

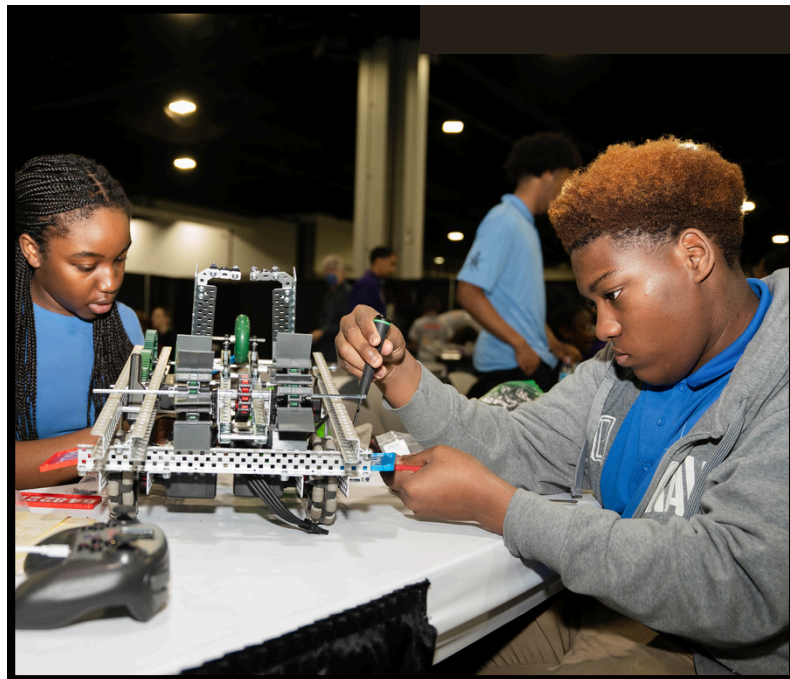


nsbe.org/programs/

NSBE Jr.

Pre-College Initiative

Advisor Guide



NSBE Jr.
NATIONAL SOCIETY OF BLACK ENGINEERS

NSBE's mission is "to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community."

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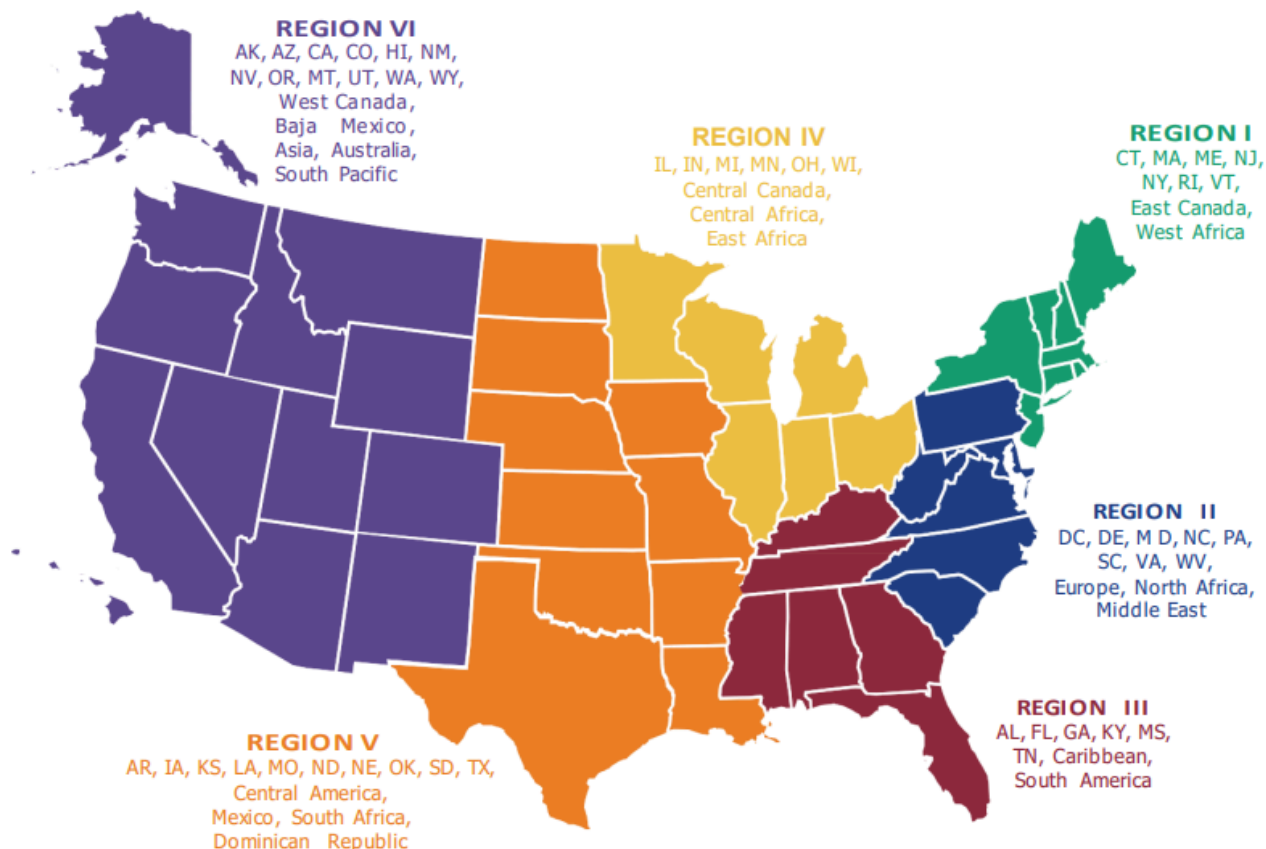
ABOUT NSBE

The National Society of Black Engineers (NSBE) was founded in 1975 by six Black engineering undergraduates and their faculty adviser at Purdue University. The aspiration of these founders, and the college students from across the nation who became NSBE's charter members, was to establish a student organization to help improve the recruitment and retention of Black engineering scholars. NSBE is now one of the largest student-led organizations based in the United States, with more than 25,000 members in the U.S. and abroad.

NSBE is composed of more than 670 chapters on college and university campuses, 181 professional chapters nationwide and more than 108 NSBE Jr. Chapters. These chapters are geographically divided into six regions that span the entire USA and represent many other nations around the world. The NSBE mission is **to increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community**. For more information on NSBE, please visit nsbe.org.

NSBE World Headquarters (WHQ), in Alexandria, VA, serves as the focal point for virtually all official NSBE business. NSBE's phenomenal WHQ staff aids and advises NSBE's student leaders as we strive to accomplish the great work of NSBE.

National Society of Black Engineers Regional Map



ABOUT PCI

The Pre-College Initiative (PCI) Program seeks to lead the world in enhancing pre-college students' academic, technical and leadership skills, to maximize their success in life. Our primary goal is to encourage students in grades K-12 to develop interest in science, technology, engineering and mathematics (STEM). NSBE's vision is to establish PCI as an incubator for our youth, where they can be nurtured and guided in their academic careers. NSBE chapters support PCI through multiple programs.

ABOUT NSBE JR.

A vital component of the PCI program is NSBE Jr., which serves as the membership category for pre-college students and their institutions that are officially chartered with NSBE. NSBE Jr. members and chapters are at the core of PCI, as they are the primary beneficiaries of PCI programs.

NSBE Jr. focuses on enhancing the education received by African Americans and other minority pre-college students, as well as influencing these students to become tomorrow's corporate executives, entrepreneurs and government and community leaders. In this spirit, NSBE Jr. is the quintessential recruitment, teaching and preparation device for NSBE.

NSBE JR. MEMBERSHIP BENEFITS

- **College Application Resources** – Receive college application information, including how to get into college, financial aid information, etc.
- **Event Registration Discounts** – Conferences and other events such as the Annual Convention/PCI Mini-Conference are held annually in the spring. Our conferences offer innovative programming designed to expose youth to STEM. Check out some highlights from NSBE's 50th Annual Convention [here](#).
- **Leadership Development** – Develop leadership skills by serving in chapter and regional leadership roles.
- **Membership and Tutoring** – Opportunities to be mentored and tutored by college students or technical professionals who are working in a STEM field.
- **Networking Opportunities** – Meet other NSBE Jr. Collegiate and Professional members from around the world.
- **Scholarship and Awards** – Awarded to NSBE Jr. members attending high school who have excelled academically and expressed an interest in pursuing a career in engineering or a related field.
- **STEM Programs and Competitions** – Participate in programs such as the Try-Math-A-Lon, Math Video Challenge, NSBE Jr. Explorer Technical Innovation Competition and various engineering design and robotics competitions. An overview of these programs can be found on the next two pages.

PRE-COLLEGE INITIATIVE NATIONAL, REGIONAL, AND PROFESSIONAL CONTACTS

NSBE is one of the largest student-governed organizations based in the United States. All initiatives are begun and decisions are made by our national, regional and Professional boards.

If you have questions regarding PCI on a national level, contact the national PCI chair.

National PCI Chair:

- NEBPCI@NSBE.ORG

If you have questions regarding PCI on a local level, please contact your **regional PCI chair**:

Regional PCI Chairs:

- [Region I – R1PCI@NSBE.ORG](mailto:R1PCI@NSBE.ORG)
- [Region II – R2PCI@NSBE.ORG](mailto:R2PCI@NSBE.ORG)
- [Region III – R3PCI@NSBE.ORG](mailto:R3PCI@NSBE.ORG)
- [Region IV – R4PCI@NSBE.ORG](mailto:R4PCI@NSBE.ORG)
- [Region V – R5PCI@NSBE.ORG](mailto:R5PCI@NSBE.ORG)
- [Region VI – R6PCI@NSBE.ORG](mailto:R6PCI@NSBE.ORG)

If you have questions or have requests of our Professionals PCI leaders, contact the **National Professionals PCI chair**:

- PEBPCI@NSBE.ORG

Regional Professionals PCI Chairs:

- [Region I – R1PEBPCI@NSBE.ORG](mailto:R1PEBPCI@NSBE.ORG)
- [Region II – R2PEBPCI@NSBE.ORG](mailto:R2PEBPCI@NSBE.ORG)
- [Region III – R3PEBPCI@NSBE.ORG](mailto:R3PEBPCI@NSBE.ORG)
- [Region IV – R4PEBPCI@NSBE.ORG](mailto:R4PEBPCI@NSBE.ORG)
- [Region V – R5PEBPCI@NSBE.ORG](mailto:R5PEBPCI@NSBE.ORG)
- [Region VI – R6PEBPCI@NSBE.ORG](mailto:R6PEBPCI@NSBE.ORG)

NSBE JR. PROGRAMS AND COMPETITIONS

In fulfillment of the NSBE objective to “stimulate and develop student interest in the various engineering disciplines,” the following programs and competitions are geared toward pre-college students. Additional details, registration links, and deadlines for these competitions can be found in the NSBE PCI Rulebook, which is shared with chapter advisors and posted on nsbe.org in September each year.

Elementary/Middle School

Name	Grade Level	Description	Team Size	Experience Level	Registration	Materials
VEX IQ Challenge	3-8	Teams design and build a robot to play with other teams in a game-based engineering challenge. NSBE's VEX IQ Tournament is held at the Annual Convention.	2-10 students	Intermediate	\$250 Register at robotevents.com	Competition Kit: \$679
MATHCOUNTS	6-8	Students spend the year completing thought provoking, non-routine, fun math problems that support them in becoming better problem solvers. Participants complete a circuit of math exams at NSBE's Annual Convention.	4 students	New	\$0	MATHCOUNTS Handbook

Middle School/High School

Name	Grade Level	Description	Team Size	Experience Level	Registration	Materials
Ten80 Student Racing Challenge	6-12	Teams use model radio-controlled cars and mimic professional motorsport teams as they learn the fundamentals of problem solving, data and mechanical systems, project management, marketing and business. NSBE's Ten80 Challenge finals are held at the Annual Convention.	4-15 students	Experienced	\$600 Register at ten80education.com .	Complete AV/EV Kit: \$385 Elementary 1-Team Kit: \$459
KidWind Challenge	4-8 9-12	Teams build a small turbine to produce as much power as possible, and then consider the best construction techniques and the most innovative design to make their turbine operate. NSBE's KidWind Challenge competition takes place at the Annual Convention.	2-4 students	Intermediate	\$90	KidWind Basic Turbine Building Parts: \$16

High School

Name	Grade Level	Description	Team Size	Experience Level	Registration	Materials
Try-Math-A-Lon	9-12	Teams earn points by engaging in various math activities that groom them for success in STEM courses, help prepare them for the ACT and SAT, and promote good sportsmanship. Participants compete year-round and advance to a final competition at the Annual Convention. *Each team is required to consist of four (4) students and one (1) mandatory alternate.	4 students (1 alternate is allowed)	New	\$0	No supplies necessary
VEX Robotics Challenge	9-12	Teams build innovative robots and compete in a variety of matches during the school year as they learn skills in engineering, project management, critical thinking and perseverance. NSBE's VEX Robotics Championship is held at the Annual Convention.	4-10	Experienced	\$250 Register at robotevents.com .	Vex V5 Comp Starter Kit: \$1,206 VEX V5 Comp Super Kit: \$1,993

NSBE JR. ADVISOR ROLES AND RESPONSIBILITIES

- Provide a safe space in which students can learn, explore, and grow.
- Hold chapter meetings 1 – 4 times a month.
- Plan engaging events and activities for students to participate in.
- Provide opportunities for academic enrichment.
- Keep parents and guardians up to date with chapter activities.
- Share resources, scholarships, and other opportunities with students and parents.
- Create and adhere to chapter budget.
- Create a sponsorship package to solicit local organizations to support chapter needs.
- Attend monthly NSBE Jr. advisor webinars.
- Maintain communication with NSBE's PCI team.

ESTABLISHING A NSBE JR. CHAPTER

NSBE JR. CHAPTER REQUIREMENTS

To charter and renew a NSBE Jr. chapter, the following criteria must be met:

- All advisors and chaperones must complete a background check every five (5) years. You can submit a request [here](#).
- Have at least five (5) active (paid) NSBE Jr. members.
- National NSBE Jr. membership dues are \$5 annually. A chapter may also collect additional chapter dues to cover chapter costs.
- Have the following chapter executive officers assigned and active in your **NSBE portal**:
 - *At least one (1) advisor (Chapter advisor must be an adult. We recommend 2.)*
 - *President*
 - *Vice President*
 - *Secretary*
 - *Programs Chair*
 - *Treasurer*

If your chapter becomes inactive, log in to your NSBE account and make sure that the above criteria are met. Once you do that, the system will automatically recognize you as active. Each advisor must have a profile in the NSBE portal system. If you do not have a profile, one will be created for you. Email membership@nsbe.org and express interest in being an advisor for a specific chapter. A confirmation email will be sent once the process is complete. We encourage advisors to become NSBE members; however, it is not a requirement.

NEW NSBE JR. CHAPTER CHARTERING INSTRUCTIONS

To begin the chapter charter process, petition a new NSBE Jr. chapter using this [link](#). Chapter petitions are reviewed and approved by NSBE World Headquarters Membership staff. Each chapter must complete all relevant chapter information. This information includes, but is not limited to, chapter name, address, phone number and chapter constitution. A sample chapter constitution can be found in the PCI toolkit [here](#). For questions regarding the chapter charter process, contact the Membership Team at NSBE World Headquarters at membership@nsbe.org.

EXISTING NSBE JR. CHAPTER CHARTERING INSTRUCTIONS

To begin the re-charter process, use this [link](#). Chapter re-charters are reviewed and approved by NSBE World Headquarters Membership staff. Each chapter must complete all relevant chapter information. This information includes, but is not limited to, chapter name, address, phone number and chapter constitution. A sample chapter constitution can be found in the PCI toolkit [here](#). For questions regarding the chapter charter process, contact the Membership Team at NSBE World Headquarters at membership@nsbe.org.

***CHAPTER RE-CHARTERS ARE REQUIRED EACH YEAR TO REMAIN AN ACTIVE NSBE JR. CHAPTER.**

ONLINE CHAPTER MANAGEMENT TOOLS

Chapter advisors can update officers on their own and view/pay invoices for members of their chapter using NSBEconnect.

Please note that you will not be able to access these features unless you are an **advisor** of your chapter. You may have one of your fellow advisors update your status or you may contact membership@nsbe.org for assistance.

Click below to access a full step-by-step guide for updating chapter officers.

[How to Delegate Chapter Officers/How to Remove Chapter Officers](#)

REGISTERING NSBE JR. MEMBERS

Open enrollment for NSBE Jr. Registration takes place from August 1–December 30. Students can be registered by a parent or an advisor. Membership fee payments are due at the time of enrollment.

- **STEP 1:** Navigate to nsbe.org.
- **STEP 2:** In the top-right corner of your screen, click the Join/Login tab.
- **STEP 3:** Continue through the informational prompts until you arrive at the payment screen.
- **STEP 4:** Select your membership type when prompted. If you are a current member and would like to pay or begin your Lifetime Membership payment plan, you will need to start the renewal/join process again. NSBE Jr. dues are \$5 annually. There may be additional chapter and regional dues you must pay to be considered a fully active member.
- **STEP 5:** All new members should select their chapter from the dropdown menu when prompted. If you have not connected with a chapter, please select "Member-at-Large" under your region. Click [here](#) to find your region, if needed. If you choose not to be affiliated with a chapter in your local area, you will be considered a "Member-At-Large," classified by your geographical region. Members "At-Large" receive the same national benefits as those who belong to a chapter.
- **STEP 6:** Continue through the informational prompts until you arrive at the payment screen.
- **STEP 7:** Once you complete your payment information, click "Submit".
- **STEP 8:** You will receive confirmation on the screen and via email.

BUILDING YOUR CHAPTER

CHOOSE YOUR CHAPTER FOCUS

Chapter advisors are responsible for choosing their chapter's overall area of focus, which can range from STEM competitions to field trips to academic enrichment. Once you establish your chapter focus and structure, you can begin to develop chapter activities. Here are examples of focus areas:

- STEM Activities and Projects
- NSBE Jr. Competitions
- Academic Enrichment
- Leadership Development
- Community Outreach
- College Readiness and SAT/ACT Prep

ESTABLISH YOUR CHAPTER STRUCTURE.

1. **How often will your chapter meet?**
 - We recommend that chapters meet 1–4 times a month. The length of each chapter meeting depends on the activities you have planned. Some chapters meet after school; others meet on the weekends.
2. **What activities will you plan for the students?**
 - Your chosen focus area will heavily influence your chapter activities. It is also a good idea to allow students to contribute ideas for chapter activities.
3. **Who will run the chapter meetings?**
 - Although advisors typically run chapter meetings, chapter activities can also be run by students, STEM professionals, or parent volunteers.
4. **What kind of support will you need from parents, the school, or the community?**
 - Your chapter may need chaperones, carpool drivers, competition coaches, guest speakers and fundraising support.

FORMULATE A PLAN FOR SUSTAINING YOUR CHAPTER

1. **How will you recruit new members?**
 - Host interest meetings and outreach events at your school or local community center.
2. **How will you promote and share chapter events and activities?**
 - Use flyers and social media to spread the word.
3. **How will you know about events, opportunities, resources and scholarships?**
 - Follow NSBE and NSBE Jr. on social media.
 - Subscribe to NSBE Jr. advisor email blasts.
 - Attend monthly advisor webinars.
4. **How will you fund chapter trips and activities?**
 - You can review how to become federally tax exempt under Section 501(c)3 by viewing this [document](#). [Click here](#) to apply for tax exemption under NSBE's general exemption.
 - Outline a chapter budget based on the activities, events and competitions you plan to host.
 - Collect membership dues to cover chapter costs.
 - Keep an eye out for NSBE Jr. funding opportunities through your region and nationally.

SUGGESTED YEARLY OUTLINE

NSBE follows the academic calendar. This means our fiscal years run from August 1–July 31.

AUGUST - SEPTEMBER

LEARNING ABOUT NSBE AND ORGANIZING YOUR YEAR

The first few meetings should focus on learning about NSBE as an organization and setting the goals and visions for your year — learning the NSBE Mission Statement, knowing basic history and the reasons why NSBE was formed, knowing the national chair, knowing which region the chapter is in, etc. (It's tradition to recite the Mission Statement at every chapter meeting.) Students should also start to become familiar with handling "chapter business": creating or learning procedures for votes or other decisions for the chapter. NSBE Jr. tries to build leadership skills along with exposing its members to STEM. We encourage you to include your students in decisions for the chapter.

KEY ITEMS TO SUBMIT/DO DURING THIS TIME:

1. Renew your students' NSBE Jr. memberships or register new members. Yearly dues are \$5. You can find instructions on how to register/renew by using this [link](#).
- You can register and pay for your entire group's memberships at once by using this [link](#).
2. If you are an existing NSBE Jr. chapter, submit your re-charter petition by using this [link](#).
- If you are creating a new NSBE Jr. chapter, you will use this [link](#).
- New and existing chapter petition forms are open from March–October of each calendar year. No petitions will be accepted outside of those months.
3. Begin registering for competitions at the Annual Convention.
- Information and sign-up links will be shared during monthly advisor meetings and via email.
- Subscribe to the PCI/NSBE Jr. mailing list by using this [link](#).
4. Monthly Chapter Activity Reports – The national Pre-College Initiative (NEB PCI) chair reviews these monthly reports to highlight NSBE Jr. chapters. The NEB PCI chair will share information on how to submit the reports.

OCTOBER–DECEMBER

PRACTICE AND PROGRAMS

This is a time to begin working on chapter activities. Participate in or host STEM-related events, such as a career day, college visits, etc. The chapter can also work on projects and compete in-house to prepare for next year. Even if deadlines for NSBE Jr. competitions have passed or you are not ready to participate, you may still be able to download the projects for practice.

November is the time for Fall Regional Conferences (FRCs). FRCs are an opportunity to meet other NSBE Jr. members, participate in workshops and prepare for competitions. Fall Regional Conferences are held per region, and locations rotate throughout each region.

KEY ITEMS TO SUBMIT / DO DURING THIS TIME:

1. Renew your students' NSBE Jr. memberships or register new members. Yearly dues are \$5. You can find instructions on how to register/renew by using this [link](#).
- You can register and pay for your entire group's memberships at once by using this [link](#).
2. If you are an existing NSBE Jr. chapter, submit your re-charter petition by using this [link](#).
- If you are creating a new NSBE Jr. chapter, you will use this [link](#).
- New and existing chapter petition forms will close on October 31 of each year.
3. Register for Fall Regional Conference.
- Registration instructions and links will be shared by your regional leaders and World Headquarters.
- The Regional PCI chair may share information for PCI/NSBE Jr. events and competitions as well.
4. Register for competitions at the Annual Convention.
- Registration for competitions at the Annual Convention typically closes on December 31.
- Information and sign-up links will be shared during monthly advisor meetings and via email.
- Subscribe to the PCI/NSBE Jr. mailing list by using this [link](#).
5. Monthly Chapter Activity Reports – The national Pre-College Initiative (NEB PCI) chair reviews these monthly reports to highlight NSBE Jr. chapters. The NEB PCI chair will share information on how to submit.

JANUARY-MARCH

FOCUS AND REFINE

Continue general chapter activities (homework review, guest speakers, projects, etc.). This may be a time of standardized testing for school-based chapters. Chapter efforts can focus on math and science concept review and overall test prep.

March is the time for the Annual Convention. When the chapter is established, attending may be an option. This is where many competitions take place, as well as workshops (for advisors and students), luncheons, social events and award shows.

KEY ITEMS TO SUBMIT/DO DURING THIS TIME:

1. Renew your students' NSBE Jr. memberships or register new members. Yearly dues are \$5. You can find instructions on how to register/renew by using this [link](#).
 - You can register and pay for your entire group's memberships at once by using this [link](#).
2. Register for the Annual Convention.
 - Registration instructions and links will be shared by the Convention Planning Committee, national leaders, regional leaders and World Headquarters.
 - Information and sign-up links will be shared during monthly advisor meetings and via email.
 - Subscribe to the PCI/NSBE Jr. mailing list by using this [link](#).
3. Monthly Chapter Activity Reports – The national Pre-College Initiative (NEB PCI) chair reviews these monthly reports to highlight NSBE Jr. chapters. The NEB PCI chair will share information on how to submit.

APRIL AND MAY

CLOSING THE YEAR

In the closing months of the school year, begin to prepare for the coming school/membership year. This is a time to think about officers for the upcoming year, competitions, etc. Some chapters choose to have an outing or awards ceremony to close out the year. This time can be used to evaluate what was done in the current year and begin to build for the following year.

KEY ITEMS TO SUBMIT/DO DURING THIS TIME:

1. Elect your new executive board members in May.
 - Electing board members in May will allow you to renew their memberships for the upcoming year as early as May 1. This will expedite the chapter re-charter process to maintain your active chapter status.
2. Begin renewing NSBE Jr. memberships and submitting your chapter re-charter.
 - You can begin as early as May 1.
3. Submit background checks for new advisors and chaperones and/or ensure current advisors and chaperones do not need to resubmit. Reminder: background checks are good for five (5) years.

JUNE - AUGUST

PREPARATION AND TIME OFF

Most chapters are not active in the summer months. If the students are not active, this is when advisors should begin to prepare for the coming year. Look for emails from NSBE's Programs team for dates and other information about summer programs and the upcoming school year.

NSBE JR. SCHOLARSHIPS

NSBE provides various scholarships to our members through our NSBE and Corporate Scholarship Programs. Individual scholarships range in value from \$500 to \$5,000. Scholarships promote academic achievement, and not all have a GPA requirement. So we strongly encourage all members to review the list of scholarships available for application at nsbe.org/scholarships/.

A GPA verification form confirming applicants' current cumulative GPA, with their school registrar's signature, is required for all scholarships.

GPA VERIFICATION

NSBE members are required to verify their GPA twice a year: once in the spring and again in the fall. Members will self-report their GPA in their NSBE profile.

GPA Verification Process

Use this [link](#) for instructions and requirements to verify NSBE Jr. GPAs.

APPLYING FOR A SCHOLARSHIP

Scholarships are available [here](#). To view and apply for scholarships, you must:

- Renew your NSBE membership for the year.
- Have a verified GPA in your membership profile.
- Complete and update the following fields in your membership profile: education level, major, citizenship status, chapter and region.

If you are unable to access scholarship applications, please review your NSBE profile to ensure the information above is updated. Please email questions about particular scholarships to scholarships@nsbe.org.

ANNUAL EVENTS

Participating in NSBE's annual events will add depth to your chapter's NSBE experience and bring your students closer to seeing themselves as engineers. Students will benefit from:

- Seeing the goals and purpose for the year come to life
- Meeting college students and professionals who look like them
- Getting exposure to activities not possible at the chapter level
- Gaining much better understanding of the overall NSBE organization

Fall Regional Conferences

NSBE Fall Regional Conferences (FRCs) are two-day events that take place in your region. FRCs provide the opportunity for NSBE Jr. students and advisors to connect with other local PCI chapters and participate in competition scrimmages, networking sessions and special workshops.

Annual Convention

NSBE's Annual Conventions take place in the spring and are typically held in a different NSBE region each year. Over the course of three days, NSBE Jr. attendees can participate in STEM competitions, banquets, luncheons, workshops, entertainment activities, award ceremonies and more.

Advisors can register both individuals and groups under their NSBE event registration. The registration form gives the option to add other attendees to your registration. Their first and last names as well as email addresses are required to add their registration. Although membership is not required to attend the event, members do receive a discounted rate.

For more information on NSBE's upcoming Annual Convention (registration info, pricing, agendas, etc.), visit [**convention.nsbe.org**](https://convention.nsbe.org).

RESOURCES

STARTING/RE-ACTIVATING A CHAPTER

- New Chapter Charter Application [here](#)
- Existing Chapter Charter Application [here](#)
- NSBE Jr. Toolkit [here](#)

NSBE JR. CHAPTER DEMOGRAPHIC SURVEY

- Chapter Demographic Survey (Request the link to yearly survey by emailing nebmembership@nsbe.org.)

GPA VERIFICATION AND SCHOLARSHIPS

- Find GPA Verification Process Instructions and find scholarships by using this [link](#).
- Find scholarships by using this [link](#).

PROGRAMS AND COMPETITIONS

- Listed on pages 6–8

SUMMER PROGRAMS

- NSBE Summer Engineering Experience for Kids (NSBE SEEK) program. Find information at seek.nsbe.org.

CONTACT INFORMATION

NATIONAL SOCIETY OF BLACK ENGINEERS (NSBE)

205 Daingerfield Road
Alexandria, VA 22314

Email: pci@nsbe.org

