



GENERATE • BUILD • COLLABORATE • FOSTERING
OPPORTUNITY • INVOLVEMENT • GIVING • EXPERIENCE

• ***AIAS FREEDOM BY DESIGN MANUAL*** •

PRO-BONO • COMMITMENT • SERVICE • PROJECTS
FUNDRAISING • COLLABORATE • ARCHITECTURE
SUSTAINABILITY • LEARNING • ENGAGEMENT

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, engagement-based service, and construction solutions.

Through this interactive manual, students can engage with their peers to address best methods to serve their communities and expand the possibilities of their approach to service. The goal, however, stays the same: inclusive design that takes everyone into consideration and allows for the best use of space.

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 the world.

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INTRODUCTION

FBD MISSION STATEMENT

AIAS FBD is a program within AIAS that utilizes the skills and talents of architecture students in service to their community. AIAS FBD projects should better the community, promote skill building, and foster relationships.

FBD VISION STATEMENT

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

PAST, PRESENT, FUTURE

PRE-AIAS

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.

*Design Charrette
(AIAS Clemson University FBD Program)*



2004-2006

2000-2004

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.

AIAS PILOT PROGRAM

In 2005, the AIAS expanded the program to eleven chapters. Learning from the past year, the AIAS made several adjustments to the program and began to explore the future of AIAS FBD. 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.

HISTORY OF THE FBD PROGRAM

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. Additionally, the AIAS organized a capital campaign effort, raising nearly \$1,000,000, a percentage of which is dedicated to the growth and advancement of Freedom by Design.

In 2012, the then Freedom by Design Task Force was brought on as a Committee of the Board. Under the leadership of Joel Pominville, then Chapter President of Clemson University AIAS, the Freedom by Design Advisory Committee (FBDAC), which was previously known as Freedom by Design Advisory Group (FBDAG), began working with National Staff on FBD programming for Grassroots and FORUM. At FORUM in 2013, the FBDAC instituted the inaugural round of Freedom by Design awards. In 2014, in celebration of the 10th Year Anniversary of the Program, the FBDAC hosted the first Honors and Awards ceremony at FORUM, highlighting the work of chapters from around the nation and awarding ten distinguished FBD Honor Awards.

2007-2015



Volunteers working on courtyard project
(AIAS New Jersey Institute of Technology FBD Program)

FBD TODAY

During this year, the FBDAC began to take on more responsibility for the program. They were tasked to reevaluate and develop the Freedom By Design Program. It was during this year that many of the recent changes to the program were discussed. The application process was the main item that the FBDAC wanted to change. In order for chapters to apply to have an FBD Program, a representative from the school had to attend the FBD Track at Grassroots. This was not a financially viable option for many students eager to establish an FBD Program.

Thanks to a newly established partnership with NCARB, the National Council of Architectural Registration Boards, FBD Directors could apply for a grant that allowed them to attend Grassroots for a fraction of the cost. NCARB now also awards a materials grant for chapters that complete design-build projects registered as Community-Based Design Center Collaboratives, and qualify for credit towards the Architectural Experience Program (AXP). Another issue with the application process was the early deadline and the need for chapters to have a list of potential community partners, completed forms, and a project description all within the first month of school. Because most chapters have their new officers take over near the end of the previous semester, it required FBD teams to work over the break whether or not they were studying abroad or working an internship in order to be on track by the start of the Fall semester. The simplest way to resolve these issues was to abandon the application process entirely. Now what all chapters need to do is declare their projects to the AIAS National Office with a simple description, a process that can be done at any time of the year. FBD Directors are still encouraged to attend Grassroots to share their experiences and gain new insight into the program.

2017-2018

2016



Outdoor transformation of a local shelter home
(AIAS University of Kansas FBD Program)

Changing the logistics of the FBD Program was only a small part of what the FBDAC accomplished during 2016-2017. The foundation for a network of FBD directors was lacking. Based on discussions at FORUM and Grassroots, many directors wanted the opportunity to discuss and ask questions year round. The AIAS National Office already had a system in place for leaders to do that exact thing. The only difference was this was for chapter presidents. Instead of having FBD Directors piggy back on the Quad Director calls, the FBDAC began to facilitate their own system of hangouts, the FBD Pods.

The implementation of FBD Pod Calls was successful and remains a crucial component of the communication pipeline between local FBD Programs and the FBDAC. These FBD Pod Calls have expanded to include more than only the FBD Directors, and are open to any member of FBD. The inclusivity of FBD has expanded over the years to include more members in these meetings. By 2020 and the rise of the COVID-19 pandemic, FBD members have come across some challenges and new opportunities that once were not considered. This led to the creation of FBD Fireside Chats which allows FBD Directors and members across the world to join under one space and connect with one another as they navigate service during a pandemic and beyond.

Communication between FBD chapters has become closer and stronger through the creation of joint platforms for discussion, sharing of information,

projects, and virtual meetings. Frequent organization of meetings and conferences online influenced the cohesion of chapters and provided the opportunity for accessible and fast contacts from all over the country as well as with international chapters which affected productivity and work efficiency of the FBD community.

In those last few years, FBDAC has come together to understand and reintroduce FBD as a space that embraces and advocates for more flexibility and fluidity in the FBD process. With that, the scope of work has diversified and expanded beyond Design-Build projects. Volunteering has been redefined, not only in terms of the construction design, but also in terms of socially-oriented engagement and service —aimed at helping people with their daily needs and challenges. The mission and values of FBD become more rooted in improving people's lives through collaborative design and mutual aid.

2018-2021



Message in a Birdhouse
(ALAS University of Oregon FBD Program)

GETTING STARTED

The FBD scope in a new perspective!

Since 2018, and after experiencing a year in a pandemic, FBD members have come across some challenges and new opportunities that were not once considered. The FBD Program now includes more flexibility and fluidity in the FBD process, such that there is more emphasis on the fact that:

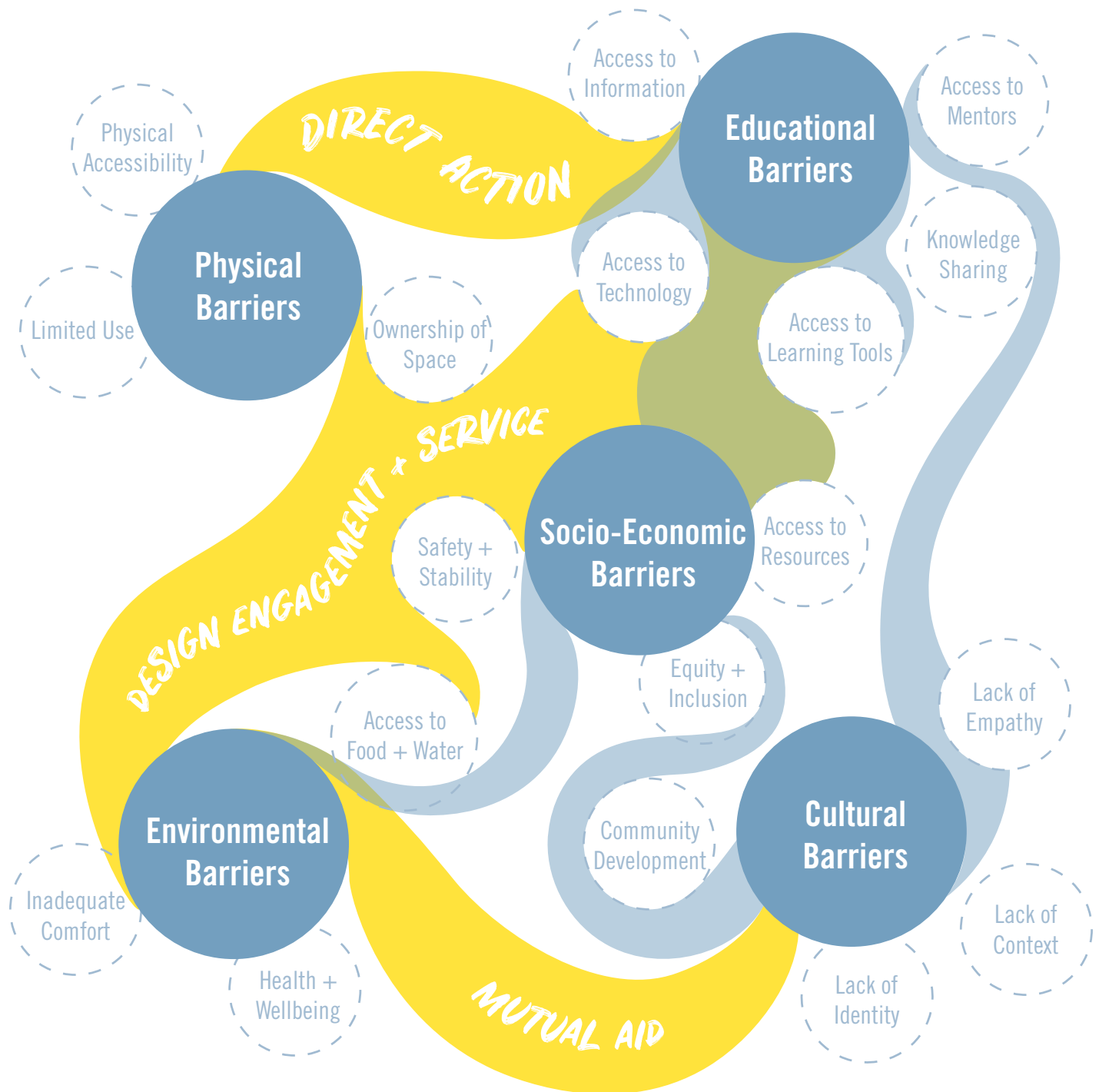
- Projects are more than just design-builds.
- Things can overlap and blend with one another.
- The process is organic. It should be embraced and adapted to what the local community needs.

The updated graphic is a mere example of what FBD Chapters should explore; to create their own unique FBD scope! It should not be restricted to the status quo. Every FBD team should participate in this exercise and organize their process/mission with what they know will work best for their community.

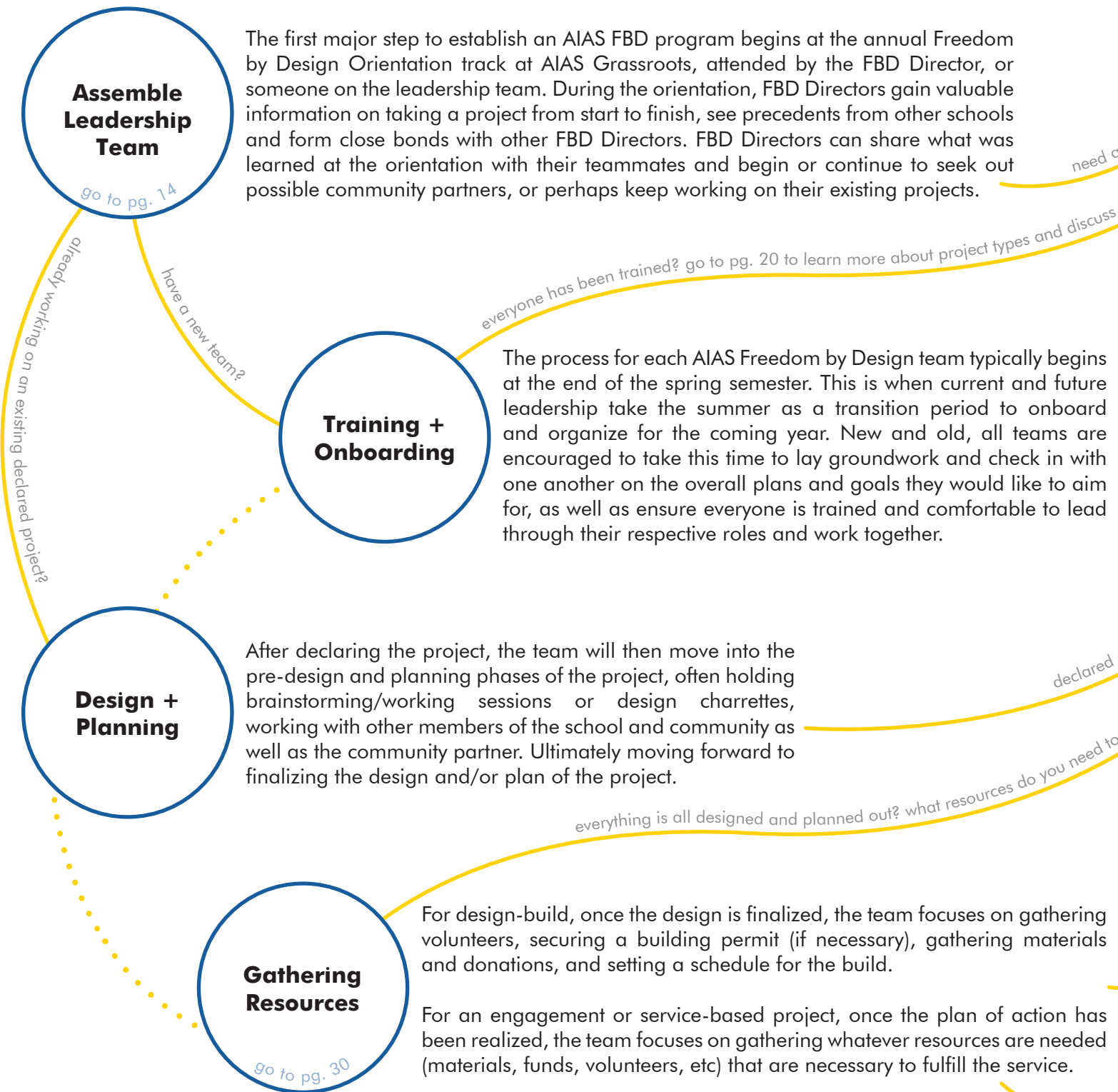
- Address what the major barriers are that your local community faces, take note of specific situations and challenges that FBD service can tackle. At the point, overlaps can occur and some situations are dependent on other systemic barriers —that's okay! Things are not supposed to be linear!
- Draw upon these different situations and note what solutions can be done. Actions and projects can go beyond the traditional paths of design-builds and design-engagement, specify what would work best for *your* community. They certainly can overlap.

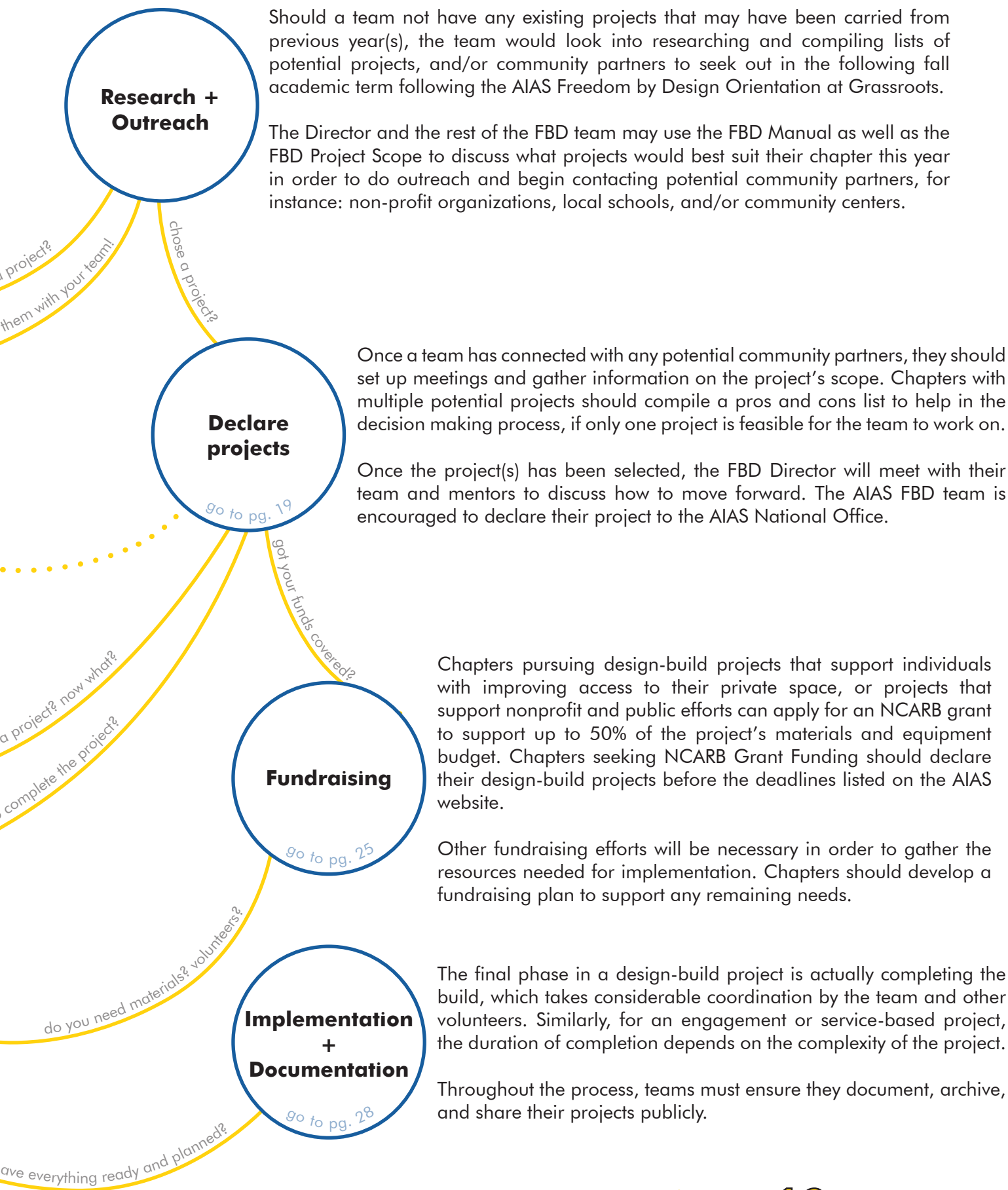
Any chapter is able to declare an FBD project at any point in the year. The new project scope allows chapters to easily establish an FBD Program at their university because it casts a much wider net, allowing for more community outreach.

SCOPE OF FBD



THE FBD PROCESS





FINDING A TEAM

PRO TIP:

There are several approaches for assembling a team: some chapters elect their FBD board positions along with their AIAS Executive Board; some appoint these positions; and others do a combination of the two. Find the process that best suits your AIAS Chapter!

A Freedom By Design Team is composed of several individuals, each vital in the success of an FBD Program. Depending on the project delivery method, scale, and timeline your FBD team should identify the following roles early in the design process to ensure a successful executive of the project. You may find that adding extra team members helps your team and members achieve the goals you've set out to do. Also note that the roles listed below are not exhaustive. Chapters may adjust these roles and responsibilities as they see fit.

The FBD 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 community partner interviews, overseeing the selection process, and periodically, with support from their chapter president, updating the AIAS on the progress of the program.

The Project Manager

The Project Manager is responsible for overseeing a specific Freedom by Design project, including establishing the schedule, coordinating the building approval process, and coordinating team members.

The Development Manager

The Development Manager, or Fundraiser, is responsible for developing a fundraising strategy and locating donated materials.

The Public Relations Manager

The Public Relations Manager, or Historian, is responsible for recording the progress of the team and assembling presentations for the AIAS Office.

The Design and Construction Mentors

Mentors are to be wise and trusted counselors for their mentees. 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.

The Mentor Should Expect To:

- Provide guidance and offer constructive criticism
- Create a positive counseling relationship and climate for open communication
- Help the team members identify problems and solutions.
- Lead the AIAS FBD team through problem solving processes
- Share thought processes and availability with the team
- Solicit feedback from the team

Together the Mentor & the AIAS FBD team should:

- Identify roles the mentor can play to help the team achieve their 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

Where to Find a Mentor:

- If you are having trouble recruiting mentors, start by asking your AIAS Faculty Advisor for some help. They are often your eyes, ears, and voice when it comes to the faculty. Many Advisors know what other professors might be interested in supporting an FBD Program.
- Many students say that finding a Design Mentor is much easier than finding a Construction Mentor. The best way to recruit a Construction Mentor is often through your Design Mentor. Being active in the workforce, your Design Mentor should have contacts in the construction field. Ask them if they would be willing to give you contact information or reach out themselves.

PRO TIP:

While a single person may be qualified to serve in both mentor roles, the AIAS FBD Director will want to foster multiple relationships in order to broaden the network of professionals available to aid in the project.

Design Mentor Responsibilities

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

Construction Mentor Responsibilities

1. Meet regularly with the team to review the project schedule and to verify appropriateness of proposed design.
2. Offer training for materials, building processes and necessary tools.
3. Provide guidance to enhance the team's professional growth.
4. 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 community partner, local building codes and the proposed project's design, objectives, schedule, budget, and procedures.

Regular Meetings

With respect to scheduling regular meetings, ideally the Design Mentor will be available for in person meetings at least twice per month, and 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.

COMMUNITY PARTNERS

Defining a Community Partner

Rather than a traditional architect-client relationship, Freedom By Design encourages a Community Partnership approach. A Community Partner is similar to a Project Client but puts a higher emphasis on the collaborative journey they are about to embark on with your team.

The community partner(s) is the individual, family, or organization that the project is being done for. While meeting with possible community partners, 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.

Finding Your Community Partners

Community partners can be found everywhere. They can be families, local hospitals, local churches, or other nonprofits groups or city/county housing agencies. Discuss potential community partners with your mentors and the FBDAC. Although AIAS FBD does not have any strict guidelines about who receives the benefits of an AIAS FBD program's efforts, there are some general guidelines that should be taken into consideration. It is the hope of the AIAS FBD program that FBD projects will help stabilize the environment and support the success of the community partner.

Make sure you have a thorough understanding of the community partner's needs, resources available to you, and your team's ability. You do not want to promise a community partner a project and not be able to follow-through.

Engaging with Your Community Partners

It is crucial that your FBD team engages in conversations and charrettes with your Community Partner periodically throughout the design process. While your team knows how to engage in conversations among one another, your Community Partner may not be familiar with design terminology. Make sure to use inclusive language so that your Community Partner feels welcome and is able to engage with your team.

PRO TIP:

Many FBD teams often try to partner with their institution as it can be an easy connection to make. However, make sure to analyze the intentions of the institution before proceeding with an agreement. Remember, community partners should be willing to be engaged in the design process and not just at the beginning and end.

THE PROJECT ESSENTIALS

PRO TIP:

The best way to make an AIAS FBD Project seem manageable is to break it down into time segments based on certain major goals. Make sure your goal list is reasonable. Keep in mind that you and your team have other responsibilities like studio and work.

How to Identify Potential Projects

It is vital to begin thinking about resources early in the year. Most valuable resources to keep in mind will be materials, equipment, and volunteers. Make a list of the tools already available from volunteers and the school/university shop. You will also need to prioritize your volunteers based on their availability and commitment. It is imperative to understand the 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 pages showcase a list of the three major “types” that can be used to categorize potential projects, as well as a breakdown for Design-Build projects under four “levels”. Beginning teams should look for projects that deal with Service, Design Engagement, or Level 1 Design-Builds.

DECLARE YOUR PROJECT!

Gone are the days of applications, unreal deadlines, and essays that were all once part of the process to establish an FBD Program.

Chapters wishing to complete an FBD Program need only visit www.ais.org/fbd and click on the 'DECLARE YOUR PROJECT!' button.

After clicking the button, a survey will open which requires the following information:

- Project Category (see pages 20-23)
- University/College
- Topic Area
- Team Contact Info
- Short Description of the Project
- Team's Overall Goals
- Link to Socials and/or Website
- Request for NCARB Grant Funding

Hit 'Submit' and you are done! This process may be completed year round, but keep in mind that there is another link to apply for NCARB funding if your Chapter is interested in receiving grants for Design-Build Projects (see page 25 for more information).

DECLARE YOUR PROJECT!

PRO TIP:

IMPORTANT: Although the application process has been changed, it is important that your FBD Program makes sure all the forms and waivers found on the Resources tab are filled out properly.

See Page 33 for more on forms and waivers.

PROJECT TYPES

SERVICE

A one-day long (or recurring) project, not requiring construction, aimed at helping people with their daily needs and challenges, improving people's lives through mutual aid and care

- Providing educational service (*i.e. sharing professional experience, tutoring, leading volunteer workshops, etc.*)
- Creating social action (*i.e. raising awareness of environmental issues such as climate change, writing to local MPs about necessary changes, etc.*)
- Assistance to socially unprotected citizens (*led by you or by helping existing non-profit organizations*)
- Running food, toy, and winter drives

DESIGN ENGAGEMENT

A project that provides conceptual design and problem-solving to address and visualize a solution —improving the quality of life of the community through socially-oriented design. The community-driven initiatives may or may not require a constructed solution. The end result does not have to be a physical built object, so the focus is rather on using collaborative design methodologies

- Pre-design and schematic services
- Graphic and visualization services
- Assembly of mutual aid kits
- Architecture and fabrication workshops for students in low-income neighborhoods
- Designing a wayfinding system
- Development of informative design (*i.e. design of various information, taking into account ergonomics, functionality, psychological criteria for human perception of information*)
- Development of a strategy for convenient use and functional design with community partners

DESIGN-BUILD

A traditional architectural/design approach for projects.

The use of architectural design skills is necessary to address the existing challenges, and the solution/end result must be physically constructed and built

- Installations, little libraries, play pieces, ramps, renovations, landscaping, and so much more
- Design-build projects have been broken down to four level to distinguish where projects may lie based on timeline, budget, scale, commitment, and so on (*see pages 22-23 for more detail*)



Service:
 Toy Drive Initiative

(AIAS Northeastern University FBD program)



Design Engagement:
 Weatherization Kit Project

(AIAS Carnegie Mellon University FBD Program)



Design-Build:
 Casa de Luz Project

(AIAS University of Nevada, Las Vegas FBD Program)

PROJECT LEVELS

LEVEL 1

A project that can be completed in a single workday with a team of 4-6 people

- No building permit required
- Less than \$500 in materials required
- Can be completed within 60 days of Declaring Project
- Single work period requiring no prior knowledge or training (Ex: Saturday morning)

Example: Forming/pouring a ramp to replace a single exterior step, painting playground's pavements, etc.

LEVEL 2

A project that can be completed in four workdays with a team of 4-6 people

- Building permit may be required
- Less than \$2,000 in materials required
- Can be completed within 90 days of Declaring Project
- Willing to work on a series of directed tasks or work periods requiring no prior knowledge or training. (Ex: Multiple mornings or during a consecutive day break)

Example: Designing and building play pieces for playground, Providing a public pavilion with a little library, etc.

LEVEL 3

A project that can be completed in 10 workdays with a team of 4-6 people

- Building permit will be required
- Less than \$10,000 will be required
- Can be completed within 120 days of Declaring Project
- Willing to be accountable for a specific task within a phase of a project and has expertise within that task (i.e. tile setter, carpenter, draftsman or architect, electrician, etc.)

Example: Demolition and replacement of kitchen, installation of an accessible roll-in shower, landscaping playgrounds, etc.

LEVEL 4

A project that can be completed in 10-30 workdays with a team of at least 6 people

- Building permit will be required
- More than \$10,000 will be required
- Can be completed within 200 days of Declaring Project
- Requires to have people accountable for a specific task within a phase of the project and has expertise within that task (i.e. carpenter, draftsman, electrician, plumber, etc.)

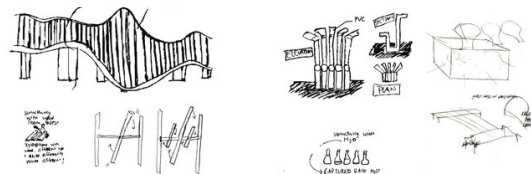
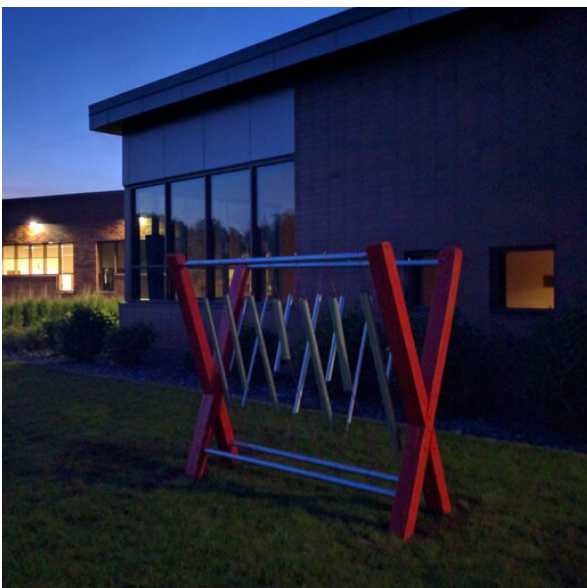
Example: Renovation of a large campus garden that requires demolition and grading of the site, planting trees and shrubs, installing irrigation, construction of a shed, etc.



Level 1:
Harlem Grown Benches
(AIAS The City College of
New York FBD Program)



Level 2:
Toddler Tech - Module One
(AIAS Northeastern
University FBD Program)



Level 3:
Karner Blue Education
Center Playground
Instruments
(AIAS University of
Minnesota FBD Program)



Ryerson University's Freedom by Design worked to design and paint galaxy-themed activities on the pavement of a public school's kindergarten playground as a means to beautify all kinds of educative play spaces for the youth and their community.

Funded by NCARB and Benjamin Moore.

(AIAS Ryerson University FBD Program)

FUNDING, FUNDRAISING, AND DONATIONS

Tips on Fundraising

Having a clear, well-designed package is very important in any fundraising effort. When putting together a 'Fundraising Packet' to distribute to potential donors, consider providing and including:

- Letter of Intent
- Promotional materials used on campus
- List of needed funds or materials
- Past project binders (if applicable)

When putting this package together, consider the following:

- Ask for very specific materials or funding
- Know your audience when speaking
- Leverage community impact
- Support local businesses through promotion
- Always follow up with a thank you

NCARB Grant Funding

Through a partnership with the National Council of Architectural Registration Boards (NCARB), the AIAS is able to offer and grant FBD Programs with funding to design-build projects that address the following barriers: physical, socio-economic, educational, environmental, and cultural.

To apply for a grant, chapters must first have a representative attend all FBD Sessions at Grassroots or commit to having a member attend all FBD Sessions at Grassroots. The second step is to confirm that the AIAS Chapter is registered as a Community-based Design Center Collaborative (CBDCC) with NCARB. Status can be verified or an application made to become a CBDCC on [NCARB's website](#). The next step is to declare your project before any deadlines which are updated on the AIAS website and social media. At the bottom of the declare form is a question that asks if your chapter is interested in applying for funding. By clicking yes, the chapter will be considered for funding and must then complete the NCARB Grant application found at www.aias.org/fbd.

For more information about NCARB Grant Funding, visit www.aias.org or contact the AIAS National office at freedom@aias.org.

PRO TIP:

Many chapters find that asking directly for materials provides better results than asking for money.

Small business and larger companies may feel more comfortable knowing that their donation will directly be used in the project.

Leverage non-profit status for material donations, it becomes a tax write off for the donor.

APPLY FOR GRANT FUNDING!

THE PROJECT ESSENTIALS

THINGS TO CONSIDER

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. **Discuss any issues about your team during the FBD Pod calls.**

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.

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).

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, e-mail, skype, google hangouts, etc.

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.

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.

Communicate with the client as needed and necessary. On occasion, there will be situations that will perhaps warrant a meeting between the AIAS FBD Director, the Mentors and the client to determine how circumstances can be handled in the best interests of all involved.

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. **Discuss any issues about your team during the FBD Pod calls.**

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PROJECT DOCUMENTATION

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 some time 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 overall progress the entire team has made. 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.

Project Content Upload

The process from start to finish isn’t always an easy one but being able to see all of the time and hard work you and your peers dedicated to the project pay off is a fantastic feeling. The AIAS National Office wants to know the amazing work that each chapter is producing in order to promote how Freedom By Design impacts communities all over.

Would a video best display your project? Small handout that can be used for future marketing? Or the classic portfolio? Whatever layout you see fit can now be used to share your work with the FBDAC and the AIAS National Office.

How Do I Share My Chapter's Work?

Visit the FBD Tab on the AIAS website and scroll down to FBD PROJECT CONTENT UPLOAD. From there, you will arrive at an AIAS Google Drive folder to be used by everyone involved in FBD! Make sure to read the 'MUST READ' document before you begin uploading.

We are always excited to see what our membership is doing!

UPLOAD YOUR CONTENT!

Other Methods of Sharing

In-progress documentation is just as important as final project content and portfolios. The FBDAC is happy to receive any work in progress of your projects in any form. We want to share what you do, no matter what stage the project is under. If appropriate, your FBDAC Liaisons may provide you with an informal source to share your work (instead of through the website) to ensure it's an easy and simple process on your end.

Social Media! Sharing your work, progress, and reflections publicly is so important, and the FBDAC love seeing it! On Instagram, make sure to tag [@aias_fbd_national](#) in your posts to increase engagement!

HELPFUL RESOURCES

You can find contact information at www.aias.org/about/crew and can always contact us at freedom@aias.org

AIAS FORUM and Grassroots: 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, collecting funds and materials, etc.

Chapters interested in applying for an NCARB Grant must have a representative from their school attend all FBD Sessions at Grassroots or commit to having a member attend all FBD Sessions at the upcoming Grassroots in order to be eligible.

The Freedom By Design Advisory Committee: In addition to this instruction manual and accompanying resources available online which are provided to AIAS chapters embarking in the Freedom by Design program, the FBDAC is there to help answer questions and issues that chapters may face throughout the year.

Publicity: The potential impact of AIAS FBD is phenomenal. While members of affected communities 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



Over the course of a few months, University of Minnesota's Freedom By Design designed and constructed a storage shed for the Settled community at Mosaic Christian Community Church—in contribution to Settled's larger initiative of creating tiny home "settlements" for people experiencing houselessness.

(AIAS University of Minnesota FBD Program)

THE RESOURCES AND NEWS TABS



FBD RESOURCES

*Look for the Resources
Section in the FBD Tab!*

The Resources Tab

The AIAS website is a wealth of information for everything AIAS. Everything FBD Programs need for their program can be found at www.aias.org/resource.

Once on the webpage, select the FBD button to view all resources tagged as Freedom By Design. Things that can be found on the Resources Tab include:

- The FBD Release Forms Packet
- Logo Redesign Information
- Project Portfolios
- Expanded Scope Info Graphic
- The FBD Manual

Bylaws

Get familiar with FBD through the AIAS Bylaws under Chapter 4 found at www.aias.org/about/governance.

This documents contains point-by-point functions and processes in order to answer any and all questions about the organization. Bylaws also contain actual procedures for implementing what would be contained in a constitution.

The News + Events Tab

Thanks to student feedback, the FBDAC is constantly working with the AIAS National Office to improve the Freedom By Design Program. The program is only successful because of the local chapters that reach out to their communities to accomplish amazing things.

The changes are often in the form of press releases and social media posts. Updates about FBD as well as other announcements can be found at www.aias.org/news and events such as FBD Fireside Chats are announced in www.aias.org/events.

Examples of News Posts Include:

- NCARB Grant Recipients
- Changes to the FBD Process
- Committees and Task Forces
- Other Grant Opportunities
- FBD Program Spotlights

WAIVERS, FORMS, AND MORE

Chapters with an FBD Program and an active project must fill out the following forms for liability issues. These forms can be found in the FBD tag at www.ais.org/resource.

Team Waiver

Filled out by the FBD Team.

The Team Waiver is a signed agreement that acknowledges the roles and responsibilities that an FBD Team will conduct throughout the year.

Freedom By Design Volunteer Release Agreement

Filled out by volunteers before project builds.

This form outlines the waiver of liability, photography release, and assumption of risk volunteers may face. This form is a great way for AXP advisors to track and approve AXP hours of individuals participating in the FBD project.

Freedom By Design Community Partner Release Agreement

Filled out by the community partner at the start of the project.

This form discusses the work to be performed, the outcome of the work, and liability. It is extremely important that all parties fill out this form promptly.

Freedom By Design Photo/Video Release Form

Filled out by any individual who may be photographed or recorded during the duration of the project.

This form states the manner in which the AIAS National Office is allowed to use and reproduce images and video of the individual involved in the FBD project. It is important that this form is filled out by the parents of anyone under the age of 18 for legal purposes.

THE ROLE OF THE FBDAC

The Freedom By Design Advisory Committee (FBDAC) began as a small group of students dedicated to the FBD Program. This small group became known as the FBD Task Force. Once the Task Force was brought on as a special committee to the AIAS National Board, it evolved into the Freedom By Design Advisory Group (FBDAG), and now the FBDAC. The role of the FBDAC is constantly evolving in order to serve local AIAS chapters to the best of its ability. Every year, the AIAS National Board presents charges to the seven committees and this dictates how the FBDAC will function from year to year.

The FBDAC leads all Freedom by Design programming at national conferences, Grassroots and FORUM. Along with this established task, the FBDAC has begun to solidify practices that should remain in place for many years to come. For example, the AIAS National Office now relies on the FBDAC for insight on issues and concerns of local AIAS chapters as well as promoting the FBD Program and advocating for project submissions.

Using freedom@aias.org, the FBDAC is readily equipped to answer questions that chapters with FBD Programs have as well as give advice to chapters seeking to establish an FBD Program. On top of the email, the FBD Pods are another useful resource for chapters that seek information. Whenever the FBDAC cannot answer a specific question, the Chair will relay the question up to the AIAS National office in a timely manner. By providing the FBDAC with this question and answer authority, the AIAS National Office hopes to grow the FBD Program nationally and internationally.

Another role of the FBDAC is communicating with chapters and tracking all active projects. The best way to do that? Establishing a network for FBD Directors. These networks can be both quad based with the FBDAC sharing information across quads or nationally through larger events shared on the AIAS website and on social media. This network creates a huge support group for FBD to not only connect to FBDAC Liaisons, but also to other Directors and FBD Chapter that may have gone through challenges that you are currently experiencing.

The American Institute of Architecture Students (AIAS) is an independent, nonprofit, student-run organization. The mission of the AIAS shall be to promote excellence in architectural education, training, and practice; to foster an appreciation of architecture and related disciplines; to enrich communities in a spirit of collaboration; and to organize students and combine their efforts to advance the art and science of architecture.

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