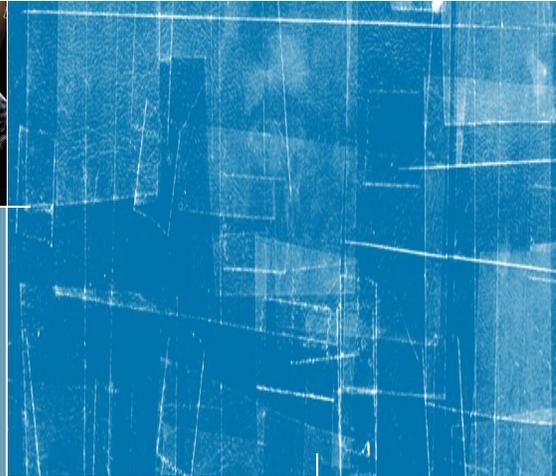


Chapter Student Activities Chair

Quick Guide

Student Activities Chairs are the foundation of ASHRAE student membership recruitment and retention. Thank you for agreeing to serve!



THE AMERICAN SOCIETY OF HEATING, REFRIGERATING AND
AIR-CONDITIONING ENGINEERS, INC.

An international organization

SA Chairs have access to all of the needed resources for their position on ASHRAE.org at: www.ashrae.org/students - click "Student Activities."

resources

CHAPTER OPERATIONS

YOU SHOULD VISIT THE WEB SITE AND DOWNLOAD THIS DOCUMENT IMMEDIATELY! THIS PROVIDES ALL OF THE INFORMATION YOU WILL NEED TO BE A SUCCESSFUL SA CHAIR.

PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

THIS CAN BE FOUND ON ASHRAE.ORG UNDER THE SECURE CHAPTER ACTIVITY SECTION. ASK YOUR RVC ANY QUESTIONS YOU MIGHT HAVE BEFORE GETTING STARTED. ALSO, BE SURE YOU VIEW THE APPROPRIATE YEAR.

LAUNCH YOUR FUTURE STUDENT BROCHURE

THIS BROCHURE PROVIDES A DESCRIPTION OF CAREERS IN THE HVAC&R INDUSTRY FROM RESEARCH TO CONSULTING ENGINEERING. ALSO AVAILABLE ARE THE PROFILES OF SEVERAL MEMBERS WHOSE ASHRAE INVOLVEMENT HAS ADVANCED THEIR CAREER.

STUDENT MEMBERSHIP APPLICATION

THE EASIEST AND QUICKEST WAY TO JOIN ASHRAE AND PAY DUES (RENEW) IS ONLINE! IF NEEDED, YOU CAN ALSO ACCESS PDF VERSIONS OF THE STUDENT APPLICATION ONLINE.

STUDENT TRANSFER BROCHURE AND APPLICATION

THIS BROCHURE IS IDEAL FOR GRADUATING STUDENTS AND CHAPTER MEMBERS SEEKING TO EDUCATE STUDENT BRANCHES ON THE IMPORTANCE OF CONTINUING ASHRAE INVOLVEMENT. HIGHLIGHTED IN THIS BROCHURE ARE YOUNG ENGINEERS IN ASHRAE WHO STARTED OFF AS STUDENT MEMBERS.

ASHRAEjobs.com

MEMBERS HAVE A NEW SERVICE TO HELP FIND QUALIFIED CANDIDATES AND SEARCH FOR OPENINGS TO ADVANCE THEIR CAREERS. EMPLOYERS CAN POST INDUSTRY INTERNSHIPS FOR FREE AND STUDENTS CAN FIND THE GATEWAY TO THEIR DREAM JOB. OPTIONS INCLUDE RESUME POSTING, JOB SEARCHING AND RESUME WRITING AND CAREER TIPS.

STUDENT BRANCH ADVISOR OF THE YEAR AWARD

CHAPTERS HAVE THE OPPORTUNITY TO RECOGNIZE OUTSTANDING ADVISORS. NOMINATE AS MANY AS YOU WANT TO YOUR RVC. THE WINNING ADVISOR WILL BE RECOGNIZED AT THE ASHRAE WINTER CONFERENCE STUDENT PROGRAM. FORMS AND CRITERIAS ARE AVAILABLE ONLINE AT THE ASHRAE STUDENT ZONE.

K-12/STEM MATERIAL

THE NEXT GENERATION (K-12) NEEDS YOUR LEADERSHIP NOW MORE THAN EVER. STUDENT BRANCH MEMBERS AND CHAPTER MEMBERS GET INVOLVED IN YOUR LOCAL SCHOOL SYSTEM INITIATING SCIENCE, TECHNOLOGY, ENGINEERS AND MATH (STEM) CLASS ACTIVITIES. REQUEST RESOURCES ONLINE AT THE STUDENT ZONE. VIDEOS AVAILABLE. [WWW.ASHRAE.ORG/ASHRAEK-12!](http://WWW.ASHRAE.ORG/ASHRAEK-12)

ASHRAE STUDENTS HAVE A FACEBOOK FAN PAGE

THIS IS A NETWORKING TOOL FOR OUR STUDENTS AND ANYONE ELSE WHO IS INTERESTED IN STUDENT LIFE IN ASHRAE. SA CHAIRS OR STUDENTS CAN JOIN! VISITS THE ASHRAE STUDENT ZONE TO JOIN!

CRC WORKSHOP POWERPOINT PRESENTATION

IF YOU EVER FEEL LIKE YOU NEED A REFRESHER ON STUDENT ACTIVITIES, JUST OPEN THIS SHORT POWERPOINT PRESENTATION (THE SAME ONE YOU SAW AT THE CRC), AND USE IT AS A RESOURCE. AVAILABLE ONLINE AT THE STUDENT ZONE!

CONTACTS

YOUR RVC IS YOUR BEST RESOURCE—GET TO KNOW HIM/HER AND BE SURE YOU KNOW HIS/HER CONTACT INFORMATION.

YOUR ASHRAE STAFF CONTACT IS:

KATIE THOMSON, ASSISTANT MANAGER, STUDENT ACTIVITIES (kthomson@ashrae.org).
ASHRAE STUDENT ZONE: WWW.ASHRAE.ORG/STUDENTS

chapter reports

First things you should know:

1. With our new system, reports are easy!
2. Chapter Presidents, Secretaries and Membership Promotion Chairs can access the reports - it is unique by member record. Chapters Presidents can also designate a Chapter Administrator to have access. Student Activities Chapter Chairs have access so they can run student data.
3. Be sure to use Internet Explorer as your browser and enable pop-ups.
4. Use the e-mail address and password (In your membership record) to login to the ASHRAE Web site for reports.

Once you are logged in to the web site:

1. Click Membership
2. Click My Chapters
3. Click your Chapter (it might be listed twice, and you can click either one)
4. Click Run Chapter Reports
5. Chapter Management Reports screen will become available. Click on the report link of your choice. SA Chairs should ONLY choose the following options:
 - A. Run new member report and select STUDENT for type
 - B. Run chapter student member delinquency report
 - C. Run student master listing
6. Be sure to enter the information requests by the prompts such as begin and end dates.
7. Once your report appears, right click to save as a PDF or send to a printer. Only the student master listing can be saved in Excel format.

How is this information helpful to me?

1. Know what students are in your chapter
2. Find out which students are approaching expiration. Encourage them to RENEW.
3. Find out what students are graduating. Transfer them via SmartStart Student Transfer Program.
4. Invite students to Chapter Meetings.

Be sure to keep your local membership information up to date. Run your reports regularly - they are real-time, anytime! Full instructions online at the Student Zone.

DATES YOU MUST REMEMBER TO BE A SUCCESSFUL CHAPTER CHAIR

MAY:

- ◆ Appointment of Chapter Chairs by President-Elect
- ◆ Student Design Project Competition entry chapter selections are due to Society no later than May 18. (Chapters selecting their best entry to submit for Level 2 judging).
- ◆ Chairs submit your Chapter's best nomination for Student Branch Advisor of the Year to the RVC no later than June 10.

JUNE:

- ◆ Appoint your committee members/vice or co-chairs
- ◆ Student Design Project Competition judging at Annual Meeting

JULY/AUGUST:

- ◆ Meet with Chapter President/Board of Governors to discuss chapter operations, challenges, goals, etc.
- ◆ Contact your RVC to discuss your goals for the year
- ◆ Be sure you have an understanding of PAOE and your expectations with it (your RVC is a great resource for this!)
- ◆ Call the first meeting of the Student Activities Committee; set goals, review duties, etc.
 - Plan the first Student Night of the Year
 - Form subcommittees (be sure to include National Engineers Week)
 - Make specific assignments to committee members
- ◆ Graduate Grants-in-Aid and Undergraduate Senior Project Grant funds distributed after July 31
- ◆ Society Student Design Project Competition winners are announced no later than August 3
- ◆ Send thank you letters and certificates of participation to **ALL** schools that submitted a design competition entry to you, but **DID NOT** make it to the regional level.
- ◆ Remind student branches of the criteria for the Regional Student Branch of the year award

SEPTEMBER:

- ◆ Visit student branches to:
 - Promote Undergraduate Senior Project Grants
 - Promote Student Design Project Competition
 - Determine the needs of the student branch (e.g. speakers, chapter involvement, etc.)
 - Provide reminders about deadlines for student branch status reports and other ASHRAE programs (e.g. EWEEK)
 - Promoting applying to be a New Face Of Engineering—College Edition (applications begin being accepted in September). Deadline is in October.

OCTOBER/NOVEMBER:

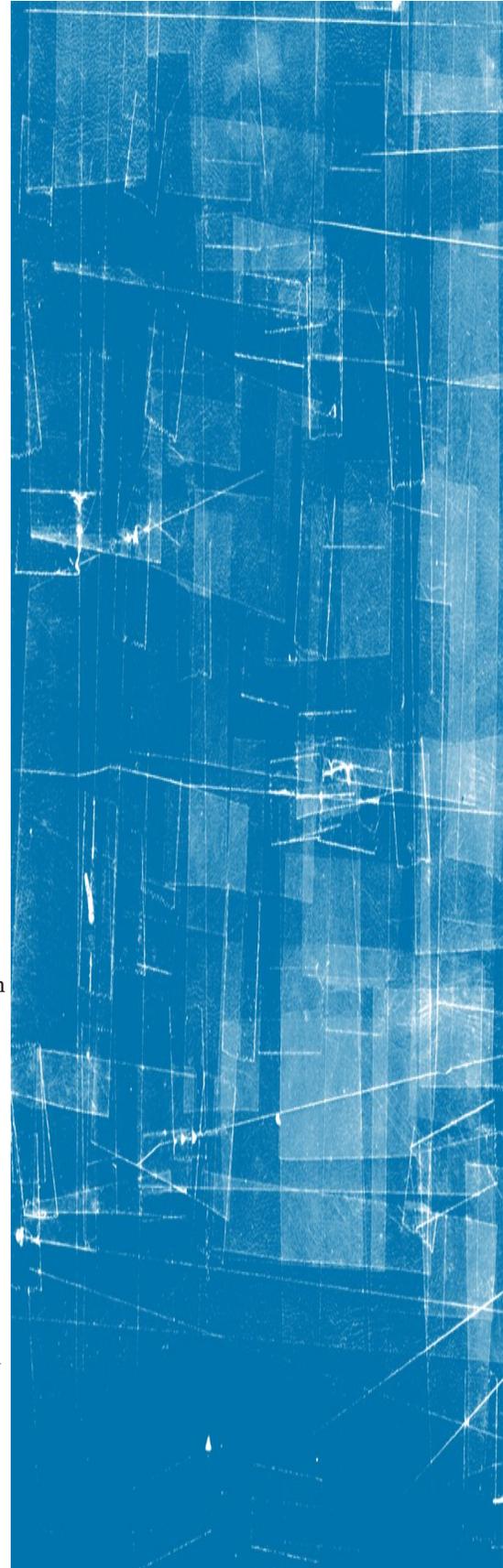
- ◆ Host a committee progress meeting and plan future meetings
- ◆ Host a NEW planning meeting for chapter and student branch involvement

DECEMBER:

- ◆ Undergraduate Senior Project Grant applications are due Dec 18
- ◆ Undergraduate Scholarship applications are due December 1
- ◆ Graduate student Grant-in-Aid applications are due December 15

JANUARY:

- ◆ Student Design Project Competition winners from previous year receive monetary awards and attend Winter Conference
- ◆ Host a EWEEK meeting to tie up any loose ends - invite chapter members to attend and volunteer
- ◆ Plan a second Student Night (if possible)
- ◆ Send reminders to chapter student branches about Student Design Project Competition deadlines in May - offer assistance!



Continued on NEXT
page!

DATES YOU MUST REMEMBER TO BE A SUCCESSFUL CHAPTER CHAIR

FEBRUARY:

- ◆ EWEEK is the 2nd week in February
- ◆ Introduce A Girl To Engineering Day is Thursday of EWEEK

MARCH:

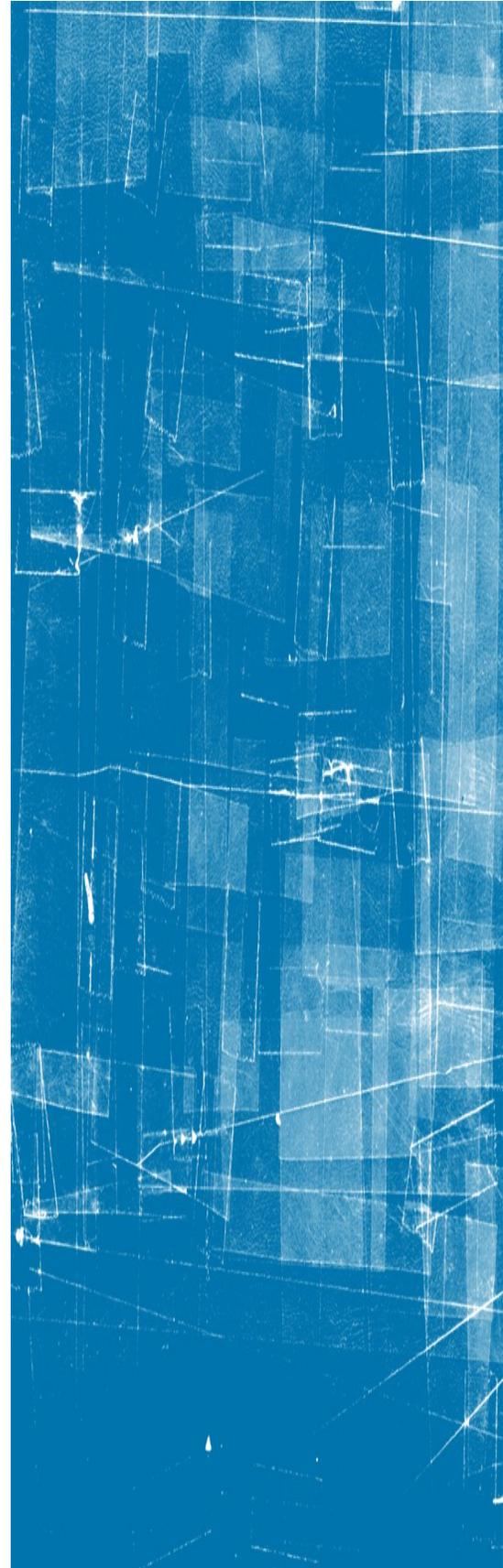
- ◆ Host EWEEK debriefing meeting and send program write-ups and photos to Society Staff Asst. Manager, Student Activities

APRIL:

- ◆ Visit student branches and assist student members in transferring their membership
- ◆ Determine if chapter can/should do anything for graduating seniors

MAY:

- ◆ Annual student branch status and treasurer's report are due once annually no later than May 31 - available online!
- ◆ Engineering Technology Scholarship applications due May 1
- ◆ Student Design Project Competition entries are due to local chapter by May 4
- ◆ Student Design Project Competition entries are due to RVC by May 18
- ◆ Prepare annual report to Chapter BOG on committee activities for year



END