



FINDING COMMON GROUND

# **DFI Student Chapter Operations Manual**

*Revised: October 2014*

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## **INTRODUCTION**

This manual was prepared to assist DFI Board Members, academicians and students to organize and develop DFI Student Chapters at DFI Educational Trust affiliate universities and other universities/colleges with engineering curriculums. The decision to provide this manual was brought about by necessity and the desire to have a common language for the development and implementation of DFI Student Chapters.

The Deep Foundations Institute has been a strong supporter of the University Student Chapters and of outreach programs to university engineering students with specific interests in the geotechnical, soil mechanics and foundation engineering curriculums. Currently we have several student chapters operating nationally providing financial support, mentoring opportunities, site visits to construction sites and employment opportunities within the construction, engineering and design community.

The manual is organized to provide a guideline on the implementation of the university student chapter containing examples of organization charts, procedural recommendations and administrative reporting documents. This material provides examples which may be useful and helpful to minimize difficulties in the startup process of a DFI Student Chapter. The manual is a resource guide providing information about the Deep Foundations Institute and the DFI Educational Trust, our scholarship programs and active student chapters.



## DEEP FOUNDATIONS INSTITUTE

The Deep Foundations Institute, founded in 1976 in New Jersey as a 501(c)(6) non-profit organization, is an international association of firms and individuals engaged in the deep foundations industry and in related industries. The Institute's membership is worldwide and includes contractors, engineers, material suppliers, and equipment manufacturers, as well as other persons and companies that provide services to this sector.

The Institute's basic mission is to serve as a primary means through which members of the Institute may participate in the improvement of the planning, design and construction aspects of deep foundations and deep excavations. To accomplish this goal, the Institute's activities include:

- Organizing events that serve as networking opportunities for our members.
- Communicating information concerning the state-of-the-art and new technologies through the DFI magazine and DFI Journal.
- Offering opportunities for members to influence the industry through publications produced by volunteer committees.
- Offering educational conferences, seminars and workshops on topics relevant to the industry.
- Promoting interest in the deep foundations industry among engineering students through the DFI Student Chapters at various universities.

For nearly forty years, DFI has gathered professionals in the deep foundations sector of the construction industry, to create a place for discussion, inquiry and debate. In so doing, DFI has brought the disciplines together where they have learned from each other, creating a better informed, more communicative foundations industry.

Learn more at [www.dfi.org](http://www.dfi.org)



## THE DFI EDUCATIONAL TRUST



The Deep Foundations Institute Educational Trust is an independent, 501(c)(3) nonprofit organization established in 2006 by the Deep Foundations Institute as its charitable arm. The mission of the Trust is to support and encourage individuals in the fields of study related to the deep foundation industry by providing scholarships and opportunities to meet and work with deep foundation industry leaders.

The Trust is governed by a volunteer Board of Trustees and administered by staff of the Deep Foundations Institute, at the Institute's offices in Hawthorne, New Jersey.

### **Scholarship Programs**

The Trust manages several scholarship programs funded by endowments, donations, and fundraising events. Eligibility requirements vary from program to program but in general, scholarships are awarded to full-time undergraduate students in excellent academic standing, who demonstrate financial need, and who are pursuing studies in fields such as civil, geotechnical, or construction engineering. The Trust currently administers the following scholarship funds:

- Charles J. Berkel Memorial Scholarship- Scholarships are currently awarded at the University of Illinois at Urbana-Champaign, the University of California at Berkeley, Auburn University and the University of Houston
- Stanley Merjan Civil Engineering Scholarship at City College of New York
- Larry P. Rayburn Civil Engineering Scholarship at the University of Cincinnati
- DFI Educational Trust Scholarship at Carnegie Mellon University
- Manuel Fine Civil Engineering Scholarship- Available to students attending colleges and universities in the Province of Ontario, Canada
- John O'Malley Civil Engineering Scholarship-Available to students attending any US college or university
- Frances Gularte Civil Engineering Scholarship- Available to students attending any US college or university
- Thomas Wysocky Civil Engineering Scholarship- Available to students attending any US college or university
- DFI General At-Large Scholarship- Available to students attending any US college or university



Since 2006, the DFI Trust has awarded over \$400,000 in scholarships.

### **Other Educational Programs**

In addition, the Trust sponsors academic competitions including the Annual Student Paper Competition and the Young Professor Paper Competition, and supports the ACE Mentor Program, a separate organization that mentors high school students with an interest in pursuing careers in architecture, construction and engineering.

## **MISSION STATEMENT**

A DFI Student Chapter is organized to serve as a primary means through which student members of the DFI at a particular College or University may participate in the improvement of the planning, design, and construction aspects of deep foundations and deep excavations. The basic mission of the Student Chapter includes but is not limited to the following:

- To affiliate students and faculty with contractors, engineers, owners, material suppliers, equipment manufacturers and other persons concerned with the planning, design and construction of deep foundations and protection of deep excavations.
- To improve and extend knowledge of new ideas and practices of geotechnical design, construction and installation.
- To encourage and participate in the practical application of research related to deep foundations and deep excavations.
- To gather, catalog and disseminate information to affect the most economical design and construction for support of structures on deep strata and for protection of deep excavations.
- To participate in or conduct such other activities as will best promote these foregoing purposes.

## **DFI STUDENT CHAPTER MEMBER BENEFITS**

- Honorary DFI Membership to Active Students of the Chapter
- *DFI Magazine* – Published Bi-Monthly
- Certificate of Membership
- Discounts or Complimentary access to DFI Events





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## **AFFILIATE STUDENT CHAPTER LOCATIONS and OFFICERS**



*University of Illinois at Urbana-Champaign  
Urbana, Illinois*

President: Pouyan Assem  
[assem1@illinois.edu](mailto:assem1@illinois.edu)

Vice President: Joseph Gamez  
[jgamez@illinois.edu](mailto:jgamez@illinois.edu)

Treasurer: Cassandra Dumoulin  
[dumouln2@illinois.edu](mailto:dumouln2@illinois.edu)

Secretary: Lopamudra Bhaumik  
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Faculty Advisor: Prof. James Long  
[jhlong@illinois.edu](mailto:jhlong@illinois.edu)



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***University of California at Berkeley  
Berkeley, California***

President: Amir Hedayat  
[hed.amir@berkeley.edu](mailto:hed.amir@berkeley.edu)

Vice President: Abram Magel  
[amagel@berkeley.edu](mailto:amagel@berkeley.edu)

Treasurer: Melissa Darr  
[Melissa\\_darr@berkeley.edu](mailto:Melissa_darr@berkeley.edu)

Secretary: Beatriz Arostegui  
[arosteguibe@berkeley.edu](mailto:arosteguibe@berkeley.edu)

Faculty Advisor: TBD

:



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**City College of New York  
New York, New York**

President: Maurice Diong  
[mdiong00@citymail.cuny.edu](mailto:mdiong00@citymail.cuny.edu)

Vice President: Sophia Palumbo  
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Treasurer: Seyun Kim  
[skim55@citymail.cuny.edu](mailto:skim55@citymail.cuny.edu)

Secretary: Jamin Sien  
[jsien00@citymail.cuny.edu](mailto:jsien00@citymail.cuny.edu)

Faculty Advisor: Julio Davalos  
[jdavalos@ccny.cuny.edu](mailto:jdavalos@ccny.cuny.edu)



***University of Missouri  
Columbia, Missouri***

President: Tayler Jordan Day  
[tayler.j.day@mail.missouri.edu](mailto:tayler.j.day@mail.missouri.edu)

Vice-President: David Williams  
[Dawg24@mail.missouri.edu](mailto:Dawg24@mail.missouri.edu)

Treasurer: Keyden Turner  
[Ktgx6@mail.missouri.edu](mailto:Ktgx6@mail.missouri.edu)

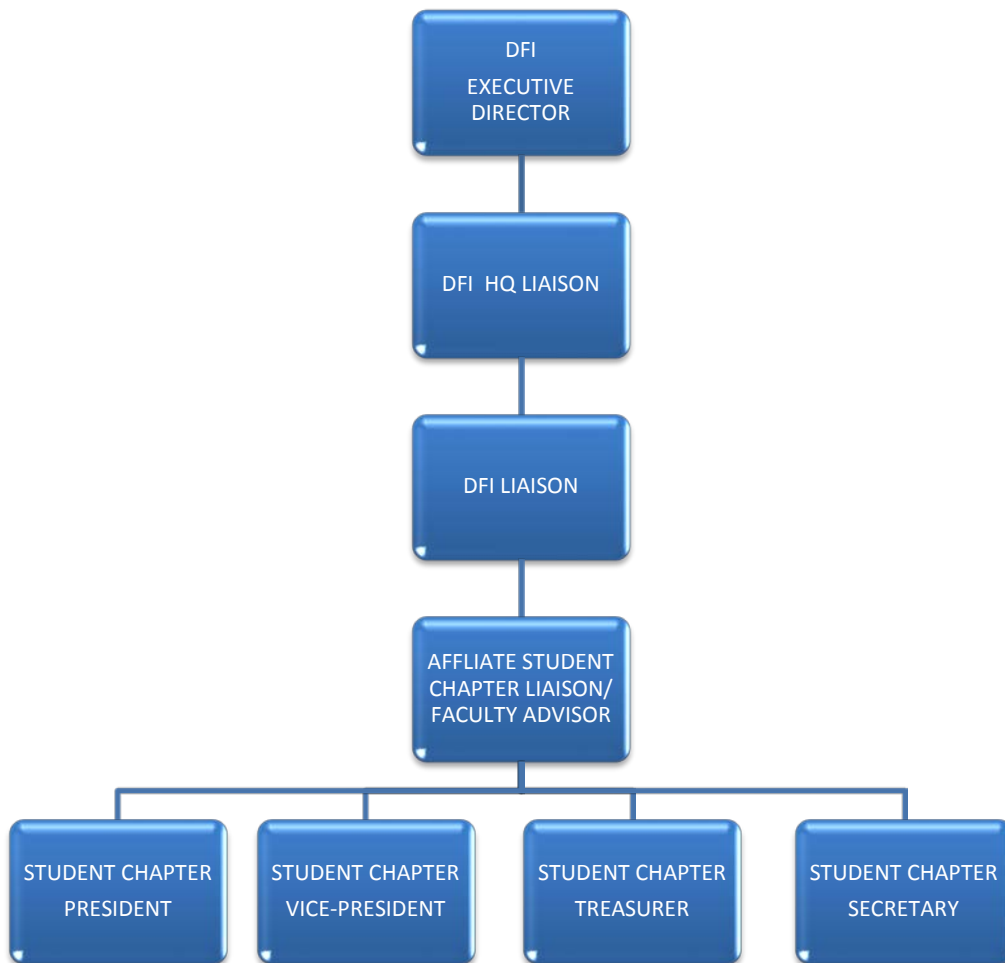
Secretary: Wyatt Jenkins  
[Wsjdk4@mail.missouri.edu](mailto:Wsjdk4@mail.missouri.edu)

Faculty Advisor: Dr. J. Erik Loehr  
[eloehr@missouri.edu](mailto:eloehr@missouri.edu)



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## STUDENT CHAPTER ORGANIZATIONAL CHART





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## **DFI STUDENT CHAPTER ADMINISTRATIVE DOCUMENTS**



## STUDENT CHAPTER REQUIREMENTS

1. **MEETINGS:** Chapters can meet as often as necessary. The DFI recommends at least two meetings during the fall (September/October) and two in the spring (January-February). The DFI HQ Liaison will attend the spring meeting.
2. **CHAPTER ROSTER:** Each chapter must provide membership roster with name and email address of each member to DFI headquarters liaison at the start of each academic year. Update after January meeting.
3. **STUDENT CHAPTER FUNDING:** The DFI/DFI Educational Trust provides financial support to student chapters each academic year. Partial or full funding may be provided for student activities such as:
  - a) Chapter meetings
  - b) Chapter sponsored events (guest speakers, symposiums, etc.)
  - c) Attendance at industry events (conferences, lectures, etc.)
  - d) Field Trips
  - e) Other activities related to deep foundations.

Student Chapters may request funding through the submission of the Academic Year Plan at the beginning of the academic year.

4. **ACADEMIC YEAR PLAN-** Each chapter must submit, no later than October 15, a plan of activities for the academic year, including a detailed budget for those activities where funding is requested from DFI. See following section for detailed instructions for the Academic Year Plan.



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## DFI STUDENT CHAPTER ACADEMIC YEAR PLAN

1. The DFI Student Chapter Academic Year Plan is a set of documents through which a Chapter, at the beginning of the academic year, submits its proposed activities for the academic year to DFI and requests funding to support some or all of these activities. All necessary forms are attached at the end of this manual.
  
2. Components of the Academic Year Plan:
  - a. **Academic Year Plan Cover Sheet** - Summarizes the Chapter's contact info, its main goal for the year, the amount requested from HQ as financial support, and a list of the main activities for the year.
  - b. **Budget Summary** - Provides general breakdown, by category, of how requested amount from HQ will be spent.
  - c. **Schedule of Activities** - A tentative calendar or timeline indicating when during the year the planned activities (funded and non-funded) will be carried out. Include chapter meetings, events, deadlines for completing plans, etc.
  - d. **Activity/Event Plan** - A description of each activity for which funding is requested, including a budget with a short justification for each line item.
  - e. **Event Request Form** - A form to request non-monetary assistance from HQ (guest speakers, promotional materials, supplies, etc.) in connection with one of the activities.
  - f. **Member Roster/Sign-In Sheet** - A list of the chapter members, including officers, as of the beginning of the academic year, with names and e-mail addresses.
  
3. Submission of the Academic Year Plan. Submit all of the above documents, via e-mail, **no later than October 15** to:

Emilio S. Fandino, Business Administrator  
E-mail: [efandino@dfi.org](mailto:efandino@dfi.org) | Phone: 973.423.4030 | Fax: 973.423.4031

The DFI HQ will acknowledge receipt of the Plan to the Chapter's President and will inform him/her of any necessary corrections to the Plan that must be made or any additional documentation that must be submitted.





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If DFI Headquarters deems one or more activities to be ineligible for funding, the Chapter will be notified and given an opportunity to submit an amended Plan and Budget.

DFI Headquarters will send a notification to the chapter, indicating the amount of funding, no later than Nov. 15.

4. Reporting Requirements. Programmatic and Fiscal Reports will be due in January and in June.

- a. **Programmatic Report** - A summary of the activities, events, etc. that the Chapter has carried out in the period covered by report.
- b. **Fiscal Report** - A summary of Chapter income and expenses with adequate explanation. Copies of receipts must be submitted with the report. See attached sample report.



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# DFI STUDENT CHAPTER ACADEMIC YEAR PLAN for \_\_\_\_\_ - \_\_\_\_\_

## -Cover Sheet-

School/Chapter: \_\_\_\_\_

President: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Last Meeting: \_\_\_\_\_ Date of Next Meeting: \_\_\_\_\_

Main Objective/Theme for Year: \_\_\_\_\_

Major Activities Planned for Academic Year:

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Amount Requested from DFI HQ: \$ \_\_\_\_\_

Attachment Check List:

1. Budget Summary \_\_\_\_\_
2. Schedule of Activities \_\_\_\_\_
3. Activity Plans \_\_\_\_\_
4. Event Requests \_\_\_\_\_
5. Sign-in Sheet/Roster \_\_\_\_\_

Submitted by:

DFI Chapter President's Name: \_\_\_\_\_

Signature

Date



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## DFI STUDENT CHAPTER ACADEMIC YEAR PLAN for \_\_\_\_\_ - \_\_\_\_\_

### -Budget-

#### *Instructions*

Enter the total yearly projected cost of all activities within one activity category in the appropriate line below. On each line, indicate what amount of total costs will come from other sources (sponsorships, admission, etc.) and what amount is being requested from DFI HQ.

If a proposed activity or activities do not fall into one of the defined categories, enter it in “other activities”.

ACTIVITY CATEGORY	TOTAL COST	AMOUNT FROM OTHER SOURCES	AMOUNT REQUESTED FROM DFI HQ
1. Chapter Meetings/Other Meetings			
2. Chapter Sponsored Events			
3. Industry Events			
4. Field Trips			
5. Other Activities			
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Attach to this summary a completed Activity/Event Plan for every activity the Chapter is requesting funding. Make sure it contains a detailed budget.



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**ACADEMIC YEAR \_\_\_\_ - \_\_\_\_ PLAN**  
**-SCHEDULE OF ACTIVITIES-**  
Weeks No. 1 – 26  
Academic Year \_\_\_\_ - \_\_\_\_

DATE: \_\_\_\_\_  
REV: \_\_\_\_\_

Student Chapter: \_\_\_\_\_

---

Week Ending	Wk No.	Activity	Budget Summary Line Item#
	01	_____	( )
	02	_____	( )
	03	_____	( )
	04	_____	( )
	05	_____	( )
	06	_____	( )
	07	<b>October 15-DEADLINE FOR SUBMISSION OF FUNDING REQUEST TO DFI</b>	( )
	08	_____	( )
	09	_____	( )
	10	_____	( )
	11	<b>Nov 15- NOTIFICATION FROM DFI REGARDING FUNDING REQUEST</b>	( )
	12	_____	( )
	13	_____	( )
	14	_____	( )
	15	_____	( )
	16	_____	( )
	17	_____	( )
	18	_____	( )
	19	_____	( )
	20	_____	( )
	21	_____	( )
	22	_____	( )
	23	_____	( )
	24	_____	( )
	25	_____	( )
	26	_____	( )



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# ACADEMIC YEAR \_\_\_\_ - \_\_\_\_ PLAN -Schedule of Activities-

Weeks No. 26 – 52

Academic Year \_\_\_\_ - \_\_\_\_

DATE: \_\_\_\_\_

REV: \_\_\_\_\_

Student Chapter: \_\_\_\_\_

Week Ending	Wk No.	ACTIVITY	Budget Summary Line Item #
	27	_____	( )
	28	_____	( )
	29	_____	( )
	30	_____	( )
	31	_____	( )
	32	_____	( )
	33	_____	( )
	34	_____	( )
	35	_____	( )
	36	_____	( )
	37	_____	( )
	38	_____	( )
	39	_____	( )
	40	_____	( )
	41	_____	( )
	42	_____	( )
	43	_____	( )
	44	_____	( )
	45	_____	( )
	46	_____	( )
	47	_____	( )
	48	_____	( )
	49	_____	( )
	50	_____	( )
	51	_____	( )
	52	_____	( )



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## DFI STUDENT CHAPTER

### -Activity/Event Plan-

#### *Instructions*

Complete one Activity/Event Plan Form for each activity for which you are requesting funding. Exception: You may include funding request for general chapter meetings for the year in one form.

Chapter: \_\_\_\_\_

President: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Activity/Event: \_\_\_\_\_

Proposed Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Brief Description of Activity/Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### *Budget:*

Item	Amount	Explanation/Justification
Total	\$	

#### *Example:*

Food for meetings	200.00	10 students at \$10/student x 2 meetings
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## DFI STUDENT CHAPTER

### -Event Request-

Chapter School: \_\_\_\_\_

Chapter President: \_\_\_\_\_

Chapter Faculty Advisor (*name*): \_\_\_\_\_

Event Task Leader (*name, phone, email*): \_\_\_\_\_

\_\_\_\_\_

Event Title: \_\_\_\_\_

Description for Promotion: \_\_\_\_\_

\_\_\_\_\_

Desired Location: \_\_\_\_\_

Date Preferences: (*list two*): \_\_\_\_\_

#### **Space Needs:**

\*Session Room? \_\_\_\_\_# *anticipated* \*Site Visit/Demo? Y N

\*Student Chapter Meeting Room? Y \_\_\_\_\_# *anticipated* \_\_\_\_\_*length of time* N

#### **Other Details:**

\*Printed Handouts? Y N \*Student Only event? Y N

\*If inviting industry attendees, are speakers paying registration fee? Y N

\*Web-cast to other DFI Student Chapter Schools needed? Y N

Chapters: \_\_\_\_\_

Co-Operating Organizations (industry associations to help promote event) to contact:

\_\_\_\_\_

Other Considerations (i.e. stipends, transportation, safety equipment, etc.):

\_\_\_\_\_



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## DFI STUDENT CHAPTER

### -Member Roster/Sign-In Sheet-

---

(Name of College or University)

	<b>NAME</b>	<b>EMAIL</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

(add additional sheets as needed)





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## **DFI STUDENT CHAPTER**

### **-Sample Agenda for Fall Meeting-**

**CHAPTER NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

1. Call to Order
2. Member Roster/Sign-In Sheet (all attendees should sign)
3. Introduction of New Members
4. President's Remarks (announcements, comments, etc.)
5. Discussion - Planned Activities for Year
6. Elections (if applicable)
7. Action Items
8. Next Meeting
9. Adjournment



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**DFI STUDENT CHAPTER**

At \_\_\_\_\_

**Fiscal Report**

Interim Report \_\_\_\_\_

Final Report \_\_\_\_\_

Period Covered by Report \_\_\_\_\_

Income

Source	Amount
DFI Funding	
Other Funding (University, corporate donations, etc)	
Event Income (admission fees)	
Income from other activities	
<b>Total Income</b>	

Expenses (please submit bills supporting all expenses listed below )

Activity	Amount to be paid from DFI funding	Amount to be paid from other sources	Total Expense
Chapter Meetings			
Chapter- Sponsored Events			
Industry Events, Conferences, etc.			
Field Trips			
Other Activities (Please attach description)			
<b>Total Expenses</b>			

Summary

Total Expenses to be paid by DFI Funding	
Minus Advance Payments Received from DFI (if any)	
<b>Amount Due Chapter</b> _____ <b>Credit to DFI</b> _____	

We certify the above report is accurate:

\_\_\_\_\_  
Chapter President  
DATE:

\_\_\_\_\_  
Chapter Treasurer  
DATE: