



Electee Packet Checklist - Fall 2017

Tau Beta Pi MI-G

Make sure your packet has all of the following items:

1. Information Sheet
2. Electee Requirements
3. Service Project Description
4. Electee Checklist
5. Electee Exam
6. Ann Arbor Public Schools Background Check

If you are missing something, stop by the office (1226 EECS) or visit the website (tbp.engin.umich.edu). Also, feel free to contact the Vice President (tbp.vicepresident@umich.edu).

Sign up for **interviews** and **create a website profile** at: tbp.engin.umich.edu

Office Hours - Fall 2017

Please come visit us at our office hours located in the bullpen (1226 EECS). We can answer any questions and help you with your electee exam.

Time	Monday	Tuesday	Wednesday	Thursday
9:00-10:00	Eshita Khera	Ciara Caldwell	-	-
10:30-11:30	-	Brianna Lax	Rachel Fenberg	Angelo Vozza
11:30-12:00	Michael Panagos, Ryan Miller	-	Kevin Greenman	-
12:00-12:30	Michael Panagos, Ryan Miller	Ilkka Kovenen	Kevin Greenman	-
12:30-1:00		Ilkka Kovenen	-	-
1:30-2:30	Ben Cohen	Jeeho Lee	Greg Willett	Alexa Cichon
2:30-3:30	Joanna Ciatti	-	Katelyn Kaniewski	-
3:30-4:30	Elvhin Encarnacion	-	-	Keenan Harvis
7:00-8:00	-	-	David Martel	-

Information Sheet - Fall 2017

Tau Beta Pi MI-G

Important Dates

September

5	First Actives	6:30 pm	1013 Dow
12	First General	6:30 pm	1013 Dow
17, 18, 19	Career Fair	All Day	North Campus
20	Interviews Start	Office Hours	1226 EECS
26	New Initiatives I	6:30 pm	1013 Dow

October

3	Second General	6:30 pm	1013 Dow
12, 13, 14	Convention	All Day	Off Campus
17	New Initiatives II	6:30 pm	1013 Dow
19	Interviews End	Office Hours	1226 EECS
24	Second Actives	6:30 pm	1013 Dow
30	Third General	6:30 pm	1013 Dow

November

7	Third Actives	6:30 pm	1013 Dow
14	Fourth General	6:30 pm	1013 Dow
21	New Initiatives III	6:30 pm	1013 Dow
28	Elections	6:30 pm	1013 Dow

December

5	Fifth General	6:30 pm	1013 Dow
9	Initiation	4:00 pm	1500 EECS
9	Banquet	5:30 pm	Campus Inn
12	New Initiatives IV	6:30 pm	1013 Dow

Officers

Executive Committee

President	Joanna Ciatti	tbp.president
Vice President	Gregory Willett	tbp.vicepresident
Graduate Student Vice President	Ciara Caldwell	tbp.gradvicepresident
Secretary	Elvhin Encarnacion	tbp.secretary
Treasurer	Angelo Vozza	tbp.treasurer
External Vice President	Ben Cohen	benlc
External Vice President	Brianna Lax	blax
Convention Arrangements	Eshita Khera	tbp.convention

Events Team

Service Coordinator	David Martel	tbp.service
Campus Outreach Officer	Alexa Cichon	tbp.campusoutreach
Activities Officer	Rachel Fenberg	tbp.activities
Professional Development Officer	Kevin Greenman	tbp-corporate
K-12 Outreach Officer	Ryan Miller	tbp.k12outreach
K-12 Outreach Officer	Michael Panagos	tbp.k12outreach

Chapter Team

Chapter Development Officer	Ilkka Kovanen	tbp.chapterdevelopment
Membership Officer	Jeeho Lee	tbp.membership
Publicity Officer	Katelyn Kaniewski	tbp.publicity
Historian	Keenan Harvis	tbp.historian

Advisors

Paul Kominsky	AERO	paulko	Chief Advisor
Pritpaul Mahal	EECS	pritspaul	Alumnus Advisor
Kyle Lady	EECS	kylelady	Alumnus Advisor
Michael Benson	EECS	mlbenson	Grad Student Advisor
Gunseli Onder	BME	gunseli	Grad Student Advisor

General Information

TBP Office

1226 EECS
(734) 615-4187

Email

tbp.officers@umich.edu

Website

tbp.engin.umich.edu





Electee Requirements - Fall 2017

Tau Beta Pi MI-G

The following is a list of the requirements to join Tau Beta Pi MI-G

I. REQUIRED MEETINGS

If you cannot attend a meeting email the Vice President at tbp.vicepresident@umich.edu, look over a copy of the meeting's agenda at tbp.engin.umich.edu, and make up the meeting with one hour of service. All meetings, except for Elections, may also be made up with one social or professional development credit instead. All meetings (except Initiation/Banquet) will begin at 6:30pm. See Information Page for locations.

- i. First General - September 12
- ii. Second General - October 3
- iii. Third General - October 30
- iv. Fourth General - November 14
- v. Elections - November 28
- vi. Fifth General - December 5
- vii. Initiation & Banquet - December 9

II. 16 SERVICE HOURS

We recommend you complete at least 5 hours by Second Actives (October 24th) and you are required to complete 10 hours by Third Actives (November 7th). These hours include the following requirements. The remaining hours can be satisfied through any service activities of your choice. You may do a maximum of 5 independent hours of service (hours not associated with Tau Beta Pi) provided you show adequate proof of your involvement, and that the hours do not count for another society.

Signing up for a service project is a commitment to attend; you must un-sign up at least 24 hours in advance or you will have to complete an extra hour of service projects. Sign up for service projects at tbp.engin.umich.edu.

i. Volunteer for one hour of TBP tutoring/flyering.

Our tutoring service pairs students interested in receiving tutoring (mainly for intro-level classes) with qualified TBP tutors. TBP tutors will meet with the student several times throughout the semester and receive service hour credit for the hours they have spent tutoring as verified by the student. If you do not feel like you can commit to tutoring a student for a whole semester, you may complete this requirement by helping to post flyers about TBP tutoring for an hour. Sign up for tutoring at tinyurl.com/TBPTutorsF17. Sign up for flyering at tinyurl.com/TBPFlyeringF17.

ii. Participate in at least one approved K-12 Outreach event.

Each electee must participate in at least one approved K-12 Outreach event for a minimum of 3 hours. Any hours over this requirement will count towards your remaining service hours. The following events can count to fill this requirement:

- i. **MindSETs:** October 22, October 29, and November 5
- ii. **Cub Scouts Day:** November 12
- iii. **Science Olympiad Coaching**

****In order to volunteer at any of the K-12 events, you must turn in an Ann Arbor Schools background check form and complete the Boy Scouts of America Youth Protection Training. The background check form (found in this folder) should be turned in by **October 3rd** at the latest. We will be offering the Boy Scouts Youth Protection Training at the end of Second General. If you cannot attend Second General, you can complete it online at (myscouting.org) and send your certificate from the online training to Michael Panagos or Ryan Miller (tbp.k12outreach@umich.edu) by **October 3rd**.*

- iii. **Volunteer for two hours at TBP/SWE Career Fair** Each electee must volunteer at least 2 hours at the career fair. Career fair set-up and receptions are on September 17th and 18th, and Career Fair is September 18th and 19th.
- iv. **Volunteer for three hours at TBP National Convention** Each electee must volunteer for at least 3 hours at the TBP National Convention. This takes place October 12th, 13th, and 14th.

III. 2 SOCIAL EVENTS

Social events include IM sports, TG's, movie nights, game nights, intersociety events, etc. One of these activities should be completed by Second Actives (October 24) Sign up for social events at tbp.engin.umich.edu.

IV. 2 PROFESSIONAL DEVELOPMENT EVENTS

Professional development events include corporate information sessions, Sustainability Hour talks, or MLK Luncheons. Sign up for professional development events at tbp.engin.umich.edu.

V. ELECTEE TEAM ACTIVITIES

You must attend at least two Electee Team activities with at least half of your Electee Team present. You must make a team dessert and Yell for a competition during Fifth General (you will receive more information about this later).

VI. CHARACTER EVALUATION

You will complete an Electee Interview Questionnaire regarding exemplary character and submit your answers, along with a copy of your resume, to the website by **Tuesday, September 19th at 11:59 pm**. The interview questionnaire can be found under Electee Resources on the website (tbp.engin.umich.edu). Your resume should be submitted to your website profile. Each interview should last about 25 minutes and starts no later than 5 minutes after start time, which will require a total commitment of 30 minutes. Interviews will be held between 9/20 - 10/19 during office hours in 1226 EECS. **Sign up for your interview on the website (tbp.engin.umich.edu).**

VII. PAPERWORK

i. Electee Exam

The electee exam tests your knowledge of the history of TBP and our chapter. It is not meant to be stressful. We encourage you to work on it together and drop by office hours to ask officers for answers! Please don't ask for answers via e-mail — we want to get to know you! **Turn in the completed exam by Fifth General (December 5th) at the TBP Office (1226 EECS) or at meetings.**

ii. 6 Casual Peer Interviews

The interviews are to get to know your fellow members in Tau Beta Pi a little better. These interviews should be casual. At least two of the people interviewed must be active members. Think of 6 creative questions to ask members — no mundane questions will be accepted ("What is your favorite color?"). The questions may be typed, but answers must be hand-written by you, not your interviewee. No e-mail interviews are allowed. Please have your interview subject sign the sheet afterwards. **Turn in interview questions and answers at by Fifth General (December 5th) the TBP Office (1226 EECS) or at meetings.**

VIII. ONE-TIME MEMBERSHIP FEE OF \$90.

A one-time fee to be a member of Tau Beta Pi, which pays for electee supplies, the banquet, your bent, your certificate, your lifetime membership, etc. given to the Treasurer, Angelo Vozza. Checks should be made out to Tau Beta Pi. Cash is also accepted.



Service Project Descriptions - Fall 2017

Tau Beta Pi MI-G

The following projects and descriptions are examples of some of the service projects that our chapter has carried out in the past. Because the actual list of service projects that will be done this semester will likely change over the course of the semester, we cannot provide you with a definitive calendar of service projects. However, this list should give you a good sense of the different types of service projects that we undertake. If you see an event you'd like to participate in that hasn't been scheduled, you may also take the lead on it yourself. If you are interested please contact David Martel (tbp.service@umich.edu); it is never too early to start getting involved in leadership. Note that the list below is only a taste of the service projects we have carried out.

Arb Restoration: If you like the outdoors, this project is for you! We help to keep the Nichols Arboretum the beautiful place it is by clearing out dead trees, picking up litter, and performing assorted groundskeeping tasks. Previous projects have included maintenance and re-routing of the stream that runs through it, planting, and various other types of light outdoor work.

Botanical Gardens: The University of Michigan has its very own Matthaei Botanical Gardens that houses exotic plants from around the world. Volunteer opportunities range from planting/maintaining the gardens to administrative work.

Cancer Center: The U-M Comprehensive Cancer Center provides its patients diagnostic, treatment, and support services in a collaborative environment. Past projects include putting together patient information packets for clinics and preparing Valentine bags of homemade cards and candy for patients.

Convention: This semester our chapter is honored to be holding the Tau Beta Pi national convention. This event will help the chapter run convention and is a great way to show how great our chapter is!

Cub Scouts Day: Cub Scouts Engineering Day is a TBP-organized event for local Cub Scouts troops to receive their engineering badges. Activities include bridge building, egg drop, circuits, and floor plan. Volunteers are needed to help run these stations and to lead groups of Cub Scouts through the stations.

Detroit Partnership: DP Day is the largest day of service learning at the University of Michigan. TBP sends volunteers to work alongside Detroiters and fellow U of M students on a variety of tasks. The event is a chance to learn about the city, have fun and make a difference.

Diag Clean-up: Work with fellow TBP members to help clean the North or Central campus Diag and its surrounding areas.

Food Gatherers Soup Kitchen: Food Gatherers help prepare a warm meal, serve it, and clean up afterwards at the Delonis Center in Ann Arbor, which temporarily houses approximately 90 homeless people and serves regular meals to the community that have trouble making ends meet. This project directly benefits certain members of the Ann Arbor community that need food.

Food Gatherers Warehouse: Food Gatherers collects surplus food from businesses around the community to alleviate hunger. Volunteers are needed to help out at Food Gatherers' warehouse with activities includ-

ing cleaning the warehouse and sorting and packaging food.

Habitat for Humanity: Habitat for Humanity seeks to eliminate poverty housing and homelessness and has built more than 300,000 houses around the world. This is a great hands-on activity where we help build a local house for a family in need. NO experience is necessary. Experienced builders will help you and tell you exactly what to do.

Hands-On Musuem: The Ann Arbor Hands-On Museum aims to inspire people to discover the wonder of science, math and technology. Have fun with kids while learning cool science facts! Past events include helping children make their own microbes, exploring unique musical instruments, and celebrating DNA day.

KnitWits: KnitWits helps the less fortunate during the cold winters by creating warm clothes from donated material. We sew together scraps of fleece to make mittens, hats, and scarves for the homeless here in Ann Arbor. No experience is necessary; instructions and materials all provided!

Leslie Science Center: The Leslie Science and Nature Center, situated on 50 acres of fields, woods and prairie in the heart of Ann Arbor, focuses on the public education of science and conservation. It has nature trails, a Critter House, and a solar-powered Nature House. Help them prepare for one of their biggest activities - Animal Haunts! Volunteers are need for clearing trails, creating a maze in the prairie, carving pumpkins, etc.

MRelay: MRelay is Michigan's Relay for Life Event. TBP collaborates with other engineering organizations to sponsor a team to attend the actual event where team members take turns walking around a track or designated path at all times to signify that cancer never sleeps. Additionally, we host fundraising events to raise money and awareness for cancer research.

Recycle Ann Arbor: Recycle Ann Arbor's ReUse takes donations of reusable material such as furniture, housewares, and lumber, and then resells them to the public or donates to other non-profit organizations. Volunteers are needed to maintain the center; tasks include sorting materials, making displays, cleaning, and some outdoor work.

Ronald McDonald House: The Ronald McDonald House is a place for parents who have children receiving medical treatment at the UM Hospital to live and take care of their children during a difficult time. We prepare a dinner for the families.

Sequoia Place: TBP has paired up with HKN go to a local retirement home (Sequoia Place) on alternating weeks to help the residents with technical support for 2 hours (Word, GMail, stereos, etc).