The American Institute of Chemical Engineers

AIChE℠

Student Chapter Advisor Guidelines
2005-2006

Information for student chapter leaders

New in this edition:
- *Calendar of events, opportunities, deadlines, and chapter responsibilities*
- *Dozens of ideas for member outreach, fundraising, add chapter activities*

http://students.aiche.org   studentchapters@aiche.org

Table of contents

APPENDIX:

    I. Student Chapters By Region
   II. AIChE Local Professional Sections By State
  III. Sample Fundraising Letter
  IV. Sample Student Chapter Annual Report
   V. Model Student Chapter Constitution and Bylaws

CALENDAR

JANUARY

Report Chapter officer election results:
Some chapters elect officers in December for terms beginning in January. Please report the names and contact information for new officers to AIChE. A form is available to help you submit updates. For a form, contact studentchapters@aiche.org

Plan to attend Regional Student Conference:
Check the AIChEWeb for the location and date of your spring regional student conference. Take the initiative to contact the host chapter if your students have not received communication by late January. Regional conference info: http://students.aiche.org/events/regionalconferences.asp

KEEP IN MIND
Regional Student Paper Competition
Regional Chem-E Car-Competition
The spring regional conferences are the sites of these important competitions. The winners of each regional contest will be invited to compete in the finals, to be held at the fall National Student Conference. The AIChEWeb contains participation rules for each competition.

Paper Competition:
http://students.aiche.org/events/regionalpapercompetition.asp
Chem-E-Car: http://students.aiche.org/events/chemecar.asp

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

Receive SCC UPDATE Newsletter:
This e-mail newsletter is distributed to student chapter advisors, presidents, and department chairs several times each year, and contains news and reminders about AIChE student programs, events, opportunities, and chapter responsibilities. Be sure that AIChE has up-to-date names and e-mail addresses for chapter and department officers. Be sure to follow through on calls for information and feedback.

FEBRUARY

AIChE Student Awards and Scholarships
– Nominations for some scholarships open this month. Review the criteria and deadlines and plan your participation: http://students.aiche.org/honors/. Scholarships and awards include:

John J. McKetta Scholarship Application
http://students.aiche.org/honors/awarddetail.asp?AwardID=160

Othmer National Scholarship Awards
http://students.aiche.org/honors/awarddetail.asp?AwardID=20

Sophomore Academic Achievement ("Perry's Handbook") Award
http://students.aiche.org/honors/awarddetail.asp?AwardID=19

Minority Scholarship for College Students
http://students.aiche.org/honors/awarddetail.asp?AwardID=7

See page 28 for summaries

National Engineers Week activities:
February 19-25, 2006 -- http://www.eweek.org/

Regional Student Conferences:
Conferences begin in late February and continue through April. Check the Regional Conference Web for conference locations and dates: http://students.aiche.org/events/regionalconferences.asp Take the initiative to contact your host chapter if your students have not received communication.

KEEP IN MIND
Submit your bid to host a future regional conference (some regions)
In a few of AIChE's nine student regions, a rotation of regional conference host schools has been established. In most regions, however, future regional conference host chapters make their interests known at least one or two years in advance of the next available conference.

The schedule of 2006 regional conference hosts is set. Schools interested in hosting in 2007 should contact AIChE at their soonest chance to make their interest known and to confirm that their chapter is committed to hosting a future conference. Chapters may also announce their interest to the hosts at the upcoming regional conferences, but chapters that wait may encounter competition from other chapters.

MARCH

Regional Student Conferences:
Conferences continue through April. Check the Regional Conference Web for updates:
http://students.aiche.org/events/regionalconferences.asp

Receive SCC Update/Newsletter:
This e-mail newsletter is distributed to student chapter advisors, presidents, and department chairs several times each year. This issue highlights student award and competition deadlines, and provides information on chapter annual reports. Be sure to follow through on calls for information and feedback

Chapter annual reporting opens:
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. An online reporting system is available, allowing chapter officers to work on the report, save their work, and return to add more information as needed until the deadline:
http://www.aiche-xtranet.org/aichereport/default.asp?CatID=2

The system houses an archive of past student chapter reports, so chapter officers can access information from recent years. A log-in code is required to access the system, and is provided to each student chapter in an e-mail message. Contact AIChE if your chapter needs its code: studentchapters@aiche.org. Deadline for the report is June 30.

Award deadline:

North American Mixing Forum (NAMF) Student Award
http://www.aiche.org/awards/awarddtl.asp?AwardID=163
See page 30 for a summary

APRIL

Conduct chapter officer elections (some chapters)

Officer update requests distributed:
Student chapters elect officers at different times of the year, but most chapter elections take place in the spring. In April, AIChE distributes an officer update form, requesting names and contact information for the chapter presidents, advisors, and chemical engineering dept. chairs that will hold those positions in the fall. Contact studentchapters@aiche.org if you need a form.

Nominations open:
Outstanding Student Chapter Advisor Award
Outstanding Student Chapter Awards
Nomination materials will be distributed via e-mail to chapter presidents and advisors (for the Outstanding Chapter Awards), and to chapter presidents and department heads for the Outstanding Advisor Awards. Deadline for these nominations are usually June 1 (Advisor Award) and July 1 (Chapter Award)

Outstanding Advisor
http://students.aiche.org/honors/awarddetail.asp?AwardID=23

Outstanding Chapters
http://students.aiche.org/honors/awarddetail.asp?AwardID=24

Or -- See page 30 for a summary

AIChE Spring National Meeting – April 23-27, 2005 – Orlando, Florida.

MAY

Scholarship and award nomination deadlines

John J. McKetta Scholarship Application
http://students.aiche.org/honors/awarddetail.asp?AwardID=160
Or -- See page 29 for a summary

Topp-Othmer National Scholarship Awards
http://students.aiche.org/honors/awarddetail.asp?AwardID=20
Or -- See page 29 for a summary

Minority Scholarship for College Students
http://students.aiche.org/honors/awarddetail.asp?AwardID=7
Or -- See page 29 for a summary

Environmental Division Undergraduate Paper Award nominations
http://students.aiche.org/honors/awarddetail.asp?AwardID=34
Or -- See page 30 for a summary

Submit chapter officer updates to headquarters
See April listing

Submit your Chapter Annual Report – Deadline June 30
See March listing.
Annual reporting system:
http://www.aiche-xtranet.org/aichereport/default.asp?CatID=2
For you chapter's log-in code, contact
studentchapters@aiche.org.

PLAN AHEAD
Contribute your ideas to the National Student Conference planning committee
The National Student Conference planning committee wants to hear your suggestions and requests for Student Conference program topics. Also, this is the time for student chapters that have conducted successful programs to offer their expertise as presenters at the National Student Conference. Contact
studentchapters@aiche.org

JUNE

Submit your Chapter Annual Report DEADLINE: June 30
See March listing.
Annual reporting system:
http://www.aiche-xtranet.org/aichereport/default.asp?CatID=2
For you chapter's log-in code, contact
studentchapters@aiche.org.

Report spring chapter officer elections
results: In April, an officer update form was e-mailed to chapter leaders. Please confirm the names and contact information for incoming Chapter officers. For a form, or to report your updates, contact studentchapters@aiche.org

Award nominations and competition deadlines

Outstanding Student Chapter Advisor
http://students.aiche.org/honors/awarddetail.asp?AwardID=23
Or -- See page 30 for a summary

National Student Design Competitions – Individual and Team – See links for submission due date
Individual Competition:
http://students.aiche.org/honors/awarddetail.asp?AwardID=21
Team Competition:
http://students.aiche.org/honors/awarddetail.asp?AwardID=72

See October listing below or page 28 for summary

Sophomore Academic Excellence ("Perry's Handbook") Award
http://students.aiche.org/honors/awarddetail.asp?AwardID=19
Or -- See page 29 for a summary

Process Development Division Student Paper Award nominations due
http://students.aiche.org/honors/awarddetail.asp?AwardID=156
Or -- See page 31 for a summary

JULY

Award nomination deadline

Outstanding Chapter Awards
http://students.aiche.org/honors/awarddetail.asp?AwardID=24
Or -- See page 30 for a summary

Submit program ideas to National Student Conference Committee

Student chapters that have conducted successful programs can share their advice at the National Student Conference. Contact studentc hapters@aiche.org.

AUGUST

Chapter Advisor Kits mailed

AIChE distributes a package of information and materials to help prepare student chapter advisors for fall chapter activities. Included are a current roster of the school's national AIChE student members in good standing, membership literature, promotional information and registration materials for the Fall National Student Conference, **Student Chapter Advisor Honor Roll application forms** (see below) and more. The materials in this kit are supplemented with additional and updated materials during the year.

Honor Roll Advisor Program -- Advisors: Apply for complimentary or discount registration to AIChE Annual Meeting

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. A self-nomination form is enclosed in the Advisor Kit (See item above) – or contact studentchapters@aiche.org. See discussion on page 10.

Annual Student Conference registration opens

A preliminary schedule of events and registration information is available on the Student Web:
http://students.aiche.org/events/annualstudentconference.asp
Program information, registration and housing forms are also included in the Advisor Kit (see item above.) Contact studentchapters@aiche.org for more details.

AUGUST (con't)

Fundraising for National 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 pages 32-36 for a discussion and tips

SEPTEMBER

Conduct chapter officer elections

(some chapters): Contact AIChE with the names and contac t information of newly-elected chapter officers, and confirm the contact information for chapter advisors and chemical engineering department heads. Contact studentchapters@aiche.org.

Conduct chapter and national AIChE member recruitment drive

See page 12-14 for a discussion and tips

Receive SCC UPDATE Newsletter:

See description under January listing. Distributed via e-mail to Student Chapter Advisors, Presidents, and Department Chairs. This issue provides information about the Annual Student Conference and orientation to help chapters start the school year. Be sure to follow through on calls for information and feedback

Perry's Handbook awards distributed to advisors participating in Sophomore Academic Excellence Award Program

See
http://students.aiche.org/honors/awarddetail.asp?AwardID=19 or page 29 for program details

Continue fundraising for Annual Student Conference attendance

See item under August

Register and book hotels for the Annual Student Conference

See item under August

OCTOBER

Register and book hotels for the Annual Student Conference
See item under August

National Student Design Competition: Statement distributed to Student Chapter Advisors and Dept. Chairs
Materials and applications forms are distributed in electronic form (announced via e-mail as a "hidden" AIChEWeb site link in 2004) to student chapter advisors and department chairs – who may share the materials with other professors. The Design Competition statement and student participation in the competition are intended to be strictly monitored by the supervising design professor or advisor. See the links below or page 28 for details or contact studentchapters@aiche.org for more information. The competition deadline will be in June of the coming year.

Individual Competition:
http://students.aiche.org/honors/awarddetail.asp?AwardID=21

Team Competition:
http://students.aiche.org/honors/awarddetail.asp?AwardID=72

Advisors: Receive e-mail agenda and invitation to attend Student Chapters Committee Business Meeting & Advisors' Workshop at Cincinnati Student Conference
Plan to participate in the Student Chapter Advisors' Workshops (October 29) and at the Student Chapters Committee Business Meeting (November 1), at the AIChE Annual Meeting and National Student Conference.

Attend National Student Conference – October 29-31, 2005, Cincinnati, Ohio
Held in late October or early November of each year, in connection with AIChE Annual Meeting

NOVEMBER

Advisors: Receive e-mail minutes from Student Chapters Committee Business Meeting
Held at Cincinnati Annual Meeting and National Student Conference. Please follow through on information and feedback requests.

DECEMBER

Conduct Chapter Officer Elections (some chapters)

Plan Ahead: Plan to attend Regional Student Conferences:
Check the AIChE Web for the location and date of your spring regional student conference.
http://students.aiche.org/events/regionalconferences.asp

Student Chapter Advisor Responsibilities

General

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.

Advisors must be members in good standing of the American Institute of Chemical Engineers.

Some specific duties of the advisor include:

- Promotes enthusiasm for the field of chemical engineering.

- Attends all chapter meetings.

- Shares all information on AIChE student programs, award and competition deadlines, conference dates and location, etc., 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 (normally June 30.)

- Act as an AIChE mentor. Explain the Institute's role, objectives, and history. Stresses the difference between Student Chapter and national AIChE membership dues, and encourages students to become active and aware on both the chapter and national levels.

Resources for Chapter Leaders

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

AIChE Headquarters Student Chapter Staff

The student chapters coordinator at AIChE is a primary contact for general issues related to all facets of AIChE student activities and programs. Contact: (212) 591-7107 or 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 three-member 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 Staff Associate: studentchapters@aiche.org.

SCC Subcommittees

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

- **Annual Student Conference Programming**—Plans the sessions for the Annual Student Conference, including student chapter and career workshops and the Frontiers in Chemical Engineering sessions. Assists with fundraising when necessary.
- **Awards**—Administers the annual Outstanding Student Chapters and Outstanding Student Chapter Advisors Awards.
- **Chem-E-Car Competition**—Oversees the national competition and reviews guidelines for participation on both national and regional level.
- **National Student Design Competition** – Oversees creation and distribution of the annual design competition statement, and coordinates judging and selection of entries.
- **Fundraising**—Solicits corporate sponsors to obtain funding for the Annual Student Conference.
- **Membership**—Initiates and reviews all student membership programs and benefits.
- **Regional Student Conferences**—Oversees the Regional Student Conference program.
- **Scholarships**—Administers AIChE's national scholarship programs (e.g., Othmer National Scholarship, etc.)
- **Student Chapter Annual Reports**—Reviews data obtained from the Student Chapter Annual Reports and presents an overview during the annual SCC Business Meeting.
- **Student Chapter Charters**—Performs the initial review of proposed constitution and bylaws from student clubs wishing student chapter status.
- **Student Chapter Web Sites**—Promotes web site communications and technology.
- **Student Poster Paper Session**—Reviews the entries and organizes the competition at the National Student Conference.

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

SCC Update Newsletter

This newsletter contains the latest news about AIChE student programs, activities, opportunities, and chapter responsibilities. It is distributed three times per year (usually January, April, and September) via email to student chapter advisors, presidents and department chairs.

Student Chapter Advisor Kit

In August, AIChE distributes a package of information and materials to student chapter advisor to help them start the new school year. Included is a current roster of the school's national AIChE student members, membership literature, promotional information and registration materials for the Fall National Student Conference, **Student Chapter Advisor Honor Roll application forms (SEE below)** and more. The materials in this kit are supplemented with additional and updated materials during the year.

Honor Roll Advisor Program: Complimentary AIChE Annual Meeting registration

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 activities. A self-nomination form is enclosed in the Advisor Kit, shipped to chapter advisors in August. For more information, contact studentchapters@aiche.org.

AIChE Web Site: http://www.aiche.org

AIChE maintains a Website containing current information on all AIChE programs and activities. AIChE's main site (www.aiche.org) contains the latest Institute news, along with links to local sections, divisions, publications, conferences, award information, etc.

AIChE's "Campus Connection" student Web site (http://students.aiche.org/)

contains the latest information about regional and national student conferences, award opportunities, reference materials, member benefits information, career guidance, information about upcoming AIChE programs, and more. The "Chapters" category includes a map with links to all student chapter advisors and presidents. (Please note that it is crucial for advisors and presidents to notify the student chapters coordinator whenever one of these positions changes in order to keep this information as current as possible.) The Website also contains resources for student chapter leaders such as model student chapter by-laws and dues information. Chapter advisors will find minutes from Student Chapters Committee meetings and calls for feedback. Any chapter with a Website can link it to the Campus Connection site by contacting studentchapters@aiche.org.

Student Chapter Annual Reports

Each year, every Student Chapter is required to submit an Annual Report to AIChE. (A text sample is included in **APPENDIX IV.**) AIChE requires this report to ensure that chapters are vial and functioning in accordance with the Institute's rules and objectives. The reports also help the SCC to evaluate the effectiveness of both local and national student programs. The information gathered in this report is reviewed by the SCC Student Annual Report Subcommittee, which presents the findings before all advisors at the SCC Annual Business Meeting during the Annual Student Conference.

Since 1999, this report has been available as an online process. The report is generally available by March 30, with the deadline for submitting the report June 30th.

> **Annual Report System:** http://www.aiche-xtranet.org/aichereport/default.asp?CatID=2

The online reporting system houses an archive of past student chapter reports, so chapter officers can access information from recent years. A log-in code is required to access the chapters' current and archival reports. For your chapter's log-in code, contact studentchapters@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

Regional Liaisons:

AIChE student chapters are divided into nine regions across the country: Mid-America, Mid-Atlantic, Northeast, North Central, Southern, Southwest, Rocky Mountain, Pacific Northwest, and Western. (A list of student chapters by region is located in **APPENDIX I**.)

One advisor in each region has volunteered to serve as a regional liaison to answer questions regarding a specific region, and to assist with the selection of regional student conference sites. Current regional liaisons are listed at http://students.aiche.org/events/regionalconferences.asp. Where there is no assigned regional liaison, contact studentchapters@aiche.org.

AIChE Local Professional Sections

Most local professional sections are eager to work with student chapters, and 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 can also provide fundraising contacts through their employers.

A list of local section locations by state appears in **APPENDIX II.** To find contact information for local sections in your region, see http://www.aiche.org/sections/secfind.htm. For more information on local section interaction, see page 18.

Young Professionals Advisory Board (YPAB)

Another resource to be found at a number of local sections is AIChE's Young Professionals Advisory Board -- http://www.aiche.org/ypab/. This is a group of recent chemical engineering graduates who are committed to creating meaningful activities and a stronger network for young AIChE members, both before and after graduation. The Young Professionals at a given local section arrange social and networking activities with appeal to newly hired or relocated engineers, or any younger AIChE member attempting to establish him or herself in the chemical engineering community. Young Professionals leaders make frequent visits to colleges, and to AIChE's regional and national student conferences, to encourage students' active involvement in AIChE. Write to ypab@aiche.org

Benefits of AIChE Student Membership

Student members receive a variation on the same benefits received by AIChE professional members, along with several special benefits. The undergraduate membership fee for 2005-2006 is $15. The annual dues bring student members material benefits, and they also support key programs like the National Student Conference. Students can join AIChE online at http://students.aiche.org/join/ or download a PDF application at www.aiche.org/resources/pdflibrary/member/student.pdf.

AIChE National Student Member Benefits OVERVIEW

Chemical Engineering Progress (CEP)-- Online version: CEP is AIChE's flagship technical magazine. It contains articles by working chemical engineers at the top of their profession. Topics include energy transfer/conversion, environmental protection, fluids/solids handling, materials, measurement and control, reactions and separations, and safety. Also included is AICh*Extra* – a news and member activities supplement. Students receive twelve issues of the online publication.

Scholarships, awards, and competitions: More than $40,000 in annual awards and scholarships are available through a variety of long-established AIChE scholarly competitions, achievement awards, and scholarships. National AIChE membership is a prerequisite to eligibility for most AIChE competition, scholarships, and awards. For a description of these awards and competitions, see pages 28-31.

AIChE Pocket Handbook: A popular resource containing technical facts and formulas

Career and employment services: Through national and regional programs and outreach, as well as tools like ExecuPlanet's CareerTools (including intelligent job agents, listings, and salary information), and CareerEngineer, AIChE's own resume database and job listings.

Discounts on AIChE publications

Access to AIChE's members-only Website, with searchable online member directory and job search manual.

Free professional AIChE e-mail address

National Student Conference: Including the member discount registration rate

Networking: AIChE student chapter and national-level programs open doors to interaction with professional engineers – through speaker programs, local career events, joint meetings with AIChE professional sections, and AIChE Young Professionals groups. At AIChE's regional conference and the National Student Conferences, students can meet other students, faculty, professional chemical engineers, and industry representatives from virtually every field. For more information, see pages 15 – 23.

Leadership opportunities: Student chapter activities provides undergraduates with a chance to develop leadership, communication, and management skills, aside from course work.

AIChE Campus Connection Website: http://students.aiche.org/
News, AIChE program and activity information, career and job search tools, and technical resources for students.

Member discounts on AIChE financial and insurance programs

Member Recruitment Strategies

The 2004 - 2005 Student Chapter Annual Reports offered dozens of recommendations from student chapters. Here are some of the ideas, in the words of chapter officers:

- In class announcements by professors at beginning of year, clearly outlining why participation in AIChE is beneficial.

- Welcoming parties -- Pizza parties or Ice cream social at the beginning of the year and our interviewing workshop help in recruitment of new members.

- In-class announcements draw in most of our members, along with tabling outside of our office for the first few weeks of school. Faculty support and encouragement also helps garner members.

- Recruiting directly from chemical engineering classes is the best way to get students involved with AIChE. We usually send an officer to speak to the class before it begins. The benefits and rewards of participating in the student chapter are described and helps draw in many student members.

- We set up tables at freshmen events to attract younger members. We also make class announcements about all events.

- E-mailing to all students (from department list) and flyering

- We introduce students to AIChE as a part of our project class (freshman to juniors). The pizza party is a very successful event.

- Career fairs

- Extra credit in classes is a way to attract underclassmen with hopes they will remain involved

- Free lunches at AIChE meetings

- Word of mouth! Upperclassmen invite underclassmen to meetings and events and get them involved in the chapter through personal relationships with peers and classmates.

- We have a booth at our fall school-wide fair and we offer lunch at each meeting.

- We find that people are always willing to come and hang out rather than sit through meetings.

- You have to let the students know who you are and make them feel like they can come up and talk to you anytime.

- The most successful way to recruit people to meetings was to entice them with food, such as pizza, and drinks. It was also helpful to let them know how helpful meeting some of the guest speakers was in regards to getting connections and a job.

- We make membership a prerequisite for students to attend the regional or national conference.

- Bring the application forms to all meetings and use national AIChE membership as incentive to attend the conferences seems to work.

- We host a table at the university's activities night.

- We emphasis chemical engineering as a community

- Talking to individual students and encouraging them to get involved seems to be the best way to recruit new members. Many students say they want to get involved but just feel like they don't know where to start. We have found that having older students get to know younger students is a good way to break down intimidating cliques that can easily form in any group. It has also been very helpful to have our advisor talk about AIChE in his freshman year intro class. When there are events that are relevant to the entire chemical engineering student body, we send out emails and put up fliers to encourage everyone to come.

- Announcements in class and emails about our upcoming meetings and events have helped to increase participation. Word of mouth and general promotion of the program by faculty advisors and exposure during the freshmen orientation class is very effective at introducing early.

- More word of mouth means more meeting attendance.

- Recruiting freshman at New Student Day and visiting classes at the beginning of the school year to talk about our AIChE chapter.

- Approach freshmen in person and recruit them at the earliest possible time. Give them worthwhile roles. Then, they tend to stay active and enrolled for the rest of the time.

- Having at least one member of each class on the exec board has been very successful. They are able to recruit people to events.

- It really helps to have professors who are involved and who bring up AIChE in their classes.

- We recruit freshmen and lower division ChE students by giving a presentation at introductory ChE classes and hosting a table at the engineering organizations fair in the fall. Also, we use the power of free food and the presence of representatives from well-known companies to persuade students to attend meetings on a regular basis. A new form of maintaining involvement that was begun the spring semester was to keep track of our member's attendance at each AIChE event and rewarded them with extra chances to win door prizes (including two $25 gift certificates) at the last meeting of the semester. As a result, our last meeting had one of the largest attendance when typically it has the lowest attendance.

- Promote AIChE and chapter as opportunities to connection with professionals and industry – to help find internships, coops, and even jobs.

Student Chapter Activities

Student chapter activities are a valuable component of the AIChE program. These activities increase unity, integrate underclassmen, develop mentoring relationships, and provide opportunity for students to network with faculty and industry representatives. The vitality of a student chapter is often associated with the activity level.

The following guidelines provide insight into facets of the chapter's program, including organizing activities, planning and implementation, promotion and communication, and finances.

Types of Activities

The sponsored activity should meet the needs of the students and can be designed for specific groups (e.g., freshmen), functions (e.g., National Engineers' Week), needs (e.g., tutoring of a specific class), educational objectives (e.g., plant trips), recruiting and promotion of careers in the sciences (e.g., high school day), service (e.g., Habitat for Humanity), or social (e.g., barbeques, bowling, etc.). Keep in mind the needs of the students as activities are planned. Some activities require a large attendance while others can be limited to a small group.

Each year, through student chapter annual reports and nominations received for AIChE's Outstanding Student Chapter Awards, student chapters discuss successful activities. Some popular activities are listed below. Keep in mind that the following list is not inclusive and that students are very creative in identifying activities.

The 2005 student chapter annual reports contained many recommendations for successful and worthwhile activities. See pages 20-23.

- Establish Mentor/buddy programs
- Joint activities with AIChE professional local sections and AIChE Young Professionals groups
- Sell Perry's Handbook
- Design and sell T-shirts or sweatshirts with the department logo, with a contest for the best design
- Help with departmental events such as alumni open houses
- Conduct phone-a-thons for alumni financial support
- Participate in elementary and high school programs
- Serve as judges or display a booth at a science fair
- Coordinate a career guidance conference or Career Fair
- Coordinate a technical paper symposium
- Sponsor activities with other engineering disciplines, departments, or universities
- Participate in local National Engineers' Week activities
- Design a float for homecoming
- Adopt a mile of highway for cleaning
- City shelter and food bank
- Participate in Red Cross activities such as a blood drive
- Conduct senior class photos
- Host a regional conference or an annual meeting
- Host a monthly night at a restaurant for faculty and students
- Have speaker meetings with pizza
- Have a bowling or movie night
- Host an opening social or a spring banquet
- Cook breakfast for students in the senior design class
- Have a freshmen ice cream social which includes faculty
- Organize plant trips
- Have a bag lunch speaker meeting
- Maintain a chemical engineering lounge
- Hold an annual golf tournament (invite alumni and companies)

Planning and Implementation

Planning is the key to a successful event. Remember that attendance does not always signify a successful activity. Sometimes well-planned activities are not well attended due to unforeseen events such as a change in class work assignments or a conflict in exam schedules. Once an activity is planned and advertised, avoid canceling the activity due to attendance numbers since even a few students benefit from an activity.

The following guidelines will help in the planning and implementing of activities.

Dates and Times. Do not arbitrarily select dates and times. Consider exam schedules, due dates of large projects, and class times. Scheduling an activity the night before a large exam will often reduce attendance. Daytime activities can be more appropriate for commuter schools while activities that consume a large portion of the day (plant trips, service projects) are often more successful at the beginning of the semester when students have fewer time commitments. If faculty attendance is desired, activities during the workday are often helpful.

Planning Team. Select a committee to plan the activity. A leader should be chosen to oversee the activity. This does not mean he or she must do all the work. Use students from all academic levels (freshmen through senior) since this is a good opportunity to develop future leaders and to foster interaction among each class.

Planning and Implementation. After the activity is selected, identify all of the necessary resources (finances, equipment, room availability, etc.) so the planning team can determine what is available. If critical resources are lacking, select another activity. 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. Do not rely on sending e-mail messages as follow-up unless a response is confirmed by the assigned individual. Personal contact is always the best follow-up. Remember that accountability is a key component for planning a successful activity. 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. These records will benefit those planning a similar event the next time. Send thank-you letters to any appropriate individuals.

Advertising and Promotion

Advertising is a critical part of the planning process. Lack of promotion can often cause a well-planned activity to turn into a low-attended activity. Remember that word-of-mouth advertising is very effective. Assigning a liaison from each class for promoting the event to students will establish a vital link between AIChE Executive Committees and the students. The liaisons can rotate preparation of advertising material. Several methods for advertising include:

E-mail and instant messaging. E-mail addresses of students can be obtained by many methods. Lists can often be obtained from student services or departmental sources. Often, new students interested in chemical engineering will send information to departments. This latter source provides an excellent opportunity for new recruitment. 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 Web sites with information for students, and most AIChE student chapter maintain some form of Web page. In recent years, Web site have, in many cases, replaced print newsletters as the preferred source for student news. Indeed, the immediacy and timeliness of the Web makes communicating up-to-the-minute activity information very easy.

Bulletin Boards. A department bulletin board dedicated to AIChE is a valuable tool for advertising AIChE events. Calendars of all events and flyers for specific events are excellent items to include on the bulletin board. In some

cases, a white board placed next to the chemical engineering office entrance provides a strong reminder to faculty and students on upcoming activities.

Printed Advertising. Advertisement of activities can be placed in an AIChE newsletter and/or the school newspaper. (Note that most school newspapers charge for advertising.) If costs are a concern, an advertisement in the school newspaper on the day of the activity is often beneficial. Class overheads shown at the beginning of class are extremely effective in relaying information. For the greatest effect, overheads should be shown several times before an activity. (Remember to ask permission from the course instructor!)

Finances

In most cases, money is required to host these activities. Therefore, activities that require financial contributions from students should be minimized since students usually already pay chapter dues. Remember that retention of student activity is important and finances are a vital issue with students.

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 me mbership. It is often appropriate to ask each student prior to the activity to pay part or all of their financial portion for reservation purposes (e.g., food counts, hotel reservations, etc.). 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.

Fundraising

Fundraising will help reduce costs transmitted to the student chapter members. **Fundraising is discussed in pages 32-36, including many ideas for successful fundraising events.**

Community Service

Community service provides an excellent opportunity for students to give something back to the community and to develop a trait that will hopefully follow them throughout their professional careers. A viable community service program requires: (1) an individual or committee to coordinate the event, and (2) broad participation from the chapter membership.

Numerous opportunities exist in most communities to provide for local needs.
- Breadbasket—Local food collection and distribution organization.
- Walk-a-thon/ Sports fundraiser
- Big-Brothers/Big-Sisters—provide fun experience for local youngsters such as cosmic bowling or skating.
- Habitat for Humanity—provide skills and labor for building low-cost homes for families in the community.
- Holiday food and clothing drives – through the college or community charitable organizations.
- Adopt-a-Family—provide Christmas gifts for local families.
- Trick or Treat for Charity—can be used for food drive.

Other activities are more closely related to service to the profession. It benefits students to learn early on that as professionals, they will be expected to help our profession. Some activities include:
- Tutoring or peer mentoring.
- Assist with organizing a professional conference.
- Visit primary or secondary schools to talk about engineering.
- Serve as judges at a local science fair.
- Assisting the department or the college with recruiting.

Also, most universities maintain an office for community service that can assist chapters in establishing similar programs.

More ideas appear on pages 20-23.

Ideas for Student Chapter/AIChE Local Professional Section Joint Activities

When planning a joint activity, some fundamental issues should be considered.

Student issues

- **Costs**—Simply put, most students are on a limited budget. Whatever local sections can do to subsidize meals, transportation, or other expenses would help the program succeed.
- **Topics**—Topics should be of interest to the students. Anything job related (industry speakers, recruiters, financial planners, etc.) would draw students.
- **Networking**—Students should be made to feel welcome. Local sections should assign volunteers to greet the students and introduce them to the other members.

Local Professional Section issues

Communication—Since students tend to be more mobile than professional members, local sections sometimes have difficulty maintaining communication with the student chapters in their area. Chapters can take several measures to alleviate this. First, each semester the chapter should forward a current list of officers containing all contact information (e-mails, mailing address, phone, etc.) to all the local sections in their area. Also, one student (not necessarily an officer) should be designated liaison with the local sections, particularly when planning a joint event. This helps streamline communications and avoids duplication of efforts.

Potential joint activities

- Fundraisers: See pages 35-36 for fundraising events reported by student chapters in the 2004-2005 Annual Reports.

- Student Night/Speaker Meeting: Local section sponsors a student night with a speaker of interest to students (e.g., recruiter, human resources professional, financial planner, etc.) This can include an icebreaker and/or a reception beforehand.

- Mentor Program: Local section provides names or members for student mentor program. Organization of program can be a joint or an individual group activity.

- College Bowl: Local section organizes a college bowl between several universities. Faculty participation is encouraged. During one regional student conference, a company hosted a session on "Who Wants To Be A Chemical Engineer," which proved very successful.

- Job Fair: A job fair or job skills program is organized by local section to aid students in transitioning from a student to a professional employee.

- Company visits: A local section member promotes an activity for students to visit his/her company. In some cases, transportation and overnight housing can be arranged by the company. Other AIChE members at the company can participate in the tour, attend lunch, etc.

- Co-ops: The local section keeps students informed of co-op opportunities at companies of local section members.

- High School outreach: Local sections and student chapters can invite local high schools to tour the campus and laboratories. A brief lunch can be included prior to a presentation from local section and student chapter members.

- Committees: A student member serves as a liaison on the Local Section Committee or a local section member serves as a liaison on the Student Chapter Committee. This interaction promotes effective communication.

- Leadership conference: The local section (with help from student chapter) promotes a leadership conference for the students.

- Poster competition: Organized by local section (and student chapter), the poster competition promotes presentation skills and research activities.

Successful Activities and Events – 2004-2005

Tried and true ideas, recommendations and testimonials from Student Chapters submitted with their 2004-2005 Student Chapter Annual Reports:

- Our most successful events are picnics, which provide a fun atmosphere for students and professors to interact.

- Community Service: An important facet of the BYU AIChE chapter is volunteer service. During the holidays, we organized and conducted a Sub 4 Santa project. We were able to include the Society of Women Engineers and the student IEEE society in organizing this event. In conjunction with this event the AIChE chapter was able to convince Santa into dropping by during the day preceding this event to take pictures with the engineering students in the common lounge of the Clyde Building. This year we raised over $3000. Local businesses donated products and services that were auctioned off with all the benefits going to provide gifts and food for those in need. Over 150 students came to the auction and over 95% of our members volunteered to collect items from local businesses. Most of the money received from the auction was then used to purchase items for three families. The remainder was donated to the United Way.

- Our info sessions and plant tours are very popular to students – they help students get an idea of what they can do upon graduation.

- Our most successful event in the panel from industry.

- Highlights of our year include barbecues and the shrimp boil .

- A Chemical Sciences Fair was put on by our chapter. Students organized it for ChE's and other engineering and chemical disciplines. Sixteen companies attended.

- Joint events with the Local AIChE Professional Section are highlights. Our most successful event was a presentation given by workers in R&D as engineers who talked about the differences between academic and industrial research. A possible reason for the high attendance was that they were additionally looking for employees.

- Our most successful events are social and athletic events that involve students and faculty. For example, our first "De-rive in Movie Night" (as in Drive In) showed "The Incredibles" in a large lecture hall in the ChemE building. We had pizza, drinks, and popcorn, and in addition to about 50 of our members, several professors attended with their spouses and children. This was a great event for students to socialize with their professors in a relaxed setting. All professors (even those who couldn't attend) really liked the idea of a "family friendly" event. Other successful events include our annual "ChemE vs. MechE" softball game and barbecue, "broomball" (a kind of hockey with balls and paddles) at the local ice rink, and a potluck dinner for summer co-op students.

- The Adler Banquet is probably the most successful student-run banquet on campus every year, and we usually have pretty high attendance. Our barbecues are also attended by a lot of students. We are the only student group on campus that is allowed to have alcohol at our barbecues, because we have always been responsible with it. We generally have either pizza or hamburgers and hot dogs for our barbecues, and we allow all students (even if they're not chemical engineers) to attend, as long as they pay the dues.

- Our most successful events are the socials with food. Also, our biggest turnout is when we bring in a speaker on how to brew your own beer.

- We have success with National Engineers Week and bake sales. During Engineers' Week, the student chapter organizes and produces a friendly "Engineering Jeopardy" contest between the five departments in the College.

- Our joint picnic with the AIChE professional section gets good attendance.

- The Engineering Fair is our most well-known event campus wide. We prepare during the fall semester and present an average of 15 experiments at the fair. Most of the chapter is involved in the project and most years we receive very good feedback, not only from members but also from the school. Our most popular display is liquid nitrogen ice cream in which we explain to the children the topic of heat transfer.

- It is hard to choose between industrial speakers or social events. However, the chapter does a superb job in providing an amalgamation point for the students to come together and relax a bit. It is able to provide a relief in an otherwise taxing environment.

- Our most successful events have to be our bbq socials. We borrow a bbq pit from a faculty member and we cook all of our food and give it to our members for free. Usually we do this right before we have a large meeting so that all of our members are informed about where the meeting is going to be, who is coming and what they are going to talk about.

- This year, our chapter facilitated a "ChE Feedback Forum." In the past, our chapter had served more as a liaison between the students and faculty. Over the past five years, this function had been lost, and we wanted to restore this function and increase communication. At the "ChE Feedback Forum," students could come to our office, enjoy a meal, and discuss any opinions or feedback they wanted the faculty to know. All discussion topics and feedback were recorded and organized. These results were then presented at a faculty meeting in the form of both a presentation and a handout. Because of the amount of student participation and the generally positive faculty response, we hope this will continue and increase communication and understanding between the students and faculty.

- We held a **Halloween Fun Run** ("Spooky Sprint") to raise money for the Iowa City Shelter House (a facility that provides services to the homeless). In addition, our chapter volunteered at the Ronald McDonald House, helping clean up inside and outside.

- Our chapter excels in community service and engineering outreach events. Our members are very active in our community, and we have excellent participation at chapter sponsored community service events. We love working with the Ronald McDonald House, so any event with the house is always very successful. We cook dinner for them several times each year and help out with their fundraisers, which are events that our members truly look forward to and enjoy. Engineering outreach events are also very successful for our chapter. Our members enjoy attending college wide Freshman Orientation events to recruit new members and help our new freshmen adjust to college life and prepare for an education in engineering. We also planned our own freshman orientation program called Freshman Welcome to integrate the new chemical engineering freshman into our department and our chapter. This event was a huge success for our entire Chemical Engineering department. E-Day, which is our engineering open house at the end of Engineers Week, is very successful as well. We enjoy talking with middle and high school students and the public about engineering. We love being engineers, and we take as many opportunities as possible to promote engineering to other people.

- The chapter strives to excel in the breadth of activity that will "provide something for everyone". This is important at a large university where the students have a great range of interests (sports, undergraduate research, social, etc.).

- The chapter's **CHUMs mentoring program** is very successful. This activity gets the freshmen and sophomores actively involved. Our chapter has several CHUMs events throughout the year. The events are structured to allow underclassmen to ask upperclassmen any questions they might have. The activities are designed to be fun and relaxing and usually include refreshments. An example of a few of our CHUMs events included: bowling, movie night, game night, and an ice cream social.

- We prefer social meeting to strengthen communication between the different groups and specializations in the department.

- Science kit sales provided the best source of fundraising. A trip to the symposium at the Twin Cities AIChE Professional Section was very successful.

- Social get-togethers are the most successful events because of the fun factor involved in them. For example, NJIT's AIChE Annual Picnic is always a big event with its outdoor grilling, activities, and networking with people from industry. We like to invite the speakers (who have presented at NJIT during the year) to these social events, to get to know the students on a more personable level. Students, professors, and people in industry all enjoy time to relax together.

- We excel in creating a community in the chemical engineering department at OSU and in encouraging students to network with other students and professionals. We help organize a departmental graduation for seniors and put on an end of year barbecue every spring. Since many chemical engineering students spend countless hours in the chemical engineering building, we have created a convenience store when people can buy food and drinks. We have also acquired and painted lockers, which we rent out to students so that they have a place to store books and personal items. Because we realize the importance of networking with other students and professionals in industry, we encourage students to attend the national and regional conferences each year. Almost every year we fundraise money to help cover the costs of traveling to these events. We had 50 people attend this past regional conference. The other major area of excellence for our Student Chapter is in K-12 Outreach and Recruitment of students to engineering.

- The AIChE student chapter sponsored a family for a 48-hr dance marathon for cancer (raising $11,713).

- We hold a Chemical Engineering Symposium. Speakers from industry, local government, and academia give presentations about chemical engineering topics of interest.

- Overall, our most successful events were the new weekly cookie breaks, where students could hear professors speak about their background and past experiences. The panel discussion on grad school and job searching was also very successful, and our study breaks and celebratory dinners were also popular.

- Our chapter excels at industry speaker presentations and helping students obtain summer internships and jobs. Nearly every student who wants an internship or job gets one by the end of the year. This is in part due to the exposure they get at the AIChE meetings, wherein they can meet the recruiters in a more informal setting than an interview.

- We are good at fundraising events. We had an outstanding amount of participation in our Fall 2004 Golf Tournament. We recruited over 13 industrial sponsors and had 14 teams play in the tournament. Charitable Events. Ten of our members dedicate some time and money to collect gifts for Operation Christmas Child.

- The social events are all well attended, with many faculty attending Bowling with the Faculty events. We are also able to attract a lot of members to special activities like volunteering at the Buffalo Museum of Science. We also have very good general meeting attendance, with a lot of people interested in finding out what is going on.

- We host a formal annual Fall Dinner Banquet.

- Our chapter has developed a reputation of having fun, and for holding valuable general meetings in which members have an opportunity to get to know their peers and also talk with industry representative in a casual setting. Our biannual McKetta's picnic typically has an attendance of over 80 people and is another opportunity for members to socialize with each other, faculty, staff, and industry recruiters. Lately, our chapter's focus has been to unify the department by getting students more involved in chapter activities that are social, philanthropic, or professional in nature. Because we have an officer group that is open to new ideas and eager to try new ways of recruiting and maintaining members, we have succeeded in increasing participation in almost every event.

- Our chapter enjoys sporting events. The students were involved in intramurals during the winter. Also, several of the students organized basketball games every Friday and invited all of the students to come and join. The Spring Picnic/5K run was also a success. The students enjoyed being physically active during the semester and getting to know another side of many of their fellow students.

- Our chapter excels in providing career and professional development resources to our students. We took a group of 35 students to tour a pharmaceutical plant and another 20 to tour one of the largest polyester film plants. The students learned the diverse applications of ChE and large-scale production units. Our chapter also excels at providing social outlets for our students. 88 students and faculty attended the annual Chemical Engineering Semi-formal this spring. This provided a means to network and socialize with fellow students, alumni, and faculty members.

- We enjoy social events that promote group unity and are a break from the curriculum. The tutoring/study sessions are a great way for students to get together and work problems out.

- Community service activities were rewarding for our chapter -- particularly the food/blanket drive for the tsunami victims and also Habitat for Humanity.

- The pie throw that the chapter organizes to benefit the Laramie Safe House is an annual tradition that raises several hundred dollars. The students recruit faculty from the entire College of Engineering to be the targets.

AIChE Conferences

AIChE sponsors nine Regional Student Conferences and one National Student Conference each year. Since networking is important for students, these conferences provide an excellent opportunity for students to meet other students, AIChE local professional section members, industry representatives, and faculty from across the country.

Regional Student Conferences

AIChE student chapters are divided into nine regions across the country: Mid-Atlantic, Mid-America, North Central, Northeast, Pacific Northwest, Rocky Mountain, Southern, Southwest, Western. Every spring, a Regional Student Conference is held in each of these regions.

Regional boundaries are displayed here: http://students.aiche.org/chapters/index.asp

Host Chapter

Every year one student chapter in the region is selected to host the conference. A few regions maintain a rotation of host schools, but most regional host chapters announce their desire to host and receive approval from the Regional Conference Subcommittee one to three years in advance of the conference date.

The host chapter is responsible for planning and executing the conference, using guidelines provided by AIChE. It polls the chapters in the region to select the date, secures accommodations, arranges the logistics for all events, maintains a budget of all expenses, and solicits corporate contributions. The host chapter also determines the itinerary. Some conferences include plant tours, career fairs, industry mixers, and other social events.

While the conference schedule and activities are determined by the host chapter, every regional conference includes two competitions: the Regional Student Paper Competition and the Regional Chem-E-Car Competition. The nine winners from the paper competition then compete against each other at the Annual Student Conference in November. The winners from the Chem-E-Car Competition are encouraged to compete at the Annual Student Conference, though the national competition is open to any chapter that wishes to compete.

An orientation session for potential regional conference hosts is held each year at the Annual Student Conference, and a *Regional Student Conference Planning Guide* is available on request. Contact student chapters@aiche.org.

For a list of host chapters and conference dates for upcoming regional conferences, please visit http://students.aiche.org/events/regionalconferences.asp.

National Student Conference

The Annual National Student Conference is held in late October or early November of each year. The location is selected by AIChE's Meetings Department and the Conference is held in conjunction with AIChE's Annual Meeting for its professional members. Information on the National Student Conference is maintained online at http://students.aiche.org/events/annualstudentconference.asp .

Host Chapter

Once the site is selected, a student chapter in the area is invited to serve as host chapter. The responsibilities of the host chapter include assisting with fundraising, selecting and preparing the conference souvenir (usually a t-shirt), and selecting the venue and theme of the Saturday night Conference Bash. The host chapter also plays a critical and active role in assisting the organizers of the Chem-E-Car Competition.

Approximately twenty students from the host chapter also volunteer to assist the AIChE staff on site with registration and other logistical demands.

Events

The Annual Student Conference begins on Saturday morning with a Welcome Ceremony where students have the chance to meet students from other chapters across the country. This is followed by a series of workshops conducted by student chapter leaders – with advice for successful student chapter activities. Saturday afternoon is devoted to career planning workshops on a wide variety of topics such as co-op programs, job search, interview techniques, non-traditional career paths, etc.. The Conference Bash is scheduled for Saturday evening.

On Sunday, students can meet representatives from graduate school programs at the Graduate School Fair. The Annual Student Awards Brunch is an opportunity to recognize AIChE's Outstanding Student Chapter Advisor, Outstanding Student Chapters, scholarship recipients, and other AIChE award winners. Sunday afternoon features the Chem-E-Car Competition, where teams of students create and race vehicles powered solely by chemical reaction. From there the students attend the Frontiers in Chemical Engineering workshops where experts speak on cutting-edge issues such as biochemical engineering and nanotechnology. Afterwards, all attendees of the Annual Student Conference are invited to join AIChE's professional members at the Welcome Reception for the AIChE Annual Meeting.

On Monday, the finalists of the Regional Student Paper Competition compete against each other and the winners of the National Student Design Competition discuss their solutions. In the afternoon students from across the country present their research in poster format at the Student Poster Paper Session.

The following Campus Connection Web pages contain information about the National Student Conference, and information about competitions held at the Conference.

Student Conference schedule of events and registration information:
http://students.aiche.org/events/annualstudentconference.asp

Chem-E-Car Competition: http://www.aiche.org/students/competition/c3car.htm

Student Paper Competition: http://www.aiche.org/students/annualconference/nationalpaper.htm

Student Poster Competition: http://www.aiche.org/students/regionalconference/poster.htm

Communication - Newsletters & Websites

Print newsletters

A chapter or department newsletter provides a means for involving a wide variety of chapter members from freshmen to seniors in a cooperative project. Frequency of issues can range from one per semester/quarter to multiple issues per semester/quarter.

A viable newsletter requires an enthusiastic and dedicated editor as well as eager contributors. The newsletter can serve the needs or the students and faculty in the department and also provide a vehicle for maintaining ties with alumni.

The newsletter can include varied topics such as:
- Faculty, staff, or student profiles
- Student perspectives (freshmen, transfer)
- Department humor
- Chapter calendar
- New technology
- President's corner
- Chapter Awards
- Intramural Sports
- Summer Intern/ Research/Co-Op Experiences
- Plant Trips
- Department news
- Major college Events

Free or low cost desktop publishing software is readily available, and digital cameras, scanners, and electronic communication devices facilitate the use and sharing of photos and text. Cost for printing or copying depends on circulation and can become appreciable if the newsletter is distributed to alumni. On-line distribution through e-mail or a web site provides a low cost option to printing.

Websites

All chemical engineering departments have Web sites with a variety of information for students, and most AIChE student chapter maintain some form of dedicated Web page. In recent years, Web sites have, in most cases, replaced the traditional print newsletter as a source of student news and communication. Indeed, the immediacy and timeliness of the Web makes communicating up-to-the-minute activity information very easy.

It is strongly recommended that every AIChE Student Chapter maintain at least a basic Web presence. This can provide an efficient and effective method of communicating to undergraduate students, as well as to alumni, collaborators, and outside organizations. It is recommended that your officers designate one or a small group of students to develop and maintain the Web site. It is important that the site be kept up to date. Some thoughts regarding the development and content of this web site are presented below.

A note on continuity and long-term maintenance: It is not uncommon for a savvy and enthusiastic student chapter Webmaster to launch a chapter Web page in the fall, and leave the site live but dormant after graduating in the spring. In some cases, more than one Web site for a student chapter may be accessible online – one current, and another containing information long out of date. Consideration should be given to the Web site and URL as a permanent, long-term proposition. Some colleges offer Web site standards and servers dedicated to student organizations. The guidelines and support provided by such campus services could help sustain a long time home for your student chapter Web site.

Developing a Web Site

Today, many students are well acquainted with the tools and techniques of online and wireless communication. Despite the proliferation of easy and informal electronic communication, when creating a Web presence it is still helpful to have a plan in mind that takes into account organization, presentation, user interface, content, and a plan for regular and ongoing maintenance. These factors help add up to a timely, user friendly, and (ideally) permanent source of information for chapter members.

The initial step is to determine an address for the web site. The address can either be a link from a departmental or university site or one can create a "personal" URL. However, the latter requires web registration and usually contains a nominal fee for server space. For the purposes of a student chapter web site, a link from the department or university site would be the most ideal route of action, and it is usually free!

To setup the link, contact the person who manages the web site from which you plan to be linked. With their permission, develop an extension of their web address. With a web address at hand, all that is left is creating the web page itself. As mention, often universities will provide ready-to-develop Web templates for use by campus organizations. One need not know HTML coding, JAVA, or other programming languages to establish a useful site, though books on code and programming are widely available at most bookstores. Microsoft and other programmers have developed programs that work as text editors while writing the HTML code as you type. (Microsoft's version is called FrontPage. Netscape's version is free, though basic.) Another helpful tool is to view the code of other web sites by selecting Page Source from the View option on a web browser. This allows you to see how other people have integrated certain features into their web page. And finally, files should be saved on the server that supports your web page, and any updates should be saved to the current files.

Web Site Content

The content of any web page should be strongly directed toward its target audience. The primary idea to consider when developing a site for your AIChE Student Chapter is that it is meant to benefit the students. It can serve as a resource for communicating to the entire undergraduate student body.

Today's students want information to be available when they need it and located in an easily accessible place. Often departments choose to invite companies to campus to educate their students on job opportunities within the Chemical Engineering profession. Your site should contain the "who, when, where" of these presentations. It is also useful to include a link to the company's web site so that the students will be prepared to engage in the discussion. Such an arrangement not only allows the students to get the most out of the seminar but also gives the company's representatives a favorable impression of their visit. Beyond that, information regarding plant trips, social activities, fund-raising, and community service events should find their places within your site.

To enhance the appeal of your site there are a couple additional topics to contemplate. The importance of teamwork among engineers has grown in recognition. With this in mind, it is recommended that a list of student e-mails be included. This tends to encourage contact and interaction between students. Also, links to other Chemical Engineering-related sites will draw students to your page. Possible suggestions are links to AIChE National (http://www.aiche.org), AIChE's Campus Connection site (http://students.aiche.org/), AIChE professional local sections, local companies, the career service department at your school, your department's page, your university's page, etc.

As a reminder, the more useful your page is, the more likely students will access it regularly. Try to be as complete as possible before spreading word that it is ready. You can always go back to add or adjust your site, but first impressions are important. If students find it a waste upon their first visit, then it will be difficult to get them to check it out again. At the other end of the spectrum, a well-organized site can serve as a valuable resource for your students and even begin to unite your department's efforts.

AIChE Awards and Competitions

Each year, AIChE awards over $44,000 in grants, scholarships, and prize money based on academic excellence, outstanding research, and Student Chapter participation. In total, almost 200 students receive awards ranging from Perry's Handbooks, internships in Washington, DC, to $1,000 scholarships. These awards are open to all AIChE student members.

For deadlines and nomination forms, visit http://students.aiche.org/honors/, or contact AIChE's Awards administrator: awards@aiche.org or 212-591-7107

National Student Design Competition - Individual & Team Competitions
Sponsor: Omega Chi Epsilon, the National Chemical Engineering Honor Society
Each year since 1931, chemical engineers devise and judge 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.

The Design Competition statement is distributed via e-mail to chapter advisors and department chairs each fall. Access to the design statement and student participation in the competition is intended to be strictly monitored by the supervising design professor or advisor. See the links below for deadlines.

Individual Competition: http://students.aiche.org/honors/awarddetail.asp?AwardID=21
1st Prize (The A. McLaren White Award)--$500; 2nd Prize (The A.E. Marshall Award)--$300; 3rd Prize (The Omega Chi Epsilon Award)--$200.

Team Competition: http://students.aiche.org/honors/awarddetail.asp?AwardID=72
Team : 1st Prize (The William Cunningham Award)--$600, to be divided equally among team members. Runners-up receive Honorable Mention.

For more information about the competition, including entry forms, contact studentchapters@aiche.org

Regional Student Paper Competition
Students present technical papers at the student regional conferences, which are held in the spring. The first place winner from each region presents the paper at the National Student Paper Competition, held at the AIChE Annual Meeting and National Student Conference. Deadlines for regional conferences vary. Contact regional host schools for details: http://students.aiche.org/events/regionalconferences.asp

The Student Chapters Committee sponsors a $200 prize for first place, a $100 prize for second place, and $50 for third place. First, second, and third place winners also receive a one-year subscription to Chemical Engineering Progress magazine. For details, see http://students.aiche.org/honors/awarddetail.asp?AwardID=25

National Student Paper Competition
Sponsored by Omega Chi Epsilon, the National Chemical Engineering Honor Society
The first-place winners from each of the nine Regional Student Paper Competitions present their prize-winning papers during the AIChE National Student Conference. First Prize, The Edwin O. Eisen Award-$500; Second Prize-$300; and Third Prize-$200; and a plaque.
For more details, see: http://students.aiche.org/honors/awarddetail.asp?AwardID=22

ChemE-Car Competition – Regional and National Competitions

National Competition sponsor: General Mills

Teams of students design and construct a vehicle powered solely by a chemical reaction, which will carry a specified cargo a given distance and stop. Teams compete at the nine regional conferences, and the winner of each regional conference will automatically qualify to compete at the national competition, to be held at the Annual Student Conference. Up to 31 teams may compete at the National Competition. Teams must register for the national competition by June 30. Participation deadlines for regional conferences vary. Contact the regional host school for details.

Regional first and second prize winners receive $200 and $100, respectively. Regional prize winners compete at the national Student Conference. National first, second and third prizes will be $2000, $1000, and $500 respectively. Competition rules can be found at: http://students.aiche.org/events/chemecar.asp

Donald F. & Mildred Topp Othmer National Scholarship Awards

Student Chapter Advisor may nominate one member from their chapter for one of fifteen $1,000 awards. Awards are presented on the basis of academic achievement and involvement in student chapter activities. Scholarship funds are sent to recipients in the fall of each year. See the link below for deadlines and more details:
http://students.aiche.org/honors/awarddetail.asp?AwardID=20

Sophomore Academic Excellence ("Perry's Handbook") Award

Advisors nominate one member per Student Chapter. This award honors the Student Chapter member who has attained the highest G.P.A. at the end of their sophomore year. Nomination forms are mailed to Student Chapter Advisors in March. The award winner may choose a one-year's subscription to Chemical Engineering Progress magazine, or a copy of Perry's Chemical Engineers' Handbook. See the link below for deadlines and more details:
http://students.aiche.org/honors/awarddetail.asp?AwardID=19

Minority Scholarship Awards for College Students

Based on applicant's academic record, participation in AIChE student and professional activities, career objectives, and financial need. Students must be undergraduates in chemical engineering and members of a minority group that is underrepresented in chemical engineering. A one-time award of $1,000 per student. Approximately 10 scholarships are presented annually. See the link below for deadlines and more details:
http://students.aiche.org/honors/awarddetail.asp?AwardID=7

Minority Affairs Committee Award for Outstanding Scholastic Achievement

Recognizes outstanding achievements by a chemical engineering student who serves as a role model for minority students. See description for the Minority Affairs Committee Scholarship for College Students. The award consists of a plaque and $1,500.

John J. McKetta Undergraduate Scholarship

Sponsored by The Dekker Foundation

A $5,000 scholarship is awarded to a chemical engineering undergraduate student (incoming junior or senior only), planning a career in the chemical engineering process industries. See the link below for deadlines and more details:
http://students.aiche.org/honors/awarddetail.asp?AwardID=160

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. Nominations may be made by any AIChE member or student member. Nominations by an entire student chapter acting as a group are encouraged. Nomination materials are mailed to student chapter advisors and presidents each spring. The award consists of a plaque and certificates for the advisor and chapter president. See the link below for deadlines and more details: For details and selection criteria: http://students.aiche.org/honors/awarddetail.asp?AwardID=24

Outstanding Student Chapter Advisor Award

Sponsored by ConocoPhillips

Recognizes an individual's outstanding service and leadership in guiding the activities of an AIChE student chapter in accordance with AIChE principles. Nominations may be made by any AIChE member or student member. Nominations by an entire student chapter acting as a group are encouraged. Nomination materials are mailed to Student Chapter Presidents and Department Chairs each spring. The prize consists of a plaque and a $500 travel allowance to attend the Annual Meeting. In addition, a $500 unrestricted grant is given to the chemical engineering department at the advisor's school. See the link below for deadlines and more details: http://students.aiche.org/honors/awarddetail.asp?AwardID=23

Washington Internships for Students in Engineering

Two engineering students entering their final year of undergraduate studies are selected to conduct research on a public policy issue for 10 weeks during the summer in Washington, D.C. They have the opportunity to learn about the interaction between the engineering community and the government in matters of public policy, and to see how engineers can contribute to public policy decisions in complex technological matters. Engineering societies, including AIChE, select and sponsor students for this program. Students in the program are under the guidance of a prominent engineering professor. Selection criteria include academic record, essay, extracurricular activities, interest in public policy.
http://students.aiche.org/honors/awarddetail.asp?AwardID=64

Awards presented by AIChE Technical Divisions and Forums

Environmental Division Undergraduate Student Paper Award

Awarded to a full-time undergraduate student who prepares the best original paper based on the results of research or an investigation related to the environment. Award consists of a plaque and $300, $200, and $100 for first, second and third place, respectively. See the link below for deadlines and more details:
http://students.aiche.org/honors/awarddetail.asp?AwardID=34

North American Mixing Forum (NAMF) Student Award

Established to encourage, recognize and reward students for quality research in the area of mixing. Any graduate or undergraduate student doing research in the field of Fluid Mixing at an accredited University in North America is eligible. The award consists of a plaque and $500. See the link below for deadlines and more details:
For selection criteria and award details, see: http://www.aiche.org/awards/awarddtl.asp?AwardID=163

Nuclear Engineering Division Student Award

Presented to full-time graduate or undergraduate students who prepare the best original papers that describe the results of nuclear-related studies in chemical engineering. For selection criteria and award details, see:
http://students.aiche.org/honors/awarddetail.asp?AwardID=44

Process Development Division Student Paper Award

Presented to a full-time graduate or undergraduate student who prepares the best technical paper to describe the results of process development related studies within chemical engineering. Award consists of a plaque and $200, plus some amount to help cover expenses associated with attending the Annual AIChE meeting. See the link below for deadlines and more details: For selection criteria and award details, see:
http://students.aiche.org/honors/awarddetail.asp?AwardID=156

SACHE Student Design Competition for Safety in Design

The Safety and Chemical Engineering Education (SACHE) Committee of CCPS will evaluate all the designs that are submitted for the AIChE National Student Design Competition and present awards for designs that apply appropriate principles of chemical process safety. One team design award of $300 and one individual design award of $200 will be presented. See: http://students.aiche.org/honors/awarddetail.asp?AwardID=76

Safety and Health Division National Student Design Competition Award for Safety

The Safety and Health Division will evaluate all of the designs that are submitted for the AIChE National Student Design Competition and present awards for appropriate application of inherent safety in the designs. There will be up to four awards ($500 each). See: http://students.aiche.org/honors/awarddetail.asp?AwardID=78

Student Chapter Fundraising

Student chapters need money to subsidize the expenses of attending regional and national conferences, and to underwrite the costs of other chapter activities, including plant trips and social events. One of the most expensive things a chapter might do is to host a regional conference. Chapters across the country use very different methods for raising funds to support these activities, and this section gives an overview of the some of the techniques used. When raising funds for a specific event, rather than just operating funds, have a specific dollar goal in mind at the outset.

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. In each case, a summary is given of the different avenues to pursue, and an indication of some strategies you might try. First, however, some philosophy.

Philosophy

Many organizations are out there to help your chapter raise the money necessary to accomplish its goals. Some are philanthropic in nature, many are for-profit corporations, and some are branches of existing organizations that exist to help student groups. In all these cases, it's important to remember that you're asking for money, and generally, offering little in return. Persistence and respect are important! Don't be surprised when people don't return your calls, and don't be resentful when you finally do get in touch with them. Everyone's got a full time job that typically has nothing to do with satisfying your request. This is, in a very real sense, a sales job. You've got to convince others that your organization is worth their time and money.

Two absolutely essential components to successful fundraising are **organization** and **communication**, which at times are closely related. Communication must exist, year to year, when the people doing the fundraising change. To be successful, you've got to know what worked last year and also what didn't. Also, for extensive fundraising, such as is required for hosting a regional conference, there can be more than one person doing fundraising, in which case it's important that each be kept abreast of what the other is doing. The risk is that you might accidentally both ask the same group for money, or, just as bad, neither ask a likely contributor. A closely related issue is the problem of coordinating through your university. Many universities have policies prohibiting departments from conducting their own fundraising, in order to prevent "double dipping", or the same group being asked twice, once by the university endowment and once by the department. Although you might be able to make an argument that your AIChE Student Chapter isn't part of the university, it is a student organization, and as such, you need to know the rules.

An important question is to resolve who is responsible for raising funds. A useful "rule of thumb" might be to have students coordinate most fundraising done on campus, and the faculty Advisor handles off-campus fundraising. Deans and other campus administrators might be more receptive to requests coming from students, while most off-campus contacts require continuity, and have long-term implications for a department's well being.

Fundraising on campus

All universities are different in this category. However, don't overlook the following possible sources of revenues.

Among the most common fundraising approaches for chapters are:

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 various items, including engineering or chemical engineering T-shirts, concessions booths at university athletic events, bake sales, sales of Perry's handbook or the CRC handbook. Be creative, and look for opportunities!
7. It might be appropriate to ask faculty to become "faculty members" of the Student Chapter, and charge them a premium membership fee ($25?)

A wider sampling of ideas and testimonials about successful student chapter fundraising appears on pages 35-36.

Fundraising off campus

The majority of fundraising for larger activities – such as traveling to (or hosting) a regional (or national) student conference -- might have to come from off campus sources, since a large amount of cash is required. Many programs have a long history of fundraising off campus from companies that actively recruit chemical engineers. In this regard, it is VERY important to be sure that you communicate with the department chair, to make sure you aren't both asking the same people for financial support. By and large, experience has shown that most engineers in industry are positively predisposed to support student activities, more so than they might be to support university activities.

To be successful, you must know the recent history; relationships are important. Has your chapter had a long standing relationship with an organization? If so, be sure to maintain that relationship. Corporate budgets require sufficient planning and continuity; the effort to develop a new relationship will require a long lead time. Off campus, you should consider asking money from your Local Section of AIChE, from your alumni, but most importantly from regional companies that employ chemical engineers.

Most AIChE local professional sections like to support student chapters, and may have finances available to do so. To this extent, it's important that you participate at some level in your Local Section activities, just to maintain visibility. You'll know who to ask, and they'll know you. 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. Quite often, their employers will match a donation. Also, your alumni might be able to give you a contact inside their organization to who you might direct a request. (See below.) Donors like recognition, so be sure to recognize these gifts where appropriate.

Finally and perhaps most significantly, consider approaching regional corporations. Any group that has hired your graduates has a vested interest in supporting student activities on your campus. Also, if you're hosting a regional conference, talk to last year's host. They can have good contacts to follow up with. And, if you are hosting such a conference, be sure to give yourself plenty of lead time. You'll need as much as a year to complete a successful fundraiser.

It's important to have a contact within a company, and the higher up on the corporate ladder, the better. A good contact will help guide your request through the channels inside the company. Such requests are directed differently at every company, although the most common is for a human resources department to ultimately fund such a request through their recruiting budget. Communication with your contact is important, but is often very difficult. Engineers are generally busy people, and rarely near their phones. Be persistent. When they don't return your calls, don't be offended. Remember, you're asking for his/her help, and s/he cannot yet be aware of the benefits to him/her or to his/her company. Keep a diary of all your attempts at communication. After you've found the right contact and talked with them, send them a letter (mail, e-mail, or fax) with specific details about what you're requesting. It's important to write a letter that will "show" well when your contact takes it around the company. It should describe why you're asking, how much you're asking for, and what are the potential benefits to their employer by participating as a sponsor. (See **APPENDIX III** for an example.)

You might be directed to someone without a technical background; this is when you have to become a salesman. Tell the company about the benefits to them – remember, they aren't philanthropic organizations. They'll get visibility, you might offer them access to your top graduates. Remind them of the importance of maintaining good visibility with this audience, which is made up of future employees, customers, and colleagues.

An important point is to suggest an appropriate amount for a gift. For a regional conference, you might ask for $3000 - $5000. Never insult a potential patron by asking for too little! If there's any way for their employees to participate in an event, invite them. Maybe they can judge at a conference, or give a special seminar, or meet with your chapter officers.

Since you might hope to establish a long term relationship with these benefactors, be sure to follow up as required. Send thank you notes. Send them pictures from an event. Send them a copy of a program that shows their name as a sponsor.

Conclusion

Fundraising is an important component of any successful Student Chapter. It takes time, planning, organization, and dedication. It's not easy work, but the long-term rewards will make the effort worthwhile.

Successful Fundraising Activities and Events

Following are recommendations and testimonials from student chapters, submitted with their 2004-2005 Student Chapter Annual Reports:

- The most lucrative activity is the Pie-the-Professor/TA contest, in which students make donations toward the professor or TA they would like to see pied at our picnic.

- In the fall we sold Auburn Chemical Engineering Polo Shirts for $18 and held a "Dining for Dollars" event where a local restaurant gave us a percent of their profits. In the spring, we sold magazine subscriptions, had a car wash and did an additional "Dining for Dollars" event. The most profitable event was the carwash.

- Annual University letter writing campaign. This year we participated in the Brigham Young University Thank You letter writing campaign. Participation in this was nearly 100% of both the junior and senior class. We were able to raise $2700.

- Our corporate relationships bring us a significant portion of our funding, but lobbying for school funding is equally important. We send representatives to the Engineers' Joint Council (an umbrella organization for all engineering societies) to petition for funds, and also attend Associated Students of the University of California meetings to get financial support.

- The student chapter runs a business in which we supply and set up posterboards for conferences. This is our main source of income. The only fundraising activity we have, in addition to the posterboard business is a soda machine in the student lounge.

- Fundraising letters sent each year to local industry and businesses

- Make funding requests to engineering college council and alumni asking for donations

- We sell products with Cornell ChemE logos on them (such as t-shirts, sweatshirts, beverage glasses, etc). This past May, for the first time, we sold Cornell Engineering t-shirts outside of the chemical engineering department.

- We sell $0.75 bottlecap magnets for Halloween, Christmas, and other holidays and $1 chocolate roses for Valentine's Day

- Printer Fees- charge a fee to use our printers connected to the student computers.

- Corporate Donations, generally in the form of unrestricted funds are our primary sources of income.

- We hosted a Student/Faculty Night at a local restaurant. The restaurant gave us ten percent of the final bill.

- We do fundraisers with Hy-Vee and Pizzeria Uno's along with membership dues. There are also numerous fundraisers with the Chiefs and Royals, and rent-an-engineers.

- In the spring, our chapter rented out a local comedy club, and sold tickets to the public. Throughout both fall and spring semester, AIChE hosted cheap lunch for engineering students and faculty once a week, selling slices of pizza and soft drinks for $1. This generated considerable income (about $600) for our chapter. We also wrote letters to alumni seeking industry sponsors and sold Kaplan study material for the FE exam to engineering students.

- We have manned a concession stand at the local baseball field. We work 6 to 10 evenings during the summer and earn commission on sales at the stand.

- Setting up booths for food sales at Winter Carnival and other school sponsored events.

- The student chapter had a biweekly cookout that generated roughly $250 per cookout. The chapter also had a date auction that generated more than $300 and a golf tournament that generated more than $300. Our most effective means of fundraising was our biweekly cookouts.

- Our major fundraising activity is a raffle that takes place during the fall of each year. We visit area businesses to get prizes donated, and our members sell tickets to their friends, family, and the general public for $1 each. Last year we made over $400 with the raffle.

- Selling beer and/or concessions at football games. Beer sales are the main fundraiser that we participate in. This is a very easy and profitable fundraiser for campus organizations.

- The most effective is the sale of chemistry I and II practice exams, and the sale of soda and candy at the AIChE student lounge.

- We have a "store" in the student lounge where we sell soda and candy, selling departmental T-shirts, and access to lockers in the chemical engineering building.

- Before Purdue's big engineering job fair, we invite 10-12 companies to a banquet (~$400/company) and they interact w/ students and give a presentation. Also, we put together a solicitation packet, send it out to companies and ask for donations.

- We sell pizza to engineers, faculty, and staff in the atrium of the Engineering Building.

- Our most successful was selling paintball tickets and then going as a large group.

- AIChE has a soda pop machine that we keep in our building.

- We plan to hold a haunted house, carwash, sell pizza coupons next year.

- Care Package Fundraiser. Every semester we send letters to parents giving them the opportunity to buy a care package for their child during exam week.

- We collected almost $700 doing three sponsored Mug Nights. Mug Night is in conjunction with State Street Brats, a local bar and restaurant. We are allowed to sell cups for a price that we determine (usually $3, or two for $5), and participants may then receive beer at $1 a cup. It's an opportunity to raise money, tell people about AIChE, and allow present members to get to know one another.

- We were also able to collect almost $100 by working with Per-Mar Securities. Students are able to work as ticket takers, ushers, and security at Wisconsin Badger football, basketball, soccer, and volleyball events. Members are paid $5.50 an hour and their wages go directly to AIChE. (This is sometimes difficult to get participation for, because many students have tickets to these events already, or the events fall during the week when students have a lot of homework.

- We stock a refrigerator with soda and candy and sell it to students.

- We sell raffle tickets for prizes that have been donated by local businesses.

- The most effective means is our school's Phone-a-Thon, which includes calling alumni of our school's engineering program and asking for donations.

A Local Section Career Mentoring Program for College Students

Special thanks to Chris Maier and Pete Belmonte from the Tappan Zee Local Section (NY) for submitting this chapter.

Overview

We've found that the Tappan Zee Student Mentoring program benefits both the students and professional members. On the following pages, we'll explain the three "W's" to our approach: What The Program Offers Students, Why We Do It, And What Benefits Are Gained. Finally, we'll present our ideas for starting a similar program in your area.

What The Program Offers Students

We start with the premise that an engineering-based internship during their junior year is essential for a graduate to land their ideal job. Therefore, we begin our program by mentoring juniors. In the fall semester we host a resume clinic and in the spring we conduct mock interviews sessions. Both sessions also include networking and career planning topics. We've also found that offering refreshments like soda and pizza as part of the program increases the attendance. We've discovered that helping students to fully appreciate their previous work experience is the most difficult aspect of the resume clinic. Students routinely underestimate the importance of their accomplishments in prior jobs. Discussing their experience and helping students translate them to the resume consumes most of the evening. After the clinic, Local Section members follow-up with e-mails and telephone calls. By establishing a line of communication with the students, we become easily accessible for later questions.

In the spring semester, we hold mock interviews. To break the ice, one member of the Tappan Zee section interviews another where we deliberately include inappropriate questions and answers. Afterwards, the interview is critiqued. Since practice is a key to success, we also interview several students. Each student's interview is first critiqued by section members and then by fellow students. Mistakes are discussed and alternative responses are suggested. We end the evening by encouraging students to continue practicing mock interviews among themselves.

Seeing the juniors return as seniors is an eye opener. Their leap in confidence, which partly stems from working at an engineering summer internship, is gratifying. During the fall, we host a mentoring dinner for seniors sponsored by local industry. Students are required to wear business attire. The evening opens with a resume clinic where student resumes are collected and are bound into packets for the sponsors. Students are also given the sponsors' home pages to review beforehand to research the companies. The clinic gives the sponsors a chance to meet the students face-to-face.

After the clinic, we then break for a short address from our chair and our guest speaker. Being close to AIChE headquarters certainly has advantages. At past dinners, we've been fortunate to have their speakers. We feel it essential to impress upon the students that behind our Local Section is a great organization and that only through the AIChE's national support are we able hold these events. Through our program, we hope the students will see value in being an AIChE member.

Once the formalities are over, we begin the dinner where the conversations provide the evening's true mentoring experience. Students and company sponsors discuss all sorts of questions about career paths and planning. After dinner, we hold two mock interviews with "volunteers" chosen by the faculty. To add drama, human resource professionals conduct the interviews. The questions are typical of an interview for entry engineering position. We end the evening by thanking our sponsors.

Why we do it

A committee of four created the Mentoring Program. Three members are graduates of our adopted college and the fourth person is very dedicated to mentoring. Obviously, school spirit played a role in the program's inception, though we're not totally driven by altruism. We hoped the graduates who stayed in our area would become section members. We also hoped that the program might persuade other alumni to become active in our section and especially in our leadership. And lastly, we hoped the program would generate funds to sponsor other programs. After five years, we've still not accepted that only one goal was fully met. Our program helps us fund other programs. We apply any excess funds to chemical engineering poster contests at the college. (More about our poster contests at the end of this chapter.) Only a few graduates have joined the section and none of them participate actively. We've rationalized the lack of involvement of new graduates by saying they are focused on establishing their career. Therefore, we must develop programs to better meet the needs of young professionals. It is futile to spend time and effort mentoring students in the hope of their becoming members unless we provide utility to young professionals.

What benefits accrue from it

First, we've formed strong ties with the college's faculty. In recognition of our help, faculty members routinely give presentations at our meeting. Since the college's strong emphasis on environmental engineering dovetails with the interests of over a third of our members, these talks are always well attended. We also have a faculty member on our board of directors to keep us abreast of technology trends. Another unanticipated benefit is that our program has renewed and strengthened our ties with local companies. Many of them find value in our senior dinner as it allows a quick survey an entire graduating class for job candidates. While we never promoted this event as a hiring tool, some companies have adapted it to their needs. And savvy, extroverted students unashamedly use this event to network for jobs. The same observation is true for our section members – as some have found employment leads over dinner. While we don't want to deprive any student of the experience of hustling for an internship, our program has made more companies willing to open their doors over the summer. We treat our college programs as a "not-for-profit" venture. If a surplus accrues from our mentoring efforts, we earmark the money for education programs like poster contests where students present their research poster as part of a regular section dinner meeting. That evening, judges pick the best poster and we award a monetary prize. We've also discovered that more graduates become regular members of the AIChE since our mentoring began. Mentoring students can be viewed as a means of building "brand" awareness and loyalty in the AIChE. Our success also depends on what value our section offers young professionals in establishing their careers.

Starting a program

Think small. Tappan Zee is a small section and the initial start-up cost of this program severely strained our resources. Soliciting sponsorships for the first senior dinner was an enormous task. Our committee was gravely concerned that we would enlist enough sponsors to cover the students' dinners. Our section's finances were too precarious to withstand a substantial revenue shortfall. Also, finding a suitable restaurant to hold the event in took considerable investigation. In subsequent years, however, our sales campaigns have become easier and we save time by rebooking the same restaurant. Therefore, for your first event, you might consider holding an on-campus career forum for the seniors and invite representative from local companies to participate. This approach should help to build enough company contacts to sell a mentoring dinner when you launch one.

Acknowledgement

APPENDIX I:
Student Chapters by Region

Chapter advisors and presidents contact information, as well as Web links for many chapters, is available at http://students.aiche.org/chapters/.

International schools: **Univ. of Alberta** and **Univ. of British Columbia** are in the Pacific Northwest Region. **McGill Univ.** is in the Northeast Region. **Univ. of Puerto Rico** is in the Southern Region.

Mid-America Region
Iowa State University
Kansas State University
Oklahoma State University
University of Arkansas
University of Iowa
University of Kansas
University of Missouri, Columbia
University of Missouri, Rolla
University of Nebraska, Lincoln
University of Oklahoma
University of Tulsa
Washington University, St.Louis

Mid-Atlantic Region
Bucknell University
Carnegie Mellon University
City College, City University of New York
Columbia University
Cooper Union
Cornell University
Drexel University
Hampton University
Howard University
Johns Hopkins University
Lafayette College
Lehigh University
Manhattan College
New Jersey Institute of Technology
Pennsylvania State University
Polytechnic University
Princeton University
Rowan College of New Jersey

Mid-Atlantic Region (con't)
Rutgers, The State University of New Jersey
Stevens Institute of Technology
University of Delaware
University of Maryland, Baltimore County
University of Maryland, College Park
University of Pennsylvania
University of Pittsburgh
Villanova University
Virginia Commonwealth University
Virginia Tech University
West Virginia University
West Virginia University Institute of Technology
Widener Univeristy

North Central Region
Case Western Reserve University
Cleveland State University
Illinois Institute of Technology
Michigan State University
Michigan Technological University
Northwestern University
Ohio State University
Ohio University, Athens
Purdue University
Rose-Hulman Institute of Technology
Tri-State University
University of Akron
University of Buffalo, State University of New York
University of Cincinnati
University of Dayton
University of Detroit, Mercy

North Central Region (con't)

University of Illinois, Chicago
University of Illinois, Urbana
University of Louisville
University of Michigan, Ann Arbor
University of Minnesota, Duluth
University of Minnesota, Minneapolis
University of Notre Dame
University of Rochester
University of Toledo
University of Wisconsin, Madison
Wayne State University
Western Michigan University
Youngstown State Univeristy

Northeast Region

Brown University
Clarkson University
Massachusetts Institute of Technology
McGill University
Northeastern University
Rensselaer Polytechnic Institute
Syracuse University
Tufts University
University of Connecticut
University of Maine
University of Massachusetts, Amherst
University of Massachusetts, Lowell
University of New Hampshire
University of New Haven
University of Rhode Island
Worcester Polytechnic Institute
Yale Univeristy

Pacific Northwest Region

Montana State University
Oregon State University
University of Alberta
University of British Columbia
University of Idaho
University of Washington
Washington State University

Rocky Mountain Region

Arizona State University
Brigham Young University
Colorado School of Mines
Colorado State University
New Mexico State University
New Mexico Institute of Mines and Technology
South Dakota School of Mines & Technology
University of Arizona
University of Colorado, Boulder
University of New Mexico
University of North Dakota
University of Utah
University of Wyoming

Southern Region

Auburn University
Christian Brothers University
Clemson University
Duke University
FAMU/FSU College of Engineering
Florida Institute of Technology

Southern Region (con't)

Georgia Institute of Technology
Georgia Southern University
Louisiana State University
Louisiana Tech University
Mississippi State Univeristy
North Carolina Agricultural & Technical State U
North Carolina State University
Tennessee Technological University
Tulane University
Tuskegee University
University of Alabama
University of Alabama, Huntsville
University of Florida
University of Kentucky
University of Kentucky, Paducah
University of Mississippi
University of Puerto Rico
University of South Alabama
University of South Carolina
University of South Florida
University of Southwest Louisiana
University of Tennessee, Chattanooga
University of Tennessee, Knoxville
University of Virginia
Vanderbilt University

Southwest Region

Lamar University
McNeese State University
Prairie View A&M University
Rice University
Texas A&M University, College Station
Texas A&M University, Kingsville
Texas Tech University
University of Houston
University of Texas, Austin

Western Region

California Institute of Technology
California State Polytechnic, Pomona
California State University, Long Beach
San Jose State University
Stanford University
University of California, Berkeley
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
University of California, Santa Barbara
University of Nevada, Reno
University of Southern California

APPENDIX II:
AIChE Local Professional Sections by State

NOTE: For contact information, and to location AIChE local professional sections near your chapter, please visit http://www.aiche.org/sections/secfind.htm.

ALABAMA
North Alabama Local Section
Central Alabama Local Section
Mobile Local Section
Alabama-Piedmont Local Section

ARKANSAS
El Dorado Local Section

ARIZONA
Arizona Local Section

CALIFORNIA
Northern California Local Section
Southern California Local Section
Mojave Desert Local Section
San Diego Local Section
Orange County Local Section

COLORADO
Rocky Mountain Local Section

CONNECTICUT
Central New England Local Section
Yankee Clippers Local Section

DELAWARE
Wilmington Local Section

FLORIDA
Peninsular Florida Local Section
Central Florida Local Section
Tallahassee Local Section

GEORGIA
Atlanta Local Section
Central Savannah River Local Section

IOWA
Iowa Local Section

IDAHO
Idaho Local Section

ILLINOIS
Chicago Local Section

INDIANA
Terre Haute Local Section
Indianapolis Local Section

KANSAS
Wichita Local Section

KENTUCKY
Western Kentucky Local Section
Tristate Local Section
Louisville Local Section

LOUISIANA
New Orleans Local Section
Baton Rouge Local Section
Southwest Louisiana Local Section

MASSACHUSETTS
Ichthyologists Local Section (Boston)
Central New England Local Section

MARYLAND
National Capital Local Section

MICHIGAN
Detroit Local Section
Mid-Michigan Local Section
Pensacola Local Section

MINNESOTA
Twin Cities Local Section

MISSOURI
St. Louis Local Section
Kansas City Local Section

NEBRASKA
Nebraska Local Section

NEW JERSEY
New Jersey Local Section
North Jersey Local Section
South Jersey Local Section
Central Jersey Local Section

NEW MEXICO
Rio Grande Local Section

NEW YORK
New York Local Section
Western New York Local Section
Rochester Local Section
Northeastern New York Local Section
Syracuse Local Section
Mid-Hudson Local Section
Tappan Zee Local Section

NORTH CAROLINA
Eastern North Carolina Local Section
Coastal Carolinas Local Section
Triad Local Section
Western North Carolina Local Section

OHIO
Akron Local Section
Ohio Valley Local Section
Toledo Local Section
Central Ohio Local Section

OKLAHOMA
Bartlesville Local Section
Tulsa Local Section
Central Oklahoma Local Section

OREGON
Columbia Pacific Local Section
Oregon Local Section

PENNYSLVANIA
Delaware Valley Local Section
Pittsburgh Local Section
Central Pennsylvania Local Section
Lehigh Valley Local Section
Twin Tiers Local Section
Susquehanna Local Section

RHODE ISLAND
Rhode Island Local Section

SOUTH CAROLINA
Central Carolinas Local Section
Western South Carolina Local Section
Palmetto Local Section
Lowcountry Local Section

TENNESSEE
East Tennessee Local Section
Knoxville-Oak Ridge Local Section
Nashville Local Section
Mid-South Local Section

TEXAS
South Texas Local Section (Houston)
Texas Panhandle Local Section
Southeast Texas Local Section
Dallas Local Section
Coastal Bend Local Section
East Texas
Permain Basin Local Section
Guadalupe Local Section
Texas Gulf Coast Local Section
Balcones Fault Local Section

UTAH
Great Salt Lake Local Section

VIRGINIA
Central Virginia Local Section
Tidewater Virginia Local Section

WASHINGTON
Puget Sound Local Section
Columbia Valley Local Section

WEST VIRGINIA
Charleston Local Section

Local Sections outside the US
Alberta Local Section
Netherland/Belgium Local Section
Puerto Rico Local Section
Saudia Arabia Local Section

APPENDIX III:
Sample Fundraising Letter

Address
Address

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 students. 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 IV:
Sample Student Chapter annual report
(text version of online report)

#	Questions	Responses
Your University Report - Submitted 6/30/2005		
1	Full name of person submitting this report	
2	Full name of Student Chapter Advisor for year of report (2004-2005)	
3	Chapter Advisor E-mail	
4	Full name of Chapter President for year of report (2004-2005)	
5	Chapter President E-mail:	
6	How many declared chemical engineering students are in your department? Please give individual totals for Freshmen, Sophomores, Juniors, and Seniors.	
7	How many faculty are in your department?	
8	How many members does your student chapter have? Please give individual numbers for Freshmen, Sophomores, Juniors, and Seniors.	
9	How many of these members are National AIChE members? Please give individual numbers for Freshmen, Sophomores, Juniors, and Seniors, if known.	
10	How much do you charge for chapter membership dues?	
11	What are your primary sources of income?	
12	Do you hold fundraising activities? What are your most effective means of fundraising? (max 300 char)	
13	What method do you primarily use to communicate with your members?	
14	Does your chapter maintain a Web site or publish a newsletter? If yes, please describe. If Website, please provide URL.	
15	How many meetings does your chapter hold each year?	
16	What is the average meeting attendance?	
17	What is the average faculty attendance?	
18	What type of meeting drew the largest student attendance?	
19	How many meetings involved industry/guest speakers? What were the most popular topics?	
20	How many social events or sporting activities were held? Describe highlights. (max 300 char)	

21	How many plant trips or other field trips were taken? Describe the best. (max. 300 char)	
22	How many career planning or guidance events were held? Please describe the best ones.	
23	Did your chapter participate in National Engineers' Week activities? If yes, describe. (max 300 char)	
24	Were chapter members active in volunteer or outreach activities? If yes, describe. (max 300 char)	
25	Did your chapter host or participate in a department or chapter Open House? If yes, describe.	
26	Did your chapter participate in the regional or national Chem-E-Car Competition? If no, why not?	
27	How many members attended the 2004 Annual Student Conference in Austin, TX?	
28	How many members attended the 2005 Regional Student Conference?	
29	Does your chapter provide awards or scholarships? If so, describe.	
30	Did your chapter nominate a student for the Donald F. Othmer Sophomore Academic Excellence (Perry's Handbook) Award?	
31	Did any of your students apply for a national AIChE scholarship (e.g. Othmer National Scholarship Award or Minority Scholarship)?	
32	Did any AIChE member nominate your chapter for an Outstanding Student Chapter Award?	
33	Do you communicate with the AIChE Local Professional Section in your area? If no, why not? If yes, how often?	
34	In what activities does your chapter excel, and/or what are your most successful events? Please provide details (max 500 char)	
35	What method of recruitment do you find most successful?	
36	Which national AIChE member benefits are of most interest to student members at your school?	
37	AIChE contacts student chapters throughout the year with news, reminders, and info requests. Characterize your chapter's outreach / communication with the national organization. (max. 300 char)	
38	What kinds of support or services could national AIChE provide to help you recruit members and improve the success of your chapter? (max. 300 char)	
39	Did your chapter advisor attend the Student Chapters Committee Business Meeting, held during the 2004 Annual Student Conference in Austin, TX?	
40	Other comments (max 500 characters)	

APPENDIX V:
Suggested Constitution and Bylaws for AIChE Student Chapters

MODEL CONSTITUTION

Article I - Name
The name of this organization shall be the (name of college or university) Student Chapter of the American Institute of Chemical Engineers.

Article II - Objectives
The objectives of this chapter shall be (1) to promote the professional development of its members by its programs and by its relations with other Student Chapters and with the parent body, the American Institute of Chemical Engineers, and (2) to contribute to the development of chemical engineering at (name of college or university) through activities involving the faculty and student members.

Article III - Membership
Any student enrolled in (name of department) at (name of college or university) shall be eligible for membership. Students enrolled in related engineering or scientific courses may be declared eligible for membership by a simple majority vote of the (name of department) members. Such vote shall be considered as applying to all members of such groups rather than to individuals.

Article IV - Officers
To direct the activities of the chapter, the following officers and committee members shall serve for the entire school year: President, Vice-President, Treasurer, Secretary, and Program Committee. The President and Treasurer, shall have held a Chapter membership for at least one complete term before being elected; however not more than half the Program Committee shall be seniors.

Article V - Election of Officers
Election for the following school year of the officers listed in Article IV shall take place no later than the next to the last meeting of each school year.

Nomination for President shall be by written ballot. Choice between the two candidates receiving the first and second largest number of nominating ballots shall then be made by written ballot.
The remaining officers, except the members of the Program Committee, shall be elected by the same procedure in the order in which they are listed in Article IV.

Senior members if the Program Committee shall be elected by the chapter members who are juniors at the time of the meeting. The other members of the Program Committee shall be elected by all the chapter members present at the meeting

All other committees shall be appointed by the President.

Any vacancies in officers which should occur before the end of the school year shall be filled by means of a special election conducted in the manner specified previously.

Article VI - Amendments to the Constitution
Amendments to the Constitution may be proposed at any regular meeting by any member of the chapter.

Adoption of an amendment shall be by three-fourths vote of all members attending a later regular meeting, provided that such three-fourths majority shall include at least half the members of the chapter.

Article VII - Custody of the Constitution and Bylaws
One copy of the Constitution and Bylaws shall be in the possession of the President of the Chapter.

One copy of the Constitution and Bylaws shall be in the possession of the Advisor of the Chapter.

One copy of the Constitution and Bylaws shall be in possession of the Staff Associate, Student Activities, of the American Institute of Chemical Engineers for the permanent files of the Institute.

Each of the aforementioned officers shall promptly deliver his/her copy to his/her successor.

MODEL BYLAWS

Article I - Procedure
The conduct of each meeting shall conform to a generally recognized Rules of Order procedure, the following being hereby adopted:

Article II - Duties of Officers
The *President* shall be the chief executive officer of the chapter, shall preside at all meetings, and shall serve as chairman of the Program Committee and as an ex-offico member of all other committees.
The Vice-President shall assist the President in the performance of his duties and shall preside at the meetings of all other committees.

The *Secretary* shall keep a record of all meetings in parliamentary form. He shall preserve all papers relating to the affairs of the chapter and deliver the same promptly to his or her elected successor. The Secretary shall prepare, obtain the written approval of the President for, and promptly submit all formal or informal reports requested by the Chapter Advisor or the officers of the Student Chapters Committee.

The *Treasurer* shall collect all dues and assessments promptly. He shall keep adequate financial records and permit their inspection by any other officer of the chapter or by the Advisor upon request. Upon request of the President he/she shall present an oral financial report at any meeting of the chapter.
He/She shall present a complete and final written report at the last meeting of each school year, and at that time he shall deliver to his successor all chapter records and funds in his/her possession. He/She shall preside at meetings of the chapter in the absence of the President and Vice-President.

The *Program Committee* shall be responsible for planning and arranging for the various activities of the chapter.

Article III - Dues
The annual dues of the chapter shall be $XX, payable at the first meeting of each school year.

Article IV - Assessments
Assessments for any specific purpose may be levied by a two-thirds vote of the members, attending any regular meeting of the chapter, provided such two-thirds majority shall include at least one-third of the members of the chapter.

Article V - Amendments to the Bylaws
Amendments to the Bylaws shall be proposed and adopted by the procedure specified in Article VI of the Constitution.