

The National Society of Black Engineers
Rensselaer Polytechnic Institute Chapter



CORPORATE SOLICITATION PACKET
2007-2008



Office of Minority Student Affairs
Academy Hall, 4th Floor
110 8th Street
Troy, NY 12180



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National Society of Black Engineers[®]
Rensselaer Polytechnic Institute Chapter

July 28, 2007

Dear Corporate Representative,

I would like to start by thanking you for your consideration and your support of our organization. My name is Shannon Finnegan and I am a sophomore attending Rensselaer Polytechnic Institute (RPI). I will be serving as the treasurer of the National Society of Black Engineers (NSBE)- Rensselaer Chapter for the 2007-2008 academic year. NSBE is the largest student run organization in the United States, and the organization also has chapters in Canada, Europe, Asia, and Africa. The mission of NSBE is "To increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community."

The Rensselaer chapter was founded in 1979 and began with only six members. Today, NSBE-RPI has over one hundred members. NSBE- Rensselaer is requesting your financial, academic, technical, and corporate expertise to help NSBE-RPI in fulfilling the mission of the organization. Furthermore, the chapter would like to form a professional relationship with your company. Enclosed is a summary of all NSBE-RPI programs, highlights from the 2006-2007 year, a copy of the proposed budget for the 2007-2008 academic year, and sponsorship levels and benefits.

Your partnership will help encourage NSBE-RPI members to develop personally and professionally in many fields, including engineering, science, and management. NSBE is a non-profit organization as recognized in Section 501 (c) (3) of the Internal Revenue Code. Your contributions to the RPI chapter of the organization are tax-deductible.

On behalf of NSBE-RPI, I would like to thank you for your time and consideration in this matter. Your support as NSBE-RPI strives to increase minority involvement in science, engineering, and technology is greatly appreciated. NSBE-RPI believes that this opportunity will encourage communication between our organizations and prove to be beneficial to all parties involved. Should any questions arise, I can be personally contacted at phone number 610-585-0971 or by e-mail at Finnes2@rpi.edu.

Sincerely,

Shannon N. Finnegan

NSBE-Rensselaer Treasurer
2007-2008



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2002- 2007 NSBE-Rensselaer Chapter Awards and Recognitions

- Academic Excellence All-Stars Award
- Regional Chapter Excellence Award
- Regional Large Chapter of the Year
- Regional Chapter of the Summer
- Regional Chapter of the Year
- Regional Oct/Dec/Jan Chapter of the Month
- Regional Distinguished Chapter of the Year
- Regional Step Show Competition – 1st Place
- Regional USTR competition – 2nd Place
- Regional Undergraduate Students in Technical Research Competition – 2nd Place
- Regional Large Chapter of the Year
- Regional Academic Technical Bowl – 1st & 3rd place
- National Step Team 2nd
- National Website of the Year
- New York Upstate Zone – 1st Chapter to Recharter
- New York Upstate Zone Chapter of the Summer
- New York Upstate Zone Member of the Summer
- National Large Chapter of the Year
- National Step Show competition – 2nd Place
- PCI Chairperson of the Semester – Fall
- PCI Student of the Semester – Spring

NSBE-Rensselaer Member Majors

- Aeronautical Engineering counseling
- Architecture
- Biology
- Biochemistry/Biophysics
- Biomedical Engineering
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer and Systems Engineering
- Electrical Engineering
- Electronic Media, Arts, and Communication
- Environmental Engineering
- Industrial and Management Engineering
- Information Technology
- Management
- Materials Science Engineering
- Mathematics
- Mechanical Engineering
- Physics
- Science and Technology Studies



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2006-2007 Previous Academic Year Activities

Academic Excellence

- **Study Jams** **\$ 600.00**
 - Weekly tutoring and group study sessions at no cost to the membership. Food and beverages are normally provided.

- **Achievers Plus Program** **\$ 200.00**
 - NSBE-Rensselaer strongly encourages academic excellence from each member. In order to ensure that our members perform at their peak, we provide tools such as the Achievers Plus Program. This program consists of workshops designed to assist members in attaining at least a 3.0/4.0 cumulative GPA and to help those members at a 3.0 level maintain and increase their GPA. During Academic Excellence month, a scholarship night is held annually to facilitate healthy competition among members.

Technical Excellence

- **Boeing Flight Competition** **NA**
 - This is a challenging event where members are given a limited amount of material to design an airplane that can fly a certain distance. Members are awarded based on their overall design, the distance of flight and the written thought process involved in making this airplane.

- **Undergraduate Students in Technical Research (U.S.T.R.)** **\$ 200.00**
 - This is a competition for members who have an interest in science and technology and who can present their research to major research-oriented companies. The goal is for members to pursue graduate degrees in technical fields. Members benefit from this by getting a free trip to the National Convention, a monetary award, and potential job opportunities.

- **Technical Out-Reach Community Help (T.O.R.C.H.) program** **\$ 100.00**
 - In order to obtain the goal of this program, which is “to increase the number of currently under-served communities who have access, technical assistance and skills, to receive value from digital technology,” NSBE-Rensselaer members will volunteer their time to provide workshops on our campus that will educate people within our community about the different aspects of computer technology.



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Conferences

▪ **Regional Leadership Conference** **\$7000.00**

- This conference is designed to allow incoming executive board members to gain a better understanding of their duties and responsibilities as officers of the society. A variety of workshops are provided to teach skills relevant to each position within the organization. These workshops include leadership, financing, program development, team building, public relations, and telecommunications.

Registration \$ 650
Transportation \$ 6350

▪ **Fall Regional Conference/Spring Regional Conference** **\$5000.00**

- The Fall/Spring Regional Conferences allow N.S.B.E. members to network with other students and professionals. The Fall Conference focuses primarily on the programs of the organization. Members are provided with the means to increase their technical development, cultural awareness and academic achievements through programs such as the Academic Technical Bowl (A.T.B) competition, Undergraduate Students in Technical Research (U.S.T.R.) competition, and the Boeing Flight competition. The Spring Conference focuses on the business of the organization and what it takes to run the organization successfully. This year, the Fall Regional Conference will be held in Framingham, Massachusetts from November 9-11, 2007. The Spring Regional Conference date and location are currently to be determined.

\$1400.00

Fall Regional Conference

Hotel \$2700
Transportation \$1500
Chapter Dinner \$ 800

Spring Regional Conference

Registration \$ 500
Hotel \$ 300
Transportation \$ 500
Chapter Dinner \$ 100

▪ **National Convention** **\$12,500.00**

- This conference is the best part of the year for most N.S.B.E. members. Members are provided the opportunity to partake in an extensive number of workshops and competitions. They are also exposed to many corporate representatives from all over the nation at the national career fair. It is a great place to make valuable contacts with corporate representatives, recruiters, N.S.B.E. alumni, and peers. This academic year, the National Convention will be held in Orlando, Florida from March 19th-23rd, 2008.

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Hotel	\$ 6000
Transportation	\$ 3000
Chapter Dinner	\$ 800
Registration	\$ 550

Communication Zone

- **The Torch** **\$ 500.00**
 - This NSBE-Rensselaer newsletter serves as an additional means of communicating the many activities our chapter holds and participates in regionally and nationally. The newsletter also serves as a place for membership to voice their concerns about any pertinent issues, as well as educate the membership on minority advancement and successful minorities throughout time.

- **NSBE T-Shirt** **\$1200.00**
 - These shirts are worn by NSBE members and supporters to display NSBE pride and passion. They also assist in increasing the visibility of NSBE. Major events in which these shirts are worn are to conferences and on designated 'NSBE Days'.

Continuous Education and Career Access

- **Etiquette Banquet** **\$ 750.00**
 - This is a dinner where company representatives instruct students on proper corporate dinner behavior.

- **NSBE/SHPE Career Fair** **\$ 500.00**
 - Hosted on the Rensselaer campus, this student-organized career fair is the largest in the United States. The two-day career fair consists of representatives from over 200 major corporations and colleges.

- **Corporate Workshops** **\$ 350.00**
 - These are workshops conducted by a participating company. Workshops can have a wide variety of themes, including job and resume workshops, seminars, corporate presentations and others. The goals of this series vary according to each program. Previous goals included: the increasing of a student's marketability, being fiscally responsible, and the importance of networking. Helpful workshops include but are not limited to: Interviewing Skills, Resume Writing, Business Etiquette, and Time Management.

- **Resume Book** **\$ 50.00**
 - Directory of resumes of the entire NSBE-RPI membership.

Cultural & Community Awareness



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- **Adopt-a-Highway Service Project** **NA**
 - This project sends our membership on a 1-mile stretch of Route 7, for clean-up activities.

- **Annual Gospel Expo** **\$ 100.00**
 - This program exhibits the cultural and spirituality of some cultures through song.

- **National Society of Black Engineers/ African and Caribbean Students Association Cooking Class** **\$127.00**
 - This program taught the Rensselaer Polytechnic Institute various recipes from African American, African, and Caribbean cultures. All participants were able to taste the food that was made, and learn about the history and culture of various countries.

Financial Vitality

- **Financial Planning Workshop** **\$ 100.00**
 - Annually, our chapter invites a corporate representative from a major financial organization to talk to our members about issues such as investment options, future markets, and personal budgeting.

- **Krispy Kreme Fundraiser** **NA**
 - This is a new fundraiser implemented by the chapter as another means to raise funds for our programs.

International Program

- **Book Drive** **\$1000.00**
 - NSBE-Rensselaer's nationally recognized program was the first to charter a new N.S.B.E. chapter in Ghana, West Africa. Since then the chapter has grown to consist of more than 300 members ranging from Pre-College Initiative students to Alumni. NSBE-Rensselaer has helped by sponsoring book drives to increase their knowledge. We have also hosted students from Ghana on our campus and assisted them with their travel and accommodations.



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Pre-College Initiative (PCI)

- **Troy High School PCI chapter** **\$1700.00**
 - Last year we re-chartered our Pre-college initiative (PCI) chapter at Troy High school in Troy, NY. We were able to do lots of engineering activities, tutoring, mentoring, and expose them to NSBE's fall regional conference and nationals!. This year we are hoping to expand our PCI chapter, and reach out to other area high schools.

- **PCI Weekend**
 - High school students in the community are given the opportunity to spend a weekend at Rensselaer. These students participate in numerous technical activities, attend SAT preparation classes and interact with our membership.

- **SAT Preparation Program** **\$ 50.00**

Membership Initiatives

- **General Body Meetings** **NA**
 - These bi-monthly meetings grant the members, alumni and corporate representatives an opportunity to interact with one another.

- **Membership Outings** **\$ 565.00**
 - Students can come out and get to know the members of N.S.B.E. on a personal level.

- **Annual Closing Gala** **\$1000.00**
 - This purpose of this event is to recognize our members, faculty, and staff who demonstrated a commitment to the N.S.B.E. mission and contributed to the success of the chapter. In addition, this event allows corporate sponsors to be formally recognized for their dedication and sponsorship, as well as provides the chapter an opportunity to show appreciation for their contributions.



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2007-2008 Academic Year Budget

	<u>Expense</u>	<u>Revenue</u>
Administrative Budget		
Copy/Printing/Mailing Charge/Miscellaneous	\$25.00	
Total Administrative Budget	\$25.00	
Communication Budget		
NSBE T-shirts	\$1,200.00	\$1,000.00
Torch newsletter	\$500.00	
Design Contest	\$50.00	
Total Communication Budget	\$1,750.00	\$1,000.00
Programs Budget		
Academic Excellence		
Study Jam	\$350.00	
Scholarships	\$1,000.00	
Achiever's plus program	\$200.00	
Total Academic Excellence	\$1,550.00	
Pre-College Initiative (PCI)		
PCI Weekend	\$100.00	
YMCA Workshops	\$50.00	
SAT Prep. Program	\$50.00	
Conference Services	\$1,500.00	
Total Pre-College Initiative	\$1,700.00	
Community Service/Cultural Awareness		
Food	\$150.00	
Black History Month	\$50.00	
Total Comm. Service/Cult. Awareness	\$200.00	
TORCH Program		
Miscellaneous	\$650.00	
Total TORCH Program	\$650.00	



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Conference Planning		
Regional Leadership Conference	\$7,000.00	
Fall Zone Conference	\$400.00	\$300.00
Fall Regional Conference	\$5,000.00	\$2,500.00
National Convention	\$12,500.00	\$3,000.00
<i>Total Conference Planning Committee</i>	<i>\$24,900.00</i>	<i>\$5,800.00</i>
Membership		
Membership Outings/Innings	\$600.00	
Annual BBQ	\$80.00	
Total Membership	\$680.00	
Miscellaneous		
Exploring Engineering Week	\$80.00	
Collaborative Events	\$200.00	
Etiquette Workshop	\$1000.00	\$500.00
Black Family Tech Day	\$150.00	\$300.00
Annual Closing Gala	\$2500.00	\$500.00
Financial Vitality	\$50.00	
Annual Gospel Expo	\$300.00	
Misc.	\$150.00	
NSBE merchandise	\$150.00	
Total Miscellaneous	\$4580.00	\$1300.00
Finance Budget		
Solicitation Packets	\$100.00	\$6,000.00
Fundraisers/Career Fair	\$1,000.00	\$23,035.00
Opening Balance		\$500.00
Desired closing balance	\$500.00	
Total Finance Budget	\$1,600.00	\$29,535.00
TOTALS	\$ 37,635.00	\$37,635.00



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NSBE-Rensselaer Tax-Deductible Levels of Support

Platinum Sponsor

A donation of **\$1000.00** or more includes:

- Space on NSBE website for sponsoring
- Space in the Newsletter and/or campus sponsoring
- Copies of '05-'06 NSBE-Rensselaer Newsletter
- Calendar of events for NSBE-Rensselaer activities
- Company Informational Session with membership
- 3 NSBE-Rensselaer Polo shirts
- NSBE/SHPE Career Fair pamphlet
- A copy of the Chapter Resume Book

Gold Sponsor

A donation of **\$750.00** or more includes:

- NSBE/SHPE Career Fair pamphlet
- A copy of the Chapter Resume Book
- Space on NSBE website for sponsoring
- Company Informational Session with membership
- Space in the Newsletter and/or campus sponsoring
- Copies of '05-'06 NSBE-Rensselaer Newsletter
- Calendar of events for NSBE-Rensselaer activities

Silver Sponsor

A donation of **\$500.00** or more includes:

- Space on NSBE website for sponsoring
- A copy of the Chapter Resume Book
- Calendar of events for NSBE-Rensselaer activities
- Company Informational Session with membership
- NSBE/SHPE Career Fair pamphlet

Bronze Sponsor

A donation of **\$200.00** or more includes:

- Calendar of events for NSBE-Rensselaer activities
- Company Informational Session with membership or Space on NSBE website for sponsoring
- NSBE/SHPE Career Fair pamphlet

Renowned Sponsor

A donation of less than **\$200.00** is welcomed and includes:

- Space in the Newsletter and/or campus sponsoring
- Copy of the '05-'06 NSBE-Rensselaer Newsletter
- NSBE/SHPE Career Fair pamphlet



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2007-2008 Corporate Response Form

Please complete the following:

Company Name: _____

Company Address: _____

City, State, and Zip Code: _____

Phone Number: (____) _____ - _____ Fax Number: (____) _____ - _____

Representative Name/Title: _____

Phone Number: (____) _____ - _____

E-mail: _____

Please check all that apply:

- Please send us more information about the Rensselaer Chapter of the National Society of Black Engineers.
- Our company is interested in participating in NSBE on the chapter level.
- We would like to make a tax-deductible contribution (Platinum, Gold, Silver, Bronze or Recognized Sponsor) to NSBE-Rensselaer in the amount of \$_____.
- Our company is interested in co-sponsoring a Fall, Spring, or National Conference
- We would like to meet with NSBE-Rensselaer members to give a workshop or talk to students about our company. (Please attach a description and give the preferred date of your event.)



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- Our company would not like to donate money, but we will gladly donate (Please list items): _____

- Our company is interested in sponsoring a corporate mixer.

- Our company is interested in providing scholarships for members within our Academic Excellence Program. \$_____ Number of members: _____
Scholarship requirements: _____

- We would like to donate products and/or equipment.
Please specify: _____

- Our company would like to support the following event(s) or program(s):
 - ___ Academic Technical Bowl
 - ___ Study Jams
 - ___ Book Drive
 - ___ NSBE T-shirts
 - ___ The Torch newsletter
 - ___ NSBE/SHPE Career Fair
 - ___ Corporate/Student Mixer
 - ___ Gospel Expo
 - ___ SAT Preparation Program
 - ___ Financial Planning Workshop
 - ___ Achiever's Plus
 - ___ Conference Support
 - ___ General Meetings
 - ___ T.O.R.C.H. Program
 - ___ Etiquette Dinner
 - ___ Corporate Series
 - ___ Resume Book
 - ___ Adopt-a-Highway Service Project
 - ___ PCI Weekend
 - ___ Annual Closing Gala

- We would like to participate in another event or program. Please specify:

- Our company currently participates in NSBE on a regional level.

- Our company currently participates in NSBE on a national level.

- Our company does not wish to make a donation at this time.



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Please Note:

1. Additional forms of sponsorship may include refurbished or used computers, stationery, various office equipment, or workshop conduction. A dollar value for your donation will be set for tax purposes.
2. NSBE is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. All contributions are tax deductible.
3. Our (N.S.B.E.) – Rensselaer Chapter's *tax ID number* is 351410757.



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2007-2008 Company Information Session Request Form

Company Name: _____

Address: _____

Phone Number: (____) _____ - _____ Fax Number: (____) _____ - _____

Contact Person: _____

Date Preferred: ____ / ____ / ____ Time Preferred: ____ AM PM

Audio/Visual Requests: _____

Catering Requests: _____

Interviewing Dates: ____ / ____ / ____ - ____ / ____ / ____

Candidate Requirements: _____

Special Requests: _____



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Please return forms to:

Shannon N. Finnegan, NSBE-Rensselaer Treasurer
Office of Minority Student Affairs
Academy Hall, 4th Floor
110 8th Street
Troy, NY 12180

Contact Information

If there are any questions, comments or concerns about the contents of this packet, please feel free to contact Shannon Finnegan via phone (610) 585-0971 or e-mail finnes2@rpi.edu.

Once again, thank you for your contribution and please be sure to make your tax-deductible donations payable to: **NSBE-Rensselaer**.