



**Institute of Transportation Engineers  
Western District  
Student Chapter Award**

**Background**

Established in 1986, the purpose of the Student Chapter Annual Report Award is to encourage student chapters to achieve the objectives set forth by their student chapter charters. This award was renamed the Student Chapter Award in 2020. The winning student chapter receives a certificate and \$1,000 for travel to the Western District Annual Meeting. The District will submit the winning report for consideration in the ITE International competition.

**Purpose**

This award is designed to encourage ITE student chapters to participate in activities that are in alignment with the purpose and objectives of ITE. Additionally, student chapters should strive to show diversity and inclusiveness practices throughout their various activities. Inclusiveness can be described demographically as well as through activities that encourage the engagement of students from additional disciplines of study outside of the traditional transportation curriculum.

**Submittal Requirements**

The award will be based on a year extending from March 1 to February 28. Submittals shall follow the evaluation criteria and not exceed five pages in length (for text) and one additional page of photographs. Where the response is "yes," please provide a short description of the activity or activities.

Please return submittals by e-mail  
**NO LATER THAN 5 PM PST ON MARCH 1<sup>ST</sup>** to:  
**Kimberly Leung**  
kimberly.leung@sfmta.com

For questions, contact Student Funding and Initiatives Committee Chair Kimberly Leung at  
415.646.2329 or kimberly.leung@sfmta.com.

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**Evaluation Criteria**

The winning proposal will be selected by a review panel based on the following criteria:

Criteria	Description	Points
Chapter Administration	<p>Hold regular meetings – Baseline should be a minimum of four meetings annually, filing an annual report, and having elected officers.</p> <p>In this format, please list your regular member meetings. Meeting # _____ Dates of meetings: Location (City): Presentation/speaker: Was this a joint meeting with another group(s)? Describe one or two meetings that were particularly well received by your members. Did you file an Annual Report and include elected officers?</p>	15
Networking Events	Did your Chapter hold any networking events, particularly with practicing transportation professionals?	15
Leadership Development	What is your Chapter doing to encourage leadership development within the chapter?	15
K-12 STEM Outreach	Did your Chapter participate in any K-12 STEM outreach events?	10
Application of Technical Knowledge	<p>Did your Chapter address a local transportation issue or collaborate with industry on a project or program?</p> <p>Did any of your members prepare for or present student papers for ITE Districts/Sections or other industry organizations?</p> <p>Were any technical papers published in the ITE Journal or other technical publications?</p>	15
New Member Recruitment	Did your Chapter have a member recruitment event or another method of attracting potential new members?	10
Diversity and Inclusion	This can be described demographically as well as through activities that encourage the engagement of students from additional disciplines of study outside of the traditional transportation curriculum.	5
Training/ Professional Development	Did your Chapter put on any training events for your members or conduct an educational opportunity?	5
Field Trips/ Technical Tours	Did your Chapter go on any field trips or technical tours?	5
Service Projects	Did your Chapter participate in any community service projects?	5