dinners encourage enlightening discussion of professors’ and graduate students’ research. These discussions result in cllaboration and the sharing of novel ideas while simultasnously allowing interested undergraduates with the oportunities to persue research in Caltech labs. Furthermore, this semi-formal event fosters communication between upperclassmen and freshmen. This exposes freshmen to the different tracks within the Caltech chemical engineering major, and informs them of the careers and avenues of research available to them after graduation.

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

Caltech AIChE is requesting $500 out of the $1348.63 required for the semi-formal student-faculty dinner during the 2013-2014 school year. This will partially cover the cost of horderves, beverages, dinner, dessert, place settings, and venue decorations.

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

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| --- | --- | --- | --- | --- |
| 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’s semi-formal student-faculty dinner is scheduled for Wed, February 26, 2014 from 6pm – 8pm. Tom Mannion’s House is AIChE’s venue of choice. Chemical engineering undergraduate students, graduate students, and professors will be in attendence. This is not an open event. Attendees must be meet one of the following critera: hold membership in Caltech AIChE, be an enrolled undergraduate or graduate stuendent in chemical engineering; be a member of the Caltech chemical engineering faculty. Caltech AIChE will not charge a fee to attend this event.

Tom Mannion will work closely with Caltech AIChE officers to craft a well-balanced semi-formal student-faculty dinner menu. Horderves will consist of a sampling of raw vegetables, fruits, cheese, and breads. Sodas, juice, lenonade, and water will be served as refreshments and beverages. Dinner will comprise an assortment of prepared vegetables, exotic grains and pastas, and choice meats. Desserts will include fruit paisteries, chocolate mousse cakes, and cheesecake. Caltech AIChE will buy the basic ingredients from a local vendor. The club’s secretary will be responsible for announcing the menu choices and gathering RSVPs. Additionally, the secretary will make available options for vegtarians and vegans, as well as those with and special dietary needs. Tom Mannion will oversee food preparation with the help of AIChE volunteers.

Semi-formal dinner allows chemical engineering undergraduate, graduate, and professors to mingle and converse in a relaxed atmosphere. Discussions of research, graduate school, career opportunities in idustry, advancements in chemical engineering technology, and undergraduate life will arise. Professors will gain a new prospecive on undergraduate and graduate education while undergraduates and graduates will make valuable conections with the chemical engineering faculty. In addition, freshmen will interact with upperclassmen. These connections wil provide freshmen with an invalable support network as they delare their track (bimolecular, environmental, materials, and process systems) within the broad chemical engineering major and embark on their education at Caltech.

Caltech AIChE’s semi-formal student-faculty dinner will facilitate interaction between chemical engineering undergraduates, graduates, and professors by providing a gateway for relaxed discussion while sharing a quality meal.

This event does not involve capital expenses.

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”

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. Specifically, 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> .

Caltech AIChE was founded in 1961 and is 52 years old. Caltech AIChE currently has 123 active members and expects membership to remain steady in the 2013-2014 school year. Note that all chemical engineering undergraduates are automatically presented with Caltech AIChE membership. Members of Caltech AIChE do not pay club dues nor is Caltech AIChE funded via membership fees. Caltech AIChE focuses on providing a community and safety net for Caltech chemical engineering undergraduates. Therefore, Caltech AIChE does not solicit membership from undergraduates in other field of study, graduate students, faculty, staff, postdocs and non-Caltech “friends.” All chemical engineers do have the option of joing AIChE’s nationas chapter. Our club work closely with the Caltech Chemistry Club. For instance, the Caltech Chemistry Club and AIChE jointly host an annual Ch/ChE Showdown and Grad-school Discussion Panel.

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.

Caltech AIChE contacted the manager at Restaurant Depot located at 180 N San Gabriel Blvd, Pasadena, CA 91107 (Phone:(626) 744-0204) to obtain the current prices for the food items purchased for the prior year’s semi-formal dinner. All prices are exact and know, but do not include relevant taxes. All items will be purchased at once on a yet to be determined date approximatley a week prior to the event. Restaurant Depot was Tom Mannion’s prefered vendor for the 2013 event and this is where Caltech AIChE intends to purchase our food items in 2014.

1. 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.

Semi-formal student-faculty dinner was funded by the Caltech chemical engineering department in 2012-2013. Caltech AIChE plans to appeal to this same source for the 2013-2014 school year. Last year, the chemical engineering department alloted $3000 towards Caltech AIChE’s semi-formal student-faculty dinner. Currently, the department has not appropriated funding for the event during the 2013-2014 school year.

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| --- | --- |
| Source | Amount |
| Estimated Expense | -$1348.63 |
| Caltech Chemical Engineering Department | $0 |
| Other | $0 |
| Net | -$1348.63 |

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’s proposed semi-formal student-faculty dinner is not a 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?

Caltech AIChE’s social team will announce the semi-formal student-faculty dinner at its general meeting. Afterwards, the club’s secretary will be responsible for communicating with members regarding the event and sending email reminders as the event-date appraoches.

Graduate students will be invited via a chemical engineering department memo. Caltech AIChE’s social team will create, print, and post colorful flyers in Spalding to advertise the event. Professors will be directly contacted by Caltech AIChE’s officers. Officers will approach professors after class and formally invite the faculty to the semi-formal student-faculty dinner. Additionally, the Assistant to the Executive Officer will send a departmental memo to invite professors who were not directly contacted by Caltech AIChE officers. The Assistance will also remind the professors by email prior to the event.

Caltech AIChE is devoted to building a community for Caltech chemical engineers. Therefore, semi-formal student-faculty dinner invitations will not be sent to non-Caltech locations, societies, and organizations.

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.

Implementation of Caltech AIChE’s proposed semi-formal student-faculty dinner will require a moderate amount of labor. Major tasks include:

1. Coordinating with Tom Mannion and the Asisteant to the Exeecutive Officer to organize the event logistics and to secure a location. The president will assume this responsibility.
2. Budgetting, handeling money, and collcting reimbursment recipts. This is the responsibility of the treasure.
3. Adveritising the event contacting professors. The reps-at-large and secretary will be resposible to announcing the event to club members and graduate students. Every officer will be contacting their professors.
4. Odering and transporting food, decorations, and place-settings. The reps-at-large will be given this task.
5. Decorating the venue, food preparation, and clean-up. Caltech AIChE volunteers and outside volunteers will help with these duties.

Te success of Caltech AIChE’s proposed semi-formal student-faculty dinner relies on the organizational skills of the officers, who will give attention to fine details. Manpower will be recruited through announcements at the general meetings and via email. Members of Caltech AIChE leadership will also contribute to the volunteer efforts. These volunteers will help decorate and set up tables, chairs, and lighting. Additional volunteers will help Tom Mannion purchase, cook, and serve food. All volunteers will help 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.

Caltech AIChE has the manpower to conduct its semi-formal student-faculty dinner. Futhermore this semi-formal student-faculty dinner does not have associated capital expenditures. Hence, Caltech AIChE does not antipicate the need to hire additional help.

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 proposed semi-formal student-faculty dinner. Storage space for equipment or goods will not be required.

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 organized the semi-formal student-faculty dinner in years past. These officer have knowledge and staff contacts that will be crucial to the event’s success. Since we expect club membership comparable to prior years, the scale of the events will be the same. However, the amount of money spent on the event will not be comparable to past years. Caltech AIChE is confident that its officers and members have the necessary experience to handle the organization of the semi-formal student-faculty dinner event.

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.

Caltech AIChE will be working closely with the administrators of the Caltech chemical engineering department to encourage chemical engineering professors to attend the semi-formal student-faculty dinner. The Graduate Student Council (GSC) will be involved in encouraging chemical eningeering gradute students to attend the event. Caltech AIChE will also seek Tom Mannion’s aid. We will rely on Tom Mannion to supply the venue and food. Interaction will primarily take place between club officers and respresctive representatives to organize the events.

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.