



Student Chapter Advisor **GUIDELINES**



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Calendar

1 JANUARY

This Month

Report Student Chapter Leadership Updates / Chapter Officer Election Results

Chapters can check on current leadership anytime* at aiche.org/community/students/chapters/find.

**Must be logged in to see leadership information.*

When your chapter holds elections for new officers, please submit to AIChE at aiche.org/studentleadership.

Review Chem-E-Car Competition Rules

For Student Chapters that plan to participate in an upcoming Regional Chem-E-Car Competition, Competition Rules are updated and released in January each year. Check for the updated rules at aiche.org/chemecarrules.

Keep In Mind

Plan to Attend Upcoming Regional Student Conference

Check for the location and date of your spring regional student conference. Find out more information about the upcoming Regional Conferences here: aiche.org/conferences/student.

The spring conferences are the sites of important regional competitions such as the Regional Student Paper Competition, Regional Student Poster Competition, Regional Chem-E-Car-Competition and Regional ChemE Jeopardy Competition. The winners of each regional competition will be invited to compete in the finals, to be held at the Annual Student Conference. Find out more information about all AIChE Student Competitions visit aiche.org/studentawards.

Contact your regional conference host for more information about registering for these regional competitions.

**If there is no Regional Student Conference offered in your home country or region, reach out to studentchapters@aiche.org for more information on launching a new Regional Student Conference.*

2 FEBRUARY

This Month

Regional Student Conferences

Conferences begin in late February and continue through April. Check the Regional Conference Web for conference locations and dates: aiche.org/conferences/student.

Keep In Mind

Submit your Bid to Host a Future Regional Conference

Schools interested in hosting a future conference should notify the Executive Student Committee (ESC) at esc@aiche.org. The ESC coordinates the Regional Conference voting process, which typically takes place at the President's Meeting during the conference.

**Note: Select smaller regions use a rotation system instead of a voting process.*

3 MARCH

This Month

Regional Student Conferences

Conferences begin in late February and continue through April. Check the Regional Conference Web for conference locations and dates: aiche.org/conferences/student.

Keep In Mind

Plan ahead for AIChE's Student Awards and Scholarships

The deadlines for most AIChE Student Awards & Scholarships fall in June and July. For full list of Student Awards and Scholarships to be added, see webpage: aiche.org/studentawards.

ScaleUp Sponsors Essay Contest

ScaleUp corporate sponsors award \$500 scholarships to be used as travel stipends for the AIChE Annual Student Conference. To qualify, students must have a declared major in chemical engineering and complete a written essay on one of the posted topics. Submission deadline is June 1. Find out more information about all AIChE Student Competitions visit aiche.org/studentawards.

International Student Chapter Leadership Development Travel Grant

Up to eight travel grants will be awarded to International Student Chapter leaders for the Annual Student Conference. The travel grant will be awarded on the basis of leadership involvement in the nominee's Student Chapter and Executive Student Committee (ESC) activities, academic achievement, and strength of nomination from the Student Chapter Advisor. Visit aiche.org/studentawards for more information.

4 APRIL

This Month

Regional Student Conferences

Conferences begin in late February and continue through April. Check the Regional Conference Web for conference locations and dates: aiche.org/conferences/student.

Keep In Mind

Plan ahead for AIChE's Student Awards and Scholarships

The deadlines for most AIChE Student Awards & Scholarships fall in June and July. For full list of Student Awards and Scholarships to be added, see webpage: aiche.org/studentawards.

5 MAY

This Month

Submit your Student Chapter Annual Report

AIChE requires that each student chapter file an annual report, to ensure that the chapter is vital and operating in accordance with AIChE's bylaws and objectives. Deadline for the report is July 1.

For instructions on completing this report, please visit aiche.org/studentreport.

Inform Graduating Seniors about YP1 Program

As a thank you for participation in AIChE as an undergraduate, the AIChE Board of Directors has gifted graduating seniors their first year of Young Professional AIChE Membership at no additional cost. For more information visit aiche.org/FYP.

Keep In Mind

Contribute ideas to the Annual Student Conference Workshops

AIChE will be sending a Call for Workshops to all Student Chapters, which is the time for student chapters to offer their expertise as workshop presenters at the Annual Student Conference. Contact studentchapters@aiche.org for more information.

6 JUNE

This Month

Submit your Student Chapter Annual Report

AIChE requires that each student chapter file an annual report, to ensure that the chapter is vital and operating in accordance with AIChE's bylaws and objectives. Deadline for the report is July 1.

For instructions on completing this report, please visit aiche.org/studentreport.

Report Student Chapter Leadership Updates / Chapter Officer Election Results

Chapters can check on current leadership anytime* at aiche.org/community/students/chapters/find.

**Must be logged in to see leadership information.*

When your chapter holds elections for new officers, please submit to AIChE at aiche.org/studentleadership.

Nominate Students for AIChE's Student Awards and Scholarships

For full list of Student Awards and Scholarships to be added, see webpage: aiche.org/studentawards. Or see pages 21-23 for a summary.

Keep In Mind

Annual Student Conference Registration Opens June 15

A preliminary schedule of events and registration information is available on the ASC Website on June 15. Check out the website at aiche.org/asc.

Call for Abstracts for the Annual Student Conference Undergrad Research Forums

AIChE will be sending a Call for Abstracts for the Annual Student Conference Undergraduate Research Forums. This is a great chance for students who participated in the Regional Conference Paper Competition, but may not have won first place, to still have a chance to present

at the Annual Student Conference. Contact studentchapters@aiche.org for more information.

Submit Self Nomination for the Student Chapter Advisor Honor Roll

AIChE will be sending out the Self Nomination form for the Student Chapter Advisor Honor Roll to all Student Chapter Advisors via email. Contact studentchapters@aiche.org for more information.

7 JULY

SUMMER BREAK

8 AUGUST

This Month

Receive Student Chapter Leadership Kit from AIChE Headquarters.

AIChE will send Student Chapter Advisors and Presidents information on Student Membership and Programs to help them prepare for the upcoming year.

Student Design Competition: Statement Distributed to Student Chapter Advisors and Dept. Chairs

The Design Competition statement and student participation in the competition are intended to be strictly monitored by the supervising design professor or advisor. Please contact

studentchapters@aiche.org for more information. The competition deadline will be in June of the coming year. Find out more information about the Design Competition at aiche.org/studentawards.

Submit Self Nomination for the Student Chapter Advisor Honor Roll

AICHE will be sending out the Self Nomination form for the Student Chapter Advisor Honor Roll to all Student Chapter Advisors via email. Contact studentchapters@aiche.org for more information.

Keep In Mind

Call for Abstracts for the Undergraduate Student Poster Competition at the Annual Student Conference

All students are encouraged to submit an abstract to participate in the Undergraduate Student Poster Competition at the Annual Student Conference. Call for abstracts will open August 1 and will close in October. For more information, visit the Featured Events page at aiche.org/asc.

SEPTEMBER

This Month

Remind Students to Apply or Renew for Sponsored Student Membership with AIChE at aiche.org/students

New students can apply for a sponsored membership at no cost thanks to AIChE's Scale Up Sponsors.

Students must renew their membership every year in order to maintain access to benefits and to remain eligible for AIChE awards.

Conduct Student Chapter Member Recruitment

See page 16 for a discussion and tips.

Promote AIChE Student Newsletter

Advisors and Student members should make sure they are receiving this newsletter to stay up to date on the latest developments in AIChE Student Programs throughout the year. aiche.org/studentnewsletter.

Keep In Mind

Register and Book Hotels for the Annual Student Conference

AICHE recommends registering and booking hotels for the Annual Student Conference as soon as possible to secure the best rates. Find registration and hotel information at aiche.org/asc.

Fundraising for Annual Student Conference Attendance

It's never too early for chapter officers to contact regional companies, university officers, alumni, and AIChE professional section leaders, to raise funds to attend the national student conference. See page 19 for a discussion and tips.

Plan to Attend Student Chapters Committee Business Meeting & Advisors' Workshop

Student Chapter Advisors Workshop takes place on the Sunday of the Student Conference at 10am. The SCC business Meeting takes place on the Monday of the Annual Meeting at 2pm.

Advisors should consider applying for Open Positions on the SCC Executive Committees and Subcommittees. Advisors can send meeting agenda suggestions to scc@aiche.org.

10 OCTOBER

This Month

Attend AIChE Annual Student Conference

Held in late October or early November of each year, in connection with AIChE Annual Meeting. For more information, visit aiche.org/asc.

Plan to attend Student Chapters Committee Business Meeting & Advisors' Workshop

Student Chapter Advisors Workshop takes place on the Sunday of the Student Conference at 10am. The SCC business Meeting takes place on the Monday of the Annual Meeting at 2pm.

Advisors should consider applying for Open Positions on the SCC Executive Committees and Subcommittees. Advisors can send meeting agenda suggestions to scc@aiche.org.

11 NOVEMBER

This Month

Receive E-mail Minutes from Student Chapters Committee Business Meeting

Please follow through on information and feedback requests.

Keep In Mind

Global Student Video Competition

The topic for the Global Student Video Competition is announced each year at the Annual Student Conference. Interested Student Chapters are encouraged to begin working on their video early, as videos are due on June 15 of the following year. Visit aiche.org/studentawards for more information.

12 DECEMBER

WINTER BREAK



Student Chapter Advisor Responsibilities

The primary responsibility of the student chapter advisor is to provide guidance and support to their student chapter. All chapters are individually chartered and financially autonomous. They are free to elect officers, establish and collect membership dues, solicit sponsorship, plan chapter activities, and host workshops.

Some specific duties of the advisor include:

- **Promotes** enthusiasm for field of Chemical Engineering.
- **Attends** chapter meetings.
- **Shares** information on AIChE student programs, award and competition deadlines, conference dates and encourage student involvement.
- **Assists** the chapter officers in completing the Student Chapter Annual Report and ensures it is filed with AIChE by the deadline.
- **Act** as an AIChE mentor. Explain the Institute's role, objectives, and encourages students to become active and aware on both the chapter and global levels.

Student Chapter Advisor Honor Roll Program

Chapter advisors may apply for a complimentary or half-price registration to the AIChE Annual Meeting and Student Conference in the Honor Roll Program. Eligibility is determined based on criteria related to student chapter activity level and advisor involvement in chapter and AIChE Student Program activities. A self-nomination form is sent to Student Chapter advisors after the end of the school year and is due in September. Please note that Advisors must be active AIChE members to apply for the Honor Roll. For more information, contact studentchapters@aiche.org.

Level One Honor Roll Status

Meets all 3 REQUIRED criteria + (1) additional criteria of the Advisor's choice. Level One Status will receive 50% reduction off of the AIChE Annual Meeting OR Annual Student Conference Registration Fee (exclusive of ticketed and optional events).

Level Two Honor Roll Status

Meets all 3 REQUIRED criteria + (4) additional criteria of the Advisor's choice. Level Two Status will receive 100% reduction off of the AIChE Annual Meeting OR Annual Student Conference Registration Fee (exclusive of ticketed and optional events).

(Required) Criteria 1: My chapter submitted a Student Chapter Annual Report and a Leadership Update form during the past academic year.

(Required) Criteria 2: I nominated a student for the following AIChE Awards this year: Freshman Recognition Award, Sophomore Academic Excellence.

(Required) Criteria 3: At least one member of my Student Chapter attended the AIChE Regional Student Conference during the past academic year.

Alternative Criteria 3 for Chapters from outside the USA:

At least one member of my Chapter attended a local Chemical Engineering conference the past year.

Criteria 4: I attended the AIChE Regional Conference this past academic year.

Criteria 5: My Chapter hosted a Regional Conference this year.

Criteria 6: At least one member of my Student Chapter has attended the AIChE Annual Student Conference during the past 2 academic years.

Criteria 7: I volunteered (Or recruited a volunteer) as a judge/MC at a Regional Conference or the Annual Student Conference.

Criteria 8: I volunteered (Or recruited a volunteer) as an Online EDP Reviewer for the Chem-E-Car Competition during this past year.

Criteria 9: I volunteered (Or recruited a volunteer) as a grader for the Student Design Competition during this past year.

Criteria 10: I am an eligible Nominee for the Outstanding Student Chapter Advisor Award this year.

Criteria 11: I am a member of the SCC Executive Committee or a member of an SCC Subcommittee.

Criteria 12: I am an Executive Committee Member of an AIChE Local Section, Division or Forum.

Resources for Student Chapter Leaders

AIChE provides numerous resources to assist advisors in their duties and support student activities.

AIChE Headquarters Student Chapter Staff

The student membership staff at AIChE is a primary contact for general issues related to all facets of AIChE Student activities and programs. Contact: studentchapters@aiche.org.

Student Chapters Committee (SCC)

All advisors are automatically members of AIChE's Student Chapters Committee. Members are encouraged to submit questions, concerns, and program ideas to the Executive Committee charged with overseeing all student chapter policies. The Executive Committee meets each month via teleconferencing. Advisors are also encouraged to participate in the SCC's Annual Business Meeting during the Annual Student Conference in November. Agenda items for either

the monthly conference call or the annual business meeting should be forwarded to the SCC at scc@aiche.org.

SCC Subcommittees

Individual subcommittees have been established for specific student issues. These include:

- **Annual Student Conference Programming Subcommittee**
Assists with planning the sessions for the Annual Student Conference, including student chapter and career workshops and other sessions. Assists with fundraising when necessary. Helps to brainstorm ideas for how to improve other events including recruitment fair, competitions, etc. Coordinates with AIChE Staff Programming Committee to increase the opportunities for professional and student AIChE members to interact.
- **Student Awards Subcommittee**
Administers/ judges the Annual Outstanding Student Chapters and Outstanding Student Chapter Advisors Awards.
- **Chem-E-Car Competition Subcommittee**
Oversees the competition rules and safety guidelines for participation in all AIChE Chem-E-Car Competitions (including Regionals, the competition at the Annual Student Conference, and any other AIChE sanctioned Chem-E-Car competitions.). Helps coordinate safety training and makes final rules or safety rules judging decisions.

- **ChemE Jeopardy Competition Subcommittee**

Oversees the competition rules and guidelines for participation in the AIChE Regional ChemE Jeopardy Competition. Develop questions and coordinate competition at the Annual Student Conference.

- **Student Design Problem Competition Subcommittee**

Oversees creation and distribution of the annual design competition statement, and coordinates judging and selection of entries.

- **Regional Student Conference Subcommittee**

Oversees the Regional Student Conference Program, working with the regional liaisons to ensure that every region runs a conference with all required competitions each year. Also works to ensure that conference locations are known a year in advance and conference dates are known no later than October. Assists in the planning of regional conferences as necessary.

- **Scholarship Subcommittee**

Evaluate and select recipients for AIChE's Othmer and John McKetta scholarships.

- **Student Chapter Annual Reports Subcommittee**

Reviews data from the Student Chapter Annual Reports and presents written and oral overviews during the annual SCC Business Meeting. Makes suggestions on general programming at the annual student conference based on data from Student Chapter Annual Reports. Helps with annual reviews of the relevancy of questions asked in the Student Chapter Report. Recommends ways to improve compliance of report filing.

- **International Student Chapters Subcommittee**

Coordinates efforts to foster international relationships between student chapters, and assists international student chapters participating in regional and annual AIChE student conferences. The chair will also serve as the SCC liaison to AIChE's International Committee and the committee will assist in the recruitment and coordination of International Chapter activities.

- **Student Poster Competition Subcommittee**

Reviews the entries and organizes the poster competition at the Annual Student Conference.

- **Student Paper Competition Subcommittee**

Reviews the entries and organizes the paper competition at the Annual Student Conference and oversees the regional paper competitions.

- **Executive Student Committee**

Help improve student chapters. Encourage inter-chapter communication. Be the liaison between student chapters and AIChE staff. Motivate student chapter members to be active in other aspects of AIChE. Encourage student chapter members to continue their relationship with AIChE beyond graduation. *Note that the Executive Student Committee positions are filled by undergraduate students only.*

All advisors are welcome to join these committees or submit questions: scc@aiche.org.

Support Network

Aside from AIChE headquarters and the Student Chapters Committee, here are some groups of AIChE members that students and advisors can look to for collaboration.

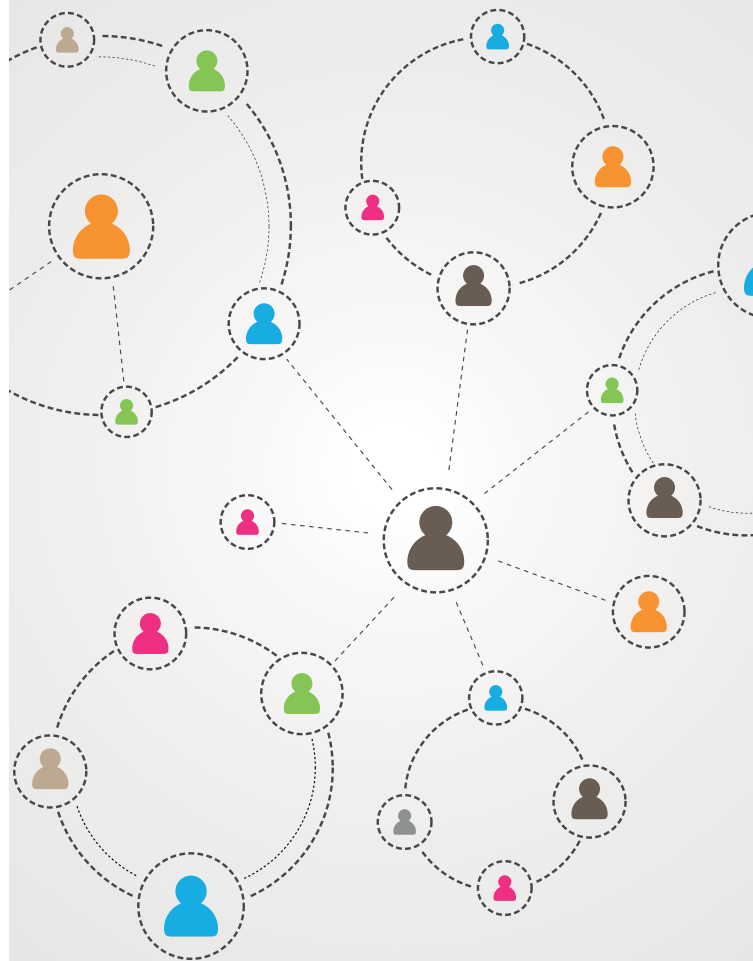
AICHE Local Sections

AICHE local sections provide local support for members through regular meetings, technical seminars, training courses, plant tours, grants, and roundtables on local issues. Many local sections also sponsor student programs with colleges and universities, and community activities and social events.

Advisors are encouraged to maintain strong ties with the AIChE local sections in their area. This interaction between student chapters and professional sections provides students with a glimpse into the life of a practicing chemical engineer and eases the transition from student to professional. Advisors should encourage their officers to invite local section members to speak at chapter meetings, arrange plant tours, host joint events, or serve as judges for competitions. Local section members might also provide fundraising contacts through their employers. Visit [aiche.org/localsections](https://www.aiche.org/localsections) for more information.

Young Professionals Committee (YPC)

The Young Professionals Committee (YPC) works to increase participation among Young Professionals in AIChE benefits, services and volunteer opportunities. The committee serves as an intermediary between undergraduate students moving into the next phase of their professional or academic careers, creates technical and social programming for YP's at AIChE conferences, supports sub-sections of local sections that hold events especially geared toward YP's, supports and vocalizes the needs of YP's within the Institute, and helps to define the future of AIChE and the chemical engineering profession. Visit [aiche.org/ypc](https://www.aiche.org/ypc) for more information.





Benefits of AIChE Student Membership

Scholarships, Awards, and Competitions

More than \$50,000 in annual awards and scholarships are available through a variety of long-established AIChE scholarly competitions, achievement awards, and scholarships. For more information, visit aiche.org/studentawards.

CareerEngineer

On AIChE's CareerEngineer, students can access internships and job openings with ScaleUp sponsors and other industry leaders. Members can also use the Job Alerts feature to automatically receive emails when jobs come up that match your criteria and can take advantage of the résumé critique service anytime you upload a résumé. For more information visit aiche.org/careers.

Chemical Engineering Progress (CEP)

Mobile App

Chemical Engineering Progress is packed with practical information, insight on technical issues, career advice and guidance that you can apply to current or future projects. Student members can access articles from CEP on the mobile app available for download on the Apple and Android platforms. For more information, visit aiche.org/cepapp.

SACHe Certification

The Safety and Chemical Engineering Education (SACHe) program provides process safety training industry actively seeks in chemical engineering graduates. Modules are free to complete for undergraduate students with active AIChE student membership and delivered online through the AIChE Academy. For more information, visit aiche.org/sache.

AIChE Pocket Handbook Mobile App

The AIChE Student Pocket Handbook is now available as a free mobile app on Apple and Android platforms. Visit the App Store or Google Play and download today to start searching and bookmarking all of the technical facts, data, and formulas you need right on your phone. Visit aiche.org/studenthandbook for more information.

AIChE Engage Student Central

This exclusive, undergraduate student discussion forum allows students to connect online from anywhere around the world. Students can post questions about chemical engineering studies, career goals, or best practices for student chapters. Visit engage.aiche.org for more information.

AIChE eLibrary

Students can enjoy fast, interactive online access to 300 textbooks, handbooks, standards and databases through the Knovel platform. And, the eLibrary's mobile app is allows students to access projects on demand. Visit aiche.org/elibrary for more information.

AIChE Academy

At the AIChE Academy, students can find the training and continuing education resources, including two bundles of webinars that parallel the core chemical engineering curriculum. These webinars cover fundamental concepts and subjects including Fluid Mechanics, Thermodynamics, Transport Phenomena, Separations, even Process Dynamics and Control. Visit aiche.org/academy or aiche.org/core-courses-bundles for more information.

Exclusive Member Savings

AIChE student membership comes with loads of valuable extras including discounts on Dell® Technology Products, UPS® shipping services and Office Depot®. Student Members can also take advantage of Met Life Dental Insurance and AIChE's Credible Student Loan Refinancing Program. For more information, visit aiche.org/memberservices.

Member Recruitment Strategies

Student Chapters will need to conduct some membership recruitment to grow the chapter. Below are some suggested strategies for finding recruiting Chapter Members.

- **In-class announcements and incentives**, such as extra credit (with faculty support).
- **Hosting a welcoming party or social event** at the start of the school year.
- **Mentoring programs** are a great way to bring in underclassmen.
- **Tabling, flyers, and email marketing:** Promote AIChE and chapter as opportunities to connection with professionals and industry – to help find internships, coops, and even jobs.
- **Engage** representatives from all classes as part of the Student Chapter Leadership to help with promoting the chapter in each class level.
- **Participate** in University Club Fair events.
- **Conduct** a demonstration of Chem-E-Car as a way to recruit new team members.

Student Chapter Activities

Below are some ideas for different types of activities that can be held by the Student Chapter.

- **Volunteering Activities** (food banks, blood drives, toy drives, roadside cleaning, city shelters etc.)
- **Developing Merchandise** (tshirts, sweatshirts, polos, hats, stickers, pop-sockets, etc.)
- **Food-sponsored Events** (pizza parties, ice cream socials, speaker luncheons, formal banquets, finals breakfast, etc.)
- **Networking Events** (plant tours, meet and greets, recruitment fairs, invited speaker panels, joint activities with local sections and AIChE Young Professional groups).
- **Professional/Career Development** (technical symposiums, career guidance, career fair prep, mentorship programs).



Planning and Implementation

Planning is the key to a successful event. The following guidelines will help in the planning and implementing of activities.

Dates and Times. Do not arbitrarily select dates and times. Keep in mind important dates and schedules for students and faculty, including class schedules, midterm exams, final exams and holiday breaks.

Planning Team. Select a committee to plan the activity utilizing students from all academic levels. A team leader should be designated to oversee the activity.

Planning and Implementation. Select an activity based on availability of all necessary resources (finances, equipment, room availability, etc.) The team leader should make assignments and hold regular planning meetings when appropriate. Assignments via e-mail will work in many cases. Remember to reserve rooms and to advertise.

Follow-up. The team leader should follow-up on all assignments and hold project leads accountable. Do not rely on sending e-mail messages as follow-up unless a response is confirmed by the assigned individual. After an activity, record the attendance and other useful information such as activity costs, items that were forgotten, and additional ideas for the next similar activity. Send thank-you letters to any appropriate individuals.

Advertising and Promotion

Advertising is a critical part of the planning process. Several methods for advertising include:

Social Media Advertising

Many chapters are reporting increased success with using Social Media as a way to communicate with Chapter Members. Chapters are highly encouraged to create accounts on Facebook, Instagram, Twitter, Snapchat, etc.

E-mail

E-mail addresses can also be obtained at AIChE meetings or by passing around a list in class. The compiled e-mail addresses can be put into a group list for easy e-mail access. Students should be e-mailed at least one week before an activity and then e-mailed again one to two days prior to the activity.

Chapter Website

All chemical engineering departments have websites with information for students, and most AIChE student chapter maintain some form of web page. In recent years, web sites have, in many cases, replaced print newsletters as the preferred source for student news.

Successful Activity and Event Ideas

The following ideas were pulled from the 2018-2019 Student Chapter Annual Reports

- Industry Tours
- Liquid Nitrogen Ice Cream Making
- Career Fair with the option to organize accompanying company panels or presentations, industry banquet or corporate mixer in conjunction with the Career Fair
- Alumni Panel on “Life After Graduation”
- Mock Interviews with Alumni
- Undergraduate Research Presentation – provides an opportunity for students conducting research to gain practice, and for other students to discover what interesting research is being done at their University.
- Company Information Sessions
- Engineering Design Challenges (Egg drop competition, catapult challenge, etc)
- K-12 STEM outreach programs
- Trivia nights

Student Chapter Finances

In most cases, money is required to host these activities. Funds can be secured in many ways:

Sponsors

Sponsors from industry or academia can be solicited for chapter meetings, conference trips, or other AIChE activities. Some chapters charge fees to companies for food at speaker meetings. In some cases, the fees are in excess of the food to provide additional funds for other activities (some chapters charge \$200-\$500 per speaker meeting). However, some companies are not willing to pay fees for activity sponsorship, but will pay direct costs of the activity. In all cases, department and college policies regarding solicitation of fees from companies should be followed.

Subsidized Events

Some activities, such as a banquet, can be partially subsidized by the chapter with the remaining cost coming from the students. Students should be told that the activity is subsidized so that they recognize the benefits of AIChE membership. Payments from students prior to an event will help avoid potential unplanned costs due to charges resulting from attendance overestimates. Funds collected from students should be kept in a safe place and deposited as soon as possible.

Tax-Exempt Status

The American Institute of Chemical Engineers (AIChE) is a tax-exempt, 501 c (3) organization. The Institute's IRS Employer Identification Number (EIN) is 13 -1623892, with the group tax exemption #2603. As subordinate of AIChE, Student Chapters in **good standing** are included in the Institute's group exemption, can qualify to operate as non-profit entities, and are allowed to receive corporate donations and other income to fund yearly programming. For a letter attesting to your chapter's tax-exempt eligibility, contact studentchapters@aiche.org.

Student Chapter Fundraising

Generally, fundraising techniques might be classified into two categories: on campus and off campus. Below are descriptions of each, recognizing that every university is different.

Fundraising on Campus

1. Student government often has funds for student organizations.
2. Your dean or chair may have discretionary funds. Often, deans have money set aside for travel to help students attend conferences.
3. Most chapters require their student members to pay a small fee annually, perhaps \$10 apiece.
4. Alumni donations

5. Contact AIChE professional local sections for support and collaboration. This support can take the form of funding, joint events, career night participation, guest speakers, and section-sponsored student nights - dedicated to student career development.

6. Some chapters have had success with sales of AIChE Swag – T-Shirts, hard hats, pint glasses, sweatshirts/jackets.

Fundraising off Campus

Reach out to regional companies that employ chemical engineers for sponsorships.

Most AIChE local professional sections like to support student chapters, and may have finances available. To this extent, it's important that you participate at some level in your Local Section activities, just to maintain visibility. Hopefully, you can bring students to the meetings occasionally, so the section officers know who they're supporting.

Your alumni form a rich support network to draw from. Hopefully, your college department has been tracking your alumni. Personal relationships are obviously pretty important. Alumni like to support student organizations, and should be offered the opportunity to do so by someone they remember fondly. Sometimes, their employers will match their donation. Also, your alumni might be able to give you a contact inside their organization to who you might direct a request. Donors like recognition, so be sure to recognize these gifts where appropriate.

APPENDIX I

Sample Fundraising Letter

**Note: It is recommended to format this letter on University letterhead.*

Dear [NAME]:

The [UNIVERSITY NAME] Student Chapter of the American Institute of Chemical Engineers (AIChE) is proud to be the host of the 2000 AIChE [REGION] Regional Student Conference to be held on [DATE]. I'm writing to ask for your support.

AIChE's Regional Student Conference is an annual event that attracts the best and brightest engineering students from colleges and universities across [REGION]. The goal of this event is to provide an opportunity for serious-minded students to come together to share their technical knowledge, compare notes on their university experiences and plans for the future, and meet with industry professionals. The highlights of the meeting are two exciting competitions: The Regional Student Paper Competition and the Regional Chem-E-Car Competition. Students from each visiting university prepare entries and the winners travel to AIChE's Annual Meeting to compete against the first place winners in AIChE's nine other regions for the top national Place. Attendees will also be invited to take part in plant and university tours.

Over [ATTENDANCE] students from (give brief list of university names) will be attending this conference. We will provide lodging, food, and local transportation for the visiting stu-

dents. Based on past Regional Student Conference expenses and initial decisions with service providers, our budget is [\$]. A \$1,000 contribution from (name of company) would help us produce a top-notch event for these dedicated students.

As a sponsor of the event, [NAME OF COMPANY] would be recognized in the student program and your logo displayed in the registration area and main meeting room. A representative from your company will also be invited to attend the [EVENT] where they will be publicly recognized.

I hope you will join us for the conference and for a student-industry reception to be held on [DATE].

I look forward to hearing from you. If you would like to know more about the conference, please contact me at [PHONE NUMBER AND E-MAIL ADDRESS].

Sincerely, [Name]

Student Chapter President

APPENDIX II

Full List of AIChE Student Awards, Scholarships & Competitions & Deadlines

Please visit [aiche.org/studentawards](https://www.aiche.org/studentawards) for more information.

AIChE Chemical Engineering for Good Challenge (ACE4G)

This is a competition to encourage chemical engineering students and their partners to consider how chemical engineering know-how can be applied in an appropriate way on a small scale to improve the quality of life of communities in the developing world. AIChE student chapters are strongly encouraged to partner with organizations, such as Engineers Without Borders. **Deadline: November 1.**

Chem-E-Car Competition®

Team members design and construct a chemically powered vehicle within certain size constraints. This vehicle must be designed to also carry a specified cargo. The teams will be told at the time of the competition the distance that the car must travel and the specified cargo that the vehicle will carry. Teams compete at the regional conferences, and the top qualifiers of each regional conference will compete at the Chem-E-Car Competition Finals at the Annual Student Conference. Visit [aiche.org/chemecar](https://www.aiche.org/chemecar) for rules and competition dates.

ChemE Jeopardy Competition

Jeopardy Game utilizing questions from Chemical Engineering Undergrad Coursework. Teams compete at the regional conferences, and the top qualifiers of each regional conference will compete at the ChemE Jeopardy Finals at the Annual Student Conference.

Donald F. & Mildred Topp Othmer Scholarship Awards

Each year, Donald F. & Mildred Topp Othmer Scholarship Awards 15 AIChE student members a scholarship of \$1,000. Awards are presented on the basis of academic achievement and involvement in student chapter activities.

Deadline: June 15.

Donald F. Othmer Sophomore Academic Excellence Award

The Sophomore Academic Excellence Award is presented to one active AIChE undergraduate student member in each student chapter who has attained the highest scholastic grade-point average during his/her freshman and sophomore years, on recommendation of the Student Chapter Advisor.

Deadline: July 1.

Engineers Without Borders USA Grant Award

Each year, AIChE's Societal Impact Operating Council sponsors EWB teams from US universities that are engaged in projects in the developing world. Teams funded must include AIChE student members in their leadership and their work must demonstrate chemical engineering principles through solutions to issues such as water supply, sanitation, and energy.

Freshman Recognition Award

The Freshman Recognition Award is presented to one active AIChE undergraduate student member in each student chapter who has been the most active in their student chapter during his/her freshman year, on recommendation of the Student Chapter Advisor. **Deadline: July 1.**

Global Undergraduate Student Video Competition

Student teams will have a chance to create a 2-5 minute video that explains and inspires high school students and communities to learn more about chemical engineers and what they do. Each video will compete to win a judges choice award or a team choice award. The winners of each year's competition will be announced at the Annual Student Conference. **Deadline: June 15.**

International Student Chapter Leadership Development Travel Grant

The purpose of this award is to facilitate the participation and leadership development of international student chapter members and to strengthen AIChE's relationship with these future global leaders. Up to eight travel grants will be awarded to International Student Chapter leaders for the Annual Student Conference. **Deadline: July 8.**

John J. McKetta Undergraduate Scholarship

The John J. McKetta Undergraduate Scholarship is awarded to a chemical engineering undergraduate student (incoming junior or senior only), planning a career in the chemical engineering process industries (CPI). **Deadline: June 15.**

Minority Affairs Committee's Minority Scholarship Awards for College Students

The AIChE Minority Scholarship Award is presented to selected AIChE undergraduate student members annually. Applicants shall be required to be undergraduates in chemical engineering during the current academic year and be members of a minority group that is under-represented in chemical engineering. **Deadline: August 9.**

My Simulation Converged Video Contest

Post a video on your Instagram account's feed (max 10 seconds) following the theme selected by Chemstations Inc. **Deadline: October 1.**

Outstanding Student Chapter Advisor Award

The Outstanding Student Chapter Advisor Award will be awarded to one advisor who has shown outstanding performance in guiding the affairs and activities of a student chapter in accordance with AIChE principles. **Deadline: July 1.**

Outstanding Student Chapter Award - Presented annually to those Student Chapters that show an exceptional level of participation, enthusiasm, program quality, professionalism, and involvement in the university and community. **Deadline: July 1.**

Student Paper Competition

Students present technical papers at the student regional conferences. The first place winner from each region presents the paper at the AIChE Annual Student Conference.

Student Design Competition

Each year, AIChE provides a student contest problem that typifies a real, working, chemical engineering design situation. The problem's solution requires a wide range of skills in calculation and evaluation of both technical data and economic factors. Awards are granted in Team and Individual Categories. **Deadline: June 15.**

SACHe Student Design Competition for Safety in Design

The SACHe award is presented to teams and individuals from the AIChE Student Design Competition for designs that apply appropriate principles of chemical process safety. **Deadline: June 15.**

Safety and Health Division Student Design Competition Award

There will be up to four awards (\$600 each) for the appropriate application of inherent safety in the designs from the individual and team AIChE Student Design Competitions. A subcommittee of the Safety and Health Division will evaluate and pick the award recipients. **Deadline: June 15.**

ScaleUp Sponsors Essay Contest Travel Award

ScaleUp corporate sponsors are awarding \$500 scholarships which may be used as travel stipends for this year's AIChE Annual Student Conference. To qualify, students must have a declared major in chemical engineering and complete a written essay on a topic determined by the corporate sponsor. **Deadline: June 1.**

Student Poster Competition

The poster competition is for undergraduate students to present results from projects that they have carried out as undergraduate researchers at their university or during internships/co-ops. Competitions are held at regional conferences and at the Annual Student Conference. The competition at the Annual Student Conference is open to all students, even if they did not place at the regional conference.

Student Co-op and Internship Presentation Competition

Students are invited to present their original work done during the co-op or summer internship. Students will give the presentation during an AIChE Virtual Local Section Meeting via telephone (preferred) or microphone and internet connection. **Deadline: August 9.**



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