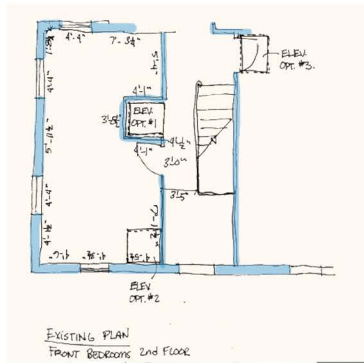
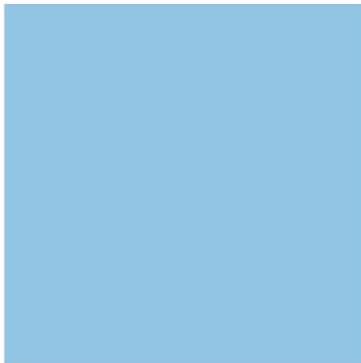
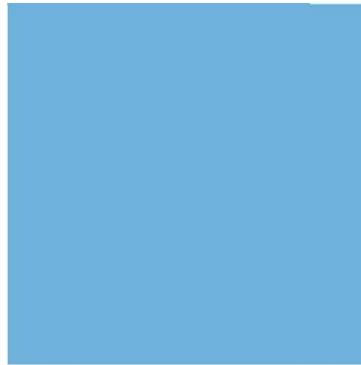
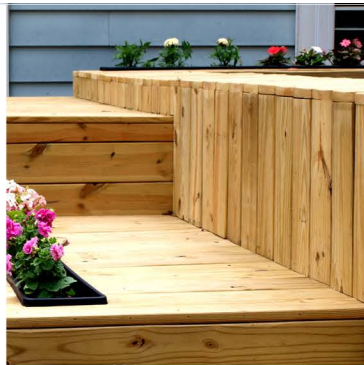


"What do we live for, if it is not to make life less difficult for others?" - G. Elliot

AIAS Freedom by Design™ Instructional Manual

A helpful step-by-step manual for starting, maintaining and successfully participating in the Freedom by Design Program of the American Institute of Architecture Students



A Special Thanks



AIAS Freedom by Design could not be where it is today without the continued support and guidance of the AIAS Board of Directors, AIAS Staff, and Students across North America.

AIAS Freedom by Design™ Instructional Manual

AIAS Freedom by Design™, the American Institute of Architecture Students community service program, utilizes the talents of architecture students to radically impact the lives of people in their community through modest design and construction solutions. Vital modifications are made to enhance the homes of low-income and disabled individuals by addressing their struggles with everyday tasks such as bathing, ascending stairs and opening doors. Our priority is improving the safety, comfort and dignity of the home's occupants.

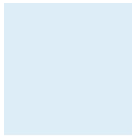


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Introduction

Across the United States, there are large numbers of people who are trapped in their own homes. They cannot, with any ease, get into their own showers, ascend steps or reach into a cabinet to get a bowl. There are people who cannot escape their homes in case of emergency. Small changes to their homes can significantly change their lives.

What is the AIAS Freedom by Design?

AIAS Freedom by Design (AIAS FBD) is the service program of the American Institute of Architecture Students (AIAS). Knowing that many architecture and design students never experience “real life” projects, and even more students are not able to utilize their collective abilities, the AIAS has developed the FBD program as an outlet for its members. Understanding the needs and wants of a real client combined with the pressures and concerns of a real project, students are able to use the lessons they receive in lectures and studio classes.

Mission:

AIAS Freedom by Design is a program of the American Institute of Architecture Students (AIAS) that utilizes the talents of architecture students in service to their communities by helping individuals with physical, mental and/or financial challenges. All AIAS FBD projects should allow individuals to live;

in a Safe environment void of physical or implied barriers;

with a sense of Dignity becoming any individual of the community; and

with the same Comfort that you and I experience on a day-to-day basis.

Vision:

AIAS FBD empowers students to become owners in a process that radically impacts the lives of people in their communities through design and construction solutions.

Throughout this manual and in other resources for the AIAS FBD program, certain words and phrases are used to describe people, objects, and events. In order to better appreciate the AIAS FBD program and who or what is involved, a glossary of approved terminology for the AIAS FBD program can be found below.

AIAS Freedom by Design™ - is used on all advertising publications and promotional materials. In addition this format is used for the first reference of the program in any external document (sponsors, press releases, official reports, and emails).

AIAS FBD – is used only after first stating one of the two above phrasing options except in the case of the logo or general graphic layout needs.

AIAS FBD Program – is used when referring to a certain school that has completed all the steps in the application process. The formatting should always be, Chapter Name FBD Program. When referring to the FBD program as a whole, the chapter name can be replaced with AIAS as long as the first mention is trademarked as shown above.

Example: Currently there is not an active AIAS University of Toronto FBD Program.

AIAS FBD Project – is used when referring to the process of working with a client.

Example: We have just completed the second stage of our AIAS FBD Project.

AIAS FBD Team – is used when referring to the students directly participating in a FBD Project.

Example: 400 members from the AIAS University of Puerto Rico FBD Team finished the ramp.

AIAS FBD Director(s) – is used as the official title of the student leader(s) that oversee their respective chapter’s FBD Program.

Example: The AIAS FBD Director requested a meeting tomorrow with our client.

AIAS FBD Project Leaders (Manager/Fund raiser/Historian/Mentor) – is used when referring to the leaders and their specific roles within a FBD Team.

Example: Our AIAS FBD Project Manager developed a schedule for next week’s build day.

In a further attempt to solidify the brand and identity the use of “Freedom” should not be used when referring to the program as it deviates too far from the programs official name. Moreover the official logo of the program should not be altered, changed or added to in any way without approval from the AIAS FBD staff.

In addition to the terms used to describe people, places and events of the FBD program, other important information is needed to truly comprehend the program’s inner workings.

AIAS: Headquartered in Washington, DC, the AIAS was established in 1956 and is an independent, nonprofit, student-run organization. The mission of the AIAS is to promote excellence in architecture education, training and practice; foster an appreciation of architecture and related disciplines; enrich communities in a spirit of collaboration; and organize students to combine their efforts to advance the art and science of architecture. The AIAS is comprised of more than 7,000 members at over 150 chapters around the world.

The AIAS is governed by a Board of Directors comprised of a President and Vice President (both are recent graduates and full-time, paid employees of the organization), four Student Directors, the immediate Past President, the current Executive Director, a liaison from academia and a liaison from the profession. The Board of Directors reports to the membership through the local chapter presidents, called the Council of Presidents. The Council of Presidents meets twice a year: once at AIAS Grassroots, the annual leadership conference, in late July and also at AIAS FORUM, the annual convention, over the New Year’s holiday.

AIAS FBD is overseen by the Board of Directors and the AIAS Office provides training, resources and guidance to AIAS chapters as they participate in the FBD program.

Local Team: Each AIAS Freedom by Design Program should have an executive board at the chapter level, which consists of the following:

- Director. The Director acts as the primary link between the local AIAS chapter FBD program and the AIAS National Office. They are responsible for general oversight of the program, attending the annual AIAS Freedom by Design track at AIAS Grassroots, leading client interviews and overseeing the selection process, and periodically with support from their chapter president, updating the AIAS on the progress of the program.
- Project Manager, responsible for overseeing a specific Freedom by Design project, including establishing the schedule, coordinating the building approval process, and coordinating team members.
- Development Manager, or Fundraiser, responsible for developing a fund raising strategy and locating donated materials.
- Public Relations/Historian, responsible for recording the progress of the team and assembling presentations for the AIAS Office.
- Design Mentor, a licensed, local architect who helps to guide the team through the design process, including critiquing design solutions and overseeing the creation of construction documents.
- Construction Mentor a local builder who helps to guide the team through the build process, including providing the necessary equipment and overseeing the actual construction.

The application process for each AIAS Freedom by Design team typically occurs at the end of the spring term. Each team submits all application materials, laying the groundwork to seek out their official client in the following academic term following the AIAS Freedom By Design Orientation. To complete the application process, each team must select their local executive board, secure mentors and meet with local officials from the planning department, the zoning

department, the building permitting office, the building inspection office and individuals, appointed by the city to assist those with disabilities. In addition to meeting with these officials teams also begin locating leads for potential clients, particularly with local hospitals, occupational and physical therapists, veterans' offices and city and/or county housing agencies.

The final step in the process each chapter goes through in order to participate in the AIAS FBD program begins at the annual Freedom by Design Orientation track at AIAS Grassroots, attended by the FBD Director. During the orientation, FBD Directors gain valuable information on taking a project from start to finish, tour completed projects, and form close bonds with other FBD Directors around the nation. FBD Directors return to their campus to share what was learned at the Orientation with their teammates and to begin seeking possible clients.

When a team has identified potential clients, they meet with these individuals at their houses to discuss their needs. They often meet with family members and caretakers as well. After completing a home assessment and selecting the project, the FBD Director meets with his/her team and mentors to discuss how to move forward. Following that meeting, the AIAS FBD team must submit a project proposal to the AIAS National Office. Upon approval, the team will move into the pre-design phase of the project, often holding a design charrette, working with other members of the school and community as well as the client. Once the design is finalized, the team focuses on gathering human resources, securing a building permit (if necessary), gathering materials and donations and setting a schedule for the build. The final phase in the project is actually completing the build, which takes considerable coordination by the team and other volunteers.

Past, Present, Future

"If I have seen further than others, it is by standing upon the shoulders of giants."
- Isaac Newton

History of the Freedom by Design Program

As a volunteer organization, Freedom by Design was designed to help people throughout a community by utilizing the talents architects have as designers, problem-solvers and builders.

Pre-AIAS (2000-2004): Freedom by Design began as a fleeting idea in the mind of Brad Buchanan, FAIA, an architect in Denver. Within four years, it was an organization called Freedom by Design which had completed over \$300,000 in built construction with only \$4,000 in donated seed money. Citizens in Denver were excited about FBD, and architects and students around the country were beginning to hear about it and wanted to contribute. As the program expanded rapidly, Buchanan realized that the current structure was not sustainable, and in an entirely selfless gesture, he began to look for an organization to take this program to a national level.

At a board meeting of the American Institute of Architects (AIA) during the fall of 2003, Wayne Mortensen, President of the AIAS and student director on the AIA Board of Directors, heard Brad's call. Seeing a perfect fit with the AIAS, he brought the program to the AIAS Board of Directors, unanimously approving an AIAS FBD Pilot Program, and in the following days the Council of Presidents unanimously endorsed the Board's decision. The AIAS would implement Freedom by Design around the country and commit to serving those low-income individuals with demeaning and life-threatening barriers in their homes.

AIAS Pilot Program (2004-2006): In 2004, the pilot program came into fruition. After considerable preparation, six AIAS chapters, representing a diverse group of communities, were selected to participate in the program. After attending an Orientation Session in Denver, CO, these chapters immediately set to work. While many experienced setbacks and growing pains, the final results were conclusive: AIAS and FBD were a perfect fit. With changes as seemingly small as installing handrails in bathrooms to as large as installing accessible ramps outside of the home, people across the country were welcomed into homes that were no longer life-threatening and those who helped them would never be the same.

In 2005, the AIAS expanded the program to eleven chapters. Learning from the past year, the AIAS made several adjustments to the program and to begin to explore the future of AIAS FBD. With the right partnerships and resources, AIAS can bring FBD to any chapter and community that is also committed to serving others.

National AIAS Freedom by Design: Upon the success of the pilot program in the first two years, the AIAS Board of Directors approved the expansion of the AIAS Freedom by Design Program to a national initiative of the AIAS. An additional 11 schools joined the already active 15 Freedom by Design programs for the 2006-2007 school year. The application process for participating in the AIAS Freedom by Design program was altered and adjusted to a "deadline" like process that allowed all schools of differing sizes and locations to apply. In addition, the AIAS started to develop more resources, a staff position to look over the 26 AIAS chapters with active FBD teams and an 11 person advisory council to oversee the strategic vision of the program as it continued to succeed.

Since the fall of 2007, FBD has continued to grow and expand across the country. The annual AIAS FBD orientation at AIAS Grassroots has evolved to support the growing numbers of leaders in attendance and their many questions. AIAS FORUM also began to include sessions related to AIAS Freedom by Design.

Where is AIAS Freedom by Design Going?

Expansion Goals: While the AIAS opened the door for all 150+ chapters to participate in AIAS FBD since 2006, we do not expect them all to do so. The commitment required to successfully complete an AIAS FBD project is significant. Coupled with the young nature of the program and the relatively small number of schools which have participated in the program to date, we expect the program to grow slowly, even if at a significantly faster pace than previous years.

Since 2004, teams at Arizona State University, Auburn University, Ball State University, Boston Architectural College, The Catholic University of America, Clemson University, Florida Atlantic University, Iowa State University, Judson College, Kansas State University, Lawrence Technological University, Miami University, Mississippi State University, Montana State University, Northeastern University, Oklahoma State University, Pennsylvania State University, Philadelphia University, Ryerson University, Southern Illinois University Carbondale, Southern Polytechnic State University, Texas A&M University, Truckee Meadows Community College, University at Buffalo, University of Colorado at Boulder, University of Colorado at Denver, University of Houston, University of Idaho, University of Illinois, University of Kansas, University of Kentucky, University of Louisiana at Lafayette, University of Maryland, University of Miami, University of Michigan, University of Minnesota, University of Nebraska-Lincoln, University of Nevada-Las Vegas, University of New Mexico, University of North Carolina-Charlotte, University of Oklahoma, University of Texas at Arlington, University of Texas at Austin, University of Virginia, University of Wisconsin-Milwaukee, Washington State University, and Wentworth Institute of Technology have participated in the AIAS FBD program and forever change the lives hose in need.

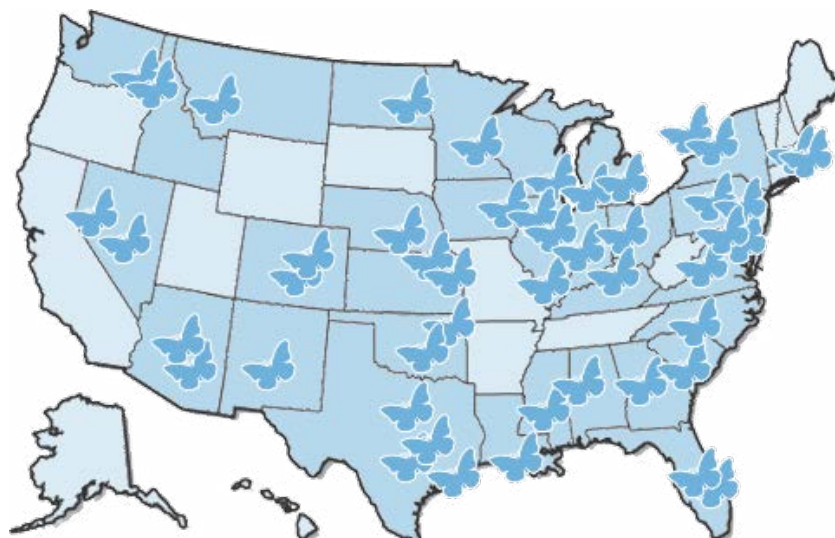
The following table represents milestones for growth based on previous participation and current estimates:

| Membership Year | Number of FBD Programs | Projects Completed |
|----------------------------------|-----------------------------|---|
| 2007-2008 | 38 Chapters and Communities | 12 lives directly impacted |
| 2008-2009 | 47 Chapters and Communities | 35 lives directly impacted |
| 2009-2010 | 55 Chapters and Communities | 41 lives directly impacted |
| 2010-2011 | 65 Chapters and Communities | 49 lives directly impacted |
| 2011-2012 | 80 Chapters and Communities | 60 lives directly impacted |
| 2012-2013 | 80 Chapters and Communities | 60 lives directly impacted |
| Total Projects completed by 2013 | | 274 total lives directly impacted by FBD Program*** |

* Future estimates are based on 75% of chapters completing a project in a given year.

** The AIAS does not expect more than 80 chapters and communities to participate in any one year.

*** Includes the 17 finished projects prior to 2007.



Initial Questions

After reviewing the materials, chapter leaders should ask themselves, preferably as a team, the following questions:

1. Do we have the chapter leadership, resources and faculty support to see the process through from start through finish? If not, (how) can we get it?
2. Are there members who would be interested in serving as the AIAS FBD Team Director? Are these individuals organized, good time managers, have good communication skills, patient?
3. How challenging will it be to identify mentors for construction and design? Is our chapter currently working with the local AIA component or have connections with professionals in the industry through our school, professors, faculty advisor, etc. who can help us?
4. How will the chapter raise funds to support the program? Do we have activities already in place that we can use to raise funds?
5. Are we located in an area where individuals who may need our services are accessible and volunteers can easily get to them?

Once your chapter has answered these questions and decides to participate in AIAS Freedom by Design, it will be imperative that chapter leaders monitor and adhere to the processing checklist.

Checklist for interested chapters:

- Application
 - Letter of Intent
 - Team Information
 - Essay
 - List of Contacts
 - Two Letters of Recommendation
- Attend Grassroots Freedom by Design Orientation (AIAS FBD Director)
- Submit Project Proposal
- Attend AIAS FORUM (optional but recommended for any FBD Directors who missed Orientation at Grassroots)
- Submit Project Binder

Timeline

In order to participate in the AIAS FBD Program, chapters are required to complete a series of steps each year before being approved for the program. This includes requirements to have at least one representative attend both a lecture series at AIAS FORUM and an orientation at AIAS Grassroots Leadership Conference in Washington, DC.* Failure to satisfactorily complete all of the required steps will result in a chapter being unable to participate in the program for the upcoming year.

1. Application: Applications are due by October 1, 2014

Letters of Intent - Chapters interested in participating in the AIAS Freedom by Design program at their chapter need to formally submit a Letter of Intent to the AIAS Office.

The AIAS Freedom by Design Team - The chapter president and the team captain need to work together to identify members for their AIAS FBD team. All team members must be AIAS members. The team should include:

- Freedom by Design Director
- Project Manager
- Fundraising Manager
- Public Relations/Historian
- Design Mentor
- Construction Mentor

Essay - The AIAS Freedom by Design team must submit their essay, not to exceed 5 pages in length. The application must include the following:

- Describe your chapter (Student involvement, events, leadership structure, etc.)
- Describe your chapter's relationship with your school, community, and local AIA component
- Describe your community

List of Contacts - Provide a list of contacts from your local government or local nonprofits that assist those with disabilities

Letters of Recommendation - Include two letters of recommendation for the AIAS FBD Director. One should be from the AIAS chapter president, one should be from faculty/school administration.

2. AIAS FBD Director Attends Grassroots Freedom by Design Orientation

3. Project Proposal: Project Proposals are due by February 1, 2015

Project Proposal - Before you begin your project, submit a project proposal to the National Office. The proposal should include:

- Information about the client
- Location of project
- Project details
- Fundraising plan
- Proposed budget
- Project timeline
- Client release forms, Volunteer Waiver(s), and Team Waiver (located in the back of the manual)

4. Attend AIAS FORUM: Optional but recommended for any FBD Directors who missed

5. Project Binder: Project Binders are due by May 1, 2015

After you complete your project, submit your project binder to the National Office. We request you submit your project binder no later than one month after your project's completion date. The binder should include:

- Client information
- Final budget
- List of donors
- Project calendar
- Design drawing/plans
- Project journal
- Before/After photos
- Certificate of Completion

You can submit all application materials, project proposals, and final project binders to freedom@aias.org.

Program Maintenance

The AIAS FBD Director is expected to maintain regular contact with the National Office by sending a quarterly update on their program. The update should include what the AIAS FBD team has done in the previous quarter and their plans for the upcoming quarter. Updates can be sent via e-mail to freedom@aias.org.

Helpful Resources

AIAS FORUM: Directors and chapter leaders will share their success and learn more about issues related to the AIAS FBD program by attending a series of lectures/seminars on creating/managing an AIAS FBD team, locating a client and collecting funds and materials. While part of the application process for interested chapters, all registrants at AIAS FORUM are invited to attend these lectures (representatives from interested chapters will be responsible for transportation to and from the AIAS FORUM host city and the registration fee for AIAS FORUM). The series will continue to include new topics as funds allow for guest speakers and as attendees express interest in new topics. To learn more and see what lectures are planned for this year, check the AIAS FORUM Web site at www.aias.org/forum.

Resources for FBD Programs: In addition to this instruction manual and an accompanying resources available online which are provided to AIAS chapters embarking in the Freedom by Design program, the AIAS has started to provide presentations for programs to give to their local organizations, potential sponsors, potential mentors, etc. These presentations can be tailored to each of these groups and incorporate multiple types of media. The AIAS Freedom by Design staff is also developing a series of how-to videos. Topics such as “how to interact with a client” and “how to assess the home” will help team captains not only perform these duties, but help fellow AIAS FBD members understand their tasks as well and use the videos to foster new leadership. You can view our online resources at aias.org/FREEDOM.

Publicity: The potential impact of AIAS FBD is phenomenal. While those with disabilities are directly affected by the program, the students and professionals who participate in this process are forever changed as well. Entire communities can rally behind causes which truly make a difference, and AIAS FBD is one of those causes. By promoting this program heavily, the AIAS stands firmly behind its mission statement of promoting excellence in architecture education, training and practice; fostering an appreciation of architecture and related disciplines; enriching communities in a spirit of collaboration; and organizing students to combine their efforts to advance the art and science of architecture. The AIAS has, and will continue to advertise and seek different media outlets on behalf of the many AIAS FBD programs across the country.

Don't forget about these additional online resources. It is a requirement to notify the AIAS National Office if you plan to launch an online fundraising campaign for your project by sending an e-mail to freedom@aias.org. If the National Office receives an unknown donation check with no prior notification, it will be treated as a general donation to the Freedom by Design program.



<http://www.indiegogo.com>
Indiegogo is a way for people all over the world to join forces to make ideas happen. Millions have contributed to hundreds of thousands of do-gooders to bring their dreams to life.



<http://www.kickstarter.com>
Kickstarter is a new way to fund creative projects. Each project is independently created and creators keep 100% ownership of their work. Their mission is to bring creative projects to life.



<http://www.firstgiving.com>
Firstgiving is dedicated to empowering nonprofit supporters to raise money for the causes they care about. They partner with nonprofit organizations to plan, execute, and measure online fundraising campaigns.

Understanding the Fundamentals

"The more one does and sees and feels, the more one is able to do,
and the more genuine may be one's appreciation of fundamental things."

- Amelia Earhart

Getting Your Feet Wet

Thinking about where to start can be the worst way to actually get started. When looking over the whole responsibility of an AIAS FBD Project a sudden realization can happen, "this is a lot of work." The best way to make an AIAS FBD Project seem manageable is to break it down time segments based on certain major goals.

Understanding the Team: In order to understand what type and size of AIAS FBD project is right for a team, a knowledge of team dynamics and experience should be a top priority. While many different schools of thought can lead to multiple questionnaires and lengthy conversations, a half sheet of paper with six questions can create a great overall picture of an AIAS FBD Team's dynamics.

AIAS FBD Program Survey

Name: _____

Year in School: _____ email: _____

AIAS status: member non-member credit load for semester/quarter: _____

What if any experience do you have working on a construction project? _____

Have you ever volunteered for community service before? yes no

If yes, what type of service? If no, what interests you about FBD? _____

Do you or someone you know have a need that the FBD Program could help with? _____

Do you or someone you know have access to tools and/or construction equipment? _____

How many hours could you volunteer to the FBD Program this semester? _____

What day(s) work best for you to attend FBD meetings?

Monday Tuesday Wednesday Thursday Friday Weekends

Fundraising

Knowing What to Say: Throughout the professional world, people ask, "What do you do?" Depending on the quickness and appropriateness of the answer to that simple question, people will develop their opinion of the AIAS FBD program. Having a prepared answer or "elevator speech" is a great way to open a conversation and go into a meeting with confidence. The term "elevator speech" is used to describe a quick, simple and prepared statement about oneself, an organization or possible opportunity. The idea is that in the time it takes an elevator to go a few floors, a person should understand and be interested in the topic presented.

Preparing an elevator speech for the AIAS FBD program is quite simple. Much like the childhood grammar game MadLibs, plugging specific ideas and thoughts into a pre-developed sentence can create a simple and concise elevator speech.

What is the name of your School or University? _____

What city are you located in? _____

Write down the top three things that interest you about AIAS FBD:

- 1. _____
- 2. _____
- 3. _____

Sample Conversation:

Potential sponsor/volunteer - "So what do you do?"

You - "Well, I am a student at (insert name of school or university) in (insert city where you are located). In addition to my regular classes, I volunteer my time with the American Institute of Architecture Students' community service program, Freedom by Design. With AIAS FBD I get to (insert three things that interest you about AIAS FBD). Our team is currently working with a local family to help fix areas of their home that are no longer safe or appropriate for them."

Collecting the First Donations: One of the biggest hurdles to starting an AIAS FBD project is raising money. This however does not need to be as difficult as it may seem. Raising a few dollars now will lead to larger and larger donations later. In addition, once an AIAS FBD team feels comfortable asking for small donations, confidence in asking for larger funds is produced. To build that confidence, a small goal of \$500 in fund raising can be met in just under 10 days.

How To Raise \$500 in 10 Days

| | | |
|--------|---|-------|
| Day 1 | Your personal contribution | \$10 |
| Day 2 | Ask 5 members for \$5 each | \$25 |
| Day 3 | Ask 3 professors for \$25 each | \$75 |
| Day 4 | Ask 3 companies for \$25 each | \$75 |
| Day 5 | Ask 3 firms for \$50 each | \$150 |
| Day 6 | Ask 5 friends for \$5 each | \$25 |
| Day 7 | Ask 2 more professors for \$25 each | \$50 |
| Day 8 | Ask your school for a \$50 donation | \$50 |
| Day 9 | Ask your parents for a \$20 donation | \$20 |
| Day 10 | Ask 2 alumni from your school for \$10 each | \$20 |

Developing Your Project

Defining a Client: The client(s) selected by an AIAS FBD team will perhaps have the greatest impact on the overall success of a project. It will have a lasting effect on the volunteers, sponsors and of course the client. Great care must be taken in selecting projects.

Finding Your Clients

Clients can be found everywhere. They can be families suggested by local hospitals, local churches, other nonprofits groups or city/county housing agencies. It is helpful, particularly as an AIAS FBD team is getting started, to develop relationships with a city or county health agency that can provide “care managers” who are already working with some potential project homes. They can provide initial income survey information, as well as interpreters, if necessary. Connections that perhaps were made earlier with physical therapists and the mayor’s commission (or similar agency) will also be of use here. While meeting with possible clients, it is imperative that no promises concerning possible projects are made. The worst thing that could be done is promise a project and not deliver.

Client Priority

The AIAS FBD Program has identified the following three conditions as priorities for AIAS Freedom by Design projects. These are in order of precedence:

- 1.) Life Safety Issues
- 2.) Life Dignity Issues
- 3.) Life Comfort Issues

Assessing Your Clients

Although AIAS FBD does not have any strict guidelines about who receives the benefits of a AIAS FBD program’s efforts, there are some general guidelines that should be taken into consideration. Generally, AIAS FBD has been directed towards families that fall around the 50% of median income levels. The overriding philosophy is to help these people as they have little support elsewhere. It is the hope of the AIAS FBD program that FBD projects will greatly help stabilize the environment and support the success of the client.

In some cases the client may be able to fund or partially fund the project, but the AIAS FBD team decides to still work with the client. In those cases, AIAS FBD teams have been known to ask for a donation from the client towards their next AIAS FBD project. This allows everyone involved in the AIAS FBD program to gain experience and ensure funding for future clients.

Producing Results

How to Identify Potential Projects: It is vital to begin thinking about resources early in the year. The two most valuable resources will be equipment and volunteers. Any equipment needs for your project should be discussed with the Construction Mentor. It is also important to make a list of the tools already available from volunteers and the school/university shop (hammers, screwdrivers, table saw, etc). Second, you will need to prioritize your volunteers based on their possible time and skill commitment. It is imperative that the AIAS FBD team understands their volunteers' commitment level early to help with scheduling.

- Assess the project in work components and determine how many man-hours the job will take
- Assess the individuals who have said they will help
- Total the time available to be used and make sure it is ample to get the job done
- Ask yourself the following questions: Is this a project I can complete within one academic year? Does it meet the needs and lifestyle of my client? Is the design functional?

The following is a list of "levels" which can be used to categorize potential projects:

Project Levels

Below is the AIAS FBD three-level system of project commitment and difficulty. These levels specifically describe projects in terms of time (work days), energy (man hours), money (budget) and accountability (maximum duration of project). Novice teams should look for a Level 1 project.

LEVEL 1: Handrail



- A project that can be completed in a single workday with a team of 4-6 workers
- No building permit required
- Less than \$250 in materials required
- Can be completed within 60 days of project acceptance
- One three hour directed task or work period requiring no prior knowledge or training

Example: Replacing door knobs, forming and pouring an 8-foot ramp to replace a single exterior step.

LEVEL 2: Wooden Ramp



- A project that can be completed in four workdays with a team of 4-6 workers
- Building permit may be required
- Less than \$1,000 in materials required
- Can be completed within 90 days of project acceptance
- Willing to work on a series of directed tasks or work periods requiring no prior knowledge or training

Example: Building an exterior wood ramp where the first two days are spent forming and pouring the foundations (form work may require an inspection), and the last two days are spent framing the ramp.

LEVEL 3: Cabinet Finishes



- A project that can be completed in 10 workdays with a team of 4-6 workers
- Building permit will be required
- Less than \$10,000 will be required
- Can be completed within 120 days of project acceptance
- Willing to be accountable for a specific task within a phase of a project and has expertise within that task (e.g. tile setter, carpenter, draftsman or architect, electrician)

Example: Demolition and replacement of accessible kitchen cabinets and appliances, installation of an accessible roll-in shower.

Finding Help Along the Way

"We make a living by what we get, we make a life by what we give."
- Winston Churchill

What Can The AIAS Do For You?

The AIAS Staff and Board of Directors very determined to make sure every AIAS Freedom by Design team experiences success. No matter the question, concern or comment these people are interested in hearing from AIAS FBD teams.

2014-2015 AIAS Board of Directors:

Charlie Klecha, Assoc. AIA
President
charlieklecha@aias.org

Obi Okolo
Vice President
obiokolo@aias.org

Nicole Gerou
Midwest Quad Director
midwest@aias.org

Danielle Mitchell
Northeast Quad Director
northeast@aias.org

Joel Pominville
South Quad Director
south@aias.org

Kirsten Keane
West Quad Director
west@aias.org

Nicholas Docous, AIA, LEED AP
AIA Liaison

Greg Hall
ACSA Liaison

Westin Conahan, Assoc. AIA
Past President
westinconahan@aias.org

National Staff:

AIAS Executive Director

Chief Executive Officer
T 202.626.7362
E executivedirector@aias.org

Rebecca Morris
Programs and Membership
T 202.626.7472
E rebeccamorris@aias.org
E mailbox@aias.org

Jessica Mason
Partners and Communications
T 202.626.7472
E jessicamason@aias.org
E mailbox@aias.org

In addition to these individuals, the AIAS continues to develop tools and resources for AIAS FBD teams. Please visit the AIAS Freedom by Design website: <http://www.aias.org/freedom>

Looking to Your Mentors for Guidance

Mentoring is a term historically used to describe a teacher-student relationship. Mentors are supposed to be wise and trusted counselors for mentees (the people receiving advice and support). A mentor's knowledge, experience, encouragement and skills offer guidance, advice and small amounts of hands-on training. However, while a mentor can steer a mentee in the right direction to reach their potential, a mentor should not attempt to force change against the will of the younger leader or activist.

General Roles and Responsibilities: Establishing some basic roles and responsibilities can ensure a successful relationship with an AIAS FBD Mentor. The following list outlines a few roles for an AIAS FBD Mentor, and a few things that the mentor and freedom team should do together.

The Mentor Should Expect to:

- Provide guidance based on past experiences. Guidance should always be as slight as possible, and follow directly from the stated concerns of the team.
- Create a positive counseling relationship and climate for open communication. It is important to avoid treating the team members as incompetent or incapable. Over the long-term, a positive relationship will be created by a genuine interest in their role.
- Help the team members identify problems and solutions. If the team thinks that something isn't a problem, don't force the issue; rather explain why it might be a problem, then leave it to them to come around.
- Lead the AIAS FBD team through problem solving processes. Empowerment is the key to being a mentor. Remember you can learn something in this process as well.
- Offer constructive criticism in a supportive way.
- Share your own thought processes and fallibilities with the team.
- Refer the team to others if you don't have the answers or the time to continue to mentor them. If others can do a certain part of the job better than you, or more effectively don't feel obligated to "stick it out."
- Solicit feedback from the team. Being a mentor isn't merely about giving; you should be developing your own skills too.
- Keep your eyes open for things that could help the team. Look for articles and Web sites that refer to things that you have discussed. This will allow them to develop and shows them that you are interested in their success.
- Don't do their job for them. It is tempting for leaders to step in when faced with inexperience. Resist this temptation wherever possible.

Together the Mentor & the AIAS FBD team should:

- Identify roles the mentor can play to help the team achieve goals.
- Communicate on a regular basis.
- Refer back to previous conversations to make sure that things have been done.
- Set the agenda for each meeting.

Architecture Mentor Responsibilities: While working with the AIAS FBD Captain and AIAS FBD project volunteers, the Architecture Mentor has four main responsibilities:

Architecture Mentor responsibilities are to:

- Meet regularly with the team to review design progress and to verify appropriateness of proposed design
- Suggest additional training materials and secondary design concepts
- Provide guidance to enhance the team's professional growth
- Confer, if needed, with the team and client

Translating each of these responsibilities into actual activities with the AIAS FBD team will vary depending upon where the mentor resides and how busy their professional life is. Similarly, mentors must be conversant with the client, local accessibility codes and the principals of universal design which determine the project's purpose, objectives, organization, and procedures.

Regular Meetings

With respect to scheduling regular meetings, ideally the Architecture Mentor will be available for inperson meetings at least twice per month. While this may not always be feasible, the more often there is interaction, the greater likelihood exists for the mentoring relationship to mature and, in turn, positively influence the professional growth of the program's members. Regular dialogue promotes open and continuous exchange of ideas and information. In instances when direct in-person meetings cannot be scheduled, alternative means of communicating should be pursued such as e-mail and/or telephone calls.

Construction Mentor Responsibilities: While working with the AIAS FBD Project Manager and FBD project volunteers, the Construction Mentor has four main responsibilities:

Construction Mentor responsibilities are to:

- Meet regularly with the team to review the project schedule and to verify appropriateness of proposed design
- Offer training for materials, building processes and necessary tools
- Provide guidance to enhance the team's professional growth
- Confer, if needed, with the team and client

Translating each of these responsibilities into actual activities with the AIAS FBD team will vary depending upon where the mentor resides and how busy their professional life is. Similarly, mentors must be conversant with the client, local building codes and the proposed project's design, objectives, schedule, budget, and procedures.

Regular Meetings

With respect to scheduling regular meetings, ideally the Construction Mentor would be available for meetings at least three times prior to the build day(s). While this may or may not always be feasible, the more often there is interaction, the greater likelihood exists for the mentoring relationship to mature and, in turn, positively influence the professional growth of the program's members. Regular dialogue promotes open and continuous exchange of ideas and information. In instances when in person meetings cannot be scheduled, alternative means of communicating should be pursued such as e-mail and/or telephone calls. During the project build day(s) the Construction Mentor should be available to guide in the building process. While this does not mean they must be there for the entirety of the build, a strong presence is suggested. At minimum the Construction Mentor should be able to visit the job site at the end of each day of building to ensure nothing was completed incorrectly or harmfully.

Top 10 Tips for Mentors and AIAS FBD Teams:

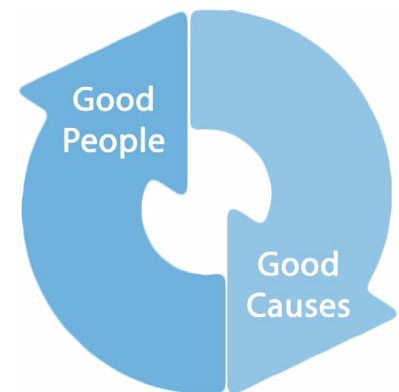
1. Take time to consider whether everyone is comfortable working with each other. In other words, assess overall compatibility and ability to communicate. If there is a level of comfort, then the relationship(s) should move forward. Alternatively, there might be a need to identify another professional to serve as the mentor.
2. Keep appointments and anticipate changes. Professionals in all walks of life depend upon effective scheduling and the reliability of people with whom they are scheduling meetings and engagements. This is the same for the mentors and the AIAS FBD team. However, even if all parties are responsible about setting and keeping appointments, there should be a backup plan in place to handle circumstances where appointments must be changed. The important thing is to remember to follow through quickly and promptly to reschedule any meeting that has to be rescheduled. Meeting together can take place both outside of and/or within the office environment.
3. Help each other set priorities and develop a focused game plan for reaching the required benchmarks of the project in a timely fashion (typically no more than 120 days from acceptance of the project).
4. Provide specific and constructive feedback about the progress that is being achieved. There will, of course, be circumstances when the progress is less than anticipated. However, by being honest and communicating with each other the project will continue to move forward. Remember that meetings do not have to be in person. They can take place by telephone and e-mail.
5. Share and learn from any "tried-and-true" methods that have been adopted through your careers to address issues associated with different aspects of the project.
6. Set goals for the entire AIAS FBD team to address problem areas. When circumstances arise that seem particularly challenging, identify particular goals that would provide a template for effectively addressing the challenges.
7. Give advice honestly and straightforwardly. Everyone is working to improve their professional lives as well as the lives of the client. Confidentiality is essential in all matters.
8. Keep lines of communication open with everyone on the team. Whenever possible, it is recommended that meetings take place at least twice per month in person (for Architecture Mentor), or three times before the start of the project (for Construction Mentor). Although it is the suggested minimum level of contact to be achieved, there are many reasons why this may not always be possible. To facilitate better communication, everyone on the AIAS FBD Team should be prepared to respond to e-mail or telephone inquiries within 48 hours or sooner whenever possible.
9. Communicate with the client as needed and necessary. On occasion, there will be situations that will perhaps warrant a meeting between the AIAS FBD Captain, the Mentors and the client to determine how circumstances can be handled in the best interests of all involved.
10. While a single person may be qualified to serve in both mentor roles, the AIAS FBD Captain will want to foster multiple relationships in order to broaden the network of professionals available to aid in the project.

Involving the Community

The AIAS does require that all AIAS FBD Leaders be active AIAS members (for insurance and legal reasons). However, most AIAS FBD teams need additional volunteers to complete projects. These volunteers can be students, local professionals, parents of other student leaders, friends of the clients, or even the client's neighbors. The more involved the local community can be in the project, the more people will know about AIAS FBD Program and in turn help on future builds. Here are some helpful hints and recommendations to think about when looking for your group of volunteers.

Patrons: A person who is interested enough to visit a museum or use a nonprofit's services is more likely to be interested enough to volunteer than a person from the general public. AIAS FBD teams should make sure that volunteer opportunities and applications are clearly posted where patrons can find them, and that front-line staff know enough to field basic questions about volunteering for AIAS FBD. It also does not hurt to personally ask a regular customer if he or she would be willing to help out.

Volunteers: One of the best sources of future volunteers is current volunteers. It is likely that if someone is passionate enough to volunteer their time, they are likely to have at least some friends who share those same passions and interests. Also, a person who is already working for AIAS FBD should not only have a good understanding of the programs needs, but also what types of personalities would do well. In other words, a current volunteer can be the perfect volunteer recruiter... but only if they like the AIAS FBD team enough and feel appreciated enough to recommend the job to others. Keep volunteers happy, and be sure to let them know about any available volunteer positions.



Seniors: Retirees are often looking for ways to make meaningful contributions to their communities, to maintain their skills (or learn new skills!) and to interact with others. Because they often have more daytime availability than other people, they can make perfect volunteers. Contact local active living communities and senior centers about the possibility of recruiting volunteers there.

Online: One way to find volunteers is to make it easy for volunteers to find you. Many people interested in volunteering head online to find out what opportunities exist near them. Besides the AIAS FBD website, AIAS FBD teams can also use third-party websites to advertise any volunteer positions. Craigslist, Idealist, and Volunteer Match are all good places to post volunteer needs. In addition, many local communities have online volunteer databases. AIAS FBD teams can also post volunteer opportunities on listserves or online groups that relate to their mission.

Community Bulletin Boards: Libraries, coffee shops, places of worship, and local daily and weekly newspapers, and other places often advertise volunteer opportunities. People looking for something to do usually know about these resources, so an AIAS FBD team should take advantage of any place that posts volunteer positions.

Student Volunteers: Eager and energetic, students can make wonderful volunteers. Find out how to find volunteers at local high schools and colleges.

Why Students Volunteer

- It allows them to build up their resume.
- It lets them explore a particular career field, gain experience, and hone skills.
- It allows them to feel like they are contributing to their community, or taking responsibility for something.
- It sounds fun, challenging and/or important.
- Some high schools and colleges (and many honor societies) require community service.

What Students Want out of Volunteering

- Responsibility within a supportive structure. They want to explore and see what they're capable of, but need a clear understanding of what is expected of them. They also need to know that there is someone to turn to when they have questions or doubts.
- Credit for their hours volunteered. Be willing to sign time logs, etc.
- Letters of recommendation for a job well done. You can offer a letter after the student has finished volunteering, or just let them know you'd be happy to write a letter if they need one.

How to Recruit Volunteers

- Find out if the school or college has a volunteer office.
- Contact the principal or dean and ask for them to make an announcement, or ask for leads to specific people who can help.
- See if AIAS FBD can take part in the school's volunteer fair or information session.
- Contact honor societies.
- Talk to specific types of teachers (like science, art, or English) or extracurricular clubs.

Timing Student Recruitment

One thing to keep in mind when contemplating recruiting students is that teachers and administrative staff can be very busy during certain times of the year, and hard to reach at other times. AIAS FBD teams should strive to give as much advanced notice as possible about specific volunteer needs, along with reminders regarding any upcoming deadlines. Once relationships with your school officials have formed, things become easier to maintain.

Fostering Continued Commitment

- At this time in their life, many people have trouble honoring commitments. Perhaps they underestimate how much they have on their plate, or overestimate how interesting a particular volunteer assignment will be. Perhaps they were simply coerced by parents or the school administration to volunteer, and their heart is not really into it. Help students succeed in their volunteer assignment by having clear attendance expectations.
- Schedule on-going volunteer opportunities at the same time every week, or make reminder phone calls for irregular volunteer opportunities.
- Have and enforce penalties for unexcused absences. (For instance, after two absences, the volunteer opportunity is revoked).
- Reward long-term service (with certificates, food, etc).

Be a Great Place to Volunteer:

Be prepared – Gather any necessary supplies and clear a workspace in advance of your volunteers' arrival. Once they arrive, don't keep them waiting. If you expect punctuality, lead by example.

Make volunteers feel welcome – When you first meet your volunteers, offer a tour of the event area, make coffee or water available, and don't be afraid to show your enthusiasm.

Introduce volunteers to other AIAS FBD team members – Part of feeling comfortable in a new place means knowing a few names. Casually introduce your volunteers to other volunteers before engaging them in their volunteer opportunity.

Set expectations – Be clear with your volunteers about what is expected of them. Tell them what you need accomplished and act as a resource should they have questions or concerns.

Train sufficiently – Your volunteers are excited to help out. Remember, they found you and want to contribute their time to your organization. Make sure they have the tools necessary to succeed.

Give them a purpose – Be realistic when assigning tasks to volunteers. No one wants to stand around because there isn't enough work to be done. If it looks like volunteers are idle, either send a few home, or think of a new project they can work on instead.

Be honest – Don't be afraid to tell your volunteers exactly what your AIAS FBD project needs.

Create ground rules – Volunteers are eager to help, and while they aren't actual employees, they may still need to adhere to general organizational policies. Make sure you relate any important rules or guidelines before your volunteers get started.

Set time parameters for service – Most people have a busy schedule and volunteers are no exception. Let your volunteers know how long their help will be needed so they can plan their day accordingly.

Show appreciation – Congratulate your volunteers on a job well done. Sometimes a simple gesture of thanks is sufficient. For volunteers who contribute their time consistently or have made a strong impact on your organization, consider giving them a card or taking them out to lunch.

Why Should I Volunteer?: Much like being prepared to tell people about AIAS FBD, you need to be prepared to let people know why they should volunteer. Here are a few tips and some supporting information that should help convince anyone to join your group.

Some of the Best Reasons to Volunteer

Some of the best reasons to give are the ones you may not have considered — the ones that make it worth your while to go that extra step. People who have spent time volunteering for a cause report that they get back in satisfaction and joy more than they ever expend in inconvenience or effort — what you get back is immeasurable. You'll also receive these benefits:

- Volunteering makes you feel needed.
- Volunteering can lead to learning new skills.
- Volunteering can help you deal with some of your personal problems.
- Volunteering helps you meet new people and breaks down barriers of misunderstanding, mistrust and fear.
- Volunteering can create new contacts which may help your business or career.

It's What You Can Do for the World!

You might be thinking, "The little bit that I can do will never help much!" or "What in the world can I do?" If you've ever spent ten minutes reading a book to a lonely child, you know that even that small amount of compassion and attention can make a world of difference. No one person can solve the world's problems, but what little you do can make your little corner of the world — or one far away from yours a happier, healthier, safer place to live for those who need your help. Each of us can right a wrong, fill a plate, visit a shut-in or clean up a park — and that does make a difference for us all!

Participate in the Tradition of Volunteering

Approximately 109 million American adults volunteer annually — that's 56% of all adults.

Volunteers contribute an average of 3.5 hours per week — totaling 20 billion hours with an estimated dollar value of \$225 billion.

59% of teenagers volunteer an average of 3.5 hours per week — that's 13.3 million volunteers totaling 2.4 billion hours at a total value of \$7.7 billion.

FBD cannot take the place of government programs, nor can it single-handedly cure the ills and disparities of society. But each of us can make a difference in a small way, in our own community, and can find ways to help that will make our efforts worth the time and trouble we invest in them.

Documenting Your Success

"The mind, while blessed with permanent memory, is cursed with lousy recall. Written goals provide clarity. By documenting your dreams, you must think about the process of achieving them."
- Gary Ryan Blair (motivational speaker and author)

Looking Back at Where You Have Come

By the end of the year, an AIAS FBD team will have learned a lot of information, met a lot of people and completed a very large amount of work. Even if the FBD team did not complete a project, the chapter should look back and review any questions or concerns that were brought up through the previous year. Writing up a small collection of “case studies” from the chapter’s experiences can drastically help future chapter leaders and future FBD Leaders within the AIAS. Plan an end of the year event where everyone can discuss and talk about their experiences and memories from the year.

While these “case studies” do not have to be lengthy or very detailed summaries, they can give a snap-shot of the over progress the entire team has made. Also this would be an interesting time for each individual to take the survey again that they took at the beginning of the year. During the project it may not seem like they are learning anything, but the experiences of FBD can drastically change the knowledge set of those involved.

Below are just a few “case studies” submitted to the AIAS office over the years:

“One of our most important fund raising techniques is to have a packet of information for potential donors. Also, local and smaller companies were more likely to donate (as opposed to Home Depot or Lowe’s where you have to contact the corporate headquarters and have to go through many people). Smaller places may not be able to get everything you need, but they can usually do a little. Everything adds up and often times they surprise you.

Another suggestion is to look for materials that may be discontinued in the near future, such as a specific color of a material or style. Places, I think, would be more likely to get rid of these items more so than donating top of the line, brand new stuff.”

“We found that the most successful way to find clients was to use existing organizations around the area to work together. Not only can this be a great way to educate people within the group, but it builds a strong link for the entire community. We have been working closely with Special Olympics and we have been in contact with the Student Accessibility Center. We have a few other groups that we will soon get in contact with that work along the lines of physically disabled.

Fundraising is a tough one. So far we have used money raised from the art auction that was held with our Beaux Arts Ball to go towards the organization. We raised a few hundred. We also set out a jar in our school store that told the story of the families we will be aiding and showed the amount we wanted to raise. This did not work out as well as we had hoped for but we managed to raise a couple hundred dollars. We are going to be looking into raffling for a future fund raiser and are still in discussion as to other ideas.”

“Finding the right client, as we were told, was ultimately the most difficult part of getting started. However, once we established a few solid contacts, the opportunities poured in. Finding volunteers for FBD was the easiest part. I’m not sure how it works in other schools, but AIAS is primarily run by undergraduates here and there are barely any graduate members- I understand that this is due to curriculum demands, etc. We were determined to turn this around with FBD. We new that graduate students were an excellent resource and would be an invaluable commodity. They, after all have the necessary real world experience that Freedom by Design begins to explore. Ultimately, we did spark a great interest in both undergraduates and graduate students, and that was one of our great successes.

The projects that we chose were two very gratifying and worthwhile projects. Only one reached completion, but not for nothing. The first was quite ambitious, a 62 foot ramp for a local fraternity who had a member paralyzed in a swimming accident. After much planning and near ground breaking, we learned that the client was beginning to regain the ability to walk. Though great news for the client, it was too late in the semester to begin a new project. The client now has full mobility with the help of only a cane. The second project, recently completed, was a 12 foot ramp for the Freymuth family of Milan, MI. They have 6 children, the youngest of which, Cody, is completely paralyzed. Mrs. Freymuth writes on a website for Cody:

“My son is trapped in this little body. Wanting so bad to come out. Fighting everyday for his life. He is now diagnosed with INFANTILE SPASMS, CHOREA (involuntary movements), DEVELOPMENTAL DELAY, and other types of SEIZURES. This seems so unreal to us. Not only has this unknown disease turned my little Cody’s life upside down but my whole family’s as well.”

Before we built the ramp, Cody's parents were lifting him in his wheel chair up a into the house. He's only 3 years old now, and though not very heavy, the wheel chair is, and as he grows, it would become nearly impossible to get in and out of the house easily. In building the ramp, we decided to design with structure, durability and modularity in mind. Therefore, we settled on the idea of a notched egg-crate structure that could be built in segments off site, to minimize installation time, and maximize quality control. We used pressure treated plywood and precast concrete blocks, with a sand and paver foundation. We really wanted to make the ramp stable without using the typical stick-built framing system. This allowed us to bypass the technicalities of obtaining permits for permanent structures. Also, we planned for the eventual need for a new ramp, and the structural system would allow for ease of the removal without too much heavy labor.

The family was so deserving and thankful, I can't stress enough how proud we were to be a part of this organization. This past year has taught me so much not only about leadership, construction, organization and design, but most importantly it has taught me about the impact that architecture can have on people's lives. Designing is a huge part of what we do, but I now see how absolutely important it is to connect with those that you are building for. I hope that our success can inspire others to push through, because by no means did we make it through the year without our fair share of bumps in the road."

Wrapping up the Loose Ends: Project Binder

Each chapter is REQUIRED to document the process of planning, preparing, implementing and completing projects. This is extremely valuable, as this information can be used for Outreach and PR Campaigns as well as documentation when seeking funding. Oftentimes, the AIAS office needs this type of information to validate the program, use in publications and demonstrate that impact is being made.

Here are a few suggestions for documenting your experiences:

1. Take pictures of *
 - the team in action
 - the site
 - A group photo of the team
 - Before and After pictures of the site
 - The client on site before and after
 - Planning meetings, charrettes and any other meetings and preparation activities
2. Take Video of *
 - The client interview
 - Before and after use of the area being designed
 - Any and all build days
3. Collect all
 - Designs from charrettes and meetings with mentors and client
 - Notes from all meetings
 - A list of all donors and sponsors
 - All legal contracts and waivers
4. Write a small report on the overall process (the highs, lows and any obstacles that the team had to overcome to move forward)

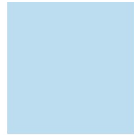
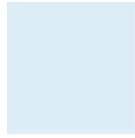
*Remember to have a Release Form completed by everyone.

A project binder should be submitted to the AIAS office after the completion of every project and additional copies should be retained for the chapter's records.

In addition, all AIAS chapter that wishes to continue their participation in the FBD program in the following year must complete the application process. It is not a requirement that a chapter participates every year or completes a project each year.

Sample Project Binder

"Success is the sum of small efforts, repeated day in and day out"
-Robert Collier



AIAS Chapter: _____

Project Name: _____

Client Name(s): _____

Project Address: _____

Project Narrative: _____

Estimated Budget: \$ _____

Money Raised: \$ _____

Interview Date: ____ / ____ / ____ Design Completed: ____ / ____ / ____

Client Approval: ____ / ____ / ____ Project Permits: ____ / ____ / ____

Build Date(s): ____ / ____ / ____ | ____ / ____ / ____ | ____ / ____ / ____

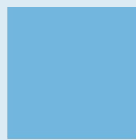
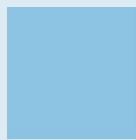
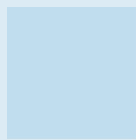
Project Completed: ____ / ____ / ____ Binder Completed: ____ / ____ / ____

Design Concept: _____

Please attach images of design charette and process drawings

Design Process: _____

Please attach images of design charette and process drawings



American Institute of
Architecture Students

AIAS Freedom by Design™

1735 New York Ave, NW

Washington, DC 20006

phone: 202.626.7472

fax: 202.626.7414

email: freedom@aias.org