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1 Chapter Budget Meeting

Wisconsin Alpha

1. Project Information

- i. Date(s): 08/22/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Chapter Upkeep
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Advisors	1
Officers	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

i. General Description

The President, Vice President, and Treasurer individually established the expected expenses of the upcoming academic year. They met with the Chief Advisor to learn more about the chapters funds (personal account & school account). During the meeting, a budget and expenses draft was developed in order to set boundaries on how much could be spent on various events throughout the academic year. The fundraising goal was also identified.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Developed a budget and estimated expenses table for the 2023 - 2024 academic year to establish financial guidelines the chapter must adhere to in order to maintain good financial standing. Based on expected expenses, a fundraising goal was also established. This will act as our source of income to compensate and off-set the costs of the chapter. This planning is critical to the efficacy of the chapter as it will enable successful events to be performed continuously throughout the academic year and scholarships to be awarded to our members at the end of the Spring 2024 semester. The budget carefully considered the impact it would have on future years as well, being developed in a manner that will allow the chapter to be secure in the future.

iii. **Organization and Administration**

The President, Vice President, and Treasurer individually established the expected expenses of the upcoming academic year and brainstormed budgets for the income and expenses in preparation for the meeting. During the event, a budget and expenses draft was developed in order to set boundaries on how much could be spent on various events throughout the academic year. The fundraising goal was also identified. The President organized, scheduled, and mediated the budget meeting.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The budget meeting was a success as a draft of the expenses and budget table was created by the conclusion of the event. Everyone came to the meeting prepared and collaborated in order to establish a successful budget. A fundraising goal was also determined via careful consideration of the expenses in order to offset and compensate for the cost of events, scholarships, and running the chapter. This fundraising goal is a crucial aspect of the budget as it should maintain the current financial standing of the chapter and could even contribute to a profit, increasing the allowable expenses for next academic year.

2 Fall Officer Meetings

Wisconsin Alpha

1. Project Information

- i. Date(s): 08/30/23 - 11/29/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Chapter Upkeep
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM

- iv. Number of persons who participated:

Category	Count
Officers	11
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
7.0	7.0

2. Project Evaluation

i. General Description

Our chapter held biweekly officer meetings throughout the fall semester to ensure the chapter ran smoothly. We started our biweekly officer meetings at the end of August and had our final meeting at the end of November, totalling 7 meetings. These meetings took place on Zoom and followed an agenda created by the president and updated by the officers prior to the meeting. During these meetings, each officer discussed the parts of the organization they were responsible for. The officer team would provide feedback on the officers report and give insight into planning and execution of the task as needed. The officer team also used this time to establish event ideas and put new events into motion. This helped promote growth, development, and success in our chapter. We discussed improvements and new concepts to implement during the semester throughout the biweekly officer meetings.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The biweekly officer meetings were crucial to running the chapter throughout the Fall 2023 semester. They ensured consistent organization and communication with the officers, which allowed for efficient execution of tasks throughout the semester. These meetings were necessary for the health of our chapter and to ensure that the members could attend various events to increase engagement. These meetings allowed officers to take ownership of one aspect of the organization, improving their leadership skills. Additionally, it ensured the officers were on the same page and could influence the direction of the chapter.

iii. **Organization and Administration**

For each officer meeting, the President wrote an agenda, which encompassed all aspects of the chapter at the time of the meeting. It included items such as initiatives and goals, recap of past events, plan for upcoming events, media and marketing, budget, HQ tasks, and administrative material. The President was responsible for virtually hosting and navigating the meeting on Teams. The other officer's were responsible for updating their progress since the last meeting, sharing their respective material during the meeting, and providing feedback to others when requested. Throught the semester, there were times when an officer could not be present at the meeting. In these cases, the officer would update their progress on the virtual agenda and provide a summary to the President with any matters they wanted discussed at the meeting. Furthermore, during school breaks or other unique circumstances where a limited amount of officers would be available, meeting's were rescheduled or cancelled to respect everyones time.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There was no cost associated with running these biweekly officer meetings and there were enough officers to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

One unexpected problem was scheduling a time that worked for all officers consistently throught the semester. During planning, the president sent a When2Meet invite to the officers to fill in their availability; however, there was not a time where all officers were available. This challenge was lessened by picking the time where the most amount of officers could be present. In the future it will be important to try and find a time where everyone can be present.

vii. **Overall Evaluation**

Overall, each officer meeting added value and helped us push our chapter to continue to improve and develop, deeming it a success. We hosted productive events throughout the semester due to the planning during these meetings. Additionally, we completed all HQ deliverables efficiently throught the semester and were able to submit on time. The work done in these meetings allowed us to accomplish critical updates to the chapter, promoting the efficacy of TBP. We cut the duration of these meetings to 1 hour compared to last year's 1.5 hour meetings, which is ideal for officers. In future similar events, creating an agenda ahead of time is beneficial to manage meeting time efficiently. To better run this event in the future, the meetings should be scheduled when all officers are available.

3. **Additional Attachments**

Figure 1: First officer meeting agenda of the semester

Officer Meeting Agenda

08/30/2023

Welcome

- **President** – Amber Schneider
- **Vice President** – Griffin Radke
- **Treasurer** – Zach Wang
- **Corresponding/Recording Secretary** – Eric Dubberstein
- **Industrial Relations Coordinator** – Abby Clark
- **Volunteer Coordinator** – Ava Lanczy
- **Social Coordinator** – Rachel Kayman
- **Fundraising Coordinator** – Meghan Brown
- **Diversity and Inclusivity Coordinator** – Ray Steinlage
- **Webmaster/Social Media Chair** – Zach Wang

Review 2023 - 20234 High-Level Initiatives

1. Grow Membership
2. Chapter Unity and Participation
3. Promote Community Impact
4. Maintain Financial Position

Current Activities

Social Events

- Outline and review preliminary social event ideas for feasibility/ interest
 - Please list event ideas you have for the fall semester and their estimated cost
 - Choose 1-2 to pursue in September
 - Powerpoint night
 - Bowling at the sett
 - Initial ideas on large event
 - Coordinate trip to Devils Lake at the end of September
 - Driving poll
- Next Steps (Rachel):
 - Add questions to kickoff poll by September 6th
 - Gather information for dates - September / October events
 - Gather driving availability from members for large event
 - Finalize dates for September events after gauging availability

Figure 2: Last officer meeting agenda of the semester

Officer Meeting Agenda

11/29/2023

Catching Up

- How was your break from school?
- What are you looking forward to during these last few weeks?

End of Semester Banquet

- Last Day for Points
 - **December 2nd (after last concessions)**
- **In person**
- Date
 - **Thursday, December 7th**
- Time (1 hour)
 - **6pm-7pm**
- Food Ideas (\$100-150)
 - **Pizza - Toppers**
 - \$12-14 per Large Pizza
 - ~20 people
 - 4 pizzas (\$12) + delivery (\$5) = \$55.86
 - *Could be a good option for spending more on Prizes?*
 - Pizza - Ians
 - \$20-25 per 20" pizza
 - 4 Pizzas + Delivery (\$5) = \$112
 - Can only order "ASAP"
 - Chipotle
 - \$195 total w/ delivery & tip

Single **\$9.65** / person

Build Your Own catering and keep it simple and delicious. The Single comes with 1 protein, 2 bases, 2 toppings, 2 salsas, and 1 type of tortilla.

How many people?

Minimum of 10
NEED HELP?

15 People ↕

Order Total **\$144.75**

- Raffle System

3 Fall E-Bash

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/05/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-members	10
Officers	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

i. General Description

Engineering Bash (E-Bash) is a semesterly event that gives current students (all grade levels) an opportunity to learn about the student organizations on the engineering campus. It increases student awareness about engineering organizations offered at UW-Madison. During the event, officers used an informational poster and picture slideshow to inform potential new members about TBP and the WI-A chapter. The goal was to increase their interest and excitement about joining the organization if they receive an invitation. The enjoyment generated in students also encouraged high academic performance in order to meet the merit requirements if they were not yet eligible for invitation.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event spread the awareness of TBP as an opportunity on the UW-Madison campus. By participating in the Engineering Bash, we contributed to the success of this unique UW-Madison opportunity that helps students understand the engineering organizations they can join. Engaging with students and discussing the benefits associated with TBP increased their awareness and excitement about our chapter, encouraging high academic performance to meet the chapters merit requirement. Interacting with all students in a welcoming and supportive manner throughout the event enabled us to embody the UW-Madison College of Engineering goals of inclusivity, diversity, and development (personal, academic, and professional).

iii. **Organization and Administration**

Prior to the start of the event, the President and Vice President prepared a poster that consisted of critical TBP information (member requirements, application process, three pillars, and chapter events) in order to provide an overview of the chapter and the benefits it includes. The poster was presented to potential members to generate awareness about TBP and increase interest in the chapter. A picture slideshow showcasing last year's TBP events was set up to promote engagement and assist with developing conversance about chapter events. Officers running the table discussed the chapter with non-members as they approached the booth.

iv. **In Conjunction With**

Wisconsin Engineering Student Council

v. **Total Cost**

\$0.0

vi. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vii. **Special Problems Encountered**

A problem we encountered was that many Freshman attended the event. These students were not yet eligible to get an invitation to join our chapter. In the future, we plan to have hand outs for those who are not yet eligible to take with them after visiting our table. This solution could help them recognize TBP in the future when they receive an invite that we are a legitimate, active honors society worth joining at UW-Madison.

viii. **Overall Evaluation**

The excitement and interest generated in prospective students during E-Bash demonstrated the events success. The TBP information incorporated into the poster and slideshow was adequate to provide a clear understanding of what our TBP chapter stands for and the events we put on. We were able to help motivate students to achieve high academic standing based on their intrigue in our chapter. Although we primarily talked with underclassman (Freshman and Sophomores), spreading the word about TBP as an opportunity on the UW-Madison campus and generating awareness about our goals and events to these students is valuable to future expansion and growth of the chapter. We also discussed our organization with a diverse group of students, expanding the reach of our chapter. This outreach is critical to the continuous development, improvement, and growth we strive for.

4 Virtual Volunteering

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/06/23 - 12/14/23
- ii. New/Recurring Project: Recurring
- iii. Project Areas:

- Custom
- Community/Liberal Culture
- University/College
- Profession/Engineering
- Chapter/Social
- Education/Professional Development
- K-12 STEM

- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

i. General Description

Zooniverse is a people-powered research site that allows individuals to perform various projects online in order to support research and studies. During the Zooniverse virtual volunteering, a variety of different tasks and research was performed. Some activities included identifying germinal centers within lymph nodes in breast cancer patients in order to provide insight on their prevalence in individuals with breast cancer and thus evidence supporting a connection between cancer and germinal centers, determining the wildlife available on Gunnison island to gain a better understanding of the Gunnison island ecosystem as well as Pelican behavioral characteristics, classifying meteoroids falling into Earth's orbit via radio signals, and locating penguins, chicks, and eggs in arctic camera photos to help account for the penguin's population growth rate and health in the arctic as well as train AI to do the same.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The goal of this volunteering was to aid and support in the research on Zooniverse, performing various tasks to continue to advance their studies, as well as to develop technical skills based on the research performed. This event helps us continue to achieve our mission of impacting and benefiting the community, as the research we perform can improve the quality of life for individuals and animals, it can increase an understanding of organisms and thus how

to interact with them or treat diseases associated with them, or it can improve historical documentation, providing an increased understanding of an individual's past and thus culture and identity. All of the research we perform on Zooniverse benefits and improves the community. The technical skills obtained during the research also allows us to achieve our goal of continuing to educate and develop our members' skills in order to prepare them for success after college.

iii. **Organization and Administration**

Each member organized the Zooniverse Virtual Volunteering event on their own and they were all able to participate in various research activities throughout their participation. The volunteering and distribution of different responsibilities across all members met the expectations of the original plan.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The project was able to make an impact on the community as the research that each volunteer assisted in is capable of improving the quality of life for individuals and animals, increasing an understanding of organisms and thus how to interact with them or treat diseases associated with them, or improving historical documentation, providing an increased understanding of an individual's past and thus culture and identity. Assisting in research via Zooniverse also taught the members technical skills related to the research being performed. As a result, the outcome of our volunteering met our goal of impacting the community, improving lives, and developing the technical skills of our members, deeming it a success.

5 Responsible AI Seminar

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/15/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	1.0

2. Project Evaluation

- i. **General Description**

This seminar, titled "The State of Responsible AI Today and Your Role in Shaping Tomorrow", discussed the ethics of AI and its implications in the future. The seminar was given by Navrina Singh, CEO and Founder of Credo AI.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event exemplifies the pillar of professional development, helping educate engineering students on the future implications of AI throughout the world. Additionally, with the seminar's focus surrounding the ethics behind AI, it embodies the liberal culture pillar.
- iii. **Organization and Administration**

This seminar was organized by the College of Engineering, and was thought to be a good opportunity for Tau Beta Pi students. So, the Industrial Relations Coordinator promoted the event to Tau Beta Pi students.
- iv. **In Conjunction With**

UW Madison College of Engineering
- v. **Total Cost**

\$0.0

vi. **Cost Breakdown**

N/A

vii. **Special Problems Encountered**

N/A

viii. **Overall Evaluation**

Those who attended the seminar had great things to say, and would gladly attend a similar talk in the future. However, we experienced pretty low turnout. This was likely due to the event not being a directly TBP event, more-so an event planned by the College of Engineering that TBP members attended on behalf of the organization. In the future, I would have used different methods of advertising (social media) to try to increase interest.

6 Fall Kickoff Meeting

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/21/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	10
Members	15
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	1.0

2. Project Evaluation

i. General Description

The purpose of this meeting was to welcome all members back to school and address the benefits associated with TBP, upcoming chapter events, and available officer positions. Before the meeting, officers began planning events. The president created a slide deck for the meeting. Officers individually filled out slides to advertise upcoming events. To begin the kickoff meeting, each officer introduced themselves, highlighting their hometown, Major, class, hobbies, and summer experiences. Afterwards, there was an ice breaker which allowed members to interact with each other and catch up. The remainder of the event outlined information about upcoming events, membership requirements, TBP benefits, and available officer positions. The officers fielded questions from the members throughout the meeting. This event took place in-person, with sandwiches provided for all in attendance.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The kickoff meeting encouraged active membership and promoted clear communication between chapter leadership and the members. By informing the chapter about upcoming events, active membership requirements, and organizational perks, it built excitement to participate in future chapter events. The meeting brought Tau Bates of our chapter together. The icebreaker utilized at the beginning of the meeting also encouraged friendship and networking.

iii. **Organization and Administration**

The slide deck was created ahead of time by the President. Each officer produced their respective slides in order to introduce themselves to the chapter and inform the members about the upcoming events associated with their officer role. The meeting was in-person, so the President reserved the room in advance and prepared a Zoom option for those who could not attend in-person. The Vice President and Treasurer ordered and picked-up the Jimmy Johns before the meeting. The event went according to plan.

iv. **Total Cost**

\$78.07

v. **Cost Breakdown**

2, 18-Piece Sandwich Party Boxes - \$74.00

Taxes - \$4.07

With a total of 25 individuals in attendance for the kickoff meeting, there were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

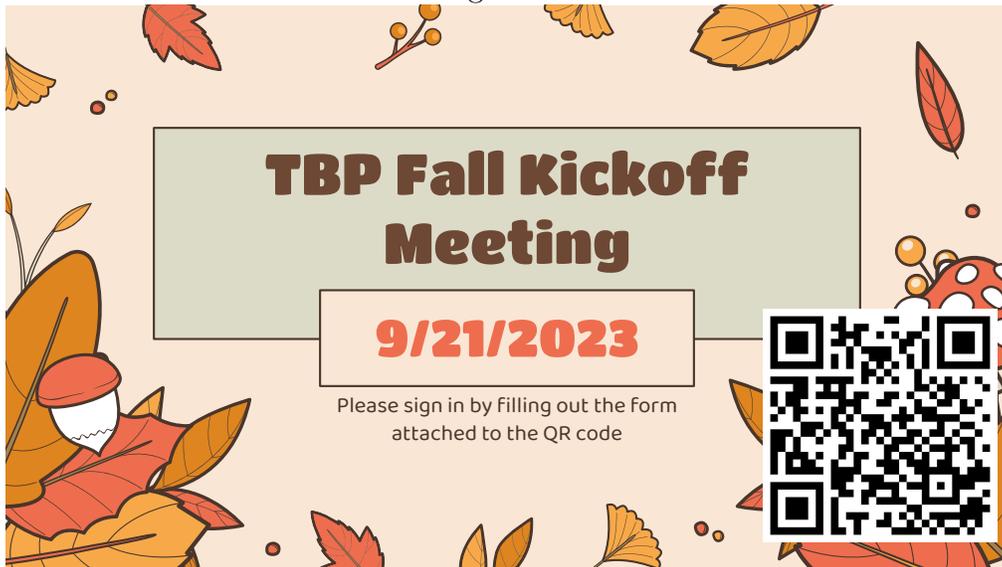
No problems were encountered in this project.

vii. **Overall Evaluation**

Overall, the general meeting effectively informed members of the necessary active membership, event, and TBP benefit information to encourage participation in future chapter activities. The slides were Fall themed, and an "Icebreaker" slide provided an opportunity for members to interact and connect at the beginning of the meeting. This time was an opportunity to network and build friendship, which promoted chapter comradery. Officer introductions helped connect leadership with the members, supporting future interaction and equalizing the status of officers and members (made officers more approachable). We found the members to be very engaged and had a very high turnout, signifying the successfulness of the event. It appears that the food provided an incentive that increased participation. Having a virtual Zoom option for those who could not attend the meeting in-person contributed to increasing attendance and should thus be implemented in future general meetings.

3. **Additional Attachments**

Figure 3:



7 New Initiate Information Session

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/22/23
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-members	7
Officers	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

i. General Description

The purpose of the information session was to introduce engineering students who received an invitation for TBP to our chapter. Details for this event were sent out in our invitation to eligible Juniors and Seniors the first 2 weeks of the semester. This event was our chapters first chance to meet potential new initiates, so it is a very important event to make a first impression. In preparation for this event, the President and Vice President updated a powerpoint presentation with relevant chapter information. During the information session, potential new initiates were informed on the history of TBP, chapter advisors, our values (three pillars), typical events, member benefits, and the application process. At the event, the President presented the first half of the powerpoint, and the Vice President presented the second half. This event was in-person with a virtual option. This event was also an opportunity for potential new initiates to ask the President and Vice President questions about the chapter.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event was an important step in the initiation process as it introduced potential initiates to TBP and our WI-A chapter. It also identified candidates that wanted to engage in the application process after receiving an invitation. This information session is a critical part of

initiation and the growth and success of our chapter. Interacting with the attendees allows the President and Vice President to form connections with potential members, increasing the network of TBP. Engaging with students and discussing the benefits associated with TBP increased their awareness and excitement about our chapter, encouraging the maintenance of high academic performance. Interacting with all students in a welcoming and supportive manner throughout the session enabled us to embody the UW-Madison College of Engineering goals of inclusivity, diversity, and development (personal, academic, and professional).

iii. **Organization and Administration**

The President and Vice President prepared a slideshow before the first information session. The agenda included the history of Tau Beta Pi, TBP mission, chapter activities, reasons to join, and the application process. Slide information and images were updated from last years slideshow. A google form was also created ahead of time to track potential new member interest. This form included basic information such as name, email, and major. The slideshow was presented equally between the 2 officers, switching the presenter halfway through the presentation.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

There were no problems associated with this project.

vii. **Overall Evaluation**

This information session effectively taught the potential initiates about our chapter's history, advisors, values (three pillars), events, member benefits, and application process. The goal was to cover all the information necessary for one deciding to join our chapter of TBP. We wanted to generate excitement in candidates by showing them how great our chapter is. This semester, we decided to host the event in-person and virtually. In this session, there were more people in person than online, so we plan to continue hosting in-person and virtually next semester.

8 Chapter Advisor & Leadership Meeting

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/22/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Chapter Upkeep
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Advisors	2
Officers	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

i. General Description

The President, Vice President, Treasurer, and all of the advisors planned to meet in September at the start of the semester. The goals of the meeting were to discuss plans for the semester more concretely, including a budget, and to get to know all of the advisors a bit better. To start the meeting, introductions were made between all those present. The President laid out the plan for the upcoming year, including important dates relating to the recruitment and initiation of new members into the chapter. The Treasurer finalized the budget and presented it to the advisors during the meeting. At the end everyone brainstormed ideas for the year that would go above and beyond current expectations.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

It is important to involve advisors in the chapter activities. This meeting served as a way to connect student leadership to chapter advisors. This will allow better communication and interaction between the two groups throughout the year. This planning is critical to the efficacy of the chapter as it will enable successful events to be performed continuously throughout the academic year.

iii. **Organization and Administration**

The President created a meeting agenda to facilitate the flow of the meeting. Additionally, the President and Chief Advisor worked to plan the meeting, holding both an in-person and Zoom option. The Treasurer worked on finalizing the budget ahead of the meeting.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The leadership meeting was a success as introductions were made between students and advisors, and everyone agreed on the plan for the upcoming academic year. Everyone came to the meeting prepared and everyone collaborated effectively in the discussion of the schedule. The budget was agreed upon between the students and the advisors. To end the meeting, participants brainstormed new ideas that could be implemented into the chapter during the year.

9 New Initiate Information Session

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/25/23
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

i. General Description

The purpose of the information session was to introduce engineering students who received an invitation for TBP to our chapter. Details for this event were sent out in our invitation to eligible Juniors and Seniors the first 2 weeks of the semester. This event was our chapters first chance to meet potential new initiates, so it is a very important event to make a first impression. In preparation for this event, the President and Vice President updated a powerpoint presentation with relevant chapter information. During the information session, potential new initiates were informed on the history of TBP, chapter advisors, our values (three pillars), typical events, member benefits, and the application process. At the event, the President presented the first half of the powerpoint, and the Vice President presented the second half. This event was planned to be in-person with a virtual option. This event was also an opportunity for potential new initiates to ask the President and Vice President questions about the chapter.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event was an important step in the initiation process as it introduced potential initiates to TBP and our WI-A chapter. It also identified candidates that wanted to engage in the application process after receiving an invitation. This information session is a critical part of initiation and the growth and success of our chapter. Interacting with the attendees allows

the President and Vice President to form connections with potential members, increasing the network of TBP. Engaging with students and discussing the benefits associated with TBP increased their awareness and excitement about our chapter, encouraging the maintenance of high academic performance. Interacting with all students in a welcoming and supportive manner throughout the session enabled us to embody the UW-Madison College of Engineering goals of inclusivity, diversity, and development (personal, academic, and professional).

iii. **Organization and Administration**

The President and Vice President prepared a slideshow before the first information session. The agenda included the history of Tau Beta Pi, TBP mission, chapter activities, reasons to join, and the application process. Slide information and images were updated from last years slideshow. A google form was also created ahead of time to track potential new member interest. This form included basic information such as name, email, and major. The slideshow was presented equally between the 2 officers, switching the presenter halfway through the presentation.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

The in-person aspect of this information session was planned to be in the Engineering Centers Building; however, due to a flood earlier in the week, the building was shut down. With such short notice, the President and Vice President decided to move the information session virtually. This solution was successful as we were still able to host a meeting with the potential new initiates.

vii. **Overall Evaluation**

This information session effectively taught the potential initiates about our chapter's history, advisors, values (three pillars), events, member benefits, and application process. The goal was to cover all the information necessary for one deciding to join our chapter of TBP. We wanted to generate excitement in candidates by showing them how great our chapter is.

10 Powerpoint Night

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/25/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	1
Members	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	1.0

2. Project Evaluation

- i. **General Description**

This was WI-A's first social event back for the Fall 2023 semester, following our summer break. The goal of this event was to create a funny power point about any topic to present to your peers. Power points were made in 25 minutes and then had a 5 minute presentation time limit.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This helped members get back into the swing of public speaking in a classroom context, and to allow members to catch up after our break in chapter activities. We wished to encourage creative thinking and communication skills in this social event.
- iii. **Organization and Administration**

This event was planned and hosted by Rachel in an on campus building.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

Members had fun creating their own unique presentations that allowed others to see their sense of humor and interests. 3 separate presentations were made, but the length of presentation was far too long and things got a little repetitive by the end of the event. There was quite low attendance, so in the future we decided not to host events during Monday evenings.

11 Devil's Lake Hike

Wisconsin Alpha

1. Project Information

- i. Date(s): 09/30/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	1
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	4.0

2. Project Evaluation

i. General Description

In this social event, members coordinated a early morning trip to hike at Devil's Lake State Park, which is about an hour north of Madison. To plan this event, an RSVP form was created in advance and a carpool system was planned based on the number of attendees.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The purpose of this event was to enjoy nature, the autumn weather, and do a bit of physical activity all while socializing with fellow Tau Bates

iii. Organization and Administration

This event was planned by Rachel, but was quite collaborative day of. Jared drove and Zach assisted in reimbursement for gas and parking charges. Ivan helped with recommendation for parking locations and the best hiking routes.

iv. Total Cost

\$27.0

v. Cost Breakdown

Parking pass - \$16

Gas - \$11 (80 miles, 25 mpg, \$3.50 per gal)

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

Overall the event was very enjoyable and unique. Most members expressed great interest in getting up and doing something active on Saturday morning with no home football game. This event was planned to be the 'large' social event of the semester, as it required some logistical preparation due to off-campus travel. Member turnout was slightly lower than expected (some last minute bail-outs, late arrivals), which may be due to the weekend timing and that this event was planned quite a bit in advance and required an RSVP.

12 Individual Chazen Tour

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/08/23 - 12/01/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	3
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.1	1.0

2. Project Evaluation

- i. **General Description**

This project was an individual tour of the art exhibit "Insistent Presence" at the Chazen Museum of Art. Members were encouraged to attend on their own time if they could not make the group tour. Attendance was confirmed by requiring those who attended to send a reflection to me that details their understanding of the art and to compare it to their own lives and experiences.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Tau Beta Pi facilitates an inclusive environment for its members. This project gives members the opportunity to understand the lives of people in other cultures who have different struggles than what we have at home.
- iii. **Organization and Administration**

This project was organized by me and was facilitated by the Chazen Museum of Art which allowed people to view the exhibit without charge.
- iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

Attendees were required to submit a reflection that contains at least 2 sentences explaining the significance of the artwork (cultural significance, contrast of the times when the art was made versus more recent times, various other ways in which the art is significant), and at least 1 sentence explaining the artwork they found the most interesting and why.

vi. **Special Problems Encountered**

No special problems.

vii. **Overall Evaluation**

This project was a success because it allowed members to attend the exhibit on their own time if they were not able to attend the group tour. I received detailed reflections from attendees, and I could tell that they really put effort into understanding the struggles of people in the artwork and their artists.

13 Group Chazen Tour

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/08/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	2
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.1	1.0

2. Project Evaluation

i. General Description

Tour of an art exhibit called "Insistent Presence", which focuses on using art to attempt to understand the lives of people of other cultures. The exhibit highlighted mainly African cultures and had a take on pacifism in the midst of civil war and apartheid. At the end of the tour, I prompted each attendee to explain their thoughts on the art that they saw and relate it to the culture on campus.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Tau Beta Pi facilitates an inclusive environment for all of its members, and this project emphasized the importance of acknowledging differences in cultures and people's lives by reminding members that people around the world face different struggles.

iii. Organization and Administration

I, Raymond Steinlage, gathered members for this project. The tour was originally going to be led by the art museum staff, but an unexpected illness necessitated that I lead the tour in their stead. Members gathered in the main hall of the museum and were led by me throughout the exhibit.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

No cost or personnel requirements.

vi. **Special Problems Encountered**

The museum tour guide was not able to lead the tour, so I led it in their stead.

vii. **Overall Evaluation**

This project was an overall success. There were not as many attendees as I had hoped, but this was okay because the tour was on a Sunday. The art was beautiful and conveyed how different the problems of people in some other countries are than people in the college.

14 Allen Centennial Garden

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/10/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

- i. **General Description**

Allen Centennial Garden is a garden on campus. This event involved helping prepare the garden beds for winter with landscaping work.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This project was a way to give back to the community and to campus.
- iii. **Organization and Administration**

The date for the project was picked after being in contact with a representative from the garden. Participants arrived and were assigned various landscaping tasks. It was important to relay to the participants to wear adequate clothing for the tasks.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

No cost. There were enough participants to be adequate help for the garden.
- vi. **Special Problems Encountered**

No problems arose
- vii. **Overall Evaluation**

The chapter enjoyed this outdoor activity, it was a lot of fun, and it helped the campus garden with manual labor.

15 Study Room #1

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/16/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	2
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	2.0

2. Project Evaluation

- i. **General Description**

A conference room in the engineering computer lab building was reserved during the middle of a school day. Members could meet up to do their schoolwork while also being social. They could come and go as they pleased depending on their schedule.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

As engineering students, we are all very busy during the school week, so this event allowed members to continue doing their work while also being active within TBP. It was a very causal environment and a laid-back place to complete work with friends.
- iii. **Organization and Administration**

This event was planned and hosted by Rachel. The room needed to be reserved prior to the event.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

Our college of engineering changed a policy (unbeknownst to our TBP leadership team) that student organizations can not book rooms in advance for study groups. So, our room reservation was quite a scramble to confirm, and we needed to adjust our strategy for similar events in the future.

vii. **Overall Evaluation**

This event was a big hit among members and allowed for flexibility with a lot of their schedules. It was also beneficial in helping members meet each other.

16 New Initiate Interviews

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/16/23 - 10/20/23
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-members	8
Officers	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	0.3

2. Project Evaluation

i. General Description

The interviews provided an opportunity for the President and Vice President to get to know the electees to a greater extent. This included asking questions to understand their personality, qualifications, and accomplishments. Also, to determine what they hope to get out of TBP. These interviews allowed us to investigate their character and determine if they were a good fit for our chapter outside of their academic merit. This event also allowed potential initiates to ask the President and Vice President questions about TBP. The interviews were virtual to enable more schedule flexibility for individuals.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event was an important step within the initiation process as it allowed a deeper dive into the candidates and their expectations of TBP. Additionally, it identified candidates that were serious about becoming initiated into our chapter. These interviews are a critical part of initiation and the growth and success of our chapter. Meeting with the attendees allows the President and Vice President to form connections with potential members, increasing the comradery within and network of TBP. Engaging with students and discussing the benefits associated with TBP and how they fit within the chapter increased their awareness and excitement about our organization, encouraging the maintenance of high academic performance.

Interacting with all students in a welcoming and supportive manner throughout the interviews enabled us to embody the UW-Madison College of Engineering goals of inclusion, diversity, and development (personal, academic, and professional).

iii. **Organization and Administration**

The President and Vice President ran the interviews, alternating who spoke with the question asked. They both prepared set questions ahead of each meeting, asking the same questions for each candidate to properly establish the character of each individual. The Vice President scheduled the meetings on Zoom after the non-members signed up for an interview slot. During the interview, answers and notes were documented. This information was used during the election meeting with general members present to inform their vote.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The virtual interviews allowed the chapter representatives to evaluate each candidate based on personality, character, and interest rather than just academic merit, providing a more holistic approach to the candidate selection process. We felt that this virtual event covered all necessary information to demystify our chapter/organization and display its benefits while also allowing us to connect with candidates on a personal level. We were able to learn about the interests, hobbies, and experiences of each candidate. We also shared the opportunities provided within our chapter that align with those interests. This demonstrates the efficacy of the interviews. Although this event could move back to in-person, we have found the virtual meetings to be more successful as it provides greater flexibility that enables more individuals to attend.

17 Wisconsin Science Fair

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/18/23
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

- i. **General Description**

Various science booths were set up in a campus building for schools in the community to come learn about STEM on a field trip. Volunteers from our chapter were assigned to booths to help with fun STEM demonstrations.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event gave back to the community through youth STEM education and involvement.
- iii. **Organization and Administration**

I was in contact with the event volunteer coordinator to sign chapter volunteers up as a group. Upon arrival, 2 of us were assigned to one booth and 2 of us were assigned to another booth, where we were shown how to run the booth's demonstration for the kids.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

No cost. There were enough volunteers to help at several booths.
- vi. **Special Problems Encountered**

The coordinator was not very responsive about expectations ahead of time or where to meet, but we adapted quickly.

vii. **Overall Evaluation**

This was a fun event for engaging youth in STEM and learning to adapt when the objective isn't clear ahead of time.

18 OccuPaws Distraction Walk

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/19/23
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM

- iv. Number of persons who participated:

Category	Count
Members	7
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

i. General Description

Service dogs must be trained to avoid distractions. To help with the training of OccuPaws guide dogs, members greeted and attempted to distract dogs while the dogs were rewarded by their trainers when they did not acknowledge the interactions. A room was reserved in a campus building for the dogs, trainers, and members to meet.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The purpose of this event was to provide some free training hours in a unique environment to better the OccuPaws service dogs.

iii. Organization and Administration

I worked with the OccuPaws volunteer coordinator to pick a date and time, communicate the location, inform them of parking options for trainers, and relay the expectations for interactions with the dogs to the members.

iv. Total Cost

\$0.0

v. Cost Breakdown

No cost. There was a good amount of volunteers to offer various faces and distractions to test the dogs with.

vi. **Special Problems Encountered**

The message to meet at the main doors of the building was not relayed to all of the trainers from OccuPaws, so some went straight up to the room.

vii. **Overall Evaluation**

Overall this was an event that I think people would participate in again since it is fun and laid back. It had a good turnout, and it was beneficial for the guide dogs.

19 Fall Election Meeting

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/23/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	9
Members	14
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	1.0

2. Project Evaluation

i. General Description

The importance of this meeting was emphasized in the email invitation to all members because we were going to vote on accepting new members into our chapter. The Fall election meeting started with asking three icebreaker questions. Members chatted with each other about the halloween themed questions, which promoted chapter comradery. Afterward, the officers presented information about membership requirements and upcoming events. Additionally, the President discussed her experience at National Convention as a voting delegate and member of the constitution & Bylaws committee. The officers fielded questions from the crowd throughout the meeting. This event was in-person; additionally, a virtual Zoom option was provided. The meeting concluded with new initiate voting, where members determined if a candidate should be offered the opportunity to participate in our chapter's fall initiation.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The fall election meeting encouraged active membership and promoted clear communication between chapter leadership and the members. By informing the chapter about upcoming events, and active membership requirements, members were encouraged to participate in future chapter events. The meeting brought Tau Bates of our chapter together. The icebreaker utilized at the beginning of the meeting encouraged friendship and networking. By voting on accepting new members into our chapter, we are ensuring success and growth for our future.

iii. **Organization and Administration**

The slide deck was created ahead of time by the President. Each officer produced their respective slides in order to inform the members about the upcoming events associated with their officer role. The meeting was in-person, so the President reserved the room in advance and prepared a Zoom option for those who could not attend in-person. The Vice President and Treasurer ordered and picked-up the Jimmy Johns before the meeting. The President and Vice President prepared slides for each potential initiate. The President presented them to the members and obtained a chapter vote. The event went according to plan.

iv. **Total Cost**

\$78.07

v. **Cost Breakdown**

2, 18-Piece Sandwich Party Boxes - \$74.00

Taxes - \$4.07

With a total of 23 individuals in attendance for the election meeting, there were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

No problems were encountered in this project.

vii. **Overall Evaluation**

Overall, the general meeting effectively informed members of the necessary active membership and future event information to encourage participation in chapter activities. The slides were Halloween themed, and an "Icebreaker" slide provided an opportunity for members to interact and connect at the beginning of the meeting. This time was an opportunity to network and build friendship, which promoted chapter comradery. Officer interactions during the Icebreakers helped connect leadership with the members, supporting future communication and equalizing the status of officers and members. We were successful with voting in the new round of initiates, making use of a simple hand raise to vote in order to expedite the process. We found the members to be very engaged and had a very high turnout, signifying the successfulness of the event. It appears that the food provided an incentive that increased participation. Having a virtual Zoom option for those who could not attend the meeting in-person contributed to increasing attendance and should thus be implemented in future general meetings.

3. **Additional Attachments**

Figure 4: Slideshow used during the meeting. Information regarding candidates was removed for privacy.



20 Halloween Pumpkin Painting

Wisconsin Alpha

1. Project Information

- i. Date(s): 10/26/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	5
Members	5
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.3	1.0

2. Project Evaluation

i. General Description

Members were invited to paint pumpkins in an engineering room on campus in the evening. In this event we painted pumpkins, had 'Great Pumpkin Charlie Brown' on in the background, and socialized. To plan this event, a signup poll was sent out to all members to RSVP. Based on this poll, materials were bought for the event.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The purpose was to celebrate the season and put on a fun fall-themed event. members were encouraged to come and be creative with their pumpkin designs. While painting, members socialized and met new people.

iii. Organization and Administration

This event was planned and run by Rachel. She also acquired pumpkins to paint and reused the painting materials from last year's similar event hosted by Amber. The room needed to be reserved in advance.

iv. Total Cost

\$20.0

v. **Cost Breakdown**

2 for \$4 mini pumpkins, 10 total

vi. **Special Problems Encountered**

After this event, we were told we required to have a license to show films on campus and needed to adjust accordingly for future similar events.

vii. **Overall Evaluation**

This event was a great hit, which I believe revealed a good chunk of free-time in members schedules (6-7 Thursdays). The member turnout was the highest for a social event of the duration of the semester. I believe that members liked being creative and festive toward the end of the week, to get excited for the festive weekend ahead.

21 Nov 4th Hockey Concessions

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/04/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Fundraising
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Alumni	3
Officers	4
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
4.0	5.5

2. Project Evaluation

i. General Description

Our chapter ran a concession stand during a UW Madison hockey game to fundraise. We were responsible for set up, cooking food, selling food and drinks, and clean up of the stand. We make money based on commissions with a certain percentage for food and alcohol sales. All volunteers were required to complete the ServSafe certification for selling alcohol prior to the event.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Fundraising for our chapter. The money we fundraise goes to initiation fees, food at meetings, and more.

iii. Organization and Administration

To organize this event, I needed to undergo training at the Kohl Center on how to operate a stand prior to our first shift. Additionally, I had to sign up for shifts based on member availability. I needed to complete the ServSafe certification myself and ensure that all volunteers completed theirs before the day of the event. I needed to submit the completed ServSafe certifications to the Kohl Center to verify that we were legally allowed to sell alcohol.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

Because it was the first shift a \$250 insurance fee was taken out of our earnings. After that, we made \$1010 from our concession shift. Each ServSafe certification costed \$20.40, which we reimbursed the members for from the earnings made at the game. Because this was the first concession shift, each member was reimbursed for their certification.

vi. **Special Problems Encountered**

One of our volunteers was having issues completing their ServSafe certification on time, and were running late because of it. They were able to finish their certificate in the end and made it to the shift only a little late.

vii. **Overall Evaluation**

Overall this event was very successful. This was the first year that they had alcohol sales at the Kohl Center during games, which lead to an increase in our commissions by about double.

22 Picnic Point Walk

Wisconsin Alpha

1. Project Information

i. Date(s): 11/05/23

ii. New/Recurring Project: New

iii. Project Areas:

- Custom
- Community/Liberal Culture
- University/College
- Profession/Engineering
- Chapter/Social
- Education/Professional Development
- K-12 STEM

iv. Number of persons who participated:

Category	Count
Officers	3
Electees	0

v. Average number of hours per person spent:

Participating	Organizing
0.2	2.5

2. Project Evaluation

i. General Description

In this social event, members coordinated an afternoon walk on campus to 'Picnic Point', which is a scenic ~1 mile peninsula walk on the outskirts of campus. To plan this event, an RSVP form was created in advance to ensure everyone interested in attending could meet at a centralized location to walk together.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The purpose of this event was to enjoy nature, the autumn weather, and do a bit of physical activity all while socializing with fellow Tau Bates

iii. Organization and Administration

This event was planned by Rachel via RSVP form.

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. Special Problems Encountered

Had to have a rain date, but it proved unnecessary.

vii. **Overall Evaluation**

After the positive feedback from the first hike of the semester, this event was planned to be something similar but on a smaller scale. Because of the small member turnout, I believe that Sunday was not the best time to host an event, as the day is usually reserved for homework for most.

23 Food Pantry Drive

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/06/23 - 11/15/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	5
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

This event involved accepting food donations from members and donating them to a local food pantry.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This was an impactful way for members to give back to the community and families in need.
- iii. **Organization and Administration**

A drop-off time and spot for members to bring the food was arranged, as well as coordinating to get the canned goods to the food pantry.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

No cost. We were able to collect and donate 18 food items.
- vi. **Special Problems Encountered**

No issues arose.
- vii. **Overall Evaluation**

This was a way to give back to the community for more than just a few hours of time, but with tangible items. In the future we could collaborate with other organizations to be able to donate more food.

24 TBP Academia and Research Panel

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/07/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	6
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

i. General Description

The Tau Beta Pi Academia and Research Panel was an event organized by the Industrial Relations Coordinator, where 3 UW-Madison professors spoke to TBP students about their research areas as well as their journeys to academia. The planning process was pretty straightforward - I contacted lots of UW-Madison professors to secure 3 professors to speak to students. I followed up with them frequently with reminders, while also advertising the event to TBP members. The event was a great success, with 10 TBP members attending with 3 professors presenting. The members were very engaged, asking lots of questions and needing little conversation facilitation.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event aligns perfectly with the Professional Development pillar - it explores different career paths for students, and addressed how to figure out whether academia is right for you.

iii. Organization and Administration

The entire organization process was done by the Industrial Relations Officer. No other groups collaborated on this event.

iv. Total Cost

\$0.0

v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The goals of exposing students to a life in academia and research was achieved by this event. The students were very engaged and interested in what the professors had to say. In the future, if a similar event were to take place, I would get professors from different research areas (ex: chemical, biomedical, etc).

25 SWE Town Hall Event

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/08/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	3
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.1	1.0

2. Project Evaluation

- i. **General Description**

This project was the Society of Women Engineers Town Hall event. Members and Officers of our Tau Beta Pi chapter were encouraged to attend this event in order to understand what women in engineering have to say about current issues in the workplace, as well as contemporary society.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Tau Beta Pi facilitates an inclusive environment for its members, and this project ensures that people are able to share opinions with each other and discuss topics such as workplace equality.
- iii. **Organization and Administration**

This project was organized by the Society of Women Engineers at the university and was an idea of one of our Tau Beta Pi chapter's officers. The event was mainly an open discussion.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

No cost or personnel requirements.
- vi. **Special Problems Encountered**

No special problems.

vii. **Overall Evaluation**

This event was successful because there was a healthy discussion about women in engineering as well as surprisingly current military issues around the world.

26 Blood Drive

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/09/23
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	12
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

Our chapter sponsored a Red Cross blood drive and was responsible for recruiting volunteers, checking volunteers in for their appointments, and some members donated blood themselves.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event was a way to give back to the community in a life-saving way.
- iii. **Organization and Administration**

Representatives from the Red Cross helped assign the chapter a drive to sponsor, provided a sign-up link for recruiting donors, and instructed volunteers on how to check donors in for their appointments.
- iv. **In Conjunction With**

The Red Cross
- v. **Total Cost**

\$0.0
- vi. **Cost Breakdown**

No cost. We had enough volunteers to have 2 people at the check-in desk each hour of the drive, and we surpassed the donation goal that the Red Cross set for us.

vii. **Special Problems Encountered**

No problems arose.

viii. **Overall Evaluation**

This event was a big success in impacting the community and getting a large number chapter members involved.

27 Fall Initiation

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/12/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	7
Members	6
Electees	8

- v. Average number of hours per person spent:

Participating	Organizing
4.0	2.0

2. Project Evaluation

i. General Description

This in-person initiation inducted 7 new members into the Wisconsin-Alpha Chapter and 1 initiate into the Wisconsin-Delta Chapter. The initiation was held in 1003 Engineering Centers Building and followed the initiation instructions and procedure defined by TBP Headquarters. To perform the ceremony, we utilized electrical TBP equipment passed down from year-to-year. Following the conclusion of initiation, Noodles & Company was offered as a lunch. The event became a social where current members welcomed the electees during lunch.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Initiation and the subsequent social that followed strengthened chapter bonds and welcomed new initiates, building and expanding the chapter's connectiveness. Interacting with all students in a welcoming and supportive manner throughout the event enabled us to embody our chapter's principles of inclusivity, diversity, and development (personal, academic, and professional). These values are critical to creating a sense of belonging within our chapter of TBP, establishing it as a safe, supportive, and welcoming space for all. The initiation of the new candidates also contributed to the growth of our chapter, ultimately promoting its success.

iii. **Organization and Administration**

Initiation tasks were split up amongst the officer team, with a separate officer for each position. A mock initiation was performed by the officer team prior to the actual initiation in order to ensure the formal event went according to plan and ran smoothly. The President prepared, organized, and hosted the mock initiation. The treasurer ordered the Noodles & Company for lunch. Individuals on the officer team held speaker roles during the initiation.

iv. **Total Cost**

\$240.41

v. **Cost Breakdown**

Pesto Cavatappi with Grilled Chicken - \$62

Buttered Noodles - \$50

Wisconsin Max & Cheese with Meatballs - \$62

Minute Maid Lemonade - \$12.5

Delivery Charge - \$25

Tax - \$10.26

Tip - \$18.65

Total - \$240.41

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

Due to the Madison marathon being scheduled on the same day as initiation, there was limited availability for officers to volunteer for speaking roles. In the future, it is important to schedule initiation when more officers are likely to be available.

vii. **Overall Evaluation**

The in-person initiation went according to plan and the initiation script (as provided by TBP Headquarters) was followed without any issues. All new members were initiated, including one from another chapter. Since the initiation followed the given procedure and all candidates were initiated into their respective chapters (Wisconsin-Alpha and Wisconsin-Delta), the ceremony was a success. The social that followed the event helped welcome the electees into the chapter and provided an immediate support network for the new initiates. The electees were thus directly brought into the chapter, establishing a sense of community for all in attendance and enabling networking and connections to develop.

28 CBE Seminar Series with Nathaniel Lynd

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/14/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	1.0

2. Project Evaluation

i. General Description

This seminar was hosted by the Chemical and Biological Engineering department in the UW-Madison College of Engineering. Nathaniel Lynd, a professor from UT-Austin, talked about his research in polymer science relating to energy, environment, security and materials for health-care. His cutting-edge research related to polymer science was an incredible opportunity for all TBP members to learn about the developments in that field. There was little planning needed for this event, only advertising to TBP members. If I had to do the event again, I would've advertised through different outlets and had the TBP group meet in another location and then walk over to the presentation.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event falls under professional development (profession/engineering) and university/college. It encourages participation in new and innovative engineering technology to further motivate students to participate in those aspects after graduation.

iii. Organization and Administration

This event was organized by the Chemical and Biological department in the college of engineering at UW-Madison. The only work done by the TBP Industrial Relations Coordinator was to advertise the event to TBP members.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The event was very interesting, and the person that attended found it worthwhile. However, it was extremely low-attended and a similar event to this in the future would need major improvements with advertising.

29 November General Meeting

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/16/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	8
Members	6
Electees	6

- v. Average number of hours per person spent:

Participating	Organizing
3.0	1.0

2. Project Evaluation

i. General Description

The November general meeting started with asking icebreaker questions about the upcoming fall break. Members chatted with each other, which promoted chapter networking. Additionally, this gave electees a chance to meet those who were not present at initiation. Afterward, the officers presented information about membership requirements, membership perks, upcoming events, and important deadlines. The officers fielded questions from the crowd throughout the meeting. This event was in-person; additionally, a virtual Zoom option was provided.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The November general meeting encouraged active membership and promoted clear communication between chapter leadership and the members. By informing the chapter about upcoming events and active membership requirements, members were encouraged to participate in future chapter events. The meeting brought Tau Bates of our chapter together. The icebreaker utilized at the beginning of the meeting encouraged friendship and networking. This was the first TBP event for the electees outside of initiation, so it was a great way to welcome them into our chapter, develop connections with them, and inform them about upcoming events and our organization.

iii. **Organization and Administration**

The slide deck was created ahead of time by the President. Each officer produced their respective slides in order to inform the members about the upcoming events associated with their officer role. The meeting was in-person, so the President reserved the room in advance and prepared a Zoom option for those who could not attend in-person. The event went according to plan.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

With a total of 20 individuals in attendance for the November meeting, there were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

No problems were encountered during this event.

vii. **Overall Evaluation**

Overall, the general meeting effectively made all the necessary active membership, event, and TBP benefit information available to the members and electees in order to encourage their participation in future chapter activities. The slides were Thanksgiving themed, and an "Icebreaker" slide allowed members to interact and connect at the beginning of the meeting. This time was an opportunity to network and build friendship, which promoted chapter comradery. Electee, member, and officer interactions during the Icebreakers helped connect everyone, supporting the future community of our chapter. We found the members and electees to be very engaged, and the event had a high turnout, demonstrating a successful event. Having a virtual Zoom option for those who could not attend the meeting in-person contributed to increasing attendance and should thus be implemented in future general meetings.

3. **Additional Attachments**

Figure 5: Slideshow used in general meeting.



30 Nov 17th Basketball Concessions

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/17/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Fundraising
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	3
Members	5
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
4.0	5.5

2. Project Evaluation

i. General Description

Our chapter ran a concession stand during a UW Madison hockey game to fundraise. We were responsible for set up, cooking food, selling food and drinks, and clean up of the stand. We make money based on commissions with a certain percentage for food and alcohol sales. All volunteers were required to complete the ServSafe certification for selling alcohol prior to the event.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Fundraising for our chapter. The money we fundraise goes to initiation fees, food at meetings, and more.

iii. Organization and Administration

To organize this event, I needed to undergo training at the Kohl Center on how to operate a stand prior to our first shift. Additionally, I had to sign up for shifts based on member availability. I needed to complete the ServSafe certification myself and ensure that all volunteers completed theirs before the day of the event. I needed to submit the completed ServSafe certifications to the Kohl Center to verify that we were legally allowed to sell alcohol.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

We made \$1070 from our concession shift. Each ServSafe certification costed \$20.40, which we reimbursed the members for from the earnings made at the game. 7 of the 8 volunteers were reimbursed for their first concession shift after completing the ServSafe.

vi. **Special Problems Encountered**

Due to the volume of games at the Kohl Center this day, they were running low on supplies such as hot dog buns and beer. This was an issue during our stand as we were often out of the items people wanted, but we were able to direct them to other locations that could have what they were looking for or offer them other items that we did have in stock.

vii. **Overall Evaluation**

Overall this event was very successful. This was the first year that they had alcohol sales at the Kohl Center during games, which lead to an increase in our commissions by about double.

31 Making Cards for Nursing Home

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/19/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	8
Electees	1

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

- i. **General Description**

Members met to decorate holiday cards for nursing homes. Supplies were provided, including construction paper, printed greetings, glue sticks, markers, colored pencils, and crayons.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event was designed to put some good back into the community in a thoughtful way.
- iii. **Organization and Administration**

I was in touch with local nursing homes to coordinate a time to drop-off the cards. I reserved a room for the event and gathered the necessary supplies.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

Art supplies were borrowed from the biomedical engineering department administration, leftover from a card-making event that they hosted, so it was of no cost to the chapter. We were able to make over 100 cards.
- vi. **Special Problems Encountered**

Initially the event was going to aim to make cards for the local children's hospital, but unfortunately they do not accept paper cards for infectious control reasons.

vii. **Overall Evaluation**

This event was dual purposeful in creating social time for the members while they made the cards as well as giving back to the community.

32 Salvation Army Bell Ringing

Wisconsin Alpha

1. Project Information

- i. Date(s): 11/28/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM

- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

This event involved ringing bells for the Salvation Army at a Walgreens on campus.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event grouped members together for a shared goal of helping raise money for those in need.
- iii. **Organization and Administration**

I registered as a volunteer with the Salvation Army and signed up for two, two-hour slots to bell ring. Participants could sign up with me to come for either one or both of the hours to greet people at the Walgreens entrance and ring the bells.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

No cost. We had enough volunteers to greet customers and ring the bell.
- vi. **Special Problems Encountered**

No problems arose.
- vii. **Overall Evaluation**

This was an easy event to help fill some bell-ringing slots for the Salvation Army. In the future, ringing at a different location off-campus might be more successful for raising money.

33 Study Room #2

Wisconsin Alpha

1. Project Information

- i. Date(s): 12/01/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	2
Members	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.2	1.5

2. Project Evaluation

i. General Description

A conference room in the engineering computer lab building was reserved during the middle of a school day. Members could meet up to do their schoolwork while also being social. They could come and go as they pleased depending on their schedule. This was the second study room of the semester, planned following the success of the first event.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

As engineering students, we are all very busy during the school week, so this event allowed members to continue doing their work while also being active within TBP. It was a very causal environment and a laid-back place to complete work with friends.

iii. Organization and Administration

This event was planned and hosted by Rachel.

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. **Special Problems Encountered**

We couldn't book a room in advance, as we usually do, so Rachel had to arrive early in order to secure adequate space for all of the attendees. This proved to be effective.

vii. **Overall Evaluation**

Study Room #2 was the last of the semester, and the flexible nature of the event allowed for many members to reach their required membership participation points.

34 Dec 2nd Basketball Concessions

Wisconsin Alpha

1. Project Information

- i. Date(s): 12/02/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Fundraising
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	4
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
4.0	5.5

2. Project Evaluation

i. General Description

Our chapter ran a concession stand during a UW Madison hockey game to fundraise. We were responsible for set up, cooking food, selling food and drinks, and clean up of the stand. We make money based on commissions with a certain percentage for food and alcohol sales. All volunteers were required to complete the ServSafe certification for selling alcohol prior to the event.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Fundraising for our chapter. The money we fundraise goes to initiation fees, food at meetings, and more.

iii. Organization and Administration

To organize this event, I needed to undergo training at the Kohl Center on how to operate a stand prior to our first shift. Additionally, I had to sign up for shifts based on member availability. I needed to complete the ServSafe certification myself and ensure that all volunteers completed theirs before the day of the event. I needed to submit the completed ServSafe certifications to the Kohl Center to verify that we were legally allowed to sell alcohol.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

We estimate that we made a little more than \$1000 from our concession shift. Each ServSafe certification costed \$20.40, which we reimbursed the members for from the earnings made at the game. 4 of the 7 volunteers were reimbursed for their first concession shift after completing the ServSafe.

vi. **Special Problems Encountered**

We had a hard time filling all of the volunteer spots for this shift, and ended up only having 7 volunteers when we were hoping for 8. This ended up not being an issue because many of the volunteers had previously worked a concession shift and knew what to do. Additionally, it was not as busy of a game as previous concessions shifts.

vii. **Overall Evaluation**

Overall this event was very successful. This was the first year that they had alcohol sales at the Kohl Center during games, which lead to an increase in our commissions by about double.

35 Fall End-of-Semester Banquet

Wisconsin Alpha

1. Project Information

- i. Date(s): 12/07/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	9
Members	8
Electees	4

- v. Average number of hours per person spent:

Participating	Organizing
3.0	1.0

2. Project Evaluation

i. General Description

The End Of Semester Banquet rewards those who achieve active or partially active membership (by meeting the respective point requirements). It also honors electees for completing the application and initiation process. The event serves as a celebration of member engagement and participation in the chapter throughout the Fall semester and an incentive for future active membership. The Banquet involved a mixture of three raffles and two mini-games. The event began with a introduction and thank you. The semester was recapped with the number of point hours achieved by all members in each event category, the most popular events of the semester, the highlights of initiation, and the total amount fundraised. The three members with the highest participation in the chapter were recognized. After, there was the first raffle drawing, which gave attendees the chance to win prizes. The first mini-game was team Charades. Next, there was another raffle. The second mini-game was Codenames. A final raffle at the end to ensured all members recieved a prize. A thank you/conclusion slides praised everyone for their contributions to the chapter and encouraged them to participate again next semester. During each raffle, winners were drawn using an online name generator program. Each winner made their prize selection based on the prize catalog produced by the officers ahead of time. Every participant had one entry to the raffle from showing up and had increased odds based on their

involvement during the semester (i.e. winning games, bringing extra people to a fundraiser, or participating in extra events).

ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event recognized and rewarded active and partially active membership. It also celebrated initiation within our chapter. Honoring participation and initiation via banquet displays the chapter's gratitude for member involvement in events and contribution to TBP's three pillars. The banquet also incentivizes future participation, supporting member interaction and friendship development. Engagement in the raffle drawings and mini-games promoted the chapter's sense of community. The games enabled officers, members, and electees to all connect, encouraging networking and friendship building.

iii. **Organization and Administration**

In preparation for banquet, the Vice President and Secretary determined the individuals who met the participation requirements and their respective raffle ticket totals. Those who could engage in the event were determined using the active and partially active membership criteria, as well as initiation status. Raffle ticket quantity was based on membership point totals, event participation, and game winners. The Vice President established the raffle system ahead of banquet and ran the raffle during the event. Officers produced the prize catalog to fit within the 200 dollar budget. The Social Coordinator prepared Codenames, running this activity during banquet. The Diversity and Inclusivity Coordinator planned Charades, mediating this during the event. The President established the event structure (including when the games and raffles would be), developed the slides, presented the introduction, recap, and conclusion, and hosted the banquet. For each raffle drawing, the Vice President tracked the raffle winners and their respective selections, while the President shared the live prize list with all attendees. The Treasurer ordered pizza for the event ahead of time and coordinated the delivery and pickup on the day of the event.

iv. **Total Cost**

\$286.54

v. **Cost Breakdown**

5, 14" Large Toppers Pizzas - \$72.93

Tax - \$4.29

Delivery Charge - \$4.99

Tip - \$12.33

TBP Official Merch - Sweatshirt (2), Baseball Hat (2), Pi Day Shirt, Official Shirt, Ceramic Mug, Beanie

Gift Cards - \$25

vi. **Special Problems Encountered**

An unexpected challenge associated with hosting this event was estimating attendance. A budget was set at the beginning of the semester, and we stuck to it while basing the numbers off of an estimate of how many members would attend. We overestimated this number, which resulted in smaller prizes and less for those who attended. In the future, it would be beneficial to request an RSVP to better plan for this event.

vii. **Overall Evaluation**

Overall, the officer team and those who attended the event had fun! The active members, partially active members, and initiates were excited about winning prizes. They actively engaged in all of the activities during banquet, deeming it a success! We are very proud of this event

and will continue to run it in future semesters. We plan to continue providing opportunities to win raffle tickets in various events throughout the upcoming semester in order to incentivize participation for the entirety of the semester. There were 32 individuals eligible to participate in banquet this Fall semester, which is a huge success for the leadership team. This demonstrates that the End of Semester banquet is a desirable award for active and partially active membership, encouraging involvement in our events and thus contribution to TBP's three pillars.

3. Additional Attachments

Figure 6: Slideshow used during event.



36 Spring E-Bash

Wisconsin Alpha

1. Project Information

- i. Date(s): 01/23/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-members	18
Officers	1
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

i. General Description

Engineering Bash (E-Bash) is a semesterly event that gives current students (all grade levels) an opportunity to learn about the student organizations on the engineering campus. It increases student awareness about engineering organizations offered at UW-Madison. During the event, the president used an informational poster and picture slideshow to inform potential new members about TBP and the WI-A chapter. The goal was to increase their interest and excitement about joining the organization if they receive an invitation. The enjoyment generated in students also encouraged high academic performance in order to meet the merit requirements if they were not yet eligible for invitation.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event spread the awareness of TBP as an opportunity on the UW-Madison campus. By participating in the Engineering Bash, we contributed to the success of this unique UW-Madison opportunity that helps students understand the engineering organizations they can join. Engaging with students and discussing the benefits associated with TBP increased their awareness and excitement about our chapter, encouraging high academic performance to meet the chapters merit requirement. Interacting with all students in a welcoming and supportive manner

throughout the event enabled us to embody the UW-Madison College of Engineering goals of inclusivity, diversity, and development (personal, academic, and professional).

iii. **Organization and Administration**

Prior to the start of the event, the President and Vice President prepared a poster that consisted of critical TBP information (member requirements, application process, three pillars, and chapter events) in order to provide an overview of the chapter and the benefits it includes. The poster was presented to potential members to generate awareness about TBP and increase interest in the chapter. A picture slideshow showcasing last year's TBP events was set up to promote engagement and assist with developing conversance about chapter events. Officers running the table discussed the chapter with non-members as they approached the booth.

iv. **In Conjunction With**

Wisconsin Engineering Student Council

v. **Total Cost**

\$0.0

vi. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vii. **Special Problems Encountered**

A problem we encountered was that many Freshman attended the event. These students were not yet eligible to get an invitation to join our chapter. In the future, we plan to have hand outs for those who are not yet eligible to take with them after visiting our table. This solution could help them recognize TBP in the future when they receive an invite that we are a legitimate, active honors society worth joining at UW-Madison.

viii. **Overall Evaluation**

The excitement and interest generated in prospective students during E-Bash demonstrated the events success. The TBP information incorporated into the poster and slideshow was adequate to provide a clear understanding of what our TBP chapter stands for and the events we put on. We were able to help motivate students to achieve high academic standing based on their intrigue in our chapter. Although we primarily talked with underclassman (Freshman and Sophomores), spreading the word about TBP as an opportunity on the UW-Madison campus and generating awareness about our goals and events to these students is valuable to future expansion and growth of the chapter. We also discussed our organization with a diverse group of students, expanding the reach of our chapter. This outreach is critical to the continuous development, improvement, and growth we strive for.

37 Virtual Volunteering

Wisconsin Alpha

1. Project Information

- i. Date(s): 01/23/24 - 04/21/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

i. General Description

Zooniverse is a people-powered research site that allows individuals to perform various projects online in order to support research and studies. During the Zooniverse virtual volunteering, a variety of different tasks and research was performed. Some activities included identifying germinal centers within lymph nodes in breast cancer patients in order to provide insight on their prevalence in individuals with breast cancer and thus evidence supporting a connection between cancer and germinal centers, determining the wildlife available on Gunnison island to gain a better understanding of the Gunnison island ecosystem as well as Pelican behavioral characteristics, classifying meteoroids falling into Earth's orbit via radio signals, and locating penguins, chicks, and eggs in arctic camera photos to help account for the penguin's population growth rate and health in the arctic as well as train AI to do the same.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The goal of this volunteering was to aid and support in the research on Zooniverse, performing various tasks to continue to advance their studies, as well as to develop technical skills based on the research performed. This event helps us continue to achieve our mission of impacting and benefiting the community, as the research we perform can improve the quality of life for individuals and animals, it can increase an understanding of organisms and thus how

to interact with them or treat diseases associated with them, or it can improve historical documentation, providing an increased understanding of an individual's past and thus culture and identity. All of the research we perform on Zooniverse benefits and improves the community. The technical skills obtained during the research also allows us to achieve our goal of continuing to educate and develop our members' skills in order to prepare them for success after college.

iii. **Organization and Administration**

Each member organized the Zooniverse Virtual Volunteering event on their own and they were all able to participate in various research activities throughout their participation. The volunteering and distribution of different responsibilities across all members met the expectations of the original plan.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The project was able to make an impact on the community as the research that each volunteer assisted in is capable of improving the quality of life for individuals and animals, increasing an understanding of organisms and thus how to interact with them or treat diseases associated with them, or improving historical documentation, providing an increased understanding of an individual's past and thus culture and identity. Assisting in research via Zooniverse also taught the members technical skills related to the research being performed. As a result, the outcome of our volunteering met our goal of impacting the community, improving lives, and developing the technical skills of our members, deeming it a success.

38 Spring Officer Meetings

Wisconsin Alpha

1. Project Information

- i. Date(s): 01/24/24 - 04/17/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Chapter Upkeep
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM

- iv. Number of persons who participated:

Category	Count
Officers	11
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
7.0	7.0

2. Project Evaluation

i. General Description

Our chapter held biweekly officer meetings throughout the Spring semester to ensure the chapter ran smoothly. We started our biweekly officer meetings at the end of January and had our final meeting at the end of April, totalling 7 meetings. These meetings took place on Zoom and followed an agenda created by the president and updated by the officers prior to the meeting. During these meetings, each officer discussed the parts of the organization they were responsible for. The officer team would provide feedback on the officers report and give insight into planning and execution of the task as needed. The officer team also used this time to establish event ideas and put new events into motion. This helped promote growth, development, and success in our chapter. We discussed improvements and new concepts to implement during the semester throughout the biweekly officer meetings.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The biweekly officer meetings were crucial to running the chapter throughout the Spring 2024 semester. They ensured consistent organization and communication with the officers, which allowed for efficient execution of tasks throughout the semester. These meetings were necessary for the health of our chapter and to ensure that the members could attend various events to increase engagement. These meetings allowed officers to take ownership of one aspect of the organization, improving their leadership skills. Additionally, it ensured the officers were on the same page and could influence the direction of the chapter.

iii. **Organization and Administration**

For each officer meeting, the President wrote an agenda, which encompassed all aspects of the chapter at the time of the meeting. It included items such as initiatives and goals, recap of past events, plan for upcoming events, media and marketing, budget, HQ tasks, and administrative material. The President was responsible for virtually hosting and navigating the meeting on Teams. The other officer's were responsible for updating their progress since the last meeting, sharing their respective material during the meeting, and providing feedback to others when requested. Throught the semester, there were times when an officer could not be present at the meeting. In these cases, the officer would update their progress on the virtual agenda and provide a summary to the President with any matters they wanted discussed at the meeting. Furthermore, during school breaks or other unique circumstances where a limited amount of officers would be available, meeting's were rescheduled or cancelled to respect everyones time.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There was no cost associated with running these biweekly officer meetings and there were enough officers to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

Overall, each officer meeting added value and helped us push our chapter to continue to improve and develop, deeming it a success. We hosted productive events throughout the semester due to the planning during these meetings. Additionally, we completed all HQ deliverables efficiently throught the semester and were able to submit on time. The work done in these meetings allowed us to accomplish critical updates to the chapter, promoting the efficacy of TBP. We cut the duration of these meetings to 1 hour compared to last year's 1.5 hour meetings, which is ideal for officers. In future similar events, creating an agenda ahead of time is beneficial to manage meeting time efficiently. Additionallt, the meetings should be scheduled when all officers are available.

3. **Additional Attachments**

Figure 7:

Officer Meeting Agenda

01/24/2024

Catching Up

- Share 2 highlights from winter break!

February Kickoff Meeting

- Dates
 - Monday, Feb 5th
 - Not Ray
 - Tuesday, Feb 6th
 - Conflict: Ava, Eric, Abby, Rachel
 - **Wednesday, Feb 7th**
 - Conflict: Rachel & Meghan class ends at 5:15, Ava at 4:50,
 - *Officer Meeting 6-7*
- Time
 - 5:00 pm - 6:00 pm
 - **5:30 pm - 6:30 pm**
 - 6:00 pm - 7:00 pm
- Food
 - Snacks, meals, or desserts?
 - **Pizza**
- Meeting slides are in the drive as “Spring Kickoff Meeting”
- Prizes, certificates, and bents will be handed out
 - Amber has received the initiation certificates & cards, mini bents are coming soon
 - *Update on prizes (Zach & Griffin): arriving this week or early next week*

Tentative Scheduling/ Important Dates

- Officer Election Meeting → 1st week of March
 - All roles are open in the upcoming election
 - Available positions will go out first week of February via email
 - Interested individuals will be asked to submit an “Intention to Run” Form by Thursday, February 15th
 - Individuals that complete the Intention to Run form will be asked to submit election slides by March 3rd for the Officer Election Meeting on *March 4th or 5th*

Figure 8:

Officer Meeting Agenda

04/03/2024

Catching Up

- Summer plans
- Something you're looking forward to this week

Officer Transitions

- President (Amber → Ray)
- Vice President (Griffin → Sahishnu)
- Treasurer (Zach → Henry)
- Secretary (Eric → Daisy)
- Fundraising Coordinator (Meghan → Ari)
- Industry Coordinator (Abby → Grace)
- Webmaster/Social Media Chair (Daisy → Abby)
- Social Coordinator
 - Lucia was interested after April General Meeting
 - Will know more tomorrow...
 - **Final Answer: Not able to fill role**
- Volunteer Coordinator
 - *Recruit during summer*
- Diversity and Inclusion Chair
 - *Recruit during summer*
- **Has everyone set up a meeting / already met with their replacement?**
 - Eric & Daisy - meeting 4/17
- Next Steps:
 - Reach out to newly elected officer to see if they have any more questions. If necessary, set up a second meeting to discuss the role and responsibilities.
 - Finish updating help sheets

39 Feb 3rd Hockey Concessions

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/03/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Fundraising
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	4
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
4.0	5.5

2. Project Evaluation

i. General Description

Our chapter ran a concession stand during a UW Madison hockey game to fundraise. We were responsible for set up, cooking food, selling food and drinks, and clean up of the stand. We make money based on commissions with a certain percentage for food and alcohol sales. All volunteers were required to complete the ServSafe certification for selling alcohol prior to the event.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Fundraising for our chapter. The money we fundraise goes to initiation fees, food at meetings, and more.

iii. Organization and Administration

To organize this event, I needed to undergo training at the Kohl Center on how to operate a stand prior to our first shift. Additionally, I had to sign up for shifts based on member availability. I needed to complete the ServSafe certification myself and ensure that all volunteers completed theirs before the day of the event. I needed to submit the completed ServSafe certifications to the Kohl Center to verify that we were legally allowed to sell alcohol.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

We made \$900 from our concession shift. Each ServSafe certification costed \$20.40, which we reimbursed the two of the members for from the earnings made at the game.

vi. **Special Problems Encountered**

We were given a special stand that had specialty food because of our good performance at previous concessions, so we had to learn how to prepare the new options.

vii. **Overall Evaluation**

Overall this event was very successful. This was the first year that they had alcohol sales at the Kohl Center during games, which lead to an increase in our commissions by about double.

40 Card Making for Nursing Home

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/04/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**
Gathered to color Valentine's Cards for the nursing home
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**
Fulfills community service/liberal culture aspect and is a social event
- iii. **Organization and Administration**
Coloring supplies, booking the room for the event, and dropping off the cards at a nursing home (Ava Lanczy)
- iv. **Total Cost**
\$0.0
- v. **Cost Breakdown**
None
- vi. **Special Problems Encountered**
None
- vii. **Overall Evaluation**
This is a fun, social, festive event that's easy to put on and gives back to the community

41 ECS Career Fair Prep Night

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/04/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

i. General Description

This event was hosted by the UW-Madison Engineering Career Services (ECS) to offer resume tips, mock interviews, and answer any questions students had about the Spring 2024 Engineering Career Fair (occurring the following week). Although not hosted by TBP WI-A, the event was very beneficial to the members that went as they hoped to secure an internship or full-time opportunity for this summer (and beyond).

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event offered lots of helpful professional development tips, particularly related to gaining valuable insight into company hiring and how to optimize your chances. This event was especially helpful to the newer, underclassman members who are just starting to look for those internship and co-op opportunities.

iii. Organization and Administration

This event was planned by the UW-Madison Engineering Career Services (ECS), and I helped promote the event to TBP members via monthly section meetings and our social media.

iv. In Conjunction With

UW Madison Engineering Career Services

v. **Total Cost**

\$0.0

vi. **Cost Breakdown**

N/A

vii. **Special Problems Encountered**

There were no unexpected problems that occurred during the planning or implementation of the event.

viii. **Overall Evaluation**

The event had a high impact on attendees, who said that the event was very helpful in preparing for the career fair in general. A lot of people specifically indicated that the section of the event focused on resume building to the automated system was very informative. In the future, TBP should look to partner with the UW-Madison ECS and other professional development campus resources to do a similar event in the fall semester.

42 Spring Kickoff Meeting

Wisconsin Alpha

1. Project Information

i. Date(s): 02/07/24

ii. New/Recurring Project: New

iii. Project Areas:

- Custom
- Community/Liberal Culture
- University/College
- Profession/Engineering
- Chapter/Social
- Education/Professional Development
- K-12 STEM

iv. Number of persons who participated:

Category	Count
Officers	7
Members	18
Electees	0

v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

i. General Description

The purpose of this meeting was to welcome all members back to school after winter break and address the benefits associated with TBP, upcoming chapter events, and available officer positions. Before the meeting, officers began planning events. The president created a slide deck for the meeting. Officers individually filled out slides to advertise upcoming events. To begin the kickoff meeting, there was an ice breaker which allowed members to interact with each other and catch up. Afterwards, each officer overviewed their position's roles and responsibilities to inform members for the upcoming officer elections and encourage them to run for a position. The remainder of the event outlined information about upcoming events, membership requirements, TBP benefits, and available officer positions. The officers fielded questions from the members throughout the meeting. This event took place in-person, with pizza was provided for all in attendance.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The kickoff meeting encouraged active membership and promoted clear communication between chapter leadership and the members. By informing the chapter about upcoming events, active membership requirements, and organizational perks, it built excitement to participate in future

chapter events. The meeting brought Tau Bates of our chapter together. The icebreaker utilized at the beginning of the meeting also encouraged friendship and networking. Furthermore, describing the officer roles hopefully encouraged members to run for a position later in the semester.

iii. **Organization and Administration**

The slide deck was created ahead of time by the President. Each officer produced their respective slides in order to describe their role to the chapter and inform the members about the upcoming events associated with their officer role. The meeting was in-person, so the President reserved the room in advance and prepared a Zoom option for those who could not attend in-person. The Vice President and Treasurer ordered and picked-up the pizza before the meeting. The event went according to plan.

iv. **Total Cost**

\$58.19

v. **Cost Breakdown**

Toppers Pizza

\$11.99 x 4 - Pizzas

\$2.64 - Tax

\$7.59 - Tip

With a total of 25 individuals in attendance for the kickoff meeting, there were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

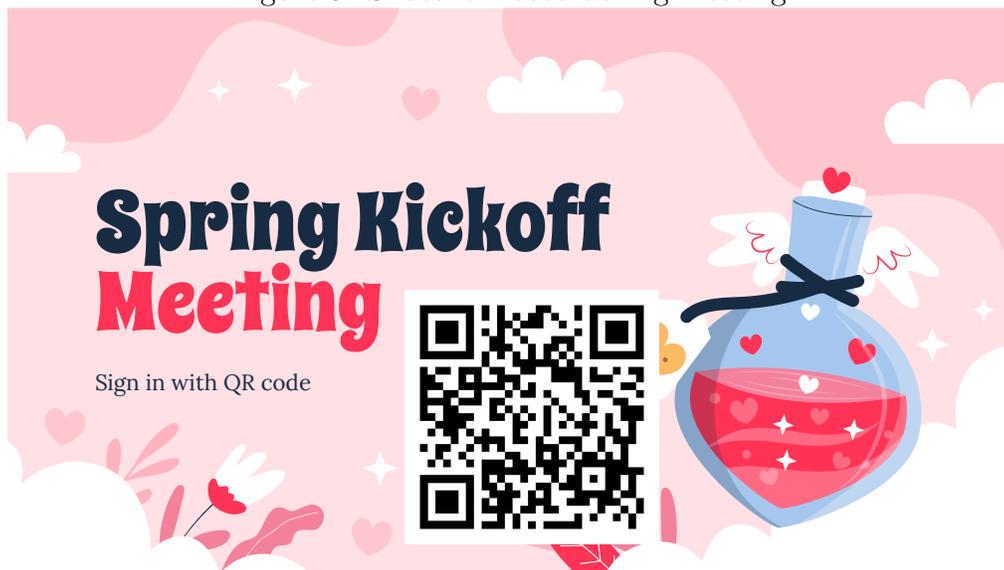
No problems were encountered in this project.

vii. **Overall Evaluation**

Overall, the general meeting effectively informed members of the necessary active membership, event, and TBP benefit information to encourage participation in future chapter activities. The slides were valentines day themed, and an "Icebreaker" slide provided an opportunity for members to interact and connect at the beginning of the meeting. This time was an opportunity to network and build friendship, which promoted chapter comradery. Officer position descriptions helped connect leadership with the members and inform members of all available roles for the next school year. We found the members to be very engaged and had a very high turnout, signifying the successfulness of the event. It appears that the food provided an incentive that increased participation. Having a virtual Zoom option for those who could not attend the meeting in-person contributed to increasing attendance and should thus be implemented in future general meetings.

3. **Additional Attachments**

Figure 9: Slideshow used during meeting



43 New Initiate Information Session

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/09/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-members	12
Officers	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

i. General Description

The purpose of the information session was to introduce engineering students who received an invitation for TBP to our chapter. Details for this event were sent out in our invitation to eligible Juniors and Seniors the first 2 weeks of the semester. This event was our chapters first chance to meet potential new initiates, so it is a very important event to make a first impression. In preparation for this event, the President and Vice President updated a powerpoint presentation with relevant chapter information. During the information session, potential new initiates were informed on the history of TBP, chapter advisors, our values (three pillars), typical events, member benefits, and the application process. At the event, the President presented the first half of the powerpoint, and the Vice President presented the second half. This event was in-person with a virtual option. This event was also an opportunity for potential new initiates to ask the President and Vice President questions about the chapter.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event was an important step in the initiation process as it introduced potential initiates to TBP and our WI-A chapter. It also identified candidates that wanted to engage in the application process after receiving an invitation. This information session is a critical part of

initiation and the growth and success of our chapter. Interacting with the attendees allows the President and Vice President to form connections with potential members, increasing the network of TBP. Engaging with students and discussing the benefits associated with TBP increased their awareness and excitement about our chapter, encouraging the maintenance of high academic performance. Interacting with all students in a welcoming and supportive manner throughout the session enabled us to embody the UW-Madison College of Engineering goals of inclusivity, diversity, and development (personal, academic, and professional).

iii. **Organization and Administration**

The President and Vice President prepared a slideshow before the first information session. The agenda included the history of Tau Beta Pi, TBP mission, chapter activities, reasons to join, and the application process. Slide information and images were updated from last years slideshow. A google form was also created ahead of time to track potential new member interest. This form included basic information such as name, email, and major. The slideshow was presented equally between the 2 officers, switching the presenter halfway through the presentation.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

There were no problems associated with this project.

vii. **Overall Evaluation**

This information session effectively taught the potential initiates about our chapter's history, advisors, values (three pillars), events, member benefits, and application process. The goal was to cover all the information necessary for one deciding to join our chapter of TBP. We wanted to generate excitement in candidates by showing them how great our chapter is. This semester, we decided to host the event in-person and virtually. In this session, there were more people in person than online, so we plan to continue hosting in-person and virtually next semester.

44 Feb 10th Hockey Concessions

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/10/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Fundraising
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
4.0	5.5

2. Project Evaluation

i. General Description

Our chapter ran a concession stand during a UW Madison hockey game to fundraise. We were responsible for set up, cooking food, selling food and drinks, and clean up of the stand. We make money based on commissions with a certain percentage for food and alcohol sales. All volunteers were required to complete the ServSafe certification for selling alcohol prior to the event.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Fundraising for our chapter. The money we fundraise goes to initiation fees, food at meetings, and more.

iii. Organization and Administration

To organize this event, I needed to undergo training at the Kohl Center on how to operate a stand prior to our first shift. Additionally, I had to sign up for shifts based on member availability. I needed to complete the ServSafe certification myself and ensure that all volunteers completed theirs before the day of the event. I needed to submit the completed ServSafe certifications to the Kohl Center to verify that we were legally allowed to sell alcohol.

iv. Total Cost

\$0.0

v. **Cost Breakdown**

We made \$800 from our concession shift. Each ServSafe certification costed \$20.40, which we reimbursed three of the members for from the earnings made at the game.

vi. **Special Problems Encountered**

We were given a special stand that had specialty food because of our good performance at previous concessions, so we had to learn how to prepare the new options.

vii. **Overall Evaluation**

Overall this event was very successful. This was the first year that they had alcohol sales at the Kohl Center during games, which lead to an increase in our commissions by about double.

45 New Initiate Information Session

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/12/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-members	7
Officers	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

i. General Description

The purpose of the information session was to introduce engineering students who received an invitation for TBP to our chapter. Details for this event were sent out in our invitation to eligible Juniors and Seniors the first 2 weeks of the semester. This event was our chapters first chance to meet potential new initiates, so it is a very important event to make a first impression. In preparation for this event, the President and Vice President updated a powerpoint presentation with relevant chapter information. During the information session, potential new initiates were informed on the history of TBP, chapter advisors, our values (three pillars), typical events, member benefits, and the application process. At the event, the President presented the first half of the powerpoint, and the Vice President presented the second half. This event was in-person with a virtual option. This event was also an opportunity for potential new initiates to ask the President and Vice President questions about the chapter.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event was an important step in the initiation process as it introduced potential initiates to TBP and our WI-A chapter. It also identified candidates that wanted to engage in the application process after receiving an invitation. This information session is a critical part of

initiation and the growth and success of our chapter. Interacting with the attendees allows the President and Vice President to form connections with potential members, increasing the network of TBP. Engaging with students and discussing the benefits associated with TBP increased their awareness and excitement about our chapter, encouraging the maintenance of high academic performance. Interacting with all students in a welcoming and supportive manner throughout the session enabled us to embody the UW-Madison College of Engineering goals of inclusivity, diversity, and development (personal, academic, and professional).

iii. **Organization and Administration**

The President and Vice President prepared a slideshow before the first information session. The agenda included the history of Tau Beta Pi, TBP mission, chapter activities, reasons to join, and the application process. Slide information and images were updated from last years slideshow. A google form was also created ahead of time to track potential new member interest. This form included basic information such as name, email, and major. The slideshow was presented equally between the 2 officers, switching the presenter halfway through the presentation.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

There were no problems associated with this project.

vii. **Overall Evaluation**

This information session effectively taught the potential initiates about our chapter's history, advisors, values (three pillars), events, member benefits, and application process. The goal was to cover all the information necessary for one deciding to join our chapter of TBP. We wanted to generate excitement in candidates by showing them how great our chapter is. This semester, we decided to host the event in-person and virtually. In this session, there were more people in person than online, so we plan to continue hosting in-person and virtually next semester.

46 Study Room #3

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/15/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	4
Members	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.2	1.7

2. Project Evaluation

i. General Description

A conference room in the engineering computer lab building was reserved at the end of a school day. Members could meet up to do their schoolwork while also being social. They could come and go as they pleased depending on their schedule. This was the first study room of the semester (3rd of the school year), planned following the success of events of this style in the fall semester.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

As engineering students, we are all very busy during the school week, so this event allowed members to continue doing their assignments while also being active within TBP. It was a very causal environment and a laid-back place to complete alongside fellow Tau Bates.

iii. Organization and Administration

This event was planned and hosted by Rachel.

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. **Special Problems Encountered**

No issues in planning this event!

vii. **Overall Evaluation**

I was surprised by the relatively high turnout at the first social event of the semester. I attribute this success to the time that the event was planned (4-6 PM on a Thursday). This allowed members to get ahead on homework before the weekend.

47 Blood Drive

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/16/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	9
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

Our chapter sponsored a Red Cross blood drive and was responsible for recruiting volunteers, checking volunteers in for their appointments, and some members donated blood themselves.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event was a way to give back to the community in a life-saving way.
- iii. **Organization and Administration**

Representatives from the Red Cross helped assign the chapter a drive to sponsor, provided a sign-up link for recruiting donors, and instructed volunteers on how to check donors in for their appointments; Ava Lanczy signed TBP up for a drive and printed and spread flyers around campus to recruit donors
- iv. **In Conjunction With**

The Red Cross
- v. **Total Cost**

\$0.0
- vi. **Cost Breakdown**

No cost. We had enough volunteers to have 2 people at the check-in desk each hour of the drive, and we surpassed the donation goal that the Red Cross set for us.

vii. **Special Problems Encountered**

No problems arose.

viii. **Overall Evaluation**

This event was a big success in impacting the community and getting a large number chapter members involved.

48 Individual Chazen Tour (Message From Our Planet)

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/19/24 - 04/21/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	7
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.1	1.0

2. Project Evaluation

i. General Description

This project was an individual tour of the art exhibit "Message From Our Planet" at the Chazen Museum of Art. Members were encouraged to attend on their own time if they could not make the group tour. Attendance was confirmed by requiring those who attended to send a reflection to me that details their understanding of the art and to compare it to their own lives and experiences.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Tau Beta Pi facilitates an inclusive environment for its members. This project gives members the opportunity to understand the Earth from various perspectives and cultures. It also allows reflection on the lives of people in other cultures who have different struggles than what we have at home.

iii. Organization and Administration

This project was organized and facilitated by the Chazen Museum of Art which allowed people to view the exhibit without charge. I spread the word around our chapter to encourage people to attend and reflect.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

Attendees were required to submit a reflection that contains at least 2 sentences explaining the significance of the artwork (cultural significance, contrast of the times when the art was made versus more recent times, various other ways in which the art is significant), and at least 1 sentence explaining the artwork they found the most interesting and why.

vi. **Special Problems Encountered**

No special problems.

vii. **Overall Evaluation**

This project was a success because it allowed members to attend the exhibit on their own time, as a group tour was not possible due to scheduling conflicts. I received detailed reflections from attendees, and I could tell that they really put effort into understanding the Earth and people in the artwork and their artists.

49 SWE's Evening with Industry

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/20/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	3.0

2. Project Evaluation

i. General Description

This event was planned by the Society of Women Engineers (SWE) at UW-Madison, which is another student organization. This was a two-part event with a career fair in the beginning and a formal, roundtable dinner at the end. The event was designed to give students a chance to interact with company representatives on a smaller, more personal scale compared to the engineering campus-wide fairs each semester. 26 companies and over 100 students were in attendance, making it SWE's largest event of its kind in decades.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event was designed to have professional engineers/recruiters interacting with students for longer than a 10 minute interaction seen in regular career fairs. By having a sit down portion, students were able to ask questions about their roles, companies, and post-grad transition in a supportive environment. This event ties into professional development and university/college TBP goals as the student is interacting in depth with companies about their new grad/internship roles and also about their company culture.

iii. Organization and Administration

This event was hosted and organized entirely by the Society of Women Engineers (SWE). I was the 2023-2024 President of SWE, which is how I found out about this event. The event ran well with some minor hiccups related to company preparedness for their career fair tables.

iv. **In Conjunction With**
Society of Women Engineers at UW-Madison

v. **Total Cost**
\$0.0

vi. **Cost Breakdown**
There was no cost to the project on TBP's behalf, but each attendee needed to pay a registration fee of \$7.

vii. **Special Problems Encountered**
No unexpected problems occurred

viii. **Overall Evaluation**
Although this event ran very well, there was not any attendance by TBP members aside from myself. This was likely due to the registration fees and the wealth of TBP industry opportunities available later in the semester. In the future, I would not offer this as an industry opportunity for TBP members.

50 Curricular Practical Training (CPT) Workshop

Wisconsin Alpha

1. Project Information

- i. Date(s): 02/26/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	2.0

2. Project Evaluation

- i. **General Description**

This event was a workshop with international students as the target audience, but all were welcome to join. This event helped showcase resources on-campus for international students and understand how to gain work experience with an F-1 visa before graduating.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event's purpose was to support international students at UW-Madison get work experience, which aligns with the academic and professional excellence objectives of Tau Beta Pi.
- iii. **Organization and Administration**

This event was organized by UW-Madison and conducted at the International Community Center and also via Zoom. It lasted for one hour.
- iv. **In Conjunction With**

University of Wisconsin - Madison
- v. **Total Cost**

\$0.0
- vi. **Cost Breakdown**

No cost. The project fell short in attendance of our members.

vii. **Special Problems Encountered**

N/a

viii. **Overall Evaluation**

Due to the very low attendance from Tau Beta Pi, the project had limited success. Although meaningful for those who attended, the attendance could have been better. That being said, perhaps the number of international students was few within our chapter of Tau Beta Pi.

51 Patent Law Panel

Wisconsin Alpha

1. Project Information

i. Date(s): 02/27/24

ii. New/Recurring Project: New

iii. Project Areas:

Custom

Community/Liberal Culture

University/College

Profession/Engineering

Chapter/Social

Education/Professional Development

K-12 STEM

iv. Number of persons who participated:

Category	Count
Officers	4
Members	2
Electees	0

v. Average number of hours per person spent:

Participating	Organizing
0.5	1.0

2. Project Evaluation

i. General Description

This panel was hosted by the UW-Madison College of Engineering, where 3 patent law experts to explain more about the intellectual property law field and when it should be apart of the invention process. Attendees said the panelists discussed their paths to patent law as well as the different kinds of patents one can receive.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event relates to the education and professional development goal of TBP because it informs students of a potential career path that, although is not directly engineering, will be able to use their engineering knowledge to further the invention and development of new products.

iii. Organization and Administration

This event was entirely moderated and organized by the UW-Madison College of Engineering. I advertised this event during the February section meeting and through our social media. From those that went to the event, they said it was a big success and they learned a lot about patent law.

iv. In Conjunction With

UW Madison College of Engineering

v. **Total Cost**

\$0.0

vi. **Cost Breakdown**

N/A

vii. **Special Problems Encountered**

N/A

viii. **Overall Evaluation**

This was a great event to exposed TBP members to a potential career area they hadn't considered. Additionally, there was a relatively good turnout on the TBP side, and they all had great things to say about the event. A potential drawback was that this event was on a Tuesday at noon, which made it inaccessible to a lot of interested members.

52 March 2nd Hockey Concessions

Wisconsin Alpha

1. Project Information

- i. Date(s): 03/02/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Fundraising
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	1
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
4.0	5.5

2. Project Evaluation

i. General Description

Our chapter ran a concession stand during a UW Madison hockey game to fundraise. We were responsible for set up, cooking food, selling food and drinks, and clean up of the stand. We make money based on commissions with a certain percentage for food and alcohol sales. All volunteers were required to complete the ServSafe certification for selling alcohol prior to the event.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Fundraising for our chapter. The money we fundraise goes to initiation fees, food at meetings, and more.

iii. Organization and Administration

To organize this event, I needed to undergo training at the Kohl Center on how to operate a stand prior to our first shift. Additionally, I had to sign up for shifts based on member availability. I needed to complete the ServSafe certification myself and ensure that all volunteers completed theirs before the day of the event. I needed to submit the completed ServSafe certifications to the Kohl Center to verify that we were legally allowed to sell alcohol.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

We made \$400 from our concession shift. Each ServSafe certification costed \$20.40, which we reimbursed two of the members for from the earnings made at the game.

vi. **Special Problems Encountered**

We had a hard time getting enough volunteers for a full stand, but the Kohl Center was able to pair our volunteers with full time workers so that they were still able to manage the stand.

vii. **Overall Evaluation**

Overall this event was very successful. This was the first year that they had alcohol sales at the Kohl Center during games, which lead to an increase in our commissions by about double.

53 Officer Election Meeting

Wisconsin Alpha

1. Project Information

- i. Date(s): 03/06/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Chapter Upkeep
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	9
Members	14
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

i. General Description

It was expected that all active members attend this event, especially since we elected officers for the upcoming academic year (2024 - 2025). To begin the Officer Election meeting, the process for the officer interest presentations and voting was discussed. The event then consisted of presentations by each individual who was running for an officer role. Each candidate presented about themselves and the positions they were applying to, promoting themselves and their qualifications as well as why they were interested in the role and what they would like to accomplish within the position. This meeting provided a space for interested members to run for an officer position and convince the chapter that they were a good fit for their role. Voting for each candidate took place via a Google Poll. This event was in-person, however, a virtual Zoom option was also provided.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The election of officers during this event enabled proper officer turnover that will allow the chapter to move into the next academic year with the required leadership to be successful. By participating in the officer election, the members were able to perform a fundamental responsibility associated with being a Tau Bate as well as contribute to the future of the organization.

Everyone was able to shape and thus control the direction of the chapter for the upcoming year. The entire meeting brought Tau Bates together, building excitement about future participation and friendship development which in turn increased chapter comradery. The officer decision-making capability is critical to enhancing member engagement in outreach, professional development, fundraising, diversity and inclusion, and social events throughout the semester as they are impacting what these opportunities are through their vote. As a result, the Officer Election meeting encouraged active membership and promoted clear communication between chapter leadership and the members, increasing participation in the initiatives of TBP and our chapter.

iii. **Organization and Administration**

Prior to this event, the President sent out emails to all members to find those interested in running for each position and then they were tasked with creating their own slides for the positions they were running for. The event was handled with the current President acting as the meeting host, going through each position. Following the description of each role, candidates presented (~ 2 minutes) about themselves and discussed why they were a good fit for the position. After each candidate presented, there was a minute of reflection time for all members and then the President introduced the next candidate. This process continued until all candidates spoke. Voting for each candidate took place via a Google Poll, which was created by the president. The slides were organized and reviewed ahead of time by the president. The meeting was held in-person, so the president reserved the room in advance as well as prepared a Zoom option for those who could not attend in-person.

iv. **Total Cost**

\$7.98

v. **Cost Breakdown**

Kwik Trip

\$3.99 x 2 - Frosted Cookies

With a total of 23 individuals in attendance for the Officer Election meeting, there were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

Overall, the officer election meeting was effective at presenting all officer candidates to the chapter and enabling member participation to control the future of the organization. This involvement will encourage participation in chapter activities during the next academic year as the selected officer team was chosen based on their goals for the chapter, events they plan to put on, and impact they will make. Ultimately, this will contribute to increasing pillar engagement and chapter comradery. This event was also a success as we were able to fill the officer team for next year. As the elections were performed in early March, it enables the incoming officers to shadow current officers, receiving advice and information that will allow them to be successful in their roles next academic year. The significant amount of time allotted for officer transitions will help with the constant development goal of the chapter, allowing our organization to continue to increase its impact next academic year, displaying the importance of performing officer elections early in the Spring semester. Having a virtual Zoom option for those who could not attend in-person contributed to increasing involvement and did not appear to limit the integrity of the election, so it should be implemented in future officer election meetings.

3. Additional Attachments

Figure 10: Slides used during officer election meeting



54 Madison Capitols Hockey Game

Wisconsin Alpha

1. Project Information

i. Date(s): 03/08/24

ii. New/Recurring Project: New

iii. Project Areas:

- Custom
- Community/Liberal Culture
- University/College
- Profession/Engineering
- Chapter/Social
- Education/Professional Development
- K-12 STEM

iv. Number of persons who participated:

Category	Count
Officers	3
Members	8
Electees	0

v. Average number of hours per person spent:

Participating	Organizing
0.2	3.0

2. Project Evaluation

i. General Description

Members went to a community junior hockey league game a little bit outside of the city. Buses provided and coordinated by the hockey team's marketing department provided transportation to and from the event. This event is a popular activity here at UW-Madison for student organizations to attend.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The purpose of this event was to try something much more 'outwardly social' than our typical social events by going and doing an activity off campus on a Friday night. It was a great success, as seen by our high attendance numbers.

iii. Organization and Administration

Planned and hosted by Rachel. This event was a long time coming, as I coordinated a date for members to attend in November, but prospective attendance was low. So, I worked with the Capitols marketing team to transfer tickets to the March date, and worked with the other officers to see if we could cover the cost of the ticket (which went towards the transportation provided). After doing both of these administrative things, member interest increased drastically and made this event much more fun!

iv. **Total Cost**

\$200.0

v. **Cost Breakdown**

This price is approximate. Each ticket cost ~\$18.25 with tax, and we bought 11 tickets. Payment was sent directly from the treasurer to members after provided proof of receipt, which is why I don't have more exact cost breakdown numbers.

vi. **Special Problems Encountered**

No special problems other than the organization.

vii. **Overall Evaluation**

I think that this was a really unique event within our chapter and I hope it is repeated next year, as it was relatively easy to coordinate and was a fun use of our fundraising funds. Going to watch a hockey game was engaging and provided great opportunity for Tau Bates to either socialize or be invested in the game. The Friday night time frame was also unusual for us but worked out well in terms of member attendance.

55 New Initiate Interviews

Wisconsin Alpha

1. Project Information

- i. Date(s): 03/11/24 - 03/15/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-members	13
Officers	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	0.3

2. Project Evaluation

i. General Description

The interviews provided an opportunity for the President and Vice President to get to know the candidates to a greater extent. This included asking questions to understand their personality, qualifications, and accomplishments. Also, to determine what they hope to get out of TBP. These interviews allowed us to investigate their character and determine if they were a good fit for our chapter outside of their academic merit. This event also allowed potential initiates to ask the President and Vice President questions about TBP. The interviews were virtual to enable more schedule flexibility for individuals.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event was an important step within the initiation process as it allowed a deeper dive into the candidates and their expectations of TBP. Additionally, it identified candidates that were serious about becoming initiated into our chapter. These interviews are a critical part of initiation and the growth and success of our chapter. Meeting with the attendees allows the President and Vice President to form connections with potential members, increasing the comradery within and network of TBP. Engaging with students and discussing the benefits associated with TBP and how they fit within the chapter increased their awareness and excitement about our organization, encouraging the maintenance of high academic performance.

Interacting with all students in a welcoming and supportive manner throughout the interviews enabled us to embody the UW-Madison College of Engineering goals of inclusion, diversity, and development (personal, academic, and professional).

iii. **Organization and Administration**

The President and Vice President ran the interviews, alternating who spoke with the question asked. They both prepared set questions ahead of each meeting, asking the same questions for each candidate to properly establish the character of each individual. The Vice President scheduled the meetings on Zoom after the non-members signed up for an interview slot. During the interview, answers and notes were documented. This information was used during the election meeting with general members present to inform their vote.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The virtual interviews allowed the chapter representatives to evaluate each candidate based on personality, character, and interest rather than just academic merit, providing a more holistic approach to the candidate selection process. We felt that this virtual event covered all necessary information to demystify our chapter/organization and display its benefits while also allowing us to connect with candidates on a personal level. We were able to learn about the interests, hobbies, and experiences of each candidate. We also shared the opportunities provided within our chapter that align with those interests. This demonstrates the efficacy of the interviews. Although this event could move back to in-person, we have found the virtual meetings to be more successful as it provides greater flexibility that enables more individuals to attend.

56 Tie Blanket Making

Wisconsin Alpha

1. Project Information

- i. Date(s): 03/13/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	9
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	2.0

2. Project Evaluation

- i. **General Description**
Gathered to cut and tie fleece blankets for Project Linus Madison
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**
Fulfills community service/liberal culture aspect and is a social event
- iii. **Organization and Administration**
Coordinated drop-off at Project Linus location, ordered fleece supplies, booked room for event, gathered scissors, and printed blanket instructions off of Project Linus's website (Ava Lanczy)
- iv. **Total Cost**
\$170.0
- v. **Cost Breakdown**
Fleece blanket supplies and cost of gas to drop off completed blankets
- vi. **Special Problems Encountered**
None
- vii. **Overall Evaluation**
This was a fun, easy event that had a good turn-out. While it is more costly than some other events, I think it is worth it.

57 Pi Day Social

Wisconsin Alpha

1. Project Information

- i. Date(s): 03/14/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Advisors	1
Officers	5
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.2	1.0

2. Project Evaluation

i. General Description

This event had 2 parts:

- 1) Pi Mile Run (3.14 miles) around the city
- 2) Eat circular foods (pizza, cookies, pie), socialize and discuss fun facts about Pi!

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Pi day is the most fun and consistent social event of the year in our WI-A chapter. Before COVID-19 hit, we had a fundraising and service activity that consisted of a Pi mile run, sponsored by our organization for other students within the College of Engineering. I wanted to bring something like this back, but didn't want to jump into something that required so much planning and prep, so I decided to host a run solely for Tau Bates. The turnout was a great success, with a group of 4 runners despite pouring rain. Immediately after the run we met up with other members who weren't able or willing to run to have a social event where we had food to recover from the physical activity and socialize. 6 additional members joined for this portion of the event. I found a few websites to share fun facts about Pi and we had a digit memorization contest. Overall, this event fit the social and liberal culture objectives of Tau Beta Pi.

iii. **Organization and Administration**

This event was planned and executed by Rachel. Amber helped with coordinating Pizza drop-off for the non-runners. This event required booking of room, grocery shopping for circular rooms and a decent amount of communicatory organization on the day of the run (sharing the route, meeting place, discussing if we want to run despite the rain, etc.).

iv. **Total Cost**

\$65.85

v. **Cost Breakdown**

Pizza - \$51.85

Pie and Cookies from Grocery store - \$14

vi. **Special Problems Encountered**

Other than the rain (which didn't stop us!), there was no special problems at this event

vii. **Overall Evaluation**

Overall, this event was very rewarding the organize and see come to fruition. Again, compared to other social events during fall semester, this event had great turnout. I also liked the two different aspects of this event which allowed members with a variety of interests to participate in whatever way they preferred.

58 Spring Election Meeting

Wisconsin Alpha

1. Project Information

- i. Date(s): 03/18/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	8
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	1.0

2. Project Evaluation

i. General Description

The importance of this meeting was emphasized in the email invitation to all members because we were going to vote on accepting new members into our chapter. The Spring election meeting started with asking icebreaker questions. Members chatted with each other about their classes and spring break plans, which promoted chapter comradery. Afterward, the officers presented information about membership requirements and upcoming events. The officers fielded questions from the crowd throughout the meeting. This event was in-person; additionally, a virtual Zoom option was provided. The meeting concluded with new initiate voting, where members determined if a candidate should be offered the opportunity to participate in our chapter's spring initiation.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The spring election meeting encouraged active membership and promoted clear communication between chapter leadership and the members. By informing the chapter about upcoming events, and active membership requirements, members were encouraged to participate in future chapter events. The meeting brought Tau Bates of our chapter together. The icebreaker utilized at the

beginning of the meeting encouraged friendship and networking. By voting on accepting new members into our chapter, we are ensuring success and growth for our future.

iii. **Organization and Administration**

The slide deck was created ahead of time by the President. Each officer produced their respective slides in order to inform the members about the upcoming events associated with their officer role. The meeting was in-person, so the President reserved the room in advance and prepared a Zoom option for those who could not attend in-person. The Vice President and Treasurer ordered and picked-up the Jimmy Johns before the meeting. The President and Vice President prepared slides for each potential initiate. The President presented them to the members and obtained a chapter vote. The event went according to plan.

iv. **Total Cost**

\$106.32

v. **Cost Breakdown**

Jimmy Johns

\$50.39 x 2 - 12 Half Wraps

\$5.54 - Tax

With a total of 11 individuals in attendance for the meeting, there were enough participants to adhere to the project plan.

vi. **Special Problems Encountered**

The attendance for this event was lower than in previous semesters. It is important to emphasize the new initiate election meeting since its results directly impact our chapter. The low attendance could be due to this being the second meeting of the month and the week before spring break.

vii. **Overall Evaluation**

Overall, the general meeting effectively informed members of the necessary active membership and future event information to encourage participation in chapter activities. The slides were St. Patricks Day themed, and an "Icebreaker" slide provided an opportunity for members to interact and connect at the beginning of the meeting. This time was an opportunity to network and build friendship, which promoted chapter comradery. Officer interactions during the Icebreakers helped connect leadership with the members, supporting future communication and equalizing the status of officers and members. We were successful with voting in the new round of initiates, making use of a simple hand raise to vote in order to expedite the process. We found the members to be very engaged, but had lower attendance than usual. Having a virtual Zoom option for those who could not attend the meeting in-person contributed to increasing attendance and should thus be implemented in future general meetings.

3. Additional Attachments

Figure 11: Slides used during Initiate Election meeting



59 March Madness Bracket Challenge

Wisconsin Alpha

1. Project Information

- i. Date(s): 03/21/24 - 04/08/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Advisors	1
Officers	5
Members	7
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.1	1.0

2. Project Evaluation

- i. **General Description**

I organized an online event to keep us Tau Bates social connected throughout March Madness (which took place over our spring break!)
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The purpose of this event was to digitally socialize. It relates to the social and liberal culture objectives of Tau Beta Pi
- iii. **Organization and Administration**

The only organization required to set up this event was to make a group on one of the March Madness Bracket Challenge websites and distribute the sign up link. This was done by Rachel
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

This event was a great way for members to earn a social point if they had super busy schedules during the semester. Due to the high amount of participation, I'd consider this event a success. The winner (Rachel) was given an extra raffle ticket for our end of semester banquet.

60 Food Pantry Drive

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/01/24 - 04/21/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	1.0

2. Project Evaluation

- i. **General Description**
Food drive for local SVDP pantry
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**
Fulfills community service aspect of Tau Beta Pi
- iii. **Organization and Administration**
Time and location on campus for donations to be brought was decided upon and communicated to TBP and BMES members; flyers were made and posted around campus for all to donate; drop-off of collected items at SVDP was organized (Ava Lanczy) and Loukia Agoudemos from BMES dropped them off
- iv. **In Conjunction With**
Biomedical Engineering Society (BMES)
- v. **Total Cost**
\$10.0
- vi. **Cost Breakdown**
Cost of gas to drive donations to SVDP; if donations were bought and not already in people's cabinets

vii. **Special Problems Encountered**

None

viii. **Overall Evaluation**

Overall we had 11 items donated by TBP and around 40 items total donated by BMES and other personnel on campus. I think a month-long event was good for giving members an opportunity to participate in an event to give back to the community with flexible timing.

61 TBP Alumni Panel

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/03/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	6
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

i. General Description

This event was an virtual alumni panel with TBP WI-A alumni and current collegiate TBP members. The event was planned through gauging the interest/availability of alumni via our database, picking engaging meeting topics, and encouraging attendees to ask their own questions. This event served as an opportunity for members to connect and network with alumni, where they would be able to form long-term connections with more TBP members (alumni or otherwise).

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event aligns well with the goals of profession/engineering and education/professional development because it involves forming initial connections with alumni that can be built overtime. Additionally, members had the opportunity to learn more about different career fields.

iii. Organization and Administration

The event ran smoothly compared to the original plan, and I (Industry Coordinator) handled all planning, organizing, and hosting of the event. I worked with alumni to get them engaged and interested in attending the panel, and advertised to collegiate TBP members to ensure high attendance.

iv. **Total Cost**

\$0.0

v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The event ran very well. Everyone was interested and engaged in talking with each other, the conversation went smoothly, and I received good feedback afterwards. In the future, I would reach out to alumni earlier to ensure those interested did not already have a standing conflict.

62 OccuPaws Distraction Walk

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/04/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	4
Electees	2

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

- i. **General Description**

Service dogs must be trained to avoid distractions. To help with the training of OccuPaws guide dogs, members greeted and attempted to distract dogs while the dogs were rewarded by their trainers when they did not acknowledge the interactions. A room was reserved in a campus building for the dogs, trainers, and members to meet.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The purpose of this event was to provide some free training hours in a unique environment to better the OccuPaws service dogs.
- iii. **Organization and Administration**

Worked with the OccuPaws volunteer coordinator to pick a date and time, communicate the location, inform them of parking options for trainers, and relay the expectations for interactions with the dogs to the members (Ava Lanczy)
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

No cost. There was a good amount of volunteers to offer various faces and distractions to test the dogs with.

vi. **Special Problems Encountered**

The message to meet at the main doors of the building was not relayed to all of the trainers from OccuPaws, so some went straight up to the room.

vii. **Overall Evaluation**

Overall this was an event that I think people would participate in again since it is fun and laid back. It had a good turnout, and it was beneficial for the guide dogs.

63 Spring Initiation

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/07/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
District Directors	1
Officers	6
Members	2
Electees	11

- v. Average number of hours per person spent:

Participating	Organizing
4.0	2.0

2. Project Evaluation

i. General Description

This in-person initiation inducted 11 new members into the Wisconsin-Alpha Chapter. The initiation was held in 1003 Engineering Centers Building and followed the initiation instructions and procedure defined by TBP Headquarters. To perform the ceremony, we utilized electrical TBP equipment passed down from year-to-year. Following the conclusion of initiation, Noodles & Company was offered as a lunch. The event became a social where current members welcomed the electees during lunch.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Initiation and the subsequent social that followed strengthened chapter bonds and welcomed new initiates, building and expanding the chapter's connectiveness. Interacting with all students in a welcoming and supportive manner throughout the event enabled us to embody our chapter's principles of inclusivity, diversity, and development (personal, academic, and professional). These values are critical to creating a sense of belonging within our chapter of TBP, establishing it as a safe, supportive, and welcoming space for all. The initiation of the new candidates also contributed to the growth of our chapter, ultimately promoting its success.

iii. **Organization and Administration**

Initiation tasks were split up amongst the officer team, with a separate officer for each position. A mock initiation was performed by the officer team prior to the actual initiation in order to ensure the formal event went according to plan and ran smoothly. The President prepared, organized, and hosted the mock initiation. The treasurer ordered the Noodles & Company for lunch. Individuals on the officer team held speaker roles during the initiation.

iv. **Total Cost**

\$249.74

v. **Cost Breakdown**

Noodles & Company

\$62 - Alfredo with Chicken

\$50 - Buttered Noodles

\$62 - Buffalo Chicken Mac

\$12.50 - Lemonade

\$25 - Delivery

\$10.26 - Tax

\$27.96 - Tip

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The in-person initiation went according to plan and the initiation script (as provided by TBP Headquarters) was followed without any issues. All 11/12 members were initiated, with the last being initiated in Milwaukee the next week. Since the initiation followed the given procedure and all candidates were initiated into the Wisconsin-Alpha chapter, the ceremony was a success. The social that followed the event helped welcome the electees into the chapter and provided an immediate support network for the new initiates. The electees were thus directly brought into the chapter, establishing a sense of community for all in attendance and enabling networking and connections to develop.

64 April General Meeting

Wisconsin Alpha

1. Project Information

i. Date(s): 04/10/24

ii. New/Recurring Project: New

iii. Project Areas:

- Custom
- Community/Liberal Culture
- University/College
- Profession/Engineering
- Chapter/Social
- Education/Professional Development
- K-12 STEM

iv. Number of persons who participated:

Category	Count
Officers	3
Members	4
Electees	5

v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

i. General Description

The April general meeting started with asking icebreaker questions about the solar eclipse and upcoming spring weather. Members chatted with each other, which promoted chapter networking. Additionally, this gave electees a chance to meet those who were not present at initiation. Afterward, the officers presented information about membership requirements, membership perks, upcoming events, and important deadlines. The officers fielded questions from the crowd throughout the meeting. This event was in-person; additionally, a virtual Zoom option was provided.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The April general meeting encouraged active membership and promoted clear communication between chapter leadership and the members. By informing the chapter about upcoming events and active membership requirements, members were encouraged to participate in future chapter events. The meeting brought Tau Bates of our chapter together. The icebreaker utilized at the beginning of the meeting encouraged friendship and networking. This was the first TBP event for the electees outside of initiation, so it was a great way to welcome them into our chapter, develop connections with them, and inform them about upcoming events and our organization.

iii. **Organization and Administration**

The slide deck was created ahead of time by the President. Each officer produced their respective slides in order to inform the members about the upcoming events associated with their officer role. The meeting was in-person, so the President reserved the room in advance and prepared a Zoom option for those who could not attend in-person. The event went according to plan.

iv. **Total Cost**

\$106.32

v. **Cost Breakdown**

Jimmy Johns

\$50.39 x 2 - 12 Half Wraps

\$5.54 - Tax

With a total of 20 individuals in attendance for the April meeting, there were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

No problems were encountered during this event.

vii. **Overall Evaluation**

Overall, the general meeting effectively made all the necessary active membership, event, and TBP benefit information available to the members and electees in order to encourage their participation in future chapter activities. The slides were spring themed, and an "Icebreaker" slide allowed members to interact and connect at the beginning of the meeting. This time was an opportunity to network and build friendship, which promoted chapter comradery. Electee, member, and officer interactions during the Icebreakers helped connect everyone, supporting the future community of our chapter. We found the members and electees to be very engaged, and the event had a high turnout, demonstrating a successful event. Having a virtual Zoom option for those who could not attend the meeting in-person contributed to increasing attendance and should thus be implemented in future general meetings.

3. **Additional Attachments**

Figure 12: April Meeting slides



65 Axe Throwing

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/11/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	3
Members	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	2.0

2. Project Evaluation

- i. **General Description**

Members traveled to an Axe throwing location just outside of the city and took turns relieving stress through this fun activity for a little over an hour.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This relates to the social and liberal culture objectives of Tau Beta Pi. It was a fun event close to finals to allow Tau Bates to socialize, take a break from studying and relieve stress with a bit of competition and slight physical activity.
- iii. **Organization and Administration**

This event required making a Axe Throwing reservation and coordinating carpools. This was done by Rachel.
- iv. **Total Cost**

\$158.25
- v. **Cost Breakdown**

Entire cost was renting 1 lane at Axe throwing location.
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

I would consider this event successful. All of the members that attended had a lot of fun and wished that we could have stayed for longer. This event was expensive but was a good use of funds, in my opinion. Additionally, I think the smaller group made this event more intimate in terms of socialization and allowed us to maximize how much time we were actually throwing versus waiting for our turn. Overall, I would consider this event a great success.

66 Ask an Expert - Wireless Industry

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/11/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	1.0

2. Project Evaluation

i. General Description

This event was organized by the UW-Madison College of Engineering, and featured alumni who are experts in the wireless industry. They shared their expertise relating to new, innovative designs and potential future challenges.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event is related to the goal of professional development and education as students had the opportunity to hear from distinguished experts on a field that is ever growing and will effect us all.

iii. Organization and Administration

The organization and moderation of this event was done entirely by the UW-Madison College of Engineering. Through my role, I promoted the event to our members via email and general monthly meetings to encourage people to attend if interested.

iv. In Conjunction With

UW-Madison College of Engineering

v. Total Cost

\$0.0

vi. **Cost Breakdown**

N/A

vii. **Special Problems Encountered**

N/A

viii. **Overall Evaluation**

From the person who attended, they thought the event was interesting and informative about the wireless industry. However, since only 1 person attended, I am not sure if a similar event is worth pursuing in the future. The event was during the weekday at noon, a time where most people are not available.

67 Lakeshore Nature Preserve Cleanup

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/14/24
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM

- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

- i. **General Description**
Removed invasive plant species from the campus Lakeshore Nature Preserve
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**
Fulfills community service aspect
- iii. **Organization and Administration**
Coordinated date and time for event with Lakeshore Preserve; ensured TBP participants wore proper attire for the work (Ava Lanczy)
- iv. **Total Cost**
\$0.0
- v. **Cost Breakdown**
None
- vi. **Special Problems Encountered**
None
- vii. **Overall Evaluation**
This event was outdoorsy, great event for the end of the Spring semester, the weather was beautiful. I think this was a good event to incorporate an outdoor activity since most of the other events are indoor.

68 BME Seminar Series

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/15/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	1
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	1.5

2. Project Evaluation

- i. **General Description**

This event was hosted by the UW-Madison College of Engineering, particularly the Biomedical Engineering department, and feature Dr. Claudia Fischbach, who explored her research area of extracellular matrix as a mechanical regulator of cancer.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event is related to education, a key TBP value, as it gave students an opportunity to learn about innovative and complex research occurring beyond the UW-Madison campus. This was a very unique opportunity to hear about exciting, new research.
- iii. **Organization and Administration**

The event was planned and hosted entirely by the UW-Madison College of Engineering and the Biomedical Engineering department. I advertised the event to TBP members through email and monthly meetings.
- iv. **In Conjunction With**

UW Madison College of Engineering
- v. **Total Cost**

\$0.0

vi. **Cost Breakdown**

N/A

vii. **Special Problems Encountered**

N/A

viii. **Overall Evaluation**

The student who attended the event stated that, although the material was very complex, the event was interesting and engaging. However, only 1 student attended because it was during the weekday and it was at the UW Hospital, which is not easily accessible to students.

69 Study Room #4

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/17/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	2
Members	1
Electees	2

- v. Average number of hours per person spent:

Participating	Organizing
0.2	1.7

2. Project Evaluation

i. General Description

A conference room in the engineering computer lab building was reserved during the middle of a school day. Members could meet up to do their schoolwork while also being social. They could come and go as they pleased depending on their schedule. This was the second study room of the semester (fourth of the year), planned following the success of event with the same format earlier in the semester. This event also was where cords and stoles were distributed to qualifying graduating members.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

As engineering students, we are all very busy during the school week, so this event allowed members to continue doing their work while also being active within TBP. It was a very causal environment and a laid-back place to complete work with friends.

iii. Organization and Administration

This event was planned and hosted by Rachel.

iv. Total Cost

\$0.0

v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

Study Room #4 was the last of the semester, and the flexible nature of the event allowed for many members to reach their required membership participation points before the end of semester deadline. Additionally, the attendance of newly initiated members (electees) was enjoyable, as it was nice to see them demonstrate their interest in the organization.

70 Spring End of Semester Banquet

Wisconsin Alpha

1. Project Information

- i. Date(s): 04/18/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Officers	7
Members	1
Electees	3

- v. Average number of hours per person spent:

Participating	Organizing
3.0	1.0

2. Project Evaluation

i. General Description

The End of Semester Banquet rewards those who achieve active or partially active membership (by meeting the respective point requirements). It also honors electees for completing the application and initiation process. The event serves as a celebration of member engagement and participation in the chapter throughout the Spring semester and an incentive for future active membership. The Banquet involved a mixture of three raffles and two mini-games. The event began with an introduction and thank you. The semester was recapped with the number of point hours achieved by all members in each event category, the most popular events of the semester, the highlights of initiation, and the total amount fundraised. The three members with the highest participation in the chapter were recognized. After, there was the first raffle drawing, which gave attendees the chance to win prizes. The first mini-game was Kahoot Trivia with an engineering theme. Next, there was another raffle. The second mini-game was Codenames. A final raffle at the end to ensure all members who attended received a prize. A thank you/conclusion slides praised everyone for their contributions to the chapter and encouraged them to participate again next semester. During each raffle, winners were drawn using an online name generator program. Each winner made their prize selection based on the prize catalog produced by the officers ahead of time. Every participant had one entry to the

raffle from showing up and had increased odds based on their involvement during the semester (i.e. winning games, bringing extra people to a fundraiser, or participating in extra events).

ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event recognized and rewarded active and partially active membership. It also celebrated initiation within our chapter. Honoring participation and initiation via banquet displays the chapter's gratitude for member involvement in events and contribution to TBP's three pillars. The banquet also incentivizes future participation, supporting member interaction and friendship development. Engagement in the raffle drawings and mini-games promoted the chapter's sense of community. The games enabled officers, members, and electees to all connect, encouraging networking and friendship building.

iii. **Organization and Administration**

In preparation for banquet, the Treasurer and Secretary determined the individuals who met the participation requirements and their respective raffle ticket totals. Those who could engage in the event were determined using the active and partially active membership criteria, as well as initiation status. Raffle ticket quantity was based on membership point totals, event participation, and game winners. The Treasurer established the raffle system ahead of banquet and ran the raffle during the event. Officers produced the prize catalog to fit within the 200 dollar budget. The Social Coordinator prepared Codenames, running this activity during banquet. The Diversity and Inclusivity Coordinator planned Trivia, mediating this during the event. The President established the event structure (including when the games and raffles would be), developed the slides, presented the introduction, recap, and conclusion, and hosted the banquet. For each raffle drawing, the President tracked the raffle winners and their respective selections and shared the live prize list with all attendees. The Treasurer ordered Panera bagels and desserts for the event ahead of time and coordinated the delivery and pickup on the day of the event.

iv. **Total Cost**

\$76.01

v. **Cost Breakdown**

Panera

\$17.99 x 2 - Bagel Pack

\$21.69 - Dozen Mixed Cookies

\$7.19 - Iced Green Tea

\$7.19 - Agave Lemonade

\$3.96 - Tax

There were enough participants to adhere to the project plan and enable the event to be a success.

vi. **Special Problems Encountered**

An unexpected challenge associated with hosting this event was estimating attendance. A budget was set at the beginning of the semester, and we stuck to it while basing the numbers off of an estimate of how many members would attend. We overestimated this number, which resulted in smaller prizes and less for those who attended. In the future, it would be beneficial to request an RSVP to better plan for this event.

vii. **Overall Evaluation**

Overall, the officer team and those who attended the event had fun! The active members, partially active members, and electees were excited about winning prizes. They actively engaged

in all of the activities during banquet, deeming it a success! We are very proud of this event and will continue to run it in future semesters. We plan to continue providing opportunities to win raffle tickets in various events throughout the upcoming semester in order to incentivize participation for the entirety of the semester. There were 39 individuals eligible to participate in banquet this Spring semester, which is a huge success for the leadership team. This demonstrates that the End of Semester banquet is a desirable award for active and partially active membership, encouraging involvement in our events and thus contribution to TBP's three pillars.

3. Additional Attachments

Figure 13: slides used during banquet



71 Engineering EXPO

Wisconsin Alpha

1. Project Information

i. Date(s): 04/19/24 - 04/20/24

ii. New/Recurring Project: Recurring

iii. Project Areas:

- Custom
- Community/Liberal Culture
- University/College
- Profession/Engineering
- Chapter/Social
- Education/Professional Development
- K-12 STEM

iv. Number of persons who participated:

Category	Count
Members	7
Electees	0

v. Average number of hours per person spent:

Participating	Organizing
6.0	2.0

2. Project Evaluation

i. General Description

Volunteers made the next generation of students (ranging from elementary to high school age) excited about STEM by providing a hands-on interaction with a coloring "robot"

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Fulfills community service/liberal culture aspect

iii. Organization and Administration

Supplies for the coloring "robots" were purchased and robots were assembled, blank paper was placed in supply bin as well as instructional handouts for students to be able to make their own robots at home; had to sign up for Engineering Expo and attend an information session (Ava Lanczy). Supplies were kept in TBP storage between the two days of expo for volunteers running the booth to hand off

iv. In Conjunction With

Engineering EXPO

v. Total Cost

\$60.0

vi. **Cost Breakdown**

Cost was for supplies for coloring robots (markers, batteries, battery holders, motors, clothespins, popsicle sticks, googly eyes)

vii. **Special Problems Encountered**

We did not have enough people volunteer; we had only one person at the booth most of the time, and one time slot (the last hour of the event on the second day) we had no one

viii. **Overall Evaluation**

It was cool to be able to participate in the "roboverse" theme for engineering expo and get TBP's name out there; however, in the future we would have to ensure that we have enough people to participate.