

**Event or Project Title: Parent Invitation Letters - Spring**

**Please fill out the following project summary table:**

Date of Project: January 2002  
Target Audience: parents of eligible students  
Number of Officers involved: 6  
Number of Members involved: 17  
Number of Initiates involved: 0  
Number of Man-hours Spent Organizing: 3  
Number of Man-hours Spent Participating: 5  
Type of Project (old or new): old

**I. Provide a brief general description of the event. Where and when (date, day of week, time) was the event held? Why was this time chosen?**

As part of our initiation process, we send out letters to the parents of eligible students congratulating them on their child's achievements and encouraging them to inform their children about TBP. We revised the letter from the previous semester to make sure all the information was updated. The letter was then given to one of the Deans of Engineering to be signed. After photocopying this letter onto TBP stationary, a "mailing party" was held to stuff the envelopes and mail the letters to the parents. This event was held on January 21, 2001, starting at 8pm. This date and time were chosen because all the officers were free then, and there was enough time for the letters to reach their destinations before the initiate information meetings.

**II. Describe the purpose of the event and what happened. How did it relate to the objectives of Tau Beta Pi? Did everything go as planned?**

The purpose of this project is to encourage parental involvement in the TBP initiation process. With the support of the parents, we feel that we can give invites even more reason to join our organization.

**III. What were the organizational requirements of the event? Were any other Tau Beta Pi officers, members, or initiates involved in the organization or administration of this event? Were any other societies or groups involved?**

The organizational part of the event required revising the parent letter, obtaining mailing labels for the parents of all eligible initiates, and making sure the letters were stuffed into the envelopes and mailed to the parents. Several officers and one member were involved in organizing the event, and all officers participated in the event. No other groups and societies were involved.

**IV. What was the attendance for both the volunteers and the target audience? What attracted people to this event (both Tau Beta Pi volunteers and the target audience)? Was the attendance greater than or less than expected? If so, why?**

All volunteers were in attendance. The target audience was the parents, who were not supposed to attend the event, but just receive the letters.

**V. What was the cost of the event? How was the cost of this event paid? Should more or less money have been spent on this event?**

The cost of the event involved ~350 sheets of paper, the same number of envelopes, and mailing costs.

**VI. Describe any special problems that occurred. Did anything unexpected happen that should be considered for similar events in the future? List any suggestions that you may have for future Tau Beta Pi officers interested in continuing this event.**

There were no problems

**VII. Provide an overall evaluation of the event. How did you feel about this event? How did the participants feel about this event?**

The event went well, allowing officers and members to work together on a project and improve teamwork.

**VIII. List any memorable quotes or stories from the event.**

None

**Index of Exhibits**

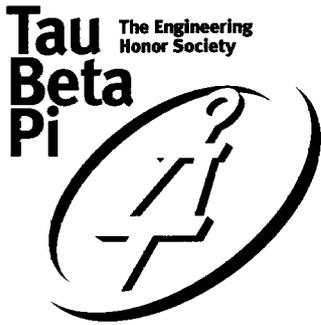
Letter

**List of Participants**

Tau Beta Pi Officers:

Al Chu  
Irene Fusman  
Ramadev Hukkeri  
JT Koerber  
Steve Kohen  
Greg Sorenson

Tau Beta Pi Members: Zach Bollard  
Hormozd Gahvari  
Scott Hanan  
Amy Kaleita  
Nadia Karlinsky  
Cindy Khoo  
Shawn Kuo



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January 18, 2002

Dear parent of engineering student,

It is my pleasure to inform you that your son or daughter is eligible for membership in the Tau Beta Pi Association. Only those students who rank in the top eighth of their junior engineering class or the top fifth of their senior class are invited to join Tau Beta Pi. Tau Beta Pi is an honorary society for engineers of all disciplines, and is the largest engineering society in the world. I myself am a member of this organization.

Tau Beta Pi has been on this campus for over 100 years, and out of this long tradition Tau Beta Pi has grown into a role of dynamic service to the university, its students, and the surrounding community. Each year Tau Beta Pi members and initiates tutor their peers, sponsor a conference on engineering ethics, and provide extensive service to the community.

While eligibility for membership in Tau Beta Pi by itself does demonstrate academic success, there are several reasons to pursue full membership in the society. Membership is a true honor that will bolster any resume. Additionally, Tau Beta Pi members are eligible for exclusive scholarships and fellowships. Through participation in Tau Beta Pi activities such as those mentioned above, students naturally develop contacts with students in other engineering disciplines and invaluable corporate contacts. Perhaps most importantly, Tau Beta Pi is an excellent opportunity for meaningful leadership within the campus community.

Many students choose not to join Tau Beta Pi because of the financial and time commitments involved. Initiates pay a one-time fee of \$65 for lifetime membership and are typically required to participate in several Tau Beta Pi activities through the course of a semester. I encourage you to urge your son or daughter to look past these temporary inconveniences, take advantage of the opportunity before them, and enjoy a lifetime of membership in this prestigious organization.

Sincerely,

Roscoe L. Pershing  
Associate Dean of Engineering