**EWB-USA New Chapter Application and Instructions**

Over 15,000 members volunteer their time and expertise in about 280 EWB-USA professional and student chapters. It is through our chapter structure that EWB-USA program and project work takes place around the world. EWB-USA chapters collaborate with communities around the world through International Community Programs and domestically through the Community Engineering Corps.

Before starting your new chapter application, learn more about the process through:

* Contacting us at chapters@ewb-usa.org to let us know you are interested in starting a chapter. We look forward to learning more about you and answering your questions about the process.
* Reviewing the [New Chapter Frequently Asked Questions](http://www.ewb-usa.org/resource/new-chapter-frequently-asked-questions/).
* Contacting [current EWB-USA chapters](http://www.ewb-usa.org/myewb/find-a-chapter/) to learn from their experiences and best practices.
* Reaching out to the [Regional Steering Committee and State Representative](http://www.ewb-usa.org/myewb/committees/regional-steering-committees/) for your area for guidance and support.

**Step 1 - Application Review Criteria/Things to Consider When Establishing a Chapter**

Based on the successes and challenges of current chapters, new chapter applications are reviewed based on the following criteria. Prospective chapters should review these criteria and give careful consideration to each.

* **Chapter Type** – EWB-USA only accepts new chapter applications from two chapter types:
	+ **Professional Chapters** are geographically based. We do not accept new chapter applications based at a specific company.
	+ **Student Chapters** are based at 4-year academic institution with accredited engineering programs. We do not accept applications from high schools or 2-year institutions.
* **Interest in Starting a Chapter** - Strong chapters are able to rely on a broad base of volunteers. All applications should demonstrate a strong potential membership, with at least a dozen volunteers identified. Potential chapters are encouraged to recruit passionate volunteers from a variety of backgrounds. In addition to current and future engineers, look for members with backgrounds and interest in medicine and public health, anthropology and sociology, languages, and other areas.
* **Continuity and Longevity of Potential Chapter** - EWB-USA chapters are led by a volunteer executive committee. EWB-USA requires that both our chapters and the communities we work with commit to a five year partnership. Successful applications will demonstrate the potential for long-term success, even with a change in leadership. Student chapters should recruit freshman and sophomores to ensure chapter sustainability and transference of knowledge. Juniors, seniors and graduate students are a huge asset to the chapter as well.
* **Diversity of Experience** - EWB-USA programs and projects require a diverse set of skills. In addition to project design and implementation, your chapter will be involved in fundraising and cross-cultural collaboration. Experience in project management, leadership, health and safety, and languages will all contribute to the betterment of projects. Beyond engineering expertise, what relevant experience do your volunteers bring to the chapter?
* **Fundraising Capabilities** - EWB-USA chapters are responsible for independently fundraising to support EWB-USA and all chapter and project-related expenses. No fundraising should occur before the chapter is officially recognized. However, the application should demonstrate your previous fundraising experience and plan and expectations for EWB-USA fundraising.
* **Project Mentorship** – All EWB-USA project teams are guided by a team of qualified professionals. In evaluating the application, the review committee will take into consideration the availability of professionals available to fill the role of the mentor team. In recruiting prospective mentors to your chapter, you may consider professional colleagues, alumni, and practicing engineers in your community. While faculty advisors sometimes play the role of professional mentor, all chapters also draw on professionals from outside the campus community.
* **Connect with the EWB-USA Network –** One of EWB-USA’s greatest strengths is the size of our network and the knowledge contained in that network. All prospective chapters will tap into the network by contacting [active chapters](http://www.ewb-usa.org/myewb/find-a-chapter/) and the [regional steering committee](http://www.ewb-usa.org/myewb/committees/regional-steering-committees/) to learn about EWB-USA and seek insight and best practices on starting and running a chapter.
* **University-Wide Commitment** - Our experience demonstrates that the most successful student chapters benefit from the support of a dedicated faculty advisor and from the university administration.
* **Quality Management Plan** - To ensure project quality, all EWB-USA programs are reviewed by EWB-USA Project Engineers. In an effort to increase organizational efficiency we encourage chapters to implement their own quality management plan process in-line with EWB-USA's by utilizing peer reviews prior to submittal to EWB-USA.
* **Completeness of the submitted application.**
* **EWB-USA resources to successfully manage new chapters.**

**Step 2 - New Program Application**

Complete this application and submit it for the next review cycle. Applications are considered on a biannual basis with deadlines on **January 1st** and **June 1st** of each year. Chapters will be notified with the final decision within 6 weeks of the submittal deadline.

Completed applications should be sent to chapters@ewb-usa.org.

**Step 3 - Application Approval and Chapter Agreement**

If your chapter application is approved, a Chapter Agreement will be sent to your chapter. The chapter agreement must be signed and returned to EWB-USA before your chapter will be recognized as official.

**Step 4 - Chapter Fee, Membership, and Chapter Officers**

All student chapters are responsible for payment of the annual university chapter fee. The invoice for the annual university chapter fee is sent to the chapter president, treasurer, and faculty advisor on or around October 1.

**For 2015-2016, the annual university chapter fee is:**

* $500 for institutions of 10,000 students or below
* $1000 for institutions of 10,001 students or above

**Join as Members:** Once your chapter has been established, you will then be able to access the member-only myEWB-USA pages. The dues associate with an EWB-USA membership are as follows:

* Professional Member: $100 per year
* Student Member: $0 per year
* Faculty Advisors: $0 per year with student chapter affiliation for up to 2 faculty advisors

Send us your newchapter's officers and contact information.

**Section 1: General Prospective Chapter Information**

* Application to form a **Student** Chapter
* Application to form a **Professional** Chapter

**1.0 Prospective Chapter Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.0 Location**

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| --- | --- | --- | --- |
| City: |  | State: |  |

**3.0 Contact Information**

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|  **3.1 Primary Contact Information** |
| Name |  |
| Phone Number |  |
| Email |  |
|  **3.2 Secondary Contact Information** |
| Name |  |
| Phone Number |  |
| Email |  |

**Section 2: Connections to EWB-USA**

1. Has anyone in your prospective chapter been involved with EWB-USA previously? If yes, please briefly explain how.
2. For prospective student chapters, has there ever been an EWB-USA chapter on your campus? If yes, what is the status of that chapter?
3. For prospective professional chapters, is there another professional chapter in your city or nearby? If yes, have you talked with that chapter about your interests?

**Section 3: Prospective Chapter Leadership and Volunteer Interest**

*Successful chapters depend on a broad base of volunteers as well as strong leadership.*

*EWB-USA requires that chapters commit to a five-year relationship with their partner community. Successful applications will demonstrate the potential for long-term success. Student chapters should consider recruiting volunteers and leadership from all academic years and majors.*

**1.0 Prospective Chapter Leadership**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Profession or Academic Major | Academic Year orPosition in University or Years of Professional Experience | Employer (for Professionals) |
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**2.0 Please describe any preliminary meetings you have held.**

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**3.0 Volunteer Interest**

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|  3.1 Total individuals interested in forming this chapter: |  |

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|  3.2 Of the total **individuals** interested in forming this chapter, how many are**:** |
| Students |  |
| Professionals |  |
| Faculty Advisors |  |

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|  3.3 Of the total **students** interested in forming this chapter\*, how many are**:** |
| Freshmen |  |
| Sophomores |  |
| Juniors |  |
| Seniors |  |
| Graduate Students |  |

\*If submitting the application during the June cycle, indicate what year the students will be in the fall semester

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|   3.4 Of the total **individuals** interested in forming this chapter, how many are**:** |
| Engineering Students |  |
| Engineering Professionals |  |
| Health |  |
| Business |  |
| Education |  |
| Other: |  |

**Section 4: Volunteer Experience and Skills**

**EWB-USA programs and projects require a diverse set of skills. Beyond engineering expertise, what relevant experience do your members bring to the chapter?**

**1.0 Has anyone in your chapter had training or experience in:**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Health & Safety: First Aid, CPR, Wilderness First Aid |  |  |
| Leadership, Project Management |  |  |
| Cross-cultural Collaboration |  |  |
| Construction Practices |  |  |
| Fundraising, Club or Organization Finances |  |  |
| Foreign Languages *(please specify):* |  |  |

**2.0 Does you chapter have any additional training or experience relevant to your application?**

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**Section 5: Fundraising Expectations**

***EWB-USA chapters are responsible for independently fundraising for all chapter and project expenses.*** *Chapters often rely on a variety of sources to fund their chapter and project activities, including fundraising events or drives, personal appeals, internal EWB-USA grants, external grants, and funding from their university or employers.*

**1.0 Please explain your past fundraising experience and future plans for fundraising for the chapter.**

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**Section 6: Project Mentorship**

***All EWB-USA projects require a qualified professional lead/professional mentor. Collaboration between student and professional chapters is critical to meeting this requirement. In evaluating the application, the review committee will take into consideration the availability of professional mentors for student chapters, and the potential of professional chapters to provide mentors to student chapters.*** [*Click here for more information on Mentor Qualifications*](http://www.ewb-usa.org/resource/mentor-qualifications-405/)***. Successful new chapter applicants will identify prospective mentors and a plan for recruiting mentors in this application.***

1. **Please attach a statement of acknowledgement from at least two prospective mentors using the Appendix A template.**
2. **Please describe the pool of professional mentors available to your prospective chapter, including mentors with design, construction, and international development experience. Describe how you will recruit mentors in the future.**

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**Section 7: Contact the EWB-USA Network**

*One of EWB-USA’s greatest strengths is the size and experience of our network. Successful new chapter applicants will tap into this network by contacting at least two* [*active chapters*](http://www.ewb-usa.org/myewb/find-a-chapter/) *and connecting with a member of the* [*regional steering committee*](http://www.ewb-usa.org/myewb/committees/regional-steering-committees/) *to learn about EWB-USA and seek insight and best practices on starting and running a chapter. Beyond making an initial contact, we are interested in what you learned about EWB-USA and running a chapter from these resources.*

1. **Contact with Current Active Chapters**

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| --- | --- |
| **Chapter:** | **Contact Person:** |
| Describe how you connected with this chapter (i.e. the nature of your phone call, email, or in person meeting): |
| What did you learn about EWB-USA and running a successful chapter? What helpful tips or best practices would you take advantage of? |

|  |  |
| --- | --- |
| **Chapter:** | **Contact Person:** |
| Describe how you connected with this chapter (i.e. the nature of your phone call, email, or in person meeting): |
| What did you learn about EWB-USA and running a successful chapter? What helpful tips or best practices would you take advantage of? |

**1.1 If a leader from an active EWB-USA chapter supports this application, please attach a statement of support. This can be in email or letter form.**

1. **Contact the Regional Steering Committee**

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| **Region:** | **Contact Person:** |
| Describe how you connected with the region (i.e. the nature of your phone call, email, or in person meeting): |
| What did you learn about EWB-USA and running a successful chapter? What helpful tips or best practices would you take advantage of? |

**2.1 If a regional leader or state representative supports this application, please attach a statement of support. This can be in email or letter form.**

**Section 8: University Commitment**

***The most successful student chapters benefit from the support of a dedicated faculty advisor and university administration.***

**For student chapters:**

**1.0 Please attach a statement of acknowledgement from your Faculty Advisor using the Appendix B template.**

**2.0 Please attach a statement of acknowledgement from your university’s administration using the Appendix C template.**

**Section 9: Quality Management Plan**

***To ensure project quality, all EWB-USA programs are reviewed by EWB-USA Project Engineers throughout the project process and by the Technical Advisory Committee prior to implementation. Consistent with standard engineering practice, chapters are expected to implement their own Quality Management process in-line with EWB-USA’s project process by utilizing peer reviews prior to submittal to EWB-USA.***

**1.0 Please describe your potential chapter’s quality management plan. If you do not have experience with quality management plans, who will help design your quality management plan and what is their experience?**

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**Section 10: Additional Supporting Information**

1. **Is there any additional information or documentation, such as other letters of support, you wish to include to support your application?**

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*Submit completed application to* *chapters@ewb-usa.org*

**Appendix A: Prospective Mentor Acknowledgement**

Experienced professionals guide each EWB-USA project team throughout the project process. They are responsible for ensuring that project design quality, student learning, and fulfilling EWB-USA reporting requirements. Mentor qualifications are reviewed and approved on a trip-by-trip basis, depending on the scope of the work to be completed. You will be asked to submit an up-to-date mentor application in the future. For now, we are interested in learning a little more about you.

I am able to offer mentorship in the following areas (mark all that apply):

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| --- | --- | --- |
| Engineering Design:* Water
* Sanitation
* Civil Works
* Structures
* Energy
* Agriculture
 | Construction:* Water
* Sanitation/Wastewater
* Civil Works
* Structures
* Energy
* Agriculture
 | * Project Management
* International Development
* Community Assessment
* Monitoring & Evaluation
* Capacity Building/O&M Training
 |

Please provide a brief explanation of how your experience relates to areas of mentorship you can offer:

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Please provide a brief overview of relevant skills and experience you would bring to working on an community-scale, international project.

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If approved as a new chapter, I am interested in serving as part of the chapter’s mentor team. I will complete the webinars and application prior to the chapter partnering on an official EWB-USA project.

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**Signature Date**

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**Appendix B: Faculty Advisor Acknowledgement**

Engineers Without Borders USA’s most successful student chapters have dedicated faculty advisors that offer the below support:

* Provide Chapter Leadership to the students by acting as an advocate, recruiter, editor, and general supporter of chapter activities,
* Provide leadership to secure and protect funding and travel expenses,
* Facilitate the collaboration with students and community partners to design and build sustainable engineering projects,
* Be readily available to students to answer questions and provide guidance,
* Remain in regular communication with EWB-USA,
* Remain informed of EWB-USA policy and procedures, and
* Serve as a liaison between the chapter and the university administration

In EWB-USA’s experience the most successful student chapters have faculty advisors that offer clear guidance but allow the students to provide the main leadership to the chapter.

With this in mind, briefly describe the role you expect to play in the chapter.

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As the proposed faculty advisor of a new student chapter, I acknowledge that the above is not an all-inclusive list and recognize the time commitment and effort required to be a successful faculty advisor.

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**Signature Date**

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**Appendix C: University Administration Acknowledgement**

Engineers Without Borders USA’s most successful student chapters have a university administration that offers the below support:

* Supports the mission and vision of EWB-USA,
	+ **Mission:** Engineers Without Borders USA builds a better world through engineering projects that empower communities to meet their basic human needs and equip leaders to solve the world’s most pressing challenges.
	+ **Vision:** EWB-USA’s vision is a world in which every community has the capacity to sustainably meet their basic human needs.
* Advising an EWB-USA chapter often requires a significant commitment of time and energy, often beyond that required by most student groups.
	+ Universities can support faculty advisors by allowing sufficient opportunity to engage with the chapter and occasional travel to EWB-USA conferences, workshops, and events
* Establishing an EWB-USA chapter will require a signed chapter agreement between EWB-USA and the University. Acting in a timely manner to review and address any concerns ensures that there is no interruption to chapter operation.

Briefly describe any additional support the University anticipates providing to the faculty advisor and/or prospective chapter.

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The administration of the Engineering School acknowledges the above support can add to the success of a student chapter.

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**Signature Date**

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