

ASME Section Merit Based Funding Form Program year 20__ - 20__

Section Name: _____ Date: _____

Submitted By: _____ Position: _____

Email: _____

Mandatory Pre-requisites:

In order to qualify for funding, each Section must have submitted the required Annual Financial Report, Operations Budget Report, and this form between July 1st and no later than October 1st of the current program year. A current list of section officers must also be on file with ASME. The second page provides the necessary instructions.

Item 1 Section Communications

Maintain a website with up-to-date officer contact information
 Maintain regular communications (newsletters to members via website, US Mail, or email.

Grade Weight Score

	3	
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Item 2 Section Activities for Members

General meetings (tours, technical presentations, social outings, and etc.
 File "Unit After Activity Reports"
 Co-sponsor activities with other technical and local organizations

Grade Weight Score

	5	
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Item 3 Provide Opportunities for Members' Professional Growth⁽¹⁾

Sponsor or Conduct short course or PE refresher course
 Members submitted for ASME District or higher Honors and Awards
 Bestow local Honors and Awards on members (Young Engineer Award, etc.)

Grade Weight Score

	5	
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Item 4 Aid in the Development of the Engineering Profession⁽¹⁾

Hold membership recruiting or retention activity
 Hold industry breakfast or lunch, present Industry Relations ASME award
 Host Student Competition or get Students to attend section meetings
 Financial contribution to ME students, Universities or K-12 schools promoting math / science education
 Participation in engineering job shadowing / mentoring program, or Engineering Fairs / Symposium
 Support Local Government body with engineering/technical related topics

Grade Weight Score

	5	
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Item 5 Section Operations

Executive committee planning meetings held
 Conduct 15 min. member benefits program at section meeting
 Update Chapter History
 Officers Elected, reported and Coded with ASME by June 30th deadline

Grade Weight Score

	2	
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⁽¹⁾For items 3 and 4 list courses offered, honors/awards bestowed and applied activities. Attach a separate sheet if necessary.

Grade x weight = Score Add Scores From all 5 Items Total Score _____

Significant Section Activities Not Covered Above:

Not all section activities can be captured by a single form. If your section has done an activity or program above and beyond normal programming please describe it for special consideration. Districts can provide "Bonus Funding" for Section Ideas deemed worthy of sharing with other Sections or Districts.

Please attach a separate explanation of any significant activities, with sufficient detail for an independent evaluation of the program.

ASME Section Merit Based Funding Form Instructions

This is a Section self-evaluation form that will be used for providing merit based funding to the local section. Please complete this form accurately and honestly as it will be used to evaluate how well you are providing services to your local members. All scoring should be based on Section activities from July 1 – June 30 of the previous program year. Take note of items for which your section can improve performance based on the past year's activities and incorporate activities for next year to improve these scores. The mandatory prerequisites must be completed and this form must be turned in no later than October 1st by Sections requesting merit based funding.

Item 1 Section Communications

Maintain a website with up-to-date officer contact information

Maintain regular communications with members: newsletters/meeting notices via website, US Mail, or email.

Performance Grading Scale: Section grade based on numbers in left column.

- 1 = No current website, no section notices to members.
- 2 = No current website, and at least 2 newsletter communicated.
- 3 = Updated Section website on ASME.org, and 1 or 2 newsletters communicated.
- 4 = Updated Section website on ASME.org, and 3 or 4 newsletters communicated.
- 5 = Updated Section website on ASME.org, and 5 or more newsletters communicated.

Item 2 Section Activities for Members

General meetings held and ASME Unit "After" Activity Report submitted

Performance Grading Scale: Section grade based on numbers in left column.

- 1 = No activity reports submitted.
- 2 = 1 or 2 Activity reports submitted.
- 3 = 3 or 4 Activity reports submitted.
- 4 = 5 Activity reports submitted.
- 5 = 6 or more Activity reports submitted.

Item 3 Provide Opportunities for Members' Professional Growth

Sponsor or Conduct short course or PE refresher course

Members submitted for ASME District or higher Honors and Awards

Bestow local Honors and Awards on members (Young Engineer Award, etc.)

Performance Grading Scale: Section grade based on numbers in left column.

- 1 = No courses and no member submitted for or bestowed an honor or award
- 2 = No courses but at least 1 member submitted for or bestowed an honor or award at local, District or higher level
- 3 = 1 short course (minimum 2 PDH) offered **and** at least 1 member bestowed a local section honor or award
- 4 = 1 short course (minimum 4 PDH) offered **and** 1 or more members submitted for District or higher honor or award
- 5 = 2 or more courses offered (minimum 8 PDH total) **plus** 1 or more member submitted for District or higher award **and** 1 or more member bestowed a local honor or award

Item 4 Aid in the Development of the Engineering Profession

Hold membership recruiting or retention campaign

Hold industry breakfast or lunch, present Industry Relations ASME award

Contribution of \$300 or more to ME students, Universities, or K-12 schools promoting math or science education. Note each contribution of \$300 or more should be counted as a separate activity.

Host Student Competition or get Students to attend section meetings

Engineering related presentations to K-12 schools, universities, or student sections

Participation in engineering job shadowing / mentoring program, or Engineering Fairs / Symposium

Support Local Government body with engineering related topics

Performance Grading Scale: Section grade based on numbers in left column.

- 1 = Do no activities listed.
- 2 = Do 1 of the activities listed.
- 3 = Do 2 of the activities listed.
- 4 = Do 3 or 4 activities listed to aid in the development of the engineering profession
- 5 = Do 5 or more activities listed to aid in the development of the engineering profession

Item 5 Section Operations

Executive committee planning meetings held

Conduct 15 min. member benefits program at section meeting

Update Chapter History

Performance Grading Scale: Section grade based on numbers in left column.

- 1 = No Executive committee planning meetings held
- 2 = 1 Executive committee planning meetings held
- 3 = 2 or 3 Executive committee planning meetings held
- 4 = 5 or more Executive committee planning meetings held
- 5 = 5 or more Executive committee planning meetings held, member benefits program held at section meeting and chapter history updated

Forwarding Instructions

Please email your form to unitsupport@asme.org

Or

Mail a hard copy to:

ASME International
Jessica Albert
Unit Support
Three Park Avenue
New York, NY 10016-5590

Or

Fax to your form to, Jessica Albert, Unit Support at:
212-591-7671