**Student Activities CRC Workshop Presentation Instructions**

When the Student Activities Committee created the Centralized Training Program, the directive from Members Council was for the committee to ensure that the CRC Training was different and supplemental to Centralized Training. In an effort to comply with directive the attached CRC training “modules” have been developed for RVCs to customize their CRC Training for their Regions.

The PowerPoint presentations provided are meant to be a foundation for your workshops and you have the freedom to modify and supplement these presentations. Note that some presentations have notes to provide ideas for modification or to create interactive discussions.

A note on time. According to the Regional Operations Manual (ROM), Student Activities is to have a minimum of 3 hours for its workshop at the CRC. Please be sure to request this time from the CRC General Chair well in advance.

**Required Modules**

There are two required modules that need to be included in your workshops. These are designated by an “R” at the beginning of the file name. Again, these presentations are meant to be a foundation, so please feel free to edit these, but the main material should remain.

Introduction­ – This includes the basic ASHRAE and Student Activities Committee information that all SA Chairs should have.

Closing – This includes Running Report, PAOE, Awards and a planning session. The planning session may be the most important and useful part of the workshop for your attendees. Plan for sufficient time for this. Be sure to share the SA Quick guide during this time as well as where the presentations from Centralized Training are located in the Student Zone

**Optional Modules**

There are 4 “optional” modules:

Post High

K-12/STEM

Design Competition

Grants

While these are optional, it’s advised that you either mention the key topics in the modules in your presentation, or provide a handout or these presentations to your attendees.

The goal of the optional modules is to provide an RVC the freedom to expand deeper into a topic that have Regional importance. The presentations are strictly a starting point and it is the RVCs responsibility to supplement the content included. It would be preferred to expand these presentations with interactive sections where the attendees are providing feedback and suggestions to the group.