

## First Meeting/ Student Invitation Letter

Hours spent on this project: 25

Organizing: 1

Participating: 1.5

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**General Description:** A letter informing students' parents of their eligibility to become TBP members was mailed, letters to the student delivered to them, and schedule for the semester set.

**Purpose & Relationship to Objectives of TBP:** Inform students of their eligibility to become members of Tau Beta Pi. It also helps to promote the name and meaning of the organization as well as increasing membership.

**Organization & Administration:** (in conjunction with another group? No) A little history of the organization, the requirements to join, and a date for an information meeting was included in the letter, which was printed and signed by the Dean. These letters were then mailed, along with the informational brochure, to the parents of the candidates. Another letter from the chapter president and chief advisor was taken to the secretary of each department to be distributed to the students.

**Cost & Personnel Requirements:** There was no cost to TBP for this project. However, members were needed to stuff envelopes.

**Special Problems:** Most students got their letters, but we were told that some students did not receive them. However, they were notified in several ways to allow them a chance to inquire about membership.

**Overall Evaluation/Results (Be specific):** Many students attended the information meeting, and others emailed for information.

## Invitation Follow-up Phone Calls

Hours spent on this project: 1

Organizing: 0

Participating: 1

**General Description:** Some students never responded to our invitation or our emails. In an effort to make contact with these students, all non-respondents were called.

**Purpose & Relationship to Objectives of TBP:** The purpose of the calls was to increase membership and show the students that we are an organization who cares.

**Organization & Administration:** (in conjunction with another group? No) Phone numbers were obtained from Clemson's online phone directory. Each person contacted was asked if they received the invitation. We sought to confirm their decision and to answer any questions—not to pressure them to join.

**Cost & Personnel Requirements:** There was no cost for local calls.

**Special Problems:** There were no problems with this project.

**Overall Evaluation/Results (Be specific):** Some students never received their letters from the department. Some students do not check their email frequently. While some students still hesitated to join, they were appreciative of the call.

## Information Meeting

Hours spent on this project: 8

Organizing: 1

Participating: 7

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**General Description:** The information meeting was held to inform the invitees of the history of TBP, the history of the Clemson Chapter, the officers and advisors, planned activities, and requirements for initiation.

**Purpose & Relationship to Objectives of TBP:** Increase membership.

**Organization & Administration:** (in conjunction with another group? No) The invitees were asked to RSVP via email so that pizza could be ordered. A PowerPoint presentation was prepared for the initiates to view, and members were assigned parts to speak about. The TBP video was shown. Catalog cards, information booklets, constitutions, and forms were available at this meeting. Also, candidates signed up for interviews.

**Cost & Personnel Requirements:** The only cost for this event was pizza. The cooperation and help of all officers was needed in this event.

**Special Problems:** No problems.

**Overall Evaluation/Results (Be specific):** The meeting was very informative for the invitees. The majority of those in attendance filled out catalog cards that night and signed up for interviews.

**Tau Beta Pi Information Sheet**

Name: _____
Major: _____
Year: _____

What is the date and location of the next national convention?

Date: \_\_\_\_\_ Location: \_\_\_\_\_

At what college is the Tau Beta Pi national headquarters located?

\_\_\_\_\_

What is the national Tau Beta Pi website? \_\_\_\_\_

What is the establishment date and the chapter number for our chapter, South Carolina Alpha?

\_\_\_\_\_

When and where was Tau Beta Pi founded? \_\_\_\_\_

What district is South Carolina Alpha located in? \_\_\_\_\_

As of July 31, 2002, how many members has the South Carolina Alpha chapter initiated?

\_\_\_\_\_

When was the first Executive Council elected? \_\_\_\_\_

In what year did the South Carolina Alpha chapter host the national convention? \_\_\_\_\_

Who are the current Executive Council members?

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Councillor: \_\_\_\_\_

Councillor: \_\_\_\_\_

Councillor: \_\_\_\_\_

What is the major source of revenue for Tau Beta Pi? \_\_\_\_\_

What is the quarterly publication of Tau Beta Pi? \_\_\_\_\_

How long are new initiates subscribed to the aforementioned publication for? \_\_\_\_\_

What is the cost of a lifetime membership for that publication? \_\_\_\_\_

When was the Tau Beta Pi Association Scholarship Program established? \_\_\_\_\_

How many members have received fellowships from Tau Beta Pi? \_\_\_\_\_

When did South Carolina Alpha receive an honorable mention for the R.H. Nagel Most Improved Chapter award? \_\_\_\_\_

### Tau Beta Pi Signature Form

Name: _____
Major: _____
Year: _____

One of the requirements for membership in Tau Beta Pi is exemplary character. One of the methods by which a candidate's character is assessed is to require a signature from either a professor or another member of Tau Beta Pi as a character witness. You only need to have EITHER a professor OR a member of Tau Beta Pi.

Faculty Character Reference:

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Tau Beta Pi Member Character Reference:

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**Tau Beta Pi  
Volunteer Signature Form**

Name:

Major:

Time and Date Volunteered:

Hours Spent Performing Service:

Nature of Project:

Signature by Supervisor:

**Tau Beta Pi  
Professional Development Form**

Name:

Major:

Nature of Project:

Time and Date Performed:

Signature by Supervisor:

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INSTRUCTIONS: Please complete each of the seven sections below either in the space provided or by attaching additional sheets and using the items below as an index. If sheets are added, please use the Roman numerals to identify the section and Arabic for pages within a section (III-2 is the second page of Organization and Administration). Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters. Please type or print clearly using dark ink.

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Project name:

Candidate Interviews

Date(s) of Project: September 15-16, 2004

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Project area: Chapter / Social

Number of persons who participated in this project.

Members: 6 Electees: 30

The invitees present are not known. The members present were: Nolan Peevy, Matt Ciuca, William Vining, Michael Ammons, Stephanie Hequembourg, Michelle Malecha

Hours spent on this project: 12

Organizing: 0

Participating: 12

DESCRIPTION OR INDEX TO ATTACHED DESCRIPTION:

- I. General Description: The interviews were held to satisfy the chapter's character requirement and to provide a way for the candidates to meet with members one-on-one and ask any questions they may have.
- II. Purpose & Relationship to Objectives of TBP: Increase membership.
- III. Organization & Administration: (in conjunction with another group? No) The candidates had signed up for slots at the information meeting and members volunteered to give the interviews.
- IV. Cost & Personnel Requirements: No cost.
- V. Special Problems: A hurricane hit Thursday night and none of the interviewers came. Luckily, Michelle Malecha had stopped by to make sure the doors were open and did the interviews that night.
- VI. Overall Evaluation/Results (Be specific): The interviews provided a forum for the members to meet the candidates and get to know them a little better.
- VII. Index of Exhibits: Interview Questions

## INTERVIEWS

1. Name:
  2. Year:
  3. Major:
  4. Is this the first time you've been eligible for Tau Beta Pi?
  5. If not, why didn't you join before?
  6. Why do you want to join Tau Beta Pi?
  7. Are you involved in other community service?
  8. Do you think you'll be able to attend the Engineering Futures session March 5?
  9. If not, do you have anything to replace that requirement?
- 
10. Name:
  11. Year:
  12. Major:
  13. Is this the first time you've been eligible for Tau Beta Pi?
  14. If not, why didn't you join before?
  15. Why do you want to join Tau Beta Pi?
  16. Are you involved in other community service?
  17. Do you think you'll be able to attend the Engineering Futures session March 5?
  18. If not, do you have anything to replace that requirement?
- 
19. Name:
  20. Year:
  21. Major:
  22. Is this the first time you've been eligible for Tau Beta Pi?
  23. If not, why didn't you join before?
  24. Why do you want to join Tau Beta Pi?
  25. Are you involved in other community service?
  26. Do you think you'll be able to attend the Engineering Futures session March 5?
  27. If not, do you have anything to replace that requirement?
- 
28. Name:
  29. Year:
  30. Major:
  31. Is this the first time you've been eligible for Tau Beta Pi?
  32. If not, why didn't you join before?
  33. Why do you want to join Tau Beta Pi?
  34. Are you involved in other community service?
  35. Do you think you'll be able to attend the Engineering Futures session March 5?
  36. If not, do you have anything to replace that requirement?
- 
37. Name:
  38. Year:
  39. Major:
  40. Is this the first time you've been eligible for Tau Beta Pi?
  41. If not, why didn't you join before?
  42. Why do you want to join Tau Beta Pi?
  43. Are you involved in other community service?
  44. Do you think you'll be able to attend the Engineering Futures session March 5?
  45. If not, do you have anything to replace that requirement?

The Tau Beta Pi Association  
Chapter Project Report

<b>Chapter:</b>	<b>SC Alpha</b>
<b>Project #:</b>	<b>2005-01</b>
<b>New/Old:</b>	<b>Old</b>

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INSTRUCTIONS: Please complete each of the seven sections below either in the space provided or by attaching additional sheets and using the items below as an index. If sheets are added, please use

the Roman numerals to identify the section and Arabic for pages within a section (III-2 is the second page of Organization and Administration). Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters. Please type or print clearly using dark ink.

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Project name:

Eligibility list automation using MS Access

Date(s) of Project: 8/18/03—present

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Project area: Chapter / Social

Number of persons who participated in this project.

Members: 2 Electees: 0

Participants: Dr. Matt Ohland, William Vining

Hours spent on this project:

Organizing: 2

Participating: 5

#### DESCRIPTION OR INDEX TO ATTACHED DESCRIPTION:

- I. General Description: For further information, refer to project 2002-01. Dr. Ohland updated the eligibility list query to identify co-op participants. Further modification had been done to exclude transfer students who are not yet eligible from the eligibility list. These had previously been included but identified, because that would be the conservative approach, since those students are likely to be eligible later. In compliance with headquarters practice, those students will be eliminated from the eligibility list, which will add students who have not been previously considered. If the GPA cutoff drops significantly with this change, the practice will be reviewed with headquarters.
- II. Purpose & Relationship to Objectives of TBP: Chapters across the country have significant difficulties in obtaining accurate eligibility lists in a timely fashion. As a result, students who should not be eligible are regularly initiated, affecting TBP's standards and possibly displacing students who are truly eligible.
- III. Organization & Administration: (in conjunction with another group? YES) Approval to use the student records for this purpose was obtained in discussions with the administration (Linda Collins). The query is written in MS Access and identifies juniors (specifically, students with at least junior standing who are taking junior level courses in any engineering discipline) and seniors (specifically students with senior standing who are taking senior level courses in any engineering discipline). Eligible students from each group are then separated. Because the records are coming from University databases, we automatically have other valuable information—major, local address and phone number, permanent address and phone number, email address, etc. The output of the query is formatted so it can be copied directly into the Excel eligibility spreadsheet. The testing phase was critical, because quirks in the data system have the potential to screen out students who would otherwise be eligible. Testing was conducted by generating eligibility lists for previous semesters and comparing them to the eligibility lists received from the administration in those semesters and by sorting the lists by major to be reviewed by students in each major to see if any students were missing who should have been eligible.
- IV. Cost & Personnel Requirements: Project requires someone with student records access and database programming experience. Students from a variety of majors are needed in the testing phase.
- V. Special Problems: The adjustment of how transfer students are treated will require an additional modification for the Fall 2003 semester.
- VI. Overall Evaluation/Results (Be specific): The updated system allows Clemson to obtain eligibility lists quickly, accurately, and conveniently, and correctly identify co-op students.
- VII. Index of Exhibits: None.

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Project name:

First Meeting/ Student Invitation Letter                      Date(s) of Project: August 23, 2005

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Project area:    Chapter / Social

Number of persons who participated in this project.                      Members: 16                      Electees: 0  
Participants:    Erin Gross, Jenn Zawislak, Michael Massey, Joe Hecker, Matt Kessing,  
William Vining, Desiree Seinmann, Jameson Kelso, Andy Neff, Hudson Shelby, Michael McCulley,  
Nolan Peevy, Kerry McGuire, William Lewis, Michelle Malecha, Keith Mills, Dr. Ohland

Hours spent on this project: 25                      Organizing: 1                      Participating: 1.5

DESCRIPTION OR INDEX TO ATTACHED DESCRIPTION:

- I.                                      General Description: A letter informing students' parents of their eligibility to become TBP members was mailed, letters to the student delivered to them, and schedule for the semester set.
  
- II.                                     Purpose & Relationship to Objectives of TBP: Inform students of their eligibility to become members of Tau Beta Pi. It also helps to promote the name and meaning of the organization as well as increasing membership.
  
- III.                                  Organization & Administration: (in conjunction with another group? No) A little history of the organization, the requirements to join, and a date for an information meeting was included in the letter, which was printed and signed by the Dean. These letters were then mailed, along with the informational brochure, to the parents of the candidates. Another letter from the chapter president and chief advisor was taken to the secretary of each department to be distributed to the students.
  
- IV.                                  Cost & Personnel Requirements: There was no cost to TBP for this project. However, members were needed to stuff envelopes.
  
- V.                                     Special Problems: Most students got their letters, but we were told that some students did not receive them. However, they were notified in several ways to allow them a chance to inquire about membership.
  
- VI.                                  Overall Evaluation/Results (Be specific): Many students attended the information meeting, and others emailed for information.
  
- VII.    Index of Exhibits: NONE

INSTRUCTIONS: Please complete each of the seven sections below either in the space provided or by attaching additional sheets and using the items below as an index. If sheets are added, please use the Roman numerals to identify the section and Arabic for pages within a section (III-2 is the second page of Organization and Administration). Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters. Please type or print clearly using dark ink.

Project name:

Safety Glasses and Engineering Paper Sales

Date(s) of Project: August 25, 2005

Project area: Chapter / Social

Number of persons who participated in this project.

Members: 2 Electees: 0

Participants: Will Vining, Desiree Steinmann

Hours spent on this project: 32.5

Organizing: 0.5

Participating: 32

DESCRIPTION OR INDEX TO ATTACHED DESCRIPTION:

- I. General Description: All freshman engineering students need safety glasses for both General Chemistry and General Engineering labs. We sell them, along with engineering paper, at a price close to cost.
- II. Purpose & Relationship to Objectives of TBP: The purpose of the sales is to not only save the freshmen money, but also to increase their awareness of the chapter.
- III. Organization & Administration: (in conjunction with another group? No) Paper and goggles were ordered and a table was set up in the entry way to the freshman engineering labs on both days the classes are offered. Make sure the General Engineering faculty announce the sale in class and by email.
- IV. Cost & Personnel Requirements: The initial cost of the paper and goggles was covered after they were all sold in the two days this project ran. Members were needed to collect the money and distribute the goods. Place orders August 1. Order 800 200 sheet pads from Gary Lewis at Forms & Supply, Inc., (800) 759-4959 ext. 44, Connie at 704-598-8971 handles credit card transactions. The safety glasses are ordered from Grainger. Call Grainger Branch 332 in Greenville at (864) 288-0110 and ask for discounting on an order of 700. They always want a University account, and General Engineering doesn't have one. They end up applying it to the account for Mechanical Engineering, but it's OK, because they bill it to us and ship it to us.
- V. Special Problems: There were no problems with this project.
- VI. Overall Evaluation/Results (Be specific): This sale was a success. All of the paper and goggles were sold, the freshman were introduced to Tau Beta Pi, and as a fundraising event, this was a success.
- VII. Index of Exhibits: NONE

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Project name:

Invitation Follow-up Phone Calls                      Date(s) of Project: September 2, 2005

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Project area:    Chapter / Social

Number of persons who participated in this project.                      Members: 2 Electees: 0  
Participants:    Desiree Steinmann, William Vining

Hours spent on this project: 1                      Organizing: 0                      Participating: 1

**DESCRIPTION OR INDEX TO ATTACHED DESCRIPTION:**

- I.      General Description: Some students never responded to our invitation or our emails. In an effort to make contact with these students, all non-respondents were called.
- II.     Purpose & Relationship to Objectives of TBP: The purpose of the calls was to increase membership and show the students that we are an organization who cares.
- III.    Organization & Administration: (in conjunction with another group? No) Phone numbers were obtained from Clemson's online phone directory. Each person contacted was asked if they received the invitation. We sought to confirm their decision and to answer any questions—not to pressure them to join.
- IV.    Cost & Personnel Requirements: There was no cost for local calls.
- V.     Special Problems: There were no problems with this project.
- VI.    Overall Evaluation/Results (Be specific): Some students never received their letters from the department. Some students do not check their email frequently. While some students still hesitated to join, they were appreciative of the call.
- VII.   Index of Exhibits: NONE

INSTRUCTIONS: Please complete each of the seven sections below either in the space provided or by attaching additional sheets and using the items below as an index. If sheets are added, please use the Roman numerals to identify the section and Arabic for pages within a section (III-2 is the second page of Organization and Administration). Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters. Please type or print clearly using dark ink.

Project name:

Information Meeting

Date(s) of Project: September 6, 2005

Project area: Chapter / Social

Number of persons who participated in this project.

Members: 7 Electees: 30

The invitees present are not known. The members present were: Nolan Peevy, Desiree Steinmann, Jenn Zawislak, Michael McCulley, William Vining, Joe Hecker, Michelle Malecha

Hours spent on this project: 8

Organizing: 1

Participating: 7

**DESCRIPTION OR INDEX TO ATTACHED DESCRIPTION:**

- I. General Description: The information meeting was held to inform the invitees of the history of TBP, the history of the Clemson Chapter, the officers and advisors, planned activities, and requirements for initiation.
- II. Purpose & Relationship to Objectives of TBP: Increase membership.
- III. Organization & Administration: (in conjunction with another group? No) The invitees were asked to RSVP via email so that pizza could be ordered. A PowerPoint presentation was prepared for the initiates to view, and members were assigned parts to speak about. The TBP video was shown. Catalog cards, information booklets, constitutions, and forms were available at this meeting. Also, candidates signed up for interviews.
- IV. Cost & Personnel Requirements: The only cost for this event was pizza. The cooperation and help of all officers was needed in this event.
- V. Special Problems: No problems.
- VI. Overall Evaluation/Results (Be specific): The meeting was very informative for the invitees. The majority of those in attendance filled out catalog cards that night and signed up for interviews.
- VII. Index of Exhibits: Information Meeting Handouts

**Tau Beta Pi Information Sheet**

Name: \_\_\_\_\_

Major: \_\_\_\_\_

Year: \_\_\_\_\_

What is the date and location of the next national convention?

Date: \_\_\_\_\_ Location: \_\_\_\_\_

At what college is the Tau Beta Pi national headquarters located?

\_\_\_\_\_

What is the national Tau Beta Pi website? \_\_\_\_\_

What is the establishment date and the chapter number for our chapter, South Carolina Alpha?

\_\_\_\_\_

When and where was Tau Beta Pi founded? \_\_\_\_\_

What district is South Carolina Alpha located in? \_\_\_\_\_

As of July 31, 2002, how many members has the South Carolina Alpha chapter initiated?

\_\_\_\_\_

When was the first Executive Council elected? \_\_\_\_\_

In what year did the South Carolina Alpha chapter host the national convention? \_\_\_\_\_

Who are the current executive council members?

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Councillor: \_\_\_\_\_

Councillor: \_\_\_\_\_

Councillor: \_\_\_\_\_

What is the major source of revenue for Tau Beta Pi? \_\_\_\_\_

What is the quarterly publication of Tau Beta Pi? \_\_\_\_\_

How long are new initiates subscribed to the aforementioned publication for? \_\_\_\_\_

What is the cost of a lifetime membership for that publication? \_\_\_\_\_

When was the Tau Beta Pi Association Scholarship Program established? \_\_\_\_\_

How many members have received fellowships from Tau Beta Pi? \_\_\_\_\_

When did South Carolina Alpha receive an honorable mention for the R.H. Nagel Most Improved Chapter award? \_\_\_\_\_

### Tau Beta Pi Signature Form

Name: _____
Major: _____
Year: _____

One of the requirements for membership in Tau Beta Pi is exemplary character. One of the methods by which a candidate's character is assessed is to require a signature from either a professor or another member of Tau Beta Pi as a character witness. You only need to have EITHER a professor OR a member of Tau Beta Pi.

Faculty Character Reference:

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Tau Beta Pi Member Character Reference:

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**Tau Beta Pi  
Volunteer Signature Form**

Name:

Major:

Time and Date Volunteered:

Hours Spent Performing Service:

Nature of Project:

Signature by Supervisor:

**Tau Beta Pi  
Professional Development Form**

Name:

Major:

Nature of Project:

Time and Date Performed:

Signature by Supervisor:

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INSTRUCTIONS: Please complete each of the seven sections below either in the space provided or by attaching additional sheets and using the items below as an index. If sheets are added, please use the Roman numerals to identify the section and Arabic for pages within a section (III-2 is the second page of Organization and Administration). Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters. Please type or print clearly using dark ink.

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Project name:

Candidate Interviews

Date(s) of Project: September 15-16, 2005

---

Project area: Chapter / Social

Number of persons who participated in this project.

Members: 6 Electees: 30

The invitees present are not known. The members present were: Nolan Peevy, Matt Ciuca, William Vining, Michael Ammons, Stephanie Hequembourg, Michelle Malecha

Hours spent on this project: 12

Organizing: 0

Participating: 12

DESCRIPTION OR INDEX TO ATTACHED DESCRIPTION:

- VIII. General Description: The interviews were held to satisfy the chapter's character requirement and to provide a way for the candidates to meet with members one-on-one and ask any questions they may have.
- IX. Purpose & Relationship to Objectives of TBP: Increase membership.
- X. Organization & Administration: (in conjunction with another group? No) The candidates had signed up for slots at the information meeting and members volunteered to give the interviews.
- XI. Cost & Personnel Requirements: No cost.
- XII. Special Problems: A hurricane hit Thursday night and none of the interviewers came. Luckily, Michelle Malecha had stopped by to make sure the doors were open and did the interviews that night.
- XIII. Overall Evaluation/Results (Be specific): The interviews provided a forum for the members to meet the candidates and get to know them a little better.
- XIV. Index of Exhibits: Interview Questions

## INTERVIEWS

46. Name:
47. Year:
48. Major:
49. Is this the first time you've been eligible for Tau Beta Pi?
50. If not, why didn't you join before?
51. Why do you want to join Tau Beta Pi?
52. Are you involved in other community service?
53. Do you think you'll be able to attend the Engineering Futures session March 5?
54. If not, do you have anything to replace that requirement?
  
55. Name:
56. Year:
57. Major:
58. Is this the first time you've been eligible for Tau Beta Pi?
59. If not, why didn't you join before?
60. Why do you want to join Tau Beta Pi?
61. Are you involved in other community service?
62. Do you think you'll be able to attend the Engineering Futures session March 5?
63. If not, do you have anything to replace that requirement?
  
64. Name:
65. Year:
66. Major:
67. Is this the first time you've been eligible for Tau Beta Pi?
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69. Why do you want to join Tau Beta Pi?
70. Are you involved in other community service?
71. Do you think you'll be able to attend the Engineering Futures session March 5?
72. If not, do you have anything to replace that requirement?
  
73. Name:
74. Year:
75. Major:
76. Is this the first time you've been eligible for Tau Beta Pi?
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79. Are you involved in other community service?
80. Do you think you'll be able to attend the Engineering Futures session March 5?
81. If not, do you have anything to replace that requirement?
  
82. Name:
83. Year:
84. Major:
85. Is this the first time you've been eligible for Tau Beta Pi?
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87. Why do you want to join Tau Beta Pi?
88. Are you involved in other community service?
89. Do you think you'll be able to attend the Engineering Futures session March 5?
90. If not, do you have anything to replace that requirement?