

# **Air & Waste Management Association Florida Section Student Chapter Guidebook**

**Rev. 01**



**AIR & WASTE MANAGEMENT  
A S S O C I A T I O N**



**FLORIDA SECTION**

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# INTRODUCTION

## ABOUT THE AIR & WASTE MANAGEMENT ASSOCIATION

The Air & Waste Management Association (hereinafter referred to as the “A&WMA”) is a non-profit technical, scientific and educational organization with more than 9,000 members in more than 65 countries. Founded in 1907, the A&WMA provides a forum where all viewpoints of an environmental issue (technical, scientific, economic, social, political, and risk assessment) receive equal consideration.

This worldwide network represents many disciplines: physical and social sciences, health and medicine, engineering and law. The A&WMA attracts decision-makers from various state and federal agencies, industry, business and the academic and research communities. To serve its members, the A&WMA provides opportunities for technological exchange, professional development, public education and networking. Through these efforts, the A&WMA will realize its vision of becoming the premier international environmental organization promoting global environmental responsibility.

The A&WMA has a long history of dedication to critical environmental decision making. In 1891, citizens in Chicago formed the Society for the Prevention of Smoke. Their aim was to clean the city before the Colombian Exposition was held there in 1893. As part of this initiative, engineers and firemen obtained instruction in the proper method of burning coal. Citizens in other cities followed Chicago’s lead to clean their skies. In 1906, smoke inspectors from 13 cities in Canada and the United States met with Detroit city officials. During the three-day meeting, the 55 attendees decided that an association should be formed to address the issue of smoke abatement. In 1907, the first meeting of the International Association for the Prevention of Smoke, the forerunner of the A&WMA, was held in Milwaukee.

Over the years, the name has been changed to more adequately reflect the members’ interests. In 1915, the name was changed to the Smoke Prevention Association of America and in 1950, to the Air Pollution Control Association. The most recent change occurred in 1988 when the members adopted the current name, the Air & Waste Management Association.

The members have structured the A&WMA in a unique fashion. A 15-member Board of Directors elected by the members governs it. Five members of the Board are employed by industry, five are employed by government agencies and five are employed by academic, research or consulting organizations. This ensures that no one segment dominates governance of the A&WMA. The Technical, Sections and Education Councils assist the Board of Directors in the guidance of the A&WMA. These councils develop programs to ensure that members’ needs are met. Two inter-council initiatives were established by the Board at the 1994 Annual Meeting: the Global Inter-Council Initiative and the Business Risk Management Inter-council Initiative.

A&WMA members plan, develop, and present programs that are designed to encourage the exchange of information, enhance skills and knowledge and increase the efficiency and effectiveness of environmental professionals. The diversity of the membership ensures that these programs are multi-disciplinary and multi-media in nature. The A&WMA’s specialty conferences, symposia, workshops and other activities are designed to address the contemporary environmental issues identified as themes by the Board of Directors. The Sections and Chapters to help focus their programs also use these themes.

Each year the A&WMA conducts one of the largest environmental conference in North America – the A&WMA Annual Conference and Exhibition (ACE). The ACE features a four-day technical program, a three-day exhibition and many business, committee and ancillary meetings that drive the A&WMA. Thousands of environmental professionals attend this event. The A&WMA also produces a variety of publications. These include a peer-reviewed technical journal, a newsmagazine, books, conference proceedings and miscellaneous training manuals. The A&WMA recognizes individuals and organizations that promote global environmental responsibility. Annually, the A&WMA bestows honors and awards and offers distinctive classes of membership. The A&WMA’s main support and administrative offices are located in Pittsburgh, Pennsylvania.

### **The Florida Section of the Air & Waste Management Association**

The Florida Section of the A&WMA (hereinafter referred to as the “FLA&WMA”) was first organized in 1959 as part of APCA (Air Pollution Control Association, the former name of the A&WMA) with the petition for official status being approved at the APCA annual meeting in 1964. In addition to promoting and sustaining the A&WMA’s objectives in the state of Florida, the FLA&WMA supports the membership and involvement of students throughout the state. The FLA&WMA Vision and Mission Statements are:

**Vision:**

Environmental Excellence through Education and Interaction

**Mission:**

Foster the exchange of scientific, technical, regulatory and legal information among environmental professionals for the purpose of improving and/or sustaining a high quality environment in Florida, to provide education and training to our members and to the public with regard to our areas of expertise in environmental issues, including air pollution, solid/hazardous waste management and environmental management, and to encourage the formal and informal interaction of our members across all sectors (including but not limited to the industrial, regulatory, academic, consulting and legal professions).

### **Purpose of the Student Chapter Guidebook**

This Student Chapter Guidebook has been prepared with the main purpose of providing the student chapters and members in the state of Florida with a handy reference for most of the information they may need related to the A&WMA. The majority of this Guidebook consists of the “Student Officers Operating Guide” and “Student Activities Manual” (located in Appendix A of this Guidebook) which were prepared by the Michigan State University Student Chapter in October 1997 (revised in March 2000). These original documents can be found on the A&WMA website: <http://www.awma.org/resources/education/manl.htm>. Much credit is due the students who prepared this excellent resource as well as to their faculty advisor, Mackenzie Davis, a longtime member of the A&WMA. Please note that some minor editing was performed on portions of these documents. Information specifically relating to the FLA&WMA is included in this Guidebook as well, including contact information (which should be kept up-to-date by the Student Chapter Chair or Faculty Advisor), responsibilities of the Student Chapters Committee and the Membership Protocol for Students.

## **CONTACT INFORMATION**

### **2006/2007**

For up-to-date contact information, be certain to check the FLA&WMA website:

[www.flawma.com](http://www.flawma.com)

#### **FLA&WMA Chair**

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# MEMBERSHIP PROTOCOL

Student membership in the A&WMA is \$35, half of which is paid for by the FLA&WMA. Some Student Chapters may choose to charge their members more than \$17.50 and keep the remainder to cover Student Chapter expenses such as food and drinks for the meetings, etc. The official protocol for Student Chapter membership enrollment or renewal is summarized below.

## Membership Protocol for New Students:

1. Print a copy of the Student membership application from: [www.awma.org](http://www.awma.org)
2. Submit the application, a check for \$17.50 (the FLA&WMA will cover the other half of the application fee) and a copy of your current course schedule or transcript to:

Jerome Guidry  
FLA&WMA Executive Secretary  
Perigee Technical Services, Inc.  
3214 Deer Chase Run  
Longwood, FL 32779-3173

## Membership Protocol for Renewing Students:

1. Print a copy of the Student membership application from: [www.awma.org](http://www.awma.org) or use the renewal form received in the mail from A&WMA.
2. Submit the application or form, a check for \$17.50 (the FLA&WMA will cover the other half of the application fee) and a copy of your current course schedule or transcript to:

Jerome Guidry  
FLA&WMA Executive Secretary  
Perigee Technical Services, Inc.  
3214 Deer Chase Run  
Longwood, FL 32779-3173

## Membership Changes:

1. Go to [www.awma.org](http://www.awma.org) and update mailing and e-mail addresses online.
2. After two to three days, contact A&WMA Member Services ([memberships@awma.org](mailto:memberships@awma.org) or 412-232-3444) and verify/confirm your membership changes.

# ORGANIZATION OF THE A&WMA

## Sections, Chapters and Student Chapters

To provide for greater and more frequent interaction, the A&WMA members have formed local member units called Sections, Chapters and Student Chapters. Participation at this level affords the members opportunities to meet in smaller groups and to address issues of regional or local interest. Each offers its own services and benefits to members, some of which may include:

- Sharing technical and managerial information with local colleagues;
- Discounts on Section, Chapter and Student Chapter activities;
- Newsletters;
- Monthly luncheon or dinner meetings; and
- Annual Section, Chapter and Student Chapter directories.

Those who choose to join on the Section and/or Chapter level only (e.g., Local Associates) are not eligible for benefits reserved for International members of A&WMA. A table comparing the increased benefits of becoming a full International member as compared to becoming a Local Associate only is provided in Appendix B. The difference in member benefits is defined later in this document.

Sections and Chapters are arranged by geographic boundaries. A listing of current member units is included in Appendix C. It is the policy of the A&WMA to encourage the organization of Sections, Chapters and Student Chapters to carry out the functions and objectives of the A&WMA on a local level. This document is meant as a guide to assist in the successful operation of a student chapter as well as the creation of a new one. Assistance is always available through the Student Chapters Committee, FLA&WMA Board members or the A&WMA Member Services Department.

## **STUDENT CHAPTER LEADERSHIP ORGANIZATION**

Managing a student group offers an excellent opportunity to develop organizational skills. The officers and committee personnel working together discover that their interest grows as they plan and execute the numerous activities of the Student Chapter. This opportunity should be offered to as many students as possible.

An example Student Chapter organizational structure is outlined below. This structure is expected to help achieve two very important goals:

1. Provide avenues for increased participation of student members in running the Student Chapter; and
2. Improve Student Chapter continuity from semester to semester and/or administration to administration.

One method to improve continuity is to foster an expectation that appointed positions provide a stepping stone to an elected position as a Student Chapter officer. Although the ground rules for nominating candidates to appointed positions is the prerogative of the Student Chapter, it is suggested that they be chosen from a group of volunteers who show interest in learning more about the way the Student Chapter is run and have the potential to eventually achieve an elected office.

It is suggested that the Student Chapter organizational structure consist of a minimum of four elected positions: (1) President (Chair); (2) Vice President (Vice Chair); (3) Secretary; and (4) Treasurer. In some universities, a student governing body is elected. In this instance another elected position may be, for example, Student Engineering Council Representative. This group of officers is designated with the title of the Executive Board (often referred to as the Board). The organizational structure can be expanded to include other elected positions and/or appointed positions. Those filling appointed positions work closely with the officers and may be considered part of the Board. Some appointed (or elected) positions may include: Public Relations Chair, Historian, Newsletter Editor, Web Master and Liaison(s) to the FLA&WMA and/or the Local Chapter. In addition to the elected and appointed individuals, committees may be formed such as: (1) Activities, (2) Fund raising, (3) Meeting Arrangements, (4) Membership, (5) Publicity / Public Relations, (6) Newsletter, (7) Refreshments, (8) Resume Book, or (9) Social. Each committee should consist of an appointed or elected chairperson and a staff of enough responsible volunteers to carry out the functions of the committee. Chairpersons of committees may be one of the elected positions but experience has shown that greater participation and more enthusiasm results when more leadership roles are shared. The committees and positions formed should be according to the Student Chapter's needs.

### **Functions of the Executive Board**

The Executive Board serves to set the Student Chapter program objectives and oversees their execution. In particular the Board is responsible for budgetary matters, selecting meeting topics and dates, developing service projects and coordinating with the Local Chapter and Section (see Program Planning section for suggestions on developing a program). Individuals on the Board have the dual responsibility of performing their specific function (described in the next section, Student Chapter Officer Duties) and assisting the Board in executing its overall goals. This means volunteering to perform ad hoc tasks or acting as committee leaders until that leadership can be delegated.

With respect to budgetary matters, the Board should set the budget at the beginning of each school year based on available funds. The Board may then make expenditures within the budget categories with the approval of the Student Chapter Chair and/or the Faculty Advisor without further votes. The Board should not make expenditures outside of the budget without a vote. The advice of the Faculty Advisor should be sought in all budgetary matters.

In the eyes of public and the institution, the Board represents not only A&WMA but also the school that sponsors the Student Chapter. The Board members are expected to set an example of professionalism as well as sociability.

### **Responsibilities to the Faculty Advisor**

The Faculty Advisor serves a vital role in providing a source of experience and advice. The Student Chapter has the following responsibilities to the Faculty Advisor in order to maximize the assistance the Advisor can provide:

1. Notify the Advisor of all meetings and events.
2. Consult the Advisor in the planning of projects and events.
3. Consult the Advisor before any changes in the structure of the Student Chapter or in the policies of the organization are made and before major projects are undertaken.
4. Understand that although the Advisor has no vote, he/she should have speaking privileges.
5. Remember that the responsibility for the success or failure of the Student Chapter rests ultimately with the Student Chapter, not the Advisor.
6. Discuss any problems or concerns with the Advisor.
7. Acknowledge the Advisor's time and energy are donated and express appreciation.
8. Be clear and open about your expectations for your Advisor's role.
9. Periodically, evaluate your Advisor and give appropriate feedback.

### **Student Chapters Committee Chair**

The Student Chapters Committee Chair also serves a vital role in providing a source of experience and advice. The Student Chapters Committee Chair reports to the Immediate Past Chair (of the FLA&WMA) and has the following objectives:

1. Coordinate with and provide assistance to the existing FLA&WMA Student Chapters;
2. Ensure the FLA&WMA Board is kept apprised of Student Chapter events;
3. Appoint Committee members to serve as liaisons to each school who serve as direct representatives of the FLA&WMA;
4. Assess needs of Student Chapters and prepare future strategy on how to best assist and develop;
5. Assist Awards Committee to publicize A&WMA scholarships;
6. Assist Membership Committee to develop new Student Chapters;

7. Assist with advertising of Student Chapter events;
8. Review and update Student Chapter Guidebook at least annually and as required, providing updated pages to each Faculty Advisor, FLA&WMA and/or Local Chapter Liaison(s), Student Chapter Chair and whoever else may need them.

# STUDENT CHAPTER OFFICER DUTIES

## Student Chapter President (Chair)

The Student Chapter President (Chair) is the leader of the Student Chapter and the manager of the Student Chapter affairs. As a leader the Chair should motivate subordinates so that they may perform their respective duties with diligence, initiative and responsibility. As a manager the Chair should delegate to each subordinate the authority of his/her respective position and ensure that he/she accepts and performs the responsibilities of that position so as to enhance progress.

*The Student Chapter Chair shall:*

1. Preside at each Student Chapter meeting.
2. Schedule and preside at Executive Board meetings.
3. Prepare an annual budget in conjunction with the Treasurer and Faculty Advisor.
4. Prepare and submit an annual chapter report (Student Chapter Profile) along with an up-to-date Treasurer's Financial Report to the FLA&WMA Chair no later than February 1 of each year (copy the Faculty Advisor and the Student Chapter Committee Chair). Student Chapter Profile and Financial Report templates are provided in Appendix D.
4. Carefully staff the organization's committees by appointing responsible chairpersons.
5. Make all decisions of the Student Chapter affairs that do not require voting by the Board or Student Chapter members.
6. Call all special meetings including joint meetings of officers and committee chairpersons.
7. Assure that all school registration requirements for student groups are met.
8. Maintain close contact with the Faculty Advisor (communicate at least weekly); and, with the Vice Chair, maintain close contact with the FLA&WMA and/or Local Chapter Liaison(s).
9. Represent the Student Chapter at the Local Chapter, FLA&WMA and International A&WMA levels, by:
  - Personally attending or sending a Student Chapter representative to the Local Chapter meetings;
  - Personally attending or sending a Student Chapter representative to the FLA&WMA Board meetings;
  - Ensuring the Student Chapter sends at least two (2) members (including the Chair) to the A&WMA Annual Conference & Exhibition every June and to the FLA&WMA Annual Conference every September – Student Chapter representatives are *strongly* encouraged to submit abstracts for poster or paper presentations; and
  - Encouraging Student Chapter members to apply for A&WMA Section and International scholarships.

10. Keep the Student Chapter members informed of all Local Chapter, FLA&WMA and International A&WMA activities of interest.
11. Have signature authority on all Student Chapter bank accounts.
12. Conduct an election of officers and Board members for the following year.

*Suggestions for effective leadership:*

1. Prepare an agenda for each meeting (both Student Chapter and Board).
2. Designate responsible individuals for action items.
3. Follow-up on assigned action items after meetings to see if designated individuals are accomplishing tasks and offer assistance if the designated individual is having difficulty. Reprimands and accusations for failure to get things done will not produce long term effectiveness. Since most students have little experience in leadership roles they may overestimate their capacity to get things done or underestimate the amount of time it takes. Since academic performance is the first priority for every student, allowance should be made for slippage in the planning of schedules and provision for backup should always be in the back of the Chair's mind.
4. The Chair should not assign herself/himself more than minimal responsibilities for action items. The Chair is to oversee many action items and deal with unforeseen requests for action and/or assistance - this will be a considerable effort without the addition of major work efforts.

**Student Chapter Vice President (Vice Chair)**

The Student Chapter Vice Chair shall perform the duties of the Chair in the absence of the Chair and/or at the request to perform those duties delegated.

*The Student Chapter Vice Chair shall:*

1. Arrange for meeting speakers and introduce speakers at meetings.
2. Coordinate meeting arrangements (see Meeting Arrangements and Publicity Committees in the Student Chapter Committee Duties section).
3. With the Chair, maintain close contact with the FLA&WMA and/or Local Chapter Liaison(s).
4. Act as liaison with the Activities Committee.
5. Update and maintain the Student Chapter website (if one exists) in the absence of an appointed Student Chapter Public Relations Chair.

*Suggestions for effective leadership:*

1. Once meeting topics are selected, immediately begin to make contact with potential speakers.
  - Assume that potential speakers need 4 to 8 weeks' notice to schedule your meeting.

- Once the speakers have made a verbal commitment, send them a letter confirming the date, time, place and topic.
  - Provide directions for those unfamiliar with your campus and/or meeting place.
  - Arrange to personally meet the speaker at the building entrance and escort them to the meeting room.
  - After the meeting, make sure that a thank you letter is sent.
2. Maintain a file of correspondence and a log of actions for use by the Historian (or Secretary if not appointed) and future Vice Chairs.
  3. At the beginning of the academic year send a schedule of meeting dates to the FLA&WMA and/or Local Chapter Liaison(s). One week prior to scheduled events, provide the Liaison(s) with the details of the event (topic, time, place).
  4. Make room reservations for meetings early in the academic year for the whole calendar year.

### **Student Chapter Secretary**

The Student Chapter Secretary is responsible for recording the activities of the Student Chapter and for official correspondence of the Student Chapter. The Secretary shall also act as the custodian of the Student Chapter records in the absence of an appointed Student Chapter Historian.

*The Student Chapter Secretary shall:*

1. Be responsible for recording the proceedings of Student Chapter and Board meetings and distributing draft copies of these minutes at the following meeting for approval by members.
2. Create a well-organized filing system to maintain complete up-to-date records of all Student Chapter activities, lists, correspondence, etc.
3. Be responsible for all Student Chapter correspondence with other parties.
4. Develop and maintain an e-mail list of all Student Chapter members, Faculty Advisor, FLA&WMA and/or Local Chapter Liaison(s) and anyone else that the Student Chapter may have reason to communicate with.
5. Maintain a list of all Student Chapter member's membership renewal dates.
6. Assist the Chair as needed with preparation of the annual chapter report (Student Chapter Profile).
7. Maintain a file (both hard copy and electronic) of incoming and out going correspondence for the current and past year. Older correspondence is to be turned over to the Student Chapter Historian (if appointed) for preservation as warranted.
8. Maintain a photographic record and/or a scrapbook of photos and clippings as appropriate.



*Suggestions for effective leadership:*

1. Review the past year's correspondence immediately after taking office to see the format for letters and find "form" letters used in the past. This will save you time in creating new material (in other words, don't reinvent the wheel).
2. Type all correspondence and minutes. Use Student Chapter letterhead stationery for correspondence.
3. Use the meeting agenda as an outline for taking minutes. Note action items and individuals that are responsible for taking lead role. Set aside time immediately after meetings to draft minutes. They are easier to write when the meeting and notes you have taken are fresh.
4. Prepare correspondence within one week after meetings. Particular attention should be given to "thank you" letters.
5. Backup all files on multiple disks and store a spare set with the Faculty Advisor for safe keeping.
9. Obtain letterhead stationery well in advance (or learn to create a logo on the computer and save it for future Secretaries).
10. Send out e-mail reminders to Student Chapter members once per month for membership renewals.
11. Remember neatness, organization, spelling and grammar count. Your correspondence is THE image outsiders will see of the Student Chapter. Proof read your work - don't count on the spell checker - remember "here" and "hear" will both spell check correctly. Similarly, the records you leave (or fail to leave) reflect directly on you as succeeding officers look in the files.

**Student Chapter Treasurer**

The Student Chapter Treasurer shall keep a complete and up-to-date account of Student Chapter monies. Standard accounting and bookkeeping practices should be followed in maintaining these accounts.

*The Student Chapter Treasurer shall:*

1. In conjunction with the Student Chapter Chair and the Faculty Advisor, prepare a budget for the Student Chapter activities and act as controller of accounts to maintain Student Chapter expenditures within budget.
2. Submit an up-to-date Financial Report to the Chair by January 15 of each year (also, report on the financial status of the Student Chapter at each Executive Committee meeting). The Financial Report should include all expenditures and receipts since the last report, the balance of the Student Chapter checking account, the cash on hand, outstanding bills and status of budget activities, etc. A Student Chapter Financial Report template is provided in Appendix D.
3. Have possession of the Student Chapter checkbook and have the authority to sign all checks as approved by the Student Chapter Chair and/or Faculty Advisor.
4. Maintain a complete file containing all bills and receipts.

5. Collect and control all cash and checks.
6. Reimburse any Student Chapter member who presents a receipt for any authorized purchase by the Student Chapter.
7. Have signature authority on all Student Chapter bank accounts.

*Suggestions for effective leadership:*

1. Obtain signature cards for Student Chapter accounts immediately after taking office. Since both the old and new treasurers may be required to present themselves at the financial institution, this should be a VERY high priority item on the change of administrations.
2. Set up separate bookkeeping accounts for each budgeted activity and use this to control the flow of cash.
3. Reconcile the checking account upon receipt of the bank statement each month and resolve any discrepancies immediately.
4. Pay all bills immediately after receiving them.
5. Prepare a detailed list of membership money received. It is a good idea to photocopy all membership checks in case of mishandling in the processing.
6. Maintain a careful record of donations and other incoming funds. Do not simply list a deposit as "deposit". Identify the donors and/or the explicit items in the fundraiser, e.g. Tee shirt sales, golf outing, etc.
7. In the preparation of a budget (which should, of course, take into account existing balances), the following items are offered for consideration:
  - Income: Expenditures/Donations/Activities (i.e. field trips, fund raising, etc.);
  - Fund raising (itemize by event);
  - National and/or local dues;
  - Newsletter (materials, photocopying, photographic film and developing);
  - Program (refreshments), publicity material and supplies (postage, paper, reproduction, etc.).

### **Student Chapter Public Relations Chair**

The Student Chapter Public Relations Chair, if appointed, shall promote Student Chapter events throughout the campus; act as liaison between the Student Chapter and other student organizations; coordinate joint events with student and professional organizations; and update and maintain the Student Chapter website (if one exists).

### **Student Chapter Historian**

A Student Chapter Historian may be appointed to act as the custodian of the Student Chapter records, should the Secretary need assistance.

## **FACULTY ADVISOR DUTIES**

Faculty Advisors along with the FLA&WMA and/or Local Chapter Liaison(s) serve as the advisory personnel for the Student Chapter. The Student Chapter chooses (elects) the Faculty Advisor. The Faculty Advisor shall be a member in good standing of the A&WMA.

The Faculty Advisor is the mainstay of the Student Chapter, representing continuity from year to year as Student Chapter members change. The Faculty Advisor transmits attitudes, values and behavioral norms to the Student Chapter members through advising and social activities. It is the Faculty Advisor who keeps in contact with Student Chapter officers, counsels them on plans and operations, attends meetings, provides motivation and inspiration and offers information and general guidance. If the Student Chapter is well organized, this work will be mostly advisory with an occasional pep talk to get things started or to meet a deadline date. The Faculty Advisor may write an annual "State of the Chapter" letter for inclusion with the annual chapter report (Student Chapter Profile).

The close relationship that usually develops between the Faculty Advisor and Student Chapter members provides an opportunity for informal and personal contact with the teaching staff. The Faculty Advisor has an opportunity to foster a strong relationship with the students. The Faculty Advisor should take this opportunity to stimulate student interest in the profession through: (1) personal development, (2) student interest in the work of others, (3) the professional attitude of sharing new knowledge with others, and (4) introduction of students to the Local Chapter, FLA&WMA and practicing engineers. They should also take the opportunity to counsel individual students and to stimulate a professional attitude through personal example.

### **Suggested Activities for the Faculty Advisor**

1. Act as a liaison between the Student Chapter and the A&WMA.
2. Provide advice and guidance in the operation of the Student Chapter.
3. Lead an orientation meeting for new officers to provide guidance on their responsibilities and the mechanics of executing a successful meeting.
4. Assure that the Student Chapter complies with school rules and regulations, e.g. registering as a student group, filing permits for events.
5. Attend all regular Student Chapter meetings and all Board meetings.
6. Make every attempt to represent the Student Chapter at the A&WMA Annual Conference & Exhibition each June and the FLA&WMA Annual Conference each September (or have another faculty member of the International A&WMA attend who has a good relationship with the students). Encourage and assist students in submitting abstracts for posters or presentations and help organize students who wish to attend.
7. Closely monitor the financial affairs of the Student Chapter.
8. Have signature authority on all Student Chapter bank accounts.
9. See that continuity of the organization is preserved through Bylaws, minutes, files, and traditions.

10. Articulate campus policies and procedures and help cut through the red when necessary.

*Suggestions for effective advising:*

1. Encourage the Board to develop a well-rounded program that supplements classroom work.
2. Encourage the Board to act as a team, helping each other to achieve the program objectives.
3. Encourage the Student Chapter Chair to follow up on action items.
4. Encourage the Board to utilize planning and programming aids such as a personal planner, this Guidebook, the Student Activities Manual (Appendix A) and the Student Chapter Award criteria (Appendix E).
5. Encourage meetings that are run in an orderly, efficient manner.
6. Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.
7. Be a sounding board, especially for officers, and be supportive of all members.
8. Be a facilitator both among officers and between officers and members.
9. Be familiar with the A&WMA's structure and services.
10. The maturity/skill of the organization and its leadership should dictate your style of advising. If the leaders have low skill levels, you may need to be more actively involved with the Student Chapter. As the leaders' skill levels mature, you can then decrease the amount of direction you need to provide the Student Chapter.
11. Express sincere enthusiasm and interest in the Student Chapter and its activities.
12. Be open to feedback from the Student Chapter. Talk with them regarding your role as advisor. Be willing to admit mistakes.
13. Give the Student Chapter and the leaders feedback regarding their performance. Raise questions with them regarding their goals.
14. Get to know members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
15. Meet with the officers before Student Chapter meetings. Assist them in setting an agenda.
16. Following Student Chapter meetings, discuss with officers any problems encountered during the meeting. Offer suggestions/feedback for how meetings can be improved.
17. Be careful of becoming too involved with the Student Chapter – you are not a member. Advise, assist, and facilitate. Do not lead or do.

## STUDENT CHAPTER COMMITTEE DUTIES

### Activities Committee

Activities include those events that do not occur routinely and that require above normal advance planning. Some examples include field trips, fund-raising events, picnics and attendance at professional meetings. The A&WMA Student Activities Manual (Appendix A) provides a list of ideas and suggestions for implementation. The identification of activities is a cooperative effort between the membership at large and the Executive Board. Once the program activities have been identified, it is the responsibility of the Activities Committee to bring them to successful fruition. Many Student Chapters form a subcommittee for each activity and give the subcommittee the name of the activity for easy recognition.

*In general, the following elements should be considered:*

1. Obtain required permissions and permits.
2. Reserve a location for the activity.
3. Maintain liaison with the Publicity Committee for announcements.
4. Purchase all necessary paraphernalia.
5. Set fees in conjunction with the Executive Board.
6. Prepare a "sign-up" roster that includes name, phone number and e-mail address.
7. Set deadlines for sign-up.
8. Organize transportation.
9. Collect bills and fees.
10. Keep an accounting of revenues and disbursements.
11. Give all bills and money to the Treasurer.
12. Restore the event location to its proper condition.
13. Send "thank you" letters to the appropriate individuals.

*Suggestions for successful activities:*

1. Maintain strict control of the budget.
2. Plan far in advance (a month or more).
3. Review old files for experience records.
4. Keep everyone posted on the progress of the planning. Make a report at each Student Chapter meeting and use e-mail to report to the general membership as well as the committee.
5. File an "after action" report that provides details on things done right and things that could be improved. This report should be reviewed by the Board and held in the permanent file by the Historian (or Secretary if not appointed).

## **Membership Committee**

The Membership Committee is responsible for recruiting new members and maintaining records of current members.

*To effectively execute this function the committee shall:*

1. Hold organized membership drives. These membership drives should be conducted in the first few weeks of each semester. Membership drives typically include the following activities:
  - a. Develop a publicity campaign in conjunction with the Publicity Committee;
  - b. Compose and distribute a membership application package (include a letter, necessary application forms, return envelope, brochures);
  - c. Collect application forms and fees (be certain to make appropriate copies of forms and checks);
  - d. Give fees to Treasurer; and
  - e. In conjunction with Treasurer, prepare forms and check for submission per the Membership Protocol.
2. Maintain a complete file of membership information including: local address, phone number(s) and e-mail address.
3. Maintain an up-to-date membership list and distribute copies to the following at the end of each membership drive: Chair, Publicity Committee, Faculty Advisor and others as deemed appropriate by the Board.

## **Meeting Arrangements Committee**

The Meeting Arrangements Committee is responsible for making arrangements for regularly scheduled meetings of the Student Chapter.

*To effectively execute this function the committee shall:*

1. Make necessary room reservations prior to all meetings (coordinate with Vice Chair and Publicity Committee).
2. Arrange for proper audio/video equipment before each meeting. Check with the Vice Chair as to the needs of the guest speaker and make arrangements to provide the required equipment. These may include screen, projectors, microphone, pointer, extension cords, etc. Check with the Faculty Advisor on how to obtain equipment. Anticipate some requirement for advance reservation, the need to pick up the equipment during normal business hours and a rental fee.
3. Set up equipment and make sure it is functioning properly.
4. Clean the room and enhance its appearance.
5. Set out a sign-in sheet and pen or pencil and insure that all attendees sign-in. Place one committee member at a desk with the sign-in sheet to bring it to each individual's attention (do not expect that attendees will be self-motivated to sign in). Make sure officers sign-in as well as regular members and guests.

6. After the meeting, restore the room to its proper order and secure all equipment used.
7. Give the Historian (or Secretary if not appointed) and Membership Committee a copy of the sign-in sheet.

### **Publicity Committee**

The Publicity Committee is responsible for publicizing all Student Chapter activities.

*To effectively execute this function the committee shall:*

1. Announce all Student Chapter activities.
2. Present a copy of any publicity announcements to the Historian (or Secretary if not appointed) for filing purposes.
3. Remove all announcements following the meetings.
4. Make special announcements as requested by other committees or officers.
5. Prepare a "Backgrounder" for media (See Appendix F, Tips for Working with the Media).
6. Establish media contacts at the beginning of each academic year and advise them of program calendar.
7. Maintain contact with the Vice Chair as to the specifics of the program.

*The following suggestions may be useful in helping to publicize the Student Chapter activities:*

1. Utilize Appendix F to assist in working with the media.
2. Use posters sparingly but over an adequate number of days. Post only in high traffic areas. Post for about five class days before the meeting or event. Post only in approved locations.
3. Develop and utilize an e-mail list to make announcements. Make sure these are posted two times. Once a few days before the event and either the day before or on the day of the event.
4. Have members of the committee and the Board make announcements in appropriate classes.
5. Prepare transparencies for instructors to use in appropriate classes.
6. Utilize a newsletter to provide advance notice of events.

***Special Note: Announcements should provide a phone contact for handicappers to contact for access information and assistance.***

### **Refreshment Committee**

The Refreshment Committee is responsible for providing refreshments and supplies for Student Chapter activities that the Board designates as opportunities to serve refreshments.

*To effectively execute this function the committee shall:*

1. Obtain price estimates.
2. Order consumable refreshments.
3. Purchase non-consumables such as cups, plates, utensils and napkins.  
Consider purchase of a bucket or cooler for ice storage.
4. Pick up or obtain delivery (on time) of consumables including ice.
5. Set up refreshments at meeting.
6. Clean up refreshment area after meeting.
7. Maintain a record of amounts purchased, attendance and left over quantities.  
The Historian (or Secretary if not appointed) may be designated to maintain this file.
8. Turn in bills and obtain reimbursement from the Treasurer.



## PROGRAM PLANNING

The following are suggested Executive Board responsibilities by semester. Each organization has different needs and each Student Chapter should develop a more complete list.

### Fall Semester

1. Pick up and complete organization registration materials and account registration materials as required by your school.
2. Schedule meeting times and locations.
3. Conduct a general meeting/open house to invite membership. This should be scheduled early in the school year - allow one week to get the word out.
4. Plan activities to help your members get acquainted with each other. "Ice-breakers" are always helpful at the first few meetings.
5. Finalize plans for students to attend the FLA&WMA Annual Conference held each September and coordinate with FLA&WMA and/or Local Chapter Liaison(s).
6. Put together materials for each member to include: a membership list, a list of goals and objectives, a calendar of meeting times and locations and a list of any set dates for projects or special events.
7. Check on the status of your bank and/or school account. If a school account is used, check application guidelines and required frequency of renewal.
8. Check on the Student Chapter's financial status. Does the Student Chapter need to plan any fund raising activities? If the Student Chapter is in need of funds, check on possible funding resources provided by your school.
9. If you have not already done so in the Spring Semester, set goals and objectives for the year.
10. If you have not already done so in the Summer Semester, submit student poster presentation and/or technical paper presentation abstract(s) for the A&WMA Annual Conference & Exhibition held each June (abstracts typically due by mid-September).

### Spring Semester

1. Review your goals and objectives and determine if the Student Chapter is "on track".
2. Schedule meeting times and locations.
3. Prepare for officer elections early in the semester – new officers are typically elected by the fourth meeting of the Spring Semester.
4. Outgoing officers should train the newly elected officers. New officer duties include:
  - Providing a complete list of newly elected officers and their contact information to the Faculty Advisor and the FLA&WMA and/or Local Chapter Liaison(s).

- Reviewing organizational files, information and financial records with outgoing officers.
  - Having a meeting with the Faculty Advisor and other new officers to talk about what direction the Student Chapter should move in and discussing successes and failures from the current year.
  - Planning for participating in and organizing Fall Semester orientation and early Fall events, as well as setting dates, making plans and delegating tasks.
  - Holding a goal setting session for next year with the entire Student Chapter.
  - Obtaining Summer and Fall addresses, phone numbers and e-mail addresses for all members.
5. Begin planning and fundraising for the A&WMA Annual Conference & Exhibition in June. Financial assistance from the FLA&WMA will be preferentially given to students who are presenting at the conference.
  6. Prepare the annual chapter report (Student Chapter Profile) and Financial Report (Appendix D) to be submitted by February 1 to the FLA&WMA Chair (copy the Faculty Advisor and the Student Chapter Committee Chair). Include recommendations / lessons learned for following years with copy to the Faculty Advisor and the Student Chapter Committee Chair. This is very useful for the new leadership and it provides historical information for the files.
  7. Apply for the Student Chapter Award (Appendix E) by May 15.
  8. Inform your school's office responsible for student activities of a Summer address for information about registering the organization for Fall, etc.
  9. Consider nominating individuals, organizations or events for a student organization award.
  10. Begin planning for submission of student poster presentation and/or technical paper presentation abstract(s) for the FLA&WMA Annual Conference typically held each September (abstracts are usually due by mid-June).

## **Summer**

1. Finalize plans for students to attend the A&WMA Annual Conference & Exhibition held each June and coordinate with the FLA&WMA and/or Local Chapter Liaison(s).
2. Write letters to the officers and members to keep them updated. This is also a good way to build motivation and excitement for the Fall.
3. Organize your files and discard any unneeded materials.
4. Prepare and organize for early Fall events.
5. If you have not already done so in the Spring Semester, submit student poster presentation and/or technical paper presentation abstract(s) for the FLA&WMA Annual Conference typically held each September (abstracts are usually due by mid-June).

6. Determine how many students will be attending the FLA&WMA Annual Conference and would be willing to assist with registration, meal ticket collection, etc. in exchange for complimentary registration, meals and lodging. Financial assistance from the FLA&WMA will be preferentially given to students who are presenting posters or papers at the conference.
7. Begin planning for submission of student poster presentation and/or technical paper presentation abstract(s) for the A&WMA Annual Conference & Exhibition held each June (abstracts typically due by mid-September).

## HOW TO HOLD A MEETING

Two individuals have primary responsibility in making sure the Student Chapter meeting goes smoothly. The Chair is responsible for running the business portion of the meeting. The Vice Chair is the responsible liaison between any guest speaker(s) and the Meeting Arrangements Committee.

### **Before the Meeting – Duties of the Vice Chair**

A well-run meeting begins with advance preparation. The following guidelines should be followed by the Vice Chair (or whoever is designated to set up a meeting with a guest speaker):

- Once program dates have been set at the beginning of the academic year, obtain room reservations for each date even though all the topics have not been finalized.
- Make phone contact with the prospective speaker and receive an affirmative indication that he/she will be available well in advance of the meeting. Assume that potential speakers need 4 to 8 weeks' notice to schedule your meeting.
- Once the speakers have made a verbal commitment, send them a letter of invitation confirming the date, time, place and topic.
- In general, it is prudent to suggest that the speakers limit their remarks to 30 minutes and allow 10 minutes for questions.
- Provide directions for those unfamiliar with your campus and/or meeting place.
- Ask for the title of the presentation and visual or audio aids required and extend an invitation to meet for lunch or dinner (time place, etc.).
- Thank him/her for accepting and ask for confirmation of the date. Ask for a biographical sketch for introductory purposes.
- If the speaker is from out-of-town, ask if motel accommodations are required.
- Provide alternate phone numbers the speaker may call if an emergency arises.
- Be sure the budget has allowed for expenses if the speaker is unwilling to assume the costs. An invitation to a meal implies that the Student Chapter is willing to pay for it.
- Immediately upon confirmation by the speaker, notify the Meeting Arrangements Committee and the Publicity Committee so they can begin preparations.
- On the meeting date, arrange to personally meet the speaker at the building entrance and escort them to the meeting room.

### **Before the Meeting – Duties of the Chair**

The Chair should prepare a detailed meeting agenda and advise those who are expected to report that they are on the agenda.

### **During the Meeting**

To begin, the Chair of the Student Chapter calls the meeting to order, commencing with a personal introduction and welcoming Student Chapter members and guests. The Student Chapter Faculty Advisor and other professors and practitioners are next welcomed.

### First Agenda Item – Officer Reports

These should be brief and informative. No officer should speak more than three minutes. If an officer has nothing to report they should not be called to say “no report”. The Secretary reports on activities of concern since the previous Student Chapter meeting. The Treasurer reports on the account balances and the Vice Chair may discuss upcoming programs.

### Second Agenda Item – Committee Reports

Like the officer reports, these should be brief and informative. Volunteers for special projects or committees from the Student Chapter membership may be solicited or appointed during this time.

### Third Agenda Item – Motions for Action

These may be formal or informal. The objective is to obtain input from the Student Chapter membership as to a course of action. A brief summary of the background of the action item should be presented. Items requiring a long discussion should be referred to a committee of concerned individuals with an officer designated to act as moderator. The will of the members should be ascertained by a simple “hands up” vote.

### Fourth Agenda Item – Remarks from the Faculty Advisor

### Fifth Agenda Item – the Speaker

The Vice Chair should perform the introduction using the biographical sketch.

After the speaker has spoken, if he/she has not asked for questions, the Vice Chair should open the meeting for questions from the floor. When the questions have ended or the meeting time has been reached, the Vice Chair should thank the speaker and lead a round of applause.

The Chair should close by reminding the members of important upcoming dates and reminding them to help clean up the meeting room. The Chair then adjourns the meeting.

Note: It is up to the Chair to set a time schedule for the meeting and stick to it. In general, the business portion of the meeting should be limited to 15 to 20 minutes. Details not of interest to the general Student Chapter membership may be covered at interim officer planning meetings and/or referred to committee. The whole meeting should not last beyond one (1) hour.

### **After the Meeting**

The Secretary sends a thank you letter to the speaker and drafts a summary of the important events of the meeting. The Historian (or Secretary if not appointed) collects the sign-in roster and provides a copy to the Membership Committee for follow-up with potential new members. The Historian (or Secretary if not appointed) obtains a copy of the correspondence, biographical sketch and topic of presentation for preservation in the official files.

At the next Board meeting a short “after action” discussion of the pros and cons of the meeting should be held. These should be noted in the files for future Board’s to consider. Special attention should be given to the reception of the speaker. This will avoid inviting bad speakers again.

## **STUDENT CHAPTER ACTIVITIES**

A wide variety of activities are essential to any Student Chapter. Not only do activities help to prepare members for a career, they also provide a friendly, active working relationship with the local community, fellow A&WMA Section and Chapter members and the school. The skills acquired by such experiences are very valuable. Student Chapters that have experienced successful projects find that the beneficial effects overflow to strengthen other activities such as speaker presentations. Opportunities for leadership experience and participation in a team effort are made available by these projects.

### **Getting Started**

As used in the following discussion an “activity” is a constructive under-taking requiring planning and implementation which goes beyond routine organizational activity and regular meetings. Most Student Chapters engage in these types of projects, but the magnitude and professional manner in which they are treated distinguish one Student Chapter from another. Examples of campus activities are limitless, varying from those of a technical nature to social events. Ideas are both conceived and borrowed. The Student Activities Manual (Appendix A) can serve as a useful starting point to generate ideas.

The easiest way to get started is for the Board to brainstorm ideas for major projects. These ideas should be presented to the entire membership for discussion and a vote for action. One or more projects are selected and committees are formed to oversee their completion. If the number of volunteers to staff a committee is marginal in the view of the task, then the project should be abandoned.

In selecting a particular project, consider the following:

- Student participation should be professionally rewarding and involve the execution of creative processes from conception through implementation;
- The resulting project should be beneficial to the affected academic or non-academic community; and
- The Student members should consider the scope of the project feasible.

### **Executing a Successful Activity**

Helpful hints:

- Always approach the project as mature representatives of the A&WMA Student Chapter and school;
- Set a schedule and stick to it;
- Obtain all required approvals early in the planning stage;
- Keep concerned students, staff and local contacts aware with written or oral reports;
- Utilize the special talents of Student Chapter members, especially imagination, technical expertise, moral responsiveness and social awareness;

- Encourage students to benefit from active participation rather than passive observance;
- Mix adequate socializing with each project; and
- Keep detailed records in the Student Chapter file for future endeavors, and for publicity.

A&WMA Student Chapters are encouraged to undertake community services projects, for which they receive credit if applying for the Student Chapter Award (Appendix E). Projects such as these are rewarding, while combining technical hands on experience with opportunities to make a difference with the local community.

### **Procedures for Conducting a Successful Activity**

Be sure to check with school officials about registering your organization on campus. If the activity is revenue producing or if the event requires school services or facilities for which there is a fee, organizations may have to open a school account. When holding an on-campus activity be sure to check with campus officials for issues including but not limited to security, alcohol and sales.

Student Chapters are cautioned not to provide professional engineering services without the supervision of a licensed professional engineer. To do so is unlawful.

A typical large-scale project organizational structure may feature different committees such as finance, publicity, planning and implementation. Students select the committee in which they wish to participate. Student Chapter officers should carefully prepare their appeal for volunteers, attracting them from a large group with a method designed to work. Members might complete a sign-up questionnaire after a proposed project has been discussed. Committee personnel and officers should be credited for a project success. Take advantage of opportunities to publicize the activity. The committee should file an “after action” report to explain the process and what went right and what could be improved. This document is to be placed in the permanent file by the Historian (or Secretary if not appointed).

# STARTING A STUDENT CHAPTER

## The Purpose of Student Chapters

The purpose of establishing a Student Chapter is to provide students with opportunities to develop relationships with fellow students, faculty and professionals. Each member is significant in achieving and maintaining a successful Student Chapter. The process for establishing and maintaining a Student Chapter is outlined in this section.

### Step 1: Hold an Informal Meeting

A well-planned organizational meeting should be held to see if there is sufficient interest in forming a Student Chapter. Because it is often difficult for students to communicate, a strong initiative from a faculty member is often required. The faculty member, in conjunction with representatives from the Local Chapter or FLA&WMA should “call” this meeting. This can be in the form of announcements to classes with environmentally related subject matter, newspaper announcements, posting of fliers and e-mail blasts to appropriate students. The faculty member, the FLA&WMA and/or the Local Chapter must be sufficiently committed to the creation of a new Student Chapter.

At this meeting, the purpose of the A&WMA, member benefits and the benefits of forming a Student Chapter should be presented. A table comparing the increased benefits of becoming a full International member as opposed to becoming a Local Associate only is provided in Appendix B. It should be noted, however, that all students become full International members in addition to automatically becoming members of both the FLA&WMA and their respective school chapters. There is a provision for students to remain full International members following graduation for a three (3) year period at a reduced membership rate. The A&WMA website should be checked for the current rate and procedure for taking advantage of this benefit. Some reasons for forming a Student Chapter are:

- To increase member involvement by making it more convenient for members to participate in A&WMA activities;
- To allow the development of a local forum among A&WMA members and the public at large for the purpose of discussing air and waste issues; and
- To give the A&WMA and members more exposure and recognition at the academic institution.

The agenda should be well organized and the representatives of A&WMA should be well versed on the procedures, rules, timing, etc. of forming a Student Chapter (See Policy Notes below).

During this meeting a poll should be taken (preferably by signing a roll with addresses, phone numbers and e-mail addresses) to determine if there is general interest and desire to start a Student Chapter. Membership forms should be available and applications (along with appropriate payment of fees) should be taken at this meeting. If at least ten (10) students indicate that they are willing to become Student Members of the Air & Waste Management Association and are willing to actively participate in the formation of a Student Chapter, then initiate Step 2.



## **Step 2: Notify A&WMA of Your Intent**

If there is enough interest (at least ten (10) students), notify the FLA&WMA and/or the Local Chapter as well as the A&WMA Headquarters to advise them that you are pursuing the creation of a new Student Chapter. The FLA&WMA and/or the Local Chapter and the A&WMA Headquarters will provide assistance and guidance in identifying the required documents, routing for signatures (including contact names, addresses and phone numbers) and deadlines for Section Council meetings.

## **Step 3: Form an Ad Hoc Steering Committee**

An Ad Hoc Steering Committee of two or three members is formed from those indicating interest in forming the Student Chapter. The Steering Committee has four tasks:

1. The first task is to have ten (10) members sign a petition to form a Student Chapter. A sample petition form may be found in Appendix G.
2. The second task is to draft the bylaws. The bylaws are rules established for the government and regulation of the Student Chapter's affairs. They establish the fundamental purpose of the organization, the powers and duties of the officers and the rights and responsibilities of the members. The development of the bylaws will serve to clarify your purpose and delineate your basic operating structure. It will also allow members and potential members to have a better understanding of what the organization is all about. Model Bylaws may be found in Appendix H.
3. The third task is to develop a slate of officers.
4. The fourth task is to develop a tentative plan of activities. The Student Activities Manual (Appendix A) will be of assistance in this task.

## **Step 4: Hold an Organizational Meeting**

Once the Ad Hoc Steering Committee has completed its tasks, an organizational meeting should be held to complete the petition (if not already done so) and to vote on the draft bylaws and slate of officers.

## **Step 5: Submit Documents for Endorsements and Required Approvals**

Before a charter is granted to a new Student Chapter, approval must be given by the FLA&WMA, Sections & Chapters Council and the A&WMA International Board of Directors. Written endorsements are passed on from the FLA&WMA to the Sections & Chapters Council and then to the Board of Directors. The FLA&WMA and/or Local Chapter Liaison(s) should track this process and keep the Student Chapter members informed of the progress or lack of progress. All paperwork must be received at Headquarters at least 30 days in advance of the Sections & Chapters Council meeting at which the Student Chapter will be proposed. Required paperwork includes:

1. A petition signed by 10 A&WMA Student Members who are registered as full-time students at the academic institution for which the Student Chapter is being proposed.

2. A listing of Student Chapter Officers (Chair, Vice Chair, Secretary, Treasurer and other Board Members) who must all be Student members of the A&WMA.
3. The name of the Student Chapter Faculty Advisor (who also must be a member of the A&WMA).
4. The name and address to be used for mailings.
5. A copy of the Student Chapter Bylaws based on the model bylaws (Appendix H).

Mail these materials to:

**Manager, Member Services**

Air & Waste Management Association  
420 Fort Duquesne Blvd.  
One Gateway Center  
Pittsburgh, PA 15222

**Policy Notes:**

1. A petition requesting that a new Student Chapter be formed must be signed by at least ten (10) active, full-time student members of A&WMA who attend the academic institution at which the Student Chapter will be located.
2. The FLA&WMA, under whose auspices the Student Chapter is to be chartered, is responsible for the Student Chapter's definition, activities, status and reporting of its annual activities.
3. A Student Chapter can be recognized only after review by the FLA&WMA, Sections & Chapters Council and the Board of Directors of the A&WMA. The Board of Directors shall, in consultation with Sections & Chapters Council, approve the name of the new Student Chapter and any subsequent realignments. No petition will be approved if it adversely affects delivery of services in or around the geographical area in question, i.e., effectively gutting an existing Student Chapter.

**APPENDIX A.  
STUDENT ACTIVITIES MANUAL**

## Preface

The A&WMA Student Affairs Committee asked A&WMA student chapters: what do you need to help run your chapter? They answered: Some ideas of service activities we can perform, ways to interact with chapters and sections, and ideas for raising funds. The Student Activities Committee solicited ideas and, with the aid of the Michigan State University (MSU) Student Chapter, assembled this manual. In addition to soliciting ideas from other chapters, the MSU students decided to provide some guidance on implementation and give the benefit of their experience when it was available.

The manual is divided into three sections: Service Activities, Professional and Social Activities, and Fund Raising Activities. Service Activities are those that the Student Chapter can perform, with or without the help of Sections and Chapters, to benefit fellow students, the community and the environment. Professional and Social Activities are a means of increasing the interaction between members at all levels as well as raising the professional awareness and competence of the student members. Since many of the activities the Student Chapter would like to be involved in require funds, the last section provides suggestions for fund raising activities. Each activity is described under the heading "Concept." The suggested method of implementation is then described. The final paragraph under each activity is "Follow-up." This is probably the most important point in assuring success in the long term. With documented follow-up, the next year's officers can improve on the success of their predecessors.

## **Service Activities**

### **Adopt a Highway**

#### Concept

Adopt a Highway is a program run by the Department of Transportation (DOT) to help keep the highways clean and free from litter. Interested organizations typically adopt a minimum of two miles of a highway to clean up over a period of two years. Any group (of at least six people) is eligible. Participants pick up litter a minimum of three times a year. The goal is to clean the roadsides before mowing cycles and tourism periods.

#### Method

Interested organizations must first contact the DOT to obtain information about requirements, the application and a permit. Organizations may request a certain roadside area. If this is not available, then a segment that is closest to the group's community will be chosen. All organizations are required to conduct a safety meeting before the first pick up of each year. During the designated pick up dates chosen by DOT, a group of at least six individuals must pick up litter from their adopted site. Six people can pick up two miles of roadway (both sides) in about four hours not counting travel time to the site. Obviously, the more people that participate, the shorter the time will be. The DOT will provide bags for litter and pick up service for filled bags and safety vests for each member. Approximately three months after acceptance into the program, a sign bearing the name of the organization will be erected near their roadside area. There is no fee required to participate in the program.

#### Follow-up

After each pick up date, each organization must fill out a report to be sent to the Department of Transportation. The report includes the number of people involved in the pick up, the number of bags of litter picked up and total number of hours. Pre-printed forms are available through the department.

### **A&WMA Teacher Training Programs**

#### Concept

The concept is one of service to those teachers faced with environmental education of grade school and high school students without adequate materials or experience in the environmental arena. A&WMA has prepared materials (Environmental Resource Guides or ERGs) that can benefit teachers in setting up informational programs and activities that will stimulate student interest in environmental protection and help their understanding of current public policy issues that impact regulation and control.

## Method

Students can work with local A&WMA chapters to secure the funding and materials. ERGs are also available from the A&WMA Headquarters. Packets are available for various environmental disciplines (check to see what new ones are available as they are working on other materials for various grade levels, K – 12). Local grade schools can be selected with the use of criteria such as expressed interest, need for assistance, previous experience with environmental education, cooperative local officials and facilities for outside experiments and field trips and a cooperative effort to address the new EPA program for environmental justice. Young students can be taken to the local science fairs to stimulate their desire to compete when they are eligible and to stimulate their interest. It would be possible to turn this into a short course or workshop for teachers in the Summer to take back to their schools in the Fall. Students can volunteer to work in the classroom with the teachers to help teach the material.

This program offers an ideal situation for college students to interact positively with younger students and help to motivate them to take science and math courses and to aim for a career in the sciences or engineering, particularly environmental science and/or engineering. College students can help with experiments, accompany children on field trips and help teachers obtain more information in specific areas of expertise and gain access at their local college or university.

## Follow-up

During the program and after it has been completed, conduct a survey of the students to see what they liked. Note those things that worked and those that did not. Contact A&WMA Headquarters to advise them of difficulties and suggestions for improvement.

## **Expos**

### Concept

Expos are usually set up for companies to display and sell their products. It is very good for students to go to these and get as much information as possible on what environmental companies do and if they have any job openings now or possibly in the future.

### Method

When you hear about an expo coming to town, call the person in charge. Tell them about your student group and that you are interested in attending (inquire into the availability of free passes). This allows a group of students to go walk around the booths and possibly get business cards that could be helpful in the future. Make sure that you find out what to wear. Business people usually attend Expos and you will probably want to wear appropriate business attire. If the expo is out of town, you need to find out how many people are interested in attending and how many drivers you will need.

### Follow-up

Get some feedback from the members about whether the expo was worthwhile and what could be done to improve it for the students. If the person in charge of organizing the expo gives you passes or allows you to attend, make sure that you write a thank you letter. Hopefully, this will keep a contact for the next expo and other events that they hold in the future. Be sure to make a note of the time of year and contact so that future officers can be alert to the potential of participating in the event.

## **Food Bank**

### Concept

A food bank is a local organization that stocks food for those in need. The Student Chapter can perform a community service and help people in need by gathering food supplies from the student body, faculty and staff.

### Method

The first thing that you need to do is to contact a local food bank and tell them what you are interested in doing. The best times of the year to get people motivated to help are before Thanksgiving and Christmas. However, people need food year round, so anytime is appropriate to help. Frequently, the lulls after the holidays are when the food banks are most in need.

Begin by advertising well in advance. Set up a schedule for individuals to sit at a table in a central location in a campus building. You will need to have a place to store the food until you take it to the food bank. Non-perishable goods and money are normally the most desired by the food bank. This can be made into a competition between colleges (i.e. engineering versus business, etc.). This could really motivate students to participate. Competitions can also be done within colleges (i.e. between different engineering majors, etc.).

### Follow-up

Keep a list of contacts for the next year's officers. Note where you found storage space and when was the best time of year to conduct the drive, how many people were required and any mechanical difficulties that may have arisen.

## **Mentoring Day**

### Concept

The concept of this event is for a student to spend the day with a mentor in the business world. It serves to show the students what a typical day is like in consulting firms, government agencies, or industry.

## Method

A pool of possible mentors could consist of alumni, local business contacts or A&WMA parent chapter members. The event may be held with one company/agency or each student may go to a different place. After obtaining mentors, a group of students should then be selected. It is important to stress that the sign-up for this event is a firm commitment to attend. A lot of work went into identifying the mentors and it would be a terrible waste to have any cancellations by the students. It should be stressed to the students to dress appropriately and if possible, to research the company to make full use of this opportunity. If possible, match people to mentor by job and major emphasis. Hopefully the event will take place at the company. If so, you must get some students as drivers and they must be supplied with good maps. The Student Chapter should sponsor a breakfast or luncheon session to also include a question/answer period.

## Follow-up

This event should be followed-up with a thank you note to every mentor and anyone else involved.

## **Poster Contest**

### Concept

This is a community outreach activity. It teaches Junior High and High School students about especially environmental science and engineering. An alternative to this is a science fair.

### Method

Contact should first be made with local schools and, in particular, with science teachers. For the first attempt, one school should be used. As you gain experience, additional schools may be added. If contact is made early enough, the contest can be introduced during the environmental unit or perhaps earth science unit in the normal instructional pattern. A theme and rules for judging the poster should be developed and a handout prepared for distribution to the students. A short presentation (15 minutes maximum) for the students must be created using slides and poster examples. The presenter should give a description of environmental engineering and science and discuss some of the problems that face the profession. Students should deliver the presentation. After the presentation, students interested in participating should be given a piece of poster board. A deadline for submission must be set. Either the Student Chapter must go to pick up the posters or perhaps the teachers could collect the posters. Judges and prizes for the contest must be selected. Also, a room must be reserved for the judging and for the awards presentation. The judging should consist of all the posters being set out and each judge rating them. There should be no communication regarding posters between judges. The results should not be announced to the students until the awards ceremony. All students, their parents, the teachers, the principal and your school officials should be invited to the ceremony.

### Follow-up

Thank you letters must be sent to the teachers and other school officials and to the judges.



## **Resume Book**

### Concept

A well-compiled resume book from a respectable organization presents a convenient way for students to distribute their resumes to a large number of businesses that students may otherwise not reach. An alternative version of the resume book is to post resumes on a Student Chapter website and then alert businesses as to its availability.

### Method

Before the actual process of assembling a resume book is begun, the Student Chapter must decide how to fund the project. Some combination of fees for the people that submit resumes, sponsors such as the sponsoring chapter or section, and fund-raising projects is probably in order. The budget for production and mailing should be worked out in some detail with bids from local printers and estimated mailing costs from the post office.

Tips on how to write a good resume, a resume writing seminar or workshop should probably precede the actual solicitation of resumes. The next step is to solicit resumes from interested students. The call for resumes should include some directions on format (limit to one page, white paper only, margins, etc.) and the fee that will be charged. If the resumes are to be posted on a website, care should be made to make sure properly formatted disks are used and that a single compatible word processing program be used. This will save a lot of time.

For a hard copy resume book, the resumes should be organized in alphabetical order with a table of contents. The Student Chapter's name and address and an appropriate school logo should appear on the cover. Permission to use the logo may be required.

A list of appropriate companies and addresses should be developed while the resume book is being collected and assembled. Good sources of companies may be found in the advertising sections of professional and trade journals. The list should be available to all those that solicit resumes.

### Follow-up

Thank-you letters are an important way to let the companies know that, in the future, the individuals and the Student Chapter would be open to possible contact.

# Professional and Social Activities

## Active Recreational Trips

### Concept

A good way to interact with other students and professionals is by participating in an enjoyable recreational activity. Examples include canoe trips, ice or roller-skating (roller-blading), hay rides, biking, camping, etc.

### Method

First decide on an event. Designate a desirable day and time and determine the approximate number of people that will attend. Next, contact the business that provides the desired service. You can obtain these numbers from the phone book or the Internet. The consultant will give you all the information you need and what you may need to supply yourself. You will need to inquire about financial arrangements. Don't forget they will probably ask for a deposit. You will need to elect someone to collect the deposits and hand it in to the appropriate organization on time. You will also need to decide on transportation (i.e. a bus charter or separate automobiles) and if food is not supplied, you might want to consider a picnic.

### Follow-up

Write a thank-you letter to the organization if they allowed you to reserve the facility for the day. You also may want to pass out a short questionnaire to the participants to see if they enjoyed it and what could be changed to make the event more enjoyable in future years.

## Annual Officers Breakfast (Lunch or Dinner)

### Concept

The officers of the student A&WMA chapter and the local A&WMA chapter or section meet for breakfast (lunch or dinner) once each year in the mid-Fall time period so each group can become aware of activities planned for the upcoming year. This is a perfect time to interact on many other initiatives such as industrial tours, internships, educational opportunities, speaker's bureau, etc. The opportunity to meet each other and work together lays the foundation for many other activities.

### Method

Pick a place that is as centrally located as possible for both groups, one that is inexpensive and that can handle the size of group you contemplate. Preferably you should meet in a side room where you can be festive and have some privacy so you can hear, etc. Work this out in advance with the restaurant. Some establishments charge a room fee. Be sure to mention that this is a student group – the fee may be reduced. Alternatively, shop around to find an acceptable place that does not charge a room fee.

Be sure to have an agenda of items to discuss, in writing, worked out in advance with the FLA&WMA and/or Local Chapter Chair(s) so they have the chance to be well prepared and bring the appropriate items along. Maximize the use of the time for these busy executives (and students) and show your respect for their time and expertise. Make this a light-hearted affair, but bring a business tone to the table. Professional breakfast (lunch or dinner) meetings are very common and students can learn business etiquette and interactions. Make sure someone takes notes and have a recap at the end of the meeting to be sure everyone understands what they are going to do and when.

Check-list: call the restaurant at least three weeks ahead of time to make arrangements; prepare the agenda; make firm agreements on who will pay for the meal, and when.

### Follow-up

Be sure to send a written thank you note to the Officers and Board. Ask for follow-up on anything that was promised; ask for space in the chapter newsletter to publicize student activities; follow-up yourself on any commitments made by your group.

## **Annual Banquet**

### Concept

The concept is to bring together the student A&WMA chapter and the sponsoring chapter or section once a year to recognize the achievements and contributions of the members. This type of gathering brings the two groups closer together and gives the opportunity for both professional and social interaction. It allows both to see what has been accomplished during the past year.

### Method

The first step is to establish the idea of the concept with the sponsoring chapter or section. The convenient time for the Student Chapter is usually at the end of the academic year. Regardless of the time selected, planning should begin about four months in advance. A date, time and place must be established. A group of two or three officers form a committee to phone local establishments and inquire about facility availability, space, and prices. A visit by the committee is imperative. Look for ease of access, the reality of space and potential conflicts with other groups in nearby rooms. Sometimes finding a management staff that is easy to work with is more important than the cheapest price. Check for things like screens, slide projectors, microphones, etc. The committee should bring a recommendation back to the full officer board for a discussion and vote.

Once the place date and time are set, then a speaker must be identified and contacted. Most professionals make plans two to three months in advance. The more important the individual the farther in advance their calendars become full. Confirm the speaker as soon as possible after the date has been selected. Ask the speaker to provide a title for the talk, a short biographical sketch that can be used to introduce him/her and determine if they will need audio-visual aid equipment. Provide the speaker a confirming letter along with a map.

As soon as the date has been selected both the students and members of the sponsoring chapter/section should be notified to mark their calendars. More intensive advertising should begin about two weeks before the banquet. All attendees should be requested to call a central contact person (one of the officers) to make reservations. Normal practice is to ask for payment at the banquet but payment in advance may be prudent to see how your budget is going.

A few weeks before the banquet prepare a program for the evenings events. This can be a simple sheet of paper folded in half with a schedule of events to happen in the evening. Each guest should receive a copy. In addition to the speaker, introduction of officers, awards and other recognition should be included.

It may also be a good idea to have someone bring a camera to record the evenings festivities. Both the chapter newsletter and the school publicity staff may be able to use the photos.

### Follow-up

Write a thank you letter to the speaker. Prepare a short report for the next banquet that includes at a minimum the number of attendees, the final cost and the overall assessment of the facility (space, service, food quality and quantity). Of course a list of things that went right and things that went wrong would also be appropriate.

## **Cultural/Athletic Events**

### Concept

Attending a cultural or sporting event is a good group outing. This is a good way to become acquainted with other students or co-workers.

### Method

First the type of event to attend must be decided (i.e. baseball, basketball, football, plays, concerts). Next, a list of possible dates should be posted and interested members should list the dates they would be able to attend. Then tickets should be obtained for the day in which the most people can attend. If tickets for this day cannot be obtained, tickets should be obtained for the next most available day and so on. Once the tickets are obtained everyone should be informed of the date and further preparations can be arranged.

Transportation to and from the event needs to be considered. Tickets need to be passed out if they are obtained in advance. If tickets are not received in advance and if everyone is driving separately, then a reliable place needs to be specified to meet in order to distribute tickets.

### Follow-up

Either send a letter around or personally inquire if everyone had a good time and would they like to do it again sometime. Find out what other type of event they would like to attend. Send thank you notes to anyone who helped prepare the event (i.e. anyone who drove to the event).

## **National Engineers Week**

### Concept

National Engineers week consists of national, regional and local recognition events intended to enhance public awareness and appreciation of the engineering profession, improve students' understanding of the career requirements of the engineering disciplines, provide networking opportunities for student and professional engineers and celebrate engineering successes and advances.

National Engineers week was first established in 1951 by the National Society of Professional Engineers (NSPE). Since then, the event has grown and is now sponsored by engineering societies, government agencies, corporations, businesses and universities. NSPE continues to provide significant leadership and expertise for this event. National Engineers week is celebrated in February. The timing is based on the birthday of George Washington, a military engineer and land surveyor in addition to being our nation's first president.

### Method

Student and professional societies are free to use any suitable format. NSPE often organizes a dinner meeting with a speaker of general engineering interest. Other event suggestions include creating engineering displays, offering bumper stickers or badges, submitting newspaper articles or letters to the editor and a film festival. Newspaper articles can describe the engineering profession, accomplishments, people, or personal anecdotes. Displays can highlight posters, projects, mock-ups, or awards.

Information can be obtained at the NSPE website: [www.nspe.org](http://www.nspe.org). Free "how to" brochures are available for organizers along with a variety of promotional material at very reasonable prices. This material includes posters, buttons, video, mouse-pads, letterhead and certificates.

If a dinner meeting is selected as the means to recognize Engineers Week, the method for conducting a banquet should be followed.

### Follow-up

Send thank you letters to those that participated in the events. Keep track of those activities that were successful. Pay particular attention to the number of participants, favorable media coverage and budget concerns.

## **Industrial Site Visits**

### Concept

Visits to different industrial and other sites that broadly represent those who graduate in environmental engineering and science majors adds a bit of reality to the educational experience and a break in routine. Seeing the "real" thing is often an eye-opener (and sometimes a nose opener as well).

## Method

Begin by selecting opportunities of interest. Either pole the membership or take suggestions from the board of student officers. Some possible categories are power generation stations, rotary kiln hazardous waste incinerators, hospital waste incinerators, pulverized coal fired boilers, major assembly plants, steel making operations, coating and printing operations, waste water treatment, drinking water preparation, waste handling and disposal plants and field monitoring sites.

Using existing contacts from professors, local advisory groups, a Student Chapter member's parent or A&WMA members and Section/Chapter Board Members, select a site to visit and begin to secure permission from the plant management. Set up a specific time and date, an exact place to meet and leave from and describe exactly what you want to see and in what stage of operation.

Secure permission from each student wishing to attend and supply the list of names to the appropriate school officials (often a requirement for both safety and industrial security). Arrange for transportation from the school if possible, or arrange for cars and drivers (or, if funds are available, for a bus charter). Turn it into another event by adding a meal at a special place, or a picnic or hike/adventure at a local environmental attraction. Try to get the industry to sponsor a meal at their plant, or join you for your picnic/meal. Contacts are invaluable!

## Follow-up

Write immediately to thank your hosts/hostess for their time, access to their facility and any other treats or informational handouts. Develop a list of industrial contacts in your area for future tours, sponsors for science fairs and student scholarships, sponsorships for interns and assistantships at facilities, etc. Never waste a friendly contact – use it for mutual gain.

## **Internships**

### Concept

An internship is a short-term (3 to 9 month) work experience in a field that employs environmental engineers and scientists. Internships are wonderful resume builders when seeking full time employment. In addition, they provide an invaluable learning experience that you cannot obtain from classes.

### Method

Most school Student Service Departments post new information weekly regarding new internships and full time employment. There are information sheets explaining the sign-up procedure, the preparation for an interview, how to write a resume, etc. If your school does not provide these services, you should make an appointment with your counselor to seek advice. You also might consider asking the counselor to speak in a group meeting. This will allow many people to benefit from the information.

If no appropriate internship program exists at your school, contact your A&WMA chapter/section to see if they are interested in starting a program. Internships benefit both students and employers, so there is often an incentive to begin one.

## Follow-up

After an interview, always write a thank you letter to each of the interviewers. Also, when a job is offered to you, regardless if you accept or decline, write a thank you letter. This allows the company to have a long-lasting good impression of you. You never know if you'll need their help in the future!

## **Joint Calendar/News Letter/Student Column**

### Concept

Newsletters increase communication between the parent chapter and the Student Chapter, chapter members and other student chapters.

### Method

Many chapters/sections have a periodic newsletter. If one is already in existence, the Student Chapter may offer to supply a news item on a regular basis. The writer should be a Student Chapter board member.

A Student Chapter newsletter is fairly easy to implement as long as the student board all agrees to contribute. Each officer should be prepared to write a paragraph or two for each issue. The newsletter publication schedule is dependent on how much "news" there is. At a minimum, one issue per semester (presumably at the beginning) appears to be appropriate.

The "editor" needs to set up deadlines to have the articles delivered. To save a lot of work, each contributor should type their part in the same word processing program and deliver it either on a disk or by e-mail to the editor. Each person should "spell check" and proof their own work. A title and by-line should be provided. The department chairperson, academic advisor and chapter advisor as well as professionals in the field are all sources of material. Calendar material on deadlines for scholarships, meeting dates and topics, field trips and section/parent chapter events should also be included.

Student Chapter newsletters are usually reproduced by photocopying (double sided). The first production runs should be limited to reduce wasted paper. If the demand of the student body exceeds the run, extras can be made. The copies may be distributed at meetings, in class or be available for pick up at a central location (such as the department office).

To save on printing, section/chapter newsletters may wish to send one copy to the Student Chapter where it can be posted for all students to read. If the Student Chapter has a website, then a disk with newsletter may be forwarded for the students to post.

### Follow-up

The secretary, for future reference, should record production timing and the number of copies. Likewise, sample copies should be kept in the Student Chapter's files.

## **Short Courses**

### Concept

A short course provides an opportunity for presenting educational material in a condensed fashion. Campus and local expertise can be used to set up a morning, a one-day or an evening series workshop on a topic of interest to students and/or professionals. For certain topics the short course may be a fund raising opportunity.

### Method

Selection of the topic is critical to obtain expert speakers and presenters and to attract an interested audience. Working with your professors and any advisory group you may have, choose an topic for the short course. Find the local experts who are willing to present on this topic. Find a "hall" of the right size, availability, parking, projection and audio systems, to hold the size of group you expect. Create a brochure, radio spots, newsletter insertions and articles in campus newspapers, to advertise your course. This is the hardest and most expensive part. Potential attendees will come from industry, environmental groups, environmental consultants, local regulatory agencies, non-profit groups, community members, students and faculty.

You must have "up-front" funding to even plan a conference or short course. The time line to plan and execute a short course will be 4 to 6 months. Be sure the hall is ready on the big day, keep in constant touch with your speakers and arrange for all their needs such as drinking water, copying of handouts, correct microphones, overhead or slide projectors and possibly videotape of the course. Consider providing refreshments for breaks such as coffee, pop, or cookies. This is a very big project and needs support from your advisors throughout to be successful.

### Follow-up

Use the attendance list generated from the course as part of a mailing list for future events. Evaluate the success of your effort and base future decisions on those successes and failures. Use the event to handout student information, applications for membership, sell "things" and give notice of upcoming events.

## **Speakers Bureau**

### Concept

A list of speakers that others can use can be both a means of interaction between the Student Chapter and the chapter/section and a service activity. A list of people and/or topics is generated and circulated through the school and community including grade schools, meetings with local officials, church group organizations and local community organizations such as garden clubs, and fraternal associations.



## Method

First the Student Chapter must enlist the support and cooperation of a number of potential speakers on topics of interest. Examples include engineering, biological science, ecosystems, regulations, public policy, risk communication and environmental awareness. Potential speakers must be located. Sources include students (especially those working in the “real world” or conducting research, professors, A&WMA members, government officials, professionals from consulting firms, attorneys and politicians. Once the individuals and topics are identified, a typed list summarizing the speakers by title and topic is prepared and circulated to groups that might be interested. A short description of A&WMA, a contact person, phone numbers and addresses should be included. If some speakers can only participate in the evening or other limited times these should be noted. The time period that the Speakers Bureau is active should also be stipulated. For example: “These speakers and topics are available during the period October, 1997-May, 1998.”

## Follow-up

Pick a group or two to interview as to the success of the speaker, the interest generated, and further communications with the group that might prove beneficial to you.

## **Student Chapter Forum**

### Concept

Develop regular communication between your Student Chapter and other chapters. This can be via newsletter exchange, website exchange, or some other form of Internet connection.

### Method

To begin, contact the A&WMA Headquarters in Pittsburgh, PA (412-232-3444) or on the website: [www.awma.org](http://www.awma.org), to secure initial contacts for other chapters.

Identify the individual in your Student Chapter that will be the major contact point (perhaps the chair or the newsletter editor or a web master). Determine the kinds of information you wish to share and/or obtain. For example: officer and member rosters, meeting topics, speakers, field trip ideas, fund raising ideas, joint meetings, forum topics for the national meeting, etc. Establish a desired frequency of contact (i.e. once a semester, once a month, and once a week).

Once you have established the boundary conditions under which you wish to operate, contact other chapters. Make a point of picking a schedule that participants can meet and make the schedule as regular as possible, e.g. post information no later than midnight, the second Tuesday of each month during the academic year. At the end of each exchange, agree on the next meeting time.

### Follow-up

Maintain a current, active list for each new year. Include officers and newsletter contacts. Be willing to share as well as “take”. Maintain the lists on computer disks for quick changes and easy distribution. Be sure to pass along the new contact points when there is a transition of officers.

## **Student Chapter E-mail Address Lists**

### Concept

An e-mail address list is an easy way to facilitate low cost communication between students in your Student Chapter.

### Method

At the beginning of the school year and at each subsequent meeting, provide a sign-in sheet that allows students to post not only their local address and phone number but also their e-mail address. One of the officers (membership chair or publicity or both) create an "alias" address with all of the members e-mail addresses that they keep under their account. This can be used to send e-mail "blasts" to all on the list.

The publicity chairperson then makes periodic announcements of interest to the members. Examples include: meeting dates and topics, announcements about A&WMA scholarship applications and deadlines, new class offerings, field trips, chapter and section meetings, student poster contest deadlines, etc. Weekly or biweekly announcements and reminders that keep the membership informed also generate a sense of activity that encourages participation.

### Follow-up

The e-mail list should be updated no less than once a semester. The list should be kept in a file that can be passed from old officers to new officers when that transition occurs. Periodic feedback either by e-mail or at meeting should be obtained to make sure that the word is getting out.

# Fund Raising Activities

## Bottle Drive

### Concept

Obviously, bottle drives are only applicable in states that have bottle deposit refunds. However, if this does not apply to you, you may want to consider recycling aluminum by the pound. Alcoa crowns (bottle caps) are a good example.

### Method

The first thing to do is advertise by posters, newspaper advertisements, announcements in class, etc. Ask people to hold their bottles/cans for the days you are going to hold the drive. Limit the drive to one or two days. Next, map out a reasonable territory for the entire group to cover. Groups of two and three should be assigned to different divisions to avoid duplication (dorms, apartments, houses, etc.). You will need a few people to stay at a designated area to act as sorters, and you will need a few people to actually do the returning. You can return to grocery stores, party stores, etc., but be sure to call first in order to assure if they will accept the returnable in garbage bags and if they have a quantity limit.

The items you will need are garbage bags, automobiles, and VOLUNTEERS! Note: Do not cut across lawns. Use the sidewalks!

### Follow-up

Evaluate your financial gains and base future decisions on how to improve this figure. Find your best territories!

## Bumper Stickers

### Concept

Bumper stickers (or window stickers) not only can be used for fund raising but also to get a message out. You may also want to put your organization logo on them to receive recognition.

### Method

Find a company that produces quality bumper stickers. Make sure that you are getting the most for your money. Ask them for examples. See if they will fade or peel off a bumper quickly. The best way to get a good deal is to buy in bulk. If you do not sell all of them right away, keep them and try again at different times during the year. If you decide to use an organizational logo ( for example your school mascot or A&WMA logo) be sure to obtain written permission first.

A good slogan is necessary. These will be displayed on cars so many people will be reading your idea. The stickers should have an original phrase and should not be too cluttered. Some examples of good phrases:

- "Love an Engineer Today"
- "Have you Hugged Your Engineer Today?"

- “Engineers Make the World Go Around”
- “The Few, the Proud, the Engineers”

Make sure that your idea is appropriate. Remember: It is said that you can tell a lot about a person by reading their bumper stickers. So, you need to come up with an idea that people want displayed on their cars.

Potential sales locations are in school buildings, in class (make sure you get permission and don't disturb the class - the end of the class is better than the beginning for minimizing disruption), at chapter meetings, at A&WMA meetings and conferences (get permission from the parent chapter).

### Follow-up

Check on best sales locations and the best time of year. Keep sufficient records that you can account for either unsold bumper stickers or cash.

### **Calendar**

#### Concept

The concept is to generate funds by creating calendars with familiar faces (for example: engineering students, faculty, local sports personalities) or scenes in and around campus. Be creative and original, you'll sell more!

#### Method

This effort must start six months or more in advance of the beginning date of the calendar. Logical beginning dates are the first day of class or the first of the year. The first step is to investigate printing options, the requirements of the printer in terms of technical details (size of photos, finish, etc.) and the estimated cost for various production runs. Next decide on a target group – who are the likely purchasers and what is different that they would be willing to spend a few dollars on. Other decisions that will have to be made include: the size of the calendar, whether or not to take orders in advance, pricing and production runs. Your mark-up should be at least 100% and preferably 200% to make it worthwhile and to account for unsold items.

For photographic support consider your own members and the art and advertising departments on campus. Consider exchanging credit lines for publication and, perhaps, having a contest to select the photos that appear. Drawings and/or cartoons may also be appropriate.

Creative ideas include: special costumes for the individual models, creative captions for everyday photos or not so everyday photos, or activities of the Student Chapter.

#### Follow-up

If you obtain special “deals” be sure to thank the individuals and offer them a free calendar. Keep good records of the sales and where they occur and so that you can account for either unsold calendars or cash. Use this to develop your market for future activities. Don't be afraid to discount the price once the calendars become obsolete. Remember: it is better to lose half the cost than all the cost.

## **Candy Sale**

### Concept

Selling individual bars or boxes of candy to friends and others is a tried and true method of raising funds.

### Method

Contact grocery stores, companies (M&M's), or group candy sales firms and inquire about receiving bulk rates (advertisements also appear in the back of magazines on whom to contact in your area). A box of candy usually sells for about \$2.00 but may be considerably more. Often the candy is sold to the group and then the group must recoup their expenses before they raise any funds. Sponsors that are willing to give or loan the advance should be explored. A mark-up of 100% is not unreasonable as long as the purchaser understands that this is a fundraiser.

You will need to decide upon a mailing address for the candy to be sent. The person/people at this address will be responsible for distributing the candy to the sellers. Assign each person to sell a set number of boxes. The actual selling is most effective in classrooms (make sure you get permission and don't disturb the class – the end of the class is better than the beginning for minimizing disruption), at home, at work, etc. You also might want to advertise through posters, newspaper advertisements, etc. Check with your local school policy on sales on campus. Franchise rights may restrict these.

### Follow-up

Be sure to write a thank-you note if a company offered a discount. Also, take the time to find out who and where the most were sold so that you can be even more successful next year. Keep sufficient records that you can account for either unsold candy or cash. Stale candy is not worth much so consider a "sale" at the end of the candy sale to get rid of the leftovers.

## **Car Wash**

### Concept

Washing cars is a way to raise funds and have some fun at the same time.

### Method

First identify a location that has a high traffic volume. Be sure to pick a location that has facilities: hose connection, free water and good drainage. Good examples are schools, churches, gas stations, etc. Obtain permission before any advertising is done.

Work on the bulletins and signs prior to the actual day that the event takes place. Advertise around campus and near your desired location. You can do this through newspaper advertisements, flyers, class announcements, etc. Be sure to include why the event is taking place, where, when and the cost. The cost should vary depending on whether the vehicle is a car, truck, van, etc. On the day of the event you will need to bring with you buckets, hoses, car soap (not detergent), sponges, towels, glass cleaner and possible a dust buster or vacuum if you plan on cleaning the interior.

Other activities may be held in conjunction with the car wash. For example: sales of candy, pop corn, soft drinks, donuts, coffee, etc. for the customers while they wait. Be sure to advertise a BIG thank you to sponsors (including the owner) during the car wash.

### Follow-up

Be sure to send a written thank-you letter to the owners who permitted the event. Also, record the times when customers arrive so that in future events, the most profitable time period will be known.

## **Cold Calling**

### Concept

“Cold Calling” refers to calling companies and asking for financial assistance for a project, event or competition. The target companies should be companies having specific interest in environmental enhancement.

### Method

The first step is to determine if different levels of support exist (i.e. patron, sponsor, mentor, and friend). If so, the next step is to gather lists related to these different levels. For example, companies with a similar focus as the project or competition in which the money is being used. This list can be obtained from a variety of places, some good places to start include: listings of top companies by type, company listings in job placement centers, phone book listings (yellow pages), and numbers of other companies from a source at another company. Next, the list should be compiled and divided among the callers so as to not duplicate calls. A phone log should be prepared and distributed so when a call is made there is a record of it.

The most important part is having a good script to follow when making the calls, and a working knowledge of what the money is going for. The phone script should include:

- The caller stating their name and who they are associated with;
- Ask to speak with someone who is in charge of community resources, funding, etc.;
- Explain your relationship with the Air & Waste Management Association;
- Explain the event the money is being used for;
- Explain the benefits of the donation to the students, the school, the community and the corresponding companies; and
- If appropriate state the amount of donation requested and tell them about the benefits they will receive for their donation (i.e. advertising on literature and posters at the event).

When calling, make sure to be considerate and cheerful. Always say “thank you” even if no donation is made. Taking good notes while on the phone is very crucial, write down dates and times to call back and any questions that they asked (especially if a good answer was not known). Finally, ask if you can send them more information on the project. This type of fund raising can pay off if done correctly. However, it is time consuming and there will be many more companies unwilling to donate than willing ones.

### Follow-up

If companies would like to receive more information be sure to send it to them promptly. The written information should be of form-letter type, but should be tailored to each company. Also, a call should follow letters that are mailed out to see if their questions were answered. Companies that donate should be sent thank you letters. If in return for their support their company is advertised they should receive copies of anything with their company name on it, pictures of posters used and a follow up of how the event turned out. Note: Don't lose the list of successful contacts. These will be very helpful in future years.

## **Conversion Book**

### Concept

The idea is to generate funds for the Student Chapter through sales of a scientific and engineering conversion book.

### Method

The Student Chapters can create their own "conversion book" using standard reference sources. The format should be convenient for students to carry in their pocket or backpack. A reasonably stiff cover protects the contents from unreasonable wear. The Student Chapter can decide on the format for the document, i.e. pocket-sized, information to be included, etc.

The actual selling is most effective in classrooms (make sure you get permission and don't disturb the class – the end of the class is better than the beginning for minimizing disruption), in engineering and science buildings and at A&WMA functions. Some campus bookstores may also be willing to take some for across-the-counter sales.

### Follow-up

Keep good records of the sales and where they occur and so that you can account for either unsold conversion books or cash. Use this to develop your market for future activities.

## **Donut Stand**

### Concept

The concept is to have a table set up where donuts and coffee or cocoa can be sold. An alternative form of this fundraiser is a cookie sale.

### Method

The first priority should be obtaining permission for the sale. Also, contact the local health department to make sure all the proper rules are followed. Next, the location should be selected. It should be in an area that is surrounded by a lot of student traffic. Advertise in this area before the actual sale with an explanation of what the money will be used for.

On the day of the event, make sure that you know where you are getting the tables and chairs and how the food is getting there. Make checklists of items you need: napkins, cups, stirring sticks, sugar, sweetener, stirring sticks and perhaps, plates and other utensils. It is also important to remember to bring change and some sort of cash box. Make sure the workers are there and ready to sell and that the prices are posted. Be sure to identify the organization conducting the sale with a BIG sign.

A mark-up of 50% for purchased goods (donuts) is not unreasonable since it is a fundraiser. For beverages, make an estimate of the cost of raw materials (including cups) and determine the unit cost based on the volume you expect to sell. Again, a 50% mark-up is not unreasonable.

#### Follow-up

Keep good track of the amount of food sold so that next time there will be a record to better estimate the amount to purchase. Send a thank you letter to those who gave permission for the donut sale.

### **Golf Classic**

#### Concept

This golf outing is set up as a scramble of four individuals on a team. It will not only raise money but will allow for the interaction between the Student Chapter, sponsoring chapter/section, and local companies.

#### Method

Contact several golf courses to get the best price. You need to reserve a specific day in ADVANCE. Send out bulletins and flyers to anyone who might want to participate (students, companies, professors, etc.). Contact local companies and explain that if they donate, a hole will be dedicated to their company (you will make some sort of advertisement and affix it near the hole). You should have prizes for the best team, the worst team, etc. Prize ideas range from T-shirts and bottle openers up to a VCR (some of the local companies might even be willing to donate some of the prizes – make sure you ask them). Set the price to play after you find out the greens fee and the cost of the prizes. Plan for an award ceremony after the last team finishes.

Note: This is an all day activity – you will need plenty of volunteers to help set up, clean up, sign people in and hand out prizes.

#### Follow-up

Use the generated attendance list as a mailing list for future events. You will need to write a thank you letter to the golf course and any donors. Also, keep in mind the profits made and use this figure to reevaluate what price to charge for next year.



## **Raffle**

### Concept

Another form of fund raising is to hold a raffle. Prizes are donated from various sources and then tickets are sold for a nominal fee. Then, on a specified date, all of the tickets are placed in a barrel and tickets are drawn. The number of tickets drawn depends on the number of prizes obtained.

### Method

First, it needs to be determined if a raffle is legal in your state. If it is, the State Bureau of Lottery needs to be contacted to obtain a license (if needed in your state). This takes four to six weeks so allow plenty of time. Permission from the school will probably also be required.

Next, a brainstorming session should be held to acquire ideas as to what to give away. Once a list of possible prizes is comprised, businesses and companies should be approached for donations. Possible examples include:

- Mountain bike and/or helmet;
- Ski weekend for two;
- Dinner for two at various restaurants;
- Certificates for books, fast food, tanning, etc.;
- Newspaper and magazine subscriptions; and
- Various tutoring services.

It is important to include advertising that identifies who donated what prizes. Once you have permission to proceed and have lined up the prizes, then you must print the raffle tickets. The tickets should include the name and address of your organization, an identification number and a place for the purchaser to fill in their name, address, and phone number. The tickets should be divided so both the recipient and seller can have a portion for their records. Shop around for the best price on printing – ask if part of the cost can be donated.

Potential sales locations are in school buildings, in class (make sure you get permission and don't disturb the class – the end of the class is better than the beginning for minimizing disruption), at chapter meetings, at A&WMA meetings and conferences (get permission from the parent chapter) and door-to-door.

### Follow-up

A careful accounting of who has taken raffle tickets to sell and where they have been sold is critical to avoid false claims and lost funds. Keep good records of the sales and who made them so that you can account for either unsold raffle tickets or cash. The most important part of this is to have confirmation on the prizes, a place to hold the raffle drawing and then contacting the winners. After the drawing is held, make sure the winners receive their prizes. An announcement in the school paper is a good way to generate publicity for the next raffle.

## **Services for Sale**

### Concept

The idea is to generate funds by selling student service. Examples could be yard maintenance, raking leaves or parking cars at on-campus events or cleaning up after on-campus events (i.e. sporting events or concerts).

### Method

For the service in a residential area, pick a residential area with houses close together. Work on bulletins and signs to advertise this event. Advertise around campus and near your desired location (newspapers, flyers, etc.). Make sure to include where the money is going to, when the event is taking place and how much it will cost. You may wish to have potential buyers call one of the officers to make reservations.

On the day of the event, you will need to send volunteers to those that request the service or to canvas the neighborhoods you advertised in. Note: Don't cut across lawns.

For on-campus events, contact the school athletic department or department of public safety.

### Follow-up

Take note as to where the most money was raised in the shortest amount of time. You will definitely want to remember this area for future events.

## **Student Government**

### Concept

Acquiring funds from the school is a resource not to be overlooked. Many school student government organizations have funds that may be used to sponsor special events.

### Method

Residence hall associations, undergraduate student government organizations and graduate student organizations are potential sources.

Applying probably involves the following. First, obtain the application forms. Make sure to ask questions about due dates when picking up the forms. The application usually asks questions about the organization, its other sources of funding, the specific project for which funding is being requested and a break down of the budget. This can be filled out with the aid of a previous budget if the event was staged before or by researching each cost. It is important to fill out the form completely and correctly, because the funding board will ask many questions.

When the application is filled out and handed in, three people should present it to the funding board. It is good to have someone who is involved directly with the project, someone who has a good overall view of the other organizational happenings and events and someone who has been around and understands the previous year's project if there was one. It is nice if the panel that is presenting the application is made up of a diverse cross section of people (men, women, different majors, different cultures and people who know board members). The board reviewing the project funding will be made up of a diverse group of students. Dress appropriately. The questions from the board will come quickly. Do not be defensive, remain cheerful and give them confidence that their money will be spent wisely. If possible, attend one of the funding board meetings prior to the one when you are scheduled to appear. This will give you the opportunity to become familiar with the personalities and the types of questions that will be asked.

### Follow-up

If you are awarded money do not forget to write a thank you letter, give some recognition of sponsorship at the events, meet the deadlines, maintain the precedent and apply again next year. If applying for the next year, be certain to mention the successes of the previous years event and express that you would be grateful for continued support.

### **Take a Student to Dinner / Dinner with a VIP**

#### Concept

The object of this interaction is to educate students about the work world. This concept also can be a fundraiser. Consider one professional person and several students as an alternative to one on one.

#### Method

As a fundraiser: the opportunity to have lunch or dinner with an "important person" can be sold or auctioned off at an open or silent auction. Student leaders can also be made available for a meal through raffles, auctions, or Student Society Days. As an enrichment experience: students can be paired with campus leaders or industrial contacts for lunch or dinner to share educational and employment experiences. The FLA&WMA and/or Local Chapter can help find industrial contacts and promote this program.

Checklist of needs: permission to hold a raffle may be needed; tickets, publicity, recruitment of meal sponsors. Students should pursue ideas and leads given them by the contacts made through this event. Future speakers and "host" companies for tours can be cultivated in this manner. Be sure to write a thank you note to meal sponsors and dining companions.

### **T-shirts**

#### Concept

The purpose of creating original T-shirts (or sweatshirts or hats) is to advertise for your Student Chapter, show that you are proud of what you are doing and make money. The design should be creative and original.

## Method

The first thing that has to happen is to get a design. A good way to do this is to turn it into a competition with a prize for the best design. This seems to motivate students to get creative and put their heart into the design. If this project will be done as a fundraiser, the design should be fairly general so that others outside your Student Chapter will want to wear them. If it is not a fundraiser, then the design can be specialized just for your own group.

You need to find a company that produces quality in quantity. Make sure that their t-shirts are high quality cotton shirts so that they won't fade or shrink. Find out the cost for each color you want on the shirt. Two colors usually looks nice and carries a decent price. If you want multicolored shirts, it will be much more costly (not good for a fundraiser).

Have students place orders before you go to the printer to get sizes and get an idea of how many you need to order. A 10% deposit also helps to insure that orders are honored. Be sure to keep a list of names, addresses and phone numbers so you contact people when the order arrives. Because of the high initial cost of these items, the mark-up generally cannot be more than a dollar or two. The potential to lose money is high. Taking orders minimizes this.

The timing of sales is important if this is a fund raising project. Before Christmas is a very good time to sell shirts with an environmentally conscious idea. January would be a poor time to try to make money because most people do not want to spend any more money after the holidays.

## Follow-up

Any left over t-shirts will not go to waste – put them away for awhile and then try again!

**APPENDIX B.  
BENEFITS COMPARISON**

<b>Benefit ↓ / Member Type →</b>	<b>International Member</b>	<b>Local Associate</b>
Membership	Member of the full International A&WMA supporting its goals and objectives	Only recognized within the local member unit; cannot claim membership to the A&WMA
Included Magazine Subscription(s)	Yes – you can choose either the <i>EM</i> or the <i>Journal</i>	No – you can purchase one or both subscriptions
FLA&WMA Newsletter	Yes	Yes
Hold position as an Officer and/or Board Member	Yes	No
Membership Directory	Yes – you will be listed in the full A&WMA directory and in the member unit directory, if produced	No – you will only be listed in the member unit directory, if produced
Networking Opportunities	Yes – both at the International and at the local levels	Yes – predominately at the local levels, not readily at the International level
Insurance	Eligible for discount rates on professional liability and various types of personal insurance	No
Reduced conference and workshop meeting fees	Yes – to all A&WMA events	No – only to events held by local member units
Notification of A&WMA events and publications	Yes – through numerous avenues	No – only local events and those published in local newsletters
Job Placement Service	Yes – through the Annual Meeting, <i>EM</i> and Employment Listings (Members Only) section of the A&WMA website	No – except for those offered locally by member units
Access to papers, technical information books, etc.	Yes – members are kept apprised of all publications and technical information available to the A&WMA; discounts may be available	No – only for information released to the general public (i.e., through libraries, public ads, etc.)

**APPENDIX C.  
A&WMA MEMBER UNITS**

## **A&WMA Member Units (as of September 2002)**

### Allegheny Mountain Section

- Northwestern PA Chapter
- West Virginia Chapter
- Slippery Rock University Student Chapter
- Three Rivers Student Chapter

### Brazil Section

### Canadian Prairie and Northern Section (CPANS)

### Europe Section

### East Central Section

- Indiana Chapter
- Kentucky Chapter
- East Michigan Chapter
- Northern Ohio Chapter
- Southwest Ohio Chapter
- Univ. of Cincinnati Student Chapter
- Purdue University Student Chapter
- University of Toledo Student Chapter
- Michigan State Student Chapter
- Wayne State Student Chapter
- Kent State Student Chapter
- Western Kentucky University Student Chapter

### Florida Section

- Big Bend Chapter
- Coastal Plains Chapter
- Central Florida Chapter
- Florida Southeast Chapter
- Northeast Florida Chapter
- Tampa Bay Chapter
- Univ. of Florida Student Chapter
- Univ. of Central Florida Student Chapter

### Golden West Section

- Golden Empire Chapter
- Mother Lode Chapter
- Mother Lode (UC) Student Chapter

### Grand Canyon Section

### Korea Section

### Hong Kong Section



#### Lake Michigan States Section

- Central Illinois Chapter
- West Michigan Chapter
- Wisconsin Chapter
- Illinois Institute of Technology Student Chapter

#### Louisiana Section

- Sabine Chapter
- Tulane University Student Chapter
- Louisiana State Student Chapter

#### Mexico Section

- UAM - Azcapotzalco

#### Mexico Northeast Section

- Universidad Regiomontana Student Chapter

#### Mid Atlantic States Section

- Delaware Valley Chapter
- Eastern New York Chapter
- Central and Northern New Jersey Chapter
- Central New York Chapter
- Penn State – Harrisburg Student Chapter
- Syracuse University Student Chapter
- University of Delaware Student Chapter
- Wilkes University Student Chapter
- Society of Environmental Professionals - Rensselaer Polytechnic Institute

#### Midwest Section

- Iowa Chapter
- Mid-Missouri Chapter
- Nebraska Chapter

#### Nevada Section

- Eastern Sierra Chapter
- Las Vegas Chapter

#### New England Section

- Connecticut Chapter
- Wentworth Student Chapter

#### Niagara Frontier Section

- Genessee Finger Lakes Chapter
- SUNY Buffalo Student Chapter
- Buffalo State Student Chapter

### Ontario Section

- Durham College Student Chapter
- Guelph Student Chapter
- Fanshawe Chapter
- Univ. of Toronto Student Chapter

### Pacific Northwest International Section

- Alaska Chapter
- British Columbia and Yukon Chapter
- Idaho Chapter
- Inland Northwest Chapter
- Montana Chapter
- Oregon Chapter
- Puget Sound Chapter
- Vancouver Island Chapter
- Montana Tech Student Chapter
- Palouse Student Chapter

### Philippines Section

#### Quebec Section

- Atlantic Canada Chapter
- Ottawa Valley Chapter

#### Rocky Mountain States Section

- Great Basin Chapter
- New Mexico Chapter
- Univ. of Utah Student Chapter
- Utah State Student Chapter
- University of Colorado – Denver Student Chapter
- NM Institute of Mining and Technology Student Chapter

#### Saudi Arabia Section

#### South Atlantic States Section

- Baltimore/Washington Chapter
- Old Dominion Chapter
- Research Triangle Chapter
- Western Carolinas Chapter
- James Madison University Student Chapter
- North Carolina State Student Chapter
- NC A&T University Student Chapter
- Duke University Student Chapter

### Southwest Section

- Alamo Chapter
- Arkansas Chapter
- Central Texas Chapter
- Corpus Christi Chapter
- Gulf Coast Chapter
- High Plains Chapter
- North Texas Chapter
- Oklahoma Chapter
- South Methodist University Student Chapter
- Texas A&M / Kingsville Student Chapter
- University of Texas at Austin Student Chapter

### Southern Section

- Alabama Chapter
- Eastern Tennessee Chapter
- Georgia Chapter
- Mississippi Chapter
- Western & Middle Tennessee Chapter
- Georgia Institute of Technology Student Chapter
- Jackson State University Student Chapter

### Greater St. Louis Section

### Taiwan Section

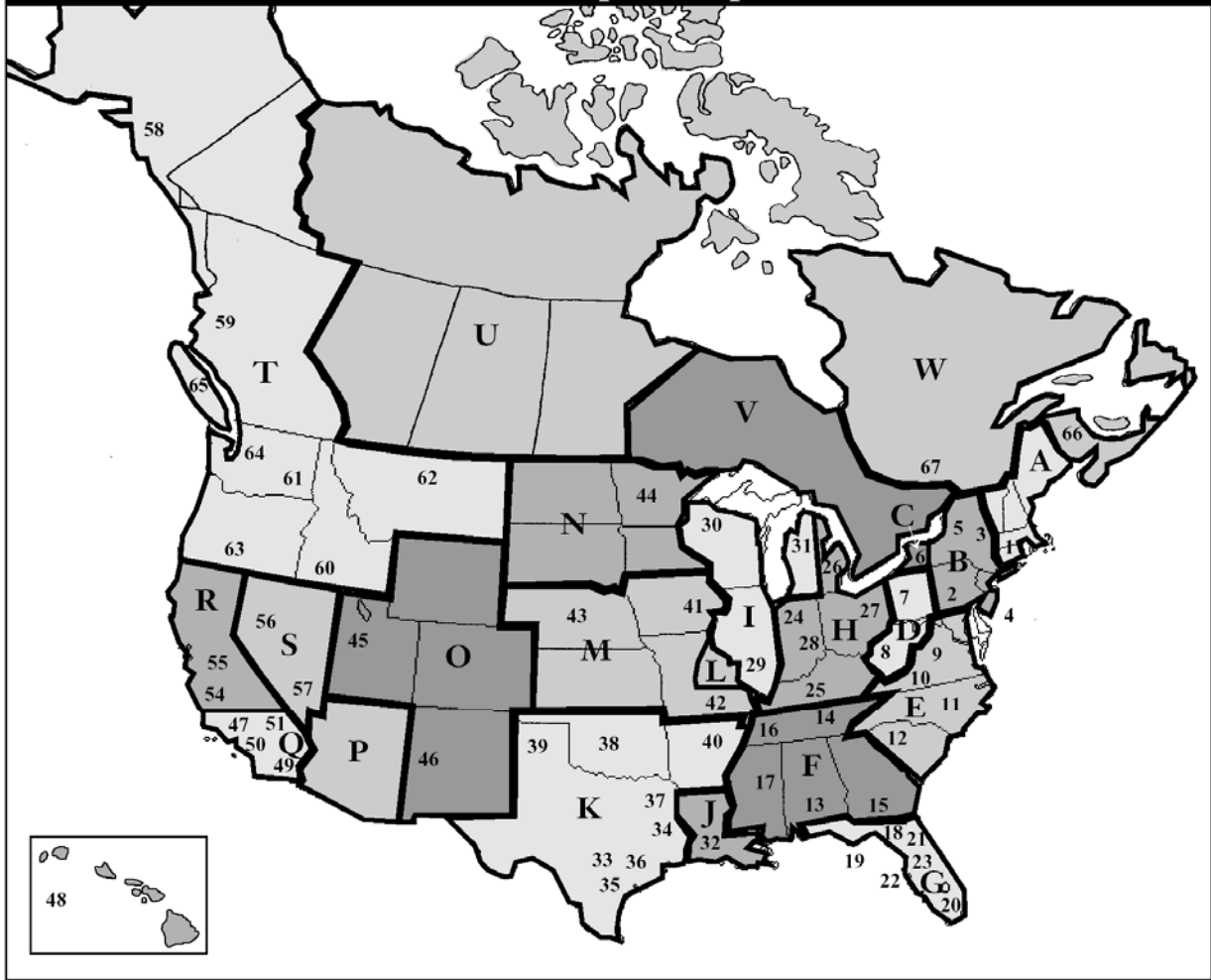
### Upper Midwest Section

- Northland Chapter
- University of Minnesota Student Chapter

### West Coast Section

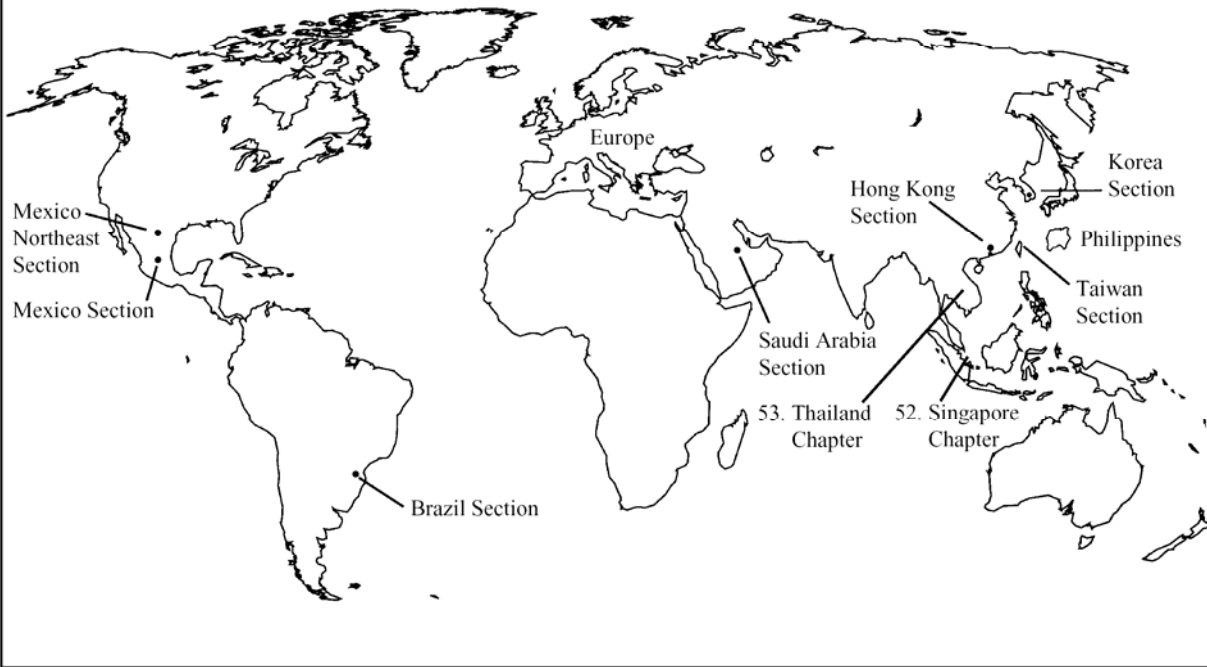
- Channel Island Chapter
- Mid-Pacific Chapter
- Mojave Desert Chapter
- Orange County Chapter
- San Diego Chapter
- Singapore Chapter
- Thailand Chapter
- Asian Institute of Technology Student Chapter
- University of California – Northridge Student Chapter
- Cal Poly Student Chapter
- Bandung Institute of Technology Student Chapter in Indonesia
- San Bernardino Student Chapter

## A&WMA Section & Chapter Map - U.S. & Canada



- |  |  |   |   |
|--|--|---|---|
| <p><b>A. New England Section</b><br/>1. Connecticut Chapter</p> <p><b>B. Mid Atlantic States Section</b><br/>2. Delaware Valley Chapter<br/>3. Eastern New York Chapter<br/>4. Central Northern New Jersey Chapter<br/>5. Central New York Chapter</p> <p><b>C. Niagara Frontier Section</b><br/>6. Genesee Finger Lakes Chapter</p> <p><b>D. Allegheny Mt. Section</b><br/>7. Northwestern PA Chapter<br/>8. West Virginia Chapter</p> <p><b>E. South Atlantic States Section</b><br/>9. Baltimore/Washington Chapter<br/>10. Old Dominion Chapter<br/>11. Research Triangle Chapter<br/>12. Western Carolinas Chapter</p> <p><b>F. Southern Section</b><br/>13. Alabama Chapter<br/>14. Eastern TN Chapter<br/>15. Georgia Chapter</p> | <p>16. Western &amp; Middle TN Chapter<br/>17. Mississippi Chapter</p> <p><b>G. Florida Section</b><br/>18. Big Bend Chapter<br/>19. Coastal Plains Chapter<br/>20. FL Southeast Chapter<br/>21. Northeast FL Chapter<br/>22. Tampa Bay Chapter<br/>23. Central Florida Chapter</p> <p><b>H. East Central Section</b><br/>24. Indiana Chapter<br/>25. Kentucky Chapter<br/>26. E. Michigan Chapter<br/>27. Northern Ohio Chapter<br/>28. Southwest Ohio Chapter</p> <p><b>I. Lake Michigan States Section</b><br/>29. Central Illinois Chapter<br/>30. Wisconsin Chapter<br/>31. W. Michigan Chapter</p> <p><b>J. Louisiana Section</b><br/>32. Sabine Chapter</p> <p><b>K. Southwest Section</b><br/>33. Alamo Chapter<br/>34. Central TX Chapter</p> | <p>35. Corpus Christi Chapter<br/>36. Gulf Coast Chapter<br/>37. North TX Chapter<br/>38. Oklahoma Chapter<br/>39. High Plains Chapter<br/>40. Arkansas Chapter</p> <p><b>L. Greater St. Louis Section</b></p> <p><b>M. Midwest Section</b><br/>41. Iowa Chapter<br/>42. Mid-Missouri Chapter<br/>43. Nebraska Chapter</p> <p><b>N. Upper Midwest Section</b><br/>44. Northland Chapter</p> <p><b>O. Rocky Mountain States Section</b><br/>45. Great Basin Chapter<br/>46. New Mexico Chapter</p> <p><b>P. Grand Canyon Section</b></p> <p><b>Q. West Coast Section</b><br/>47. Channel Islands Chapter<br/>48. Mid-Pacific Chapter<br/>49. San Diego Chapter<br/>50. Orange County Chapter<br/>51. Mojave Desert Chapter</p> | <p>52. Singapore Chapter (Location on back)<br/>53. Thailand Chapter (Location on back)</p> <p><b>R. Golden West Section</b><br/>54. Golden Empire Chapter<br/>55. Mother Lode Chapter</p> <p><b>S. Nevada Section</b><br/>56. Eastern Sierra Chapter<br/>57. Las Vegas Chapter</p> <p><b>T. Pacific Northwest Int'l Section</b><br/>58. Alaska Chapter<br/>59. BC &amp; Yukon Chapter<br/>60. Idaho Chapter<br/>61. Inland Northwest Chapter<br/>62. Montana Chapter<br/>63. Oregon Chapter<br/>64. Puget Sound Chapter<br/>65. Vancouver Island Chapter</p> <p><b>U. Canadian Prairie &amp; Northern Section</b></p> <p><b>V. Ontario Section</b></p> <p><b>W. Quebec Section</b><br/>66. Atlantic Canada Chapter<br/>67. Ottawa Valley Chapter</p> |
|--|--|---|---|

## A&WMA International Section & Chapter Map



**Brazil Section**

**Hong Kong Section**

**Korea Section**

**Mexico Section**

**Mexico Northeast Section**

**Saudi Arabia Section**

**Taiwan Section**

**Europe Section**

**Philippines Section**

**West Coast Section**

52. Singapore Chapter

53. Thailand Chapter

### *Sections and Chapters*

To provide for greater and more frequent interaction, the Association members have formed local member units called Sections and Chapters. Participation at this level affords the members opportunities to meet in smaller groups to address issues of regional or local interest. Each offers its own services and benefits to members some of which may include:

- Sharing technical and managerial information with local colleagues
- Discounts on Section/Chapter activities
- Newsletters
- Visit us at [www.awma.org](http://www.awma.org) for Section & Chapter information

Sections and Chapters are arranged by geographic boundaries. The map is meant to assist you in locating the appropriate Section/Chapter for your area. If you have any questions, please contact Membership Services at 1 (800) 270-3444 (inside the U.S. and Canada) +1 (412) 232-3444 (outside the U.S. and Canada) or e-mail us at [info@awma.org](mailto:info@awma.org).

AWMA-307 8/8/01

**APPENDIX D.  
STUDENT CHAPTER PROFILE AND FINANCIAL REPORT  
TEMPLATES**

**Student Chapter Profile**  
**Air & Waste Management Association**

***Complete this Student Chapter Profile for the period from January 1 through December 31 and return it with your Student Chapter Financial Report, as required in the Association Bylaws.***

Student Chapter Name: \_\_\_\_\_ Date: \_\_\_\_\_

A&WMA Section/Chapter Sponsor: \_\_\_\_\_

College/University: \_\_\_\_\_

Number of students enrolled (full & part-time) at this location (not including satellite campuses): \_\_\_\_\_

Completed By (name/office): \_\_\_\_\_ E-mail: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Student Chapter Mailing Address: \_\_\_\_\_

1. Number of Student Members: \_\_\_\_\_

2. Academic Schedule: [ ] semester [ ] quarter [ ] other

3. The first day of the Fall Semester: \_\_\_\_\_

The last day of the Spring Semester: \_\_\_\_\_

4. Our Student Chapter [ ] is [ ] is not active during the Summer.

5. Our Student Chapter members usually major in the following subjects: \_\_\_\_\_

6. Number of Student Chapter meetings held this year: \_\_\_\_\_ Average attendance: \_\_\_\_\_

7. Number of events/programs held this year: \_\_\_\_\_

(Please provide a summary description of these activities i.e., brown bag lunch meetings, evening meetings w/speakers, activities fair, etc.)

8. We [ ] do not [ ] do produce a Newsletter; number of issues (if applicable): \_\_\_\_\_

9. We [ ] do not [ ] do charge dues; dues amount (if applicable): \$ \_\_\_\_\_

## Student Chapter Financial Report

***Complete this Student Chapter Financial Report for the period from January 1 through December 31 and return it with your Student Chapter Profile, as required in the Association Bylaws. Indicate currency used (U.S. \$, Canadian \$, Pesos, etc.).***

TOTAL CASH RESERVES at beginning of year (January 1):		
Cash, checking and savings accounts	\$	
Other Investments	\$	
<b>TOTAL</b>	<b>(A)</b>	<b>\$</b>

INCOME EARNED from January 1 through December 31:		
Meetings & special events	\$	
Educational courses, conferences, workshops	\$	
Scholarship contributions	\$	
Local dues collected	\$	
Interest earned	\$	
Social events income	\$	
Other	\$	
<b>TOTAL</b>	<b>(B)</b>	<b>\$</b>

EXPENSES INCURRED from January 1 through December 31:		
Meetings (notices, meals, rentals)	\$	
Educational courses, symposia	\$	
Scholarship awards	\$	
Donations	\$	
Operating/administrative expenses	\$	
Social events	\$	
Other	\$	
<b>TOTAL</b>	<b>(C)</b>	<b>\$</b>

<b>TOTAL CASH RESERVES at end of year (December 31)</b>	<b>(D)</b>	<b>\$</b>
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*TOTAL (BEGINNING) CASH RESERVES (A) + INCOME EARNED (B) – EXPENSES (C) =*

*TOTAL CASH RESERVES (D)*

***Please list below any temporarily or permanently restricted assets such as funds donated specifically for scholarships, contributions for specific purposes, etc, that should not be listed above in your normal yearly operating activities.***

Restricted Scholarship Funds	\$	
Restricted Contributions	\$	
Other Restricted Assets	\$	



**APPENDIX E.  
STUDENT CHAPTER AWARD**

## Student Chapter Award Air & Waste Management Association

The A&WMA Student Chapter Award serves to recognize outstanding achievement by a Student Chapter. There are three categories of award based on the student population of the institution. Awards are made annually based on the annual chapter report (Student Chapter Profile) filed by the Student Chapter. The Award consists of a plaque, plus formal recognition at the Annual Meeting and in A&WMA publications. The criteria below are based on Appendix A of the Student Officers Operating Guide located on the A&WMA website, Rev. 3/00. The official form (available in PDF format from the website) should be utilized to verify the criteria when applying for the Award.

### Criteria

The criteria and scoring system for the Award are provided below. Note: there is no need for the Student Chapter to calculate points – the judges are responsible for the calculations.

CATEGORY / ACTIVITY	POINTS	MAXIMUM SCORE
<u>A. MEMBERSHIP</u>		10
1. Fully subsidized members		0
2. Partially subsidized <sup>(A)</sup>	(1 – fraction of subsidy) x (number of members)	
3. Un-subsidized	1 per member	
<u>B. MEMBERSHIP GROWTH</u>		10
1. New members	(% of previous year) / 10	10
<u>C. MEETINGS</u>		
1. Professional	1 per meeting	8
2. Social	1 per meeting	4
3. Average meeting attendance	(% of membership) / 10	10
<u>D. ACTIVITIES</u>		
1. Member services	5 per activity	20
2. Community services	6 per activity	18
3. Short courses	2 per hour	16
4. Competition	4 per participant	16
5. Field trips	6 per trip	12
6. Joint chapter interactions	6 per activity	12
7. Public relations	2 per article	8
8. Fund raising	2 per event or 1 per \$100	8
9. Other <sup>(B)</sup>		5 (each)

(A) Example Calculation

If \$15 is subsidized out of a total cost of \$30 for dues, for 30 members, then:

$(1 - 0.50) \times (30) = 15$  points; however since the maximum is 10, 10 points are awarded.

(B) "Other" includes activities that do not fall under one of the above categories. The judges may, at their discretion, place "other" activities in a more appropriate activity. The "other" category may not be used to garner additional points.

Examples of activities in each category include, but are not limited to:

1. Member services: newsletter, resume book, sweat shirt sale (no profit), etc.;
2. Community services: Scouting Merit Badge workshop, Junior and/or High School poster contest, serve at a soup kitchen, etc.;
3. Short courses: air pollution seminar to cover topics not taught in regular courses (i.e. regulations and/or regulatory issues), engineering economics short course, etc.;
4. Competition: participation in a design contest, participation in a poster contest such as that held at the annual meeting, participation in an essay contest, etc.;
5. Field trips: travel to on-campus or off-campus site that has environmental significance (i.e. power plant, landfill, wastewater treatment, etc.);
6. Joint chapter interactions: attend local chapter or section meeting, invite local chapter or section members to chapter meeting, annual banquet, joint office meeting, etc.;
7. Public relations: documented media coverage of events including student newspaper, chapter and section newsletters, alumni news, college newsletters, radio/TV interviews, etc.;
8. Fund raising: number of fund raising events and dollars raised, etc.;
9. Other: pot luck dinners, golf outings, etc.

## Procedures

Each Student Chapter is required to submit to A&WMA Headquarters, not later than May 15<sup>th</sup> each year, five (5) copies of an annual report of their activities. This report will consist of the Student Chapter Profile already submitted by February 1 to the FLA&WMA Chair, a listing of any additional activities conducted between February 1 and May 15, as well as any other supporting documentation the Student Chapter wishes to submit (i.e. newsletters, resume books, news clippings, photos, etc.). Copies should be submitted to the Chair of the FLA&WMA, the Faculty Advisor and the Student Chapter Committee Chair by May 1 of each year so they may review and comment if necessary. Please note that there is no need to provide a calculation of the points to the judges. The Chair of the Education Council shall appoint a committee of at least three individuals to review, calculate the points and select a winner in each of the three categories.

A&WMA Headquarters will verify the membership information, categorize the reports by institution size and forward the data to the judges. The judges will rank the schools for award and, by conference call, select winners not later than June of each year. The winners will be announced at the Annual Meeting Awards Ceremony.

**APPENDIX F.  
TIPS FOR WORKING WITH THE MEDIA**

## Working with the Media

In dealing with the press in your area it helps to keep the following in mind:

1. Begin the publicity process by identifying contacts (by name) before you really have “an event” to report. The objective is to locate the key individuals and find out how they operate, e.g. when is the best time to contact them, do they prefer faxed information or a telephone call, what are their deadlines, etc.
2. Find out the most appropriate contact at the paper in your town, city or state. Your college or university public relations/community relations office should be able to get this to you. Another good source is your local library, where you’ll find Bacon’s Publicity Checker - subtitled the “Directory of Daily and Weekly Newspapers and News Services and Syndicates.” Bacon’s offers geographical listings of some 18,000 new groups. Bacon’s also lists the area of specialty or ‘beat’ each reporter/editor covers – the ‘university beat’ or science editors are likely candidates. In the unlikely event your paper doesn’t list either one, try the “Metro Editor.”
3. Find out the appropriate contacts at the television stations in your area. If your school’s public relations office doesn’t have these names and addresses, check out the Bacon’s Media Directory at your local library. The best way to insure TV coverage of an event is to address your release to the assignment editor, or if you event is to take place Saturday or Sunday, the weekend assignment editor.
4. The Bacon’s Media Directory may also be used to find our information regarding radio coverage. Most stations employ a News Director – addressing your release to this individual by name will ensure that the right person notices your release. Call the station and find out the name before you need to have it – it will save time later.
5. Timing is critical to getting coverage of your event. The more advance notice you give the media the better your chances of seeing your event in the papers and on the news. The rule of thumb is to send a release to the newspapers at least one month ahead of time; for TV and radio stations two to three weeks may be appropriate.
6. Keep in mind that on a typical news day, the newsroom at CNN’s Headquarters in Atlanta, GA receives 3,000 pieces of mail begging for coverage. To compete successfully against other story ideas and news releases being sent to your paper, TV & radio station, follow-up is a must. If you fax your release to a newspaper or TV stations give them two days to take a look at it and then call your contact. If you mail your release, call within five to seven business days.
7. Your phone manners can often make or break story coverage for you. Remember that time is a precious commodity in a newsroom. When calling it’s often a good idea to ask up front “Am I getting you at a bad time?” or “Do you have a minute to talk?”. It may seem academic, but a polite, professional attitude wins you more coverage than you’ll ever realize. If your contact is available, explain to them quickly the nature of the call, the importance of the event, the timeliness of the event and (perhaps most important) any striking visual aspects – TV assignment editors especially need visuals.

## Writing a News Release

The news or press release is the workhorse of public relations communication efforts. How important it is depends on which desk you sit at. If you're a newspaper reporter who sees hundreds of releases each week, releases can be viewed as a necessary evil. If you're a public relations professional, they're your meal ticket, your livelihood.

In a nutshell, the more time you put into communicating your "news," the better your chances of receiving coverage or at least a response. With that in mind, consider the tips listed below as a guide for news or press release writing and take a look at the sample releases and media advisory at the end of this chapter.

1. Try to do some planning before you began writing your news release. Ask yourself these basic public relations questions:
  - a. What is the message you want to convey?
  - b. Who is your audience (i.e. other students, faculty members, state education officials, the general public, etc.)?
  - c. Should the media come calling with questions in response to release(s) you sent out, who is your spokesperson going to be? Who can get your message across in quick 30-second sound bites full of information? Who is the most vocal, enthusiastic representative?
  - d. What is the most realistic outcome you can expect from coverage? National, regional or local newspapers? TV and radio stations? News Bureaus such as AP, UPI and Reuters? Engineering trade press magazines? Regional and national general interest publications?
2. Keep your release to two sides of a page. This translates to roughly 375 words or less.
3. Two elements of the news releases are crucial in getting the attention of editors and reporters: your headline and your lead paragraph. If you don't have their interest by the end of the first paragraph, your release – and your coverage – could end up in the wastebasket.
4. With that in mind, before writing your lead paragraph, ask yourself the following questions: What is the most important aspect of this event? Who is going to be there? What is so newsworthy about it? How many people will participate and from where? If you were a newspaper reporter, why would you want to cover this event?
5. If you're really at a loss on how to write the lead, remember the "5 Ws" rule: Who, What, Why, When, Where. If you include a little of each in the lead, you've got a good paragraph. Granted, it's been done a million times. But it is still effective and gets the job done quickly.

6. Throughout the release, avoid the passive tone. Strive for active verbs and adjectives that make the events jump out at the reader. Instead of saying “Thirty students from Michigan State University participated at the annual “Into the Streets” cleanup project,” consider: “Thirty MSU students performed a miraculous makeover of five city blocks at the annual “Into the Streets” cleanup project.”
7. Vary your sentence length. Releases dominated by long sentences can be intimidating. Releases with short sentences only don’t tell the whole story either. Interchanging the two styles guides the reader and keeps their attention.
8. Editors and reporters appreciate the visual aid provided by bold type and bullets. By bolding the name of the event or important facts regarding it you allow the reader to skim your release. Bullets are good for listing conference sessions, speakers or reasons why the event is so newsworthy.
9. Somewhere on the release, preferably in the top right-hand corner, include a contact person and phone number for the editor or reporter to get in touch with from your organization.
10. Your last paragraph should serve as “boilerplate” material that supplies the year you’re chapter was founded, its purpose and possibly the number of members.

### **Writing a Chapter Background**

In this day and age where convenience is everything and people prefer to have everything at their fingertips, the “backgrounder” is becoming a staple of public relations materials. A “backgrounder” contains everything on an organization in one easy-to-read document. More than a history of the organization, the backgrounder gives the outside world a sense of what the organization stands for, what they do, how they do it, who is involved and what they achieve. When putting together a chapter backgrounder, there are some basic questions to ask yourself. The answers to these questions will provide you with the ‘guts’ of the backgrounder. The questions include:

- When was your chapter founded?
- Why was it founded?
- How many students are members of your chapter?
- Are there categories among student members? For instance, is there a new member’s group? A recruitment coordinating committee?
- How is your chapter governed? Who are your chapter officers? Who is your Faculty Advisor? Do you have a budget? How is revenue generated for this budget – through student government financial committees or solely by the chapter?
- What are your chapter’s goals? How are those goals fulfilled?
- What are the various committees that operate within your chapter?
- What educational programs do you sponsor? Are scholarships available?
- At monthly meetings, are local speakers invited to address your chapter?

- Does your chapter have a canon of ethics?
- Does the chapter publish reports, papers or newsletter on a monthly or annual basis?
- What awards or special commendations have been bestowed upon your chapter?
- Are there notable alumni from your chapter who are outstanding members of the engineering, business or political arena who are well known in your town, city, state or nationally?



**APPENDIX G.  
PETITION FOR STUDENT CHAPTER CHARTER**

**Petition for Student Chapter Charter**

We the undersigned, on behalf of the members of our local group, petition the Air & Waste Management Association (A&WMA) for a Charter under the name of:

\_\_\_\_\_

We agree to be governed by the Constitution and Bylaws of the A&WMA. We understand that to qualify as a Student Chapter, we are required to have at least ten (10) International Members of the A&WMA as full-time students at our institution and a Faculty Advisor who is also an International Member of the A&WMA. We petition for Student Chapter status with the following ten (10) signatures of current A&WMA International Student Members:

	<b>NAME/ADDRESS (please print)</b>	<b>DATE</b>	<b>SIGNATURE</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Please forward all Student Chapter Correspondence, until otherwise advised, to:

Name / Address \_\_\_\_\_

Phone / E-mail \_\_\_\_\_

**NAMES OF STUDENT CHAPTER OFFICERS:**

_____	CHAIR (President)	_____	VICE CHAIR (Vice President)
_____	SECRETARY	_____	TREASURER
_____	FACULTY ADVISOR		

**APPROVALS:**

_____	SECTION CHAIR	_____	DATE
_____	SECTIONS & CHAPTERS COUNCIL CHAIR	_____	DATE
_____	PRESIDENT, A&WMA BOARD OF DIRECTORS	_____	DATE

**APPENDIX H.**  
**MODEL BYLAWS FOR STUDENT CHAPTERS**

## ARTICLE I.

### NAME, ADDRESS

Section 1 This organization shall be known as the Air & Waste Management Association (A&WMA) **School Name Here** Student Chapter (hereinafter referred to as the "Chapter") and is one of the geographic chapters of the Florida Section (hereinafter referred to as the "Section") of the Air & Waste Management Association (hereinafter referred to as the "Association").

Section 2 The address of the Chapter shall be:

Air & Waste Management Association  
**School Name Here** Student Chapter Advisor  
**Faculty Advisor's Address**

## ARTICLE II.

### PURPOSE

Section 1 It shall be the purpose and mission of the Chapter to provide professional and leadership opportunities to students in various disciplines of air pollution and waste management and to promote better understanding of the scope and opportunities associated with air pollution, waste management and related environmental careers. It shall also be the purpose of the Chapter to promote closer professional and personal relations among members of the Chapter and Section and to further the mission and objectives of the Association.

Section 2 The Chapter shall have all the powers granted to it by the Association and shall have the ability to do all things necessary and incident to its purposes provided, however, that the Chapter shall not engage in any activities or exercise any powers not permitted under Chapter 501(c)(3) of the Internal Revenue Code of 1954.

## ARTICLE III.

### MEMBERSHIP

Section 1 Membership is limited to all students who have paid fees and are enrolled at **School Name Here**. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status, parental status or veteran's status. No hazing or discrimination will be used as a condition of membership in this organization. All groups, except those exempt by law, must have opportunities for male and female memberships. Membership is limited to those who have paid the full annual (once per year) A&WMA Student Membership Fee.

Section 2 Recruitment takes place throughout the academic year, with the emphasis being at the beginning of the Fall Semester; therefore, membership is open at all times.

Section 3 The organization may have affiliate members such as faculty, staff, alumni, student spouses, etc., but at no time shall the **School Name Here** student membership fall below seventy-five (75) percent.

Section 4 Membership may only be revoked for the following reasons: (1) failure to pay student membership dues; or (2) failure to meet the criteria of Article III, Section 1 above. Due process for revoking membership must include: (1) one verbal warning followed by (2) one written warning; and (3) notification of the Faculty Advisor and Section (Chair and Membership) of the membership revocation.

## ARTICLE IV.

### OFFICERS

Section 1 There shall be four Chapter Officers designated as Chair, Vice Chair, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined if so desired. A Public Relations Chair and Chapter Historian may also be added. However, at a minimum, there must be a Chair, Vice Chair and Secretary/Treasurer. Officers will only be allowed to hold one position at a time. All officers have the right to vote. The Faculty Advisor does not have voting rights but can be utilized to break a tie.

Section 2 The executive, financial and general administrative functions of the Chapter shall be vested in the Executive Board (hereinafter referred to as the "Board") whose members shall consist of the Officers and the Faculty Advisor.

Section 3 All Officers and other members of the Board shall be members of the Association. The Officers and other members of the Board shall serve without remuneration.

Section 4 Affiliate members may not be officers. Chapter Officers must meet the Student Government eligibility requirements, which typically include:

- (A) Be enrolled during the Fall and Spring Semesters as a student activity fee-paying half or full-time student (at least six (6) credit hours as an undergraduate degree-seeking student or a post-baccalaureate student or five (5) credit hours in a graduate degree-seeking program). Be enrolled during the Summer session for at least three (3) credit hours.
- (B) Maintain a minimum overall grade point average of **X.X** or greater for all semester hours earned while enrolled at **School Name Here**.

Section 5 Nominations for Officers will be taken by the second meeting of the general membership in the Spring Semester (therefore, typically by late January). Candidates and non-candidates may make nominations. Absentee and/or proxy nominations are allowed.

- Section 6 Election of Officers will be held by the fourth meeting of the general membership, typically two to four weeks following the second (nomination) meeting. Candidates may present themselves to the general membership to discuss their qualifications. Following any candidate presentations, members will cast secret ballots to elect the Board.
- Section 7 Acting voting membership will be limited to those students who meet the criteria of Article III, Section 1. Faculty, staff, alumni, student spouses, etc., may be affiliate members but may not vote or hold office. Absentee and/or proxy ballots may be cast. Officers are elected by a simple majority of eligible voting members.
- Section 8 The sitting Board and/or the Faculty Advisor shall gather and tabulate the votes. In case of a tie, a re-vote will be held. If a tie occurs a second time (for the same office) the Faculty Advisor shall break it. The sitting Chair or Faculty Advisor shall announce the new Board.
- Section 9 The new Board will take office immediately with the term of office being one calendar year (until the following Fall Semester).
- Section 10 Officers can be removed only by a 2/3-majority vote of the eligible membership. The officer must be notified at least 3 days before the vote. The officer will be allowed to address the members prior to the vote for removal.
- Section 11 An officer wishing to resign shall provide the Board with a two-week notice. A resigning or removed officer shall surrender to their successor or to such person as may be authorized by the Chair to receive them, all properties and records of the Chapter and/or Association as may be in his/her custody.
- Section 12 A vacant Board position may be filled mid-semester (mid-year) through the nomination and election process summarized in Sections 5 through 8 of this Article. Nomination(s) and voting shall be held at the next scheduled meeting following the announcement of the vacant position. The replacement officer shall serve until the next regular elections in the following Spring Semester.

## ARTICLE V.

### DUTIES OF OFFICERS

- Section 1 The Chair shall: preside at all meetings of the Chapter; call such special meetings as may be necessary; appoint the membership and the Chair of all standing and temporary committees; be the final authority, within his/her jurisdiction, on the constitution and Bylaws of the Chapter; be authorized, in the absence of the Treasurer, to sign checks or make other financial transactions on behalf of the Chapter as directed by the Board; prepare and submit an annual chapter report (Student Chapter Profile) along with an up-to-date Treasurer's Financial Report to the Section Chair (copy the Faculty Advisor and the Student Chapter Committee Chair) no later than February 1 of each year; and shall conduct both internal and external business on behalf of the Chapter.

- Section 2 The Vice Chair shall: preside at all meetings in the absence of the Chair; and assume all powers and duties of the Chair should the Chair be unable to so perform.
- Section 3 The Secretary shall: give written notice of general business, technical, special and Board meetings, keep a record of the minutes of all meetings of the Chapter and Board; conduct appropriate correspondence of the Chapter; assist the Chair as needed with preparation of the annual chapter report (Student Chapter Profile); maintains records of contacts (i.e. potential hiring companies, individuals, Section and Association Officers and members, etc.); develop and maintain an e-mail list of all Student Chapter members, Faculty Advisor, FLA&WMA and/or Local Chapter Liaison(s) and anyone else that the Student Chapter may have reason to communicate with; update and maintain the Chapter website; and surrender at the end of their term of office to their successor, or to such person as may be authorized by the Chair to receive them, all properties and records of the Chapter and/or Association as may be in his/her custody.
- Section 4 The Treasurer shall: receive all monies of the Chapter and deposit or invest them as directed by the Board; disburse moneys as directed by the Chapter or by the Board; keep accurate and complete records of all financial transactions; furnish a financial report at the business meetings of the Chapter or as called for by the Chapter and/or Board; attend any Financial Officer training offered and/or required by Student Government in order to receive funding; submit an up-to-date Financial Report to the Chair by January 15 of each year; and surrender at the end of their term of office to their successor, or to such person as may be authorized by the Chair to receive them, all properties and records of the Chapter and/or Association as may be in his/her custody.
- Section 5 The Public Relations Chair, if appointed, shall: promote Chapter events throughout the campus; act as liaison between the Chapter and other student organizations; coordinate joint events with student and professional organizations; and update and maintain the Chapter website.
- Section 6 The Chapter Historian, if appointed, shall act as the custodian of the Student Chapter records, should the Secretary need assistance.

## ARTICLE VI.

### FINANCES

- Section 1 Students shall either be provided with a General or Student membership application or they can obtain one from the Association website ([www.awma.org](http://www.awma.org)). The form shall be filled out and turned in to the Board with a check made out to "A&WMA" for \$15 (the Section will cover the other half of the \$30 application fee) and either a copy of the student's current course schedule or transcript. If a student pays in cash, the Treasurer shall make out a check for the total amount of all cash received (\$15 times the number of students who paid in

cash). The Treasurer will then submit the application(s) and check(s) to the Section Executive Secretary at:

Jerome Guidry  
Perigee Technical Services, Inc  
3214 Deer Chase Run  
Longwood, FL 32779-3173

Section 2 Two authorized signatures are required for every financial transaction. The Chair, Treasurer and Faculty Advisor are the only authorized signatories. The Board may authorize the spending of funds on items deemed necessary to the fulfillment of the Purpose and Mission of the Chapter.

Section 3 The outgoing Chapter Chair and Treasurer must transfer signature authority to the incoming Chapter Chair and Treasurer immediately upon relinquishing their respective positions. Should the outgoing officers be unavailable, the Faculty Advisor shall assist the incoming officers in updating account information.

## ARTICLE VII.

### EXTERNAL AFFILIATIONS

Section 1 The Air & Waste Management Association (A&WMA) consists of (geographic) sections which are further broken down into (geographic and/or student) chapters.

Section 2 The Chapter is affiliated with the **Local Chapter (if any) and the** Florida Section of the A&WMA.

## ARTICLE VIII.

### MEETINGS

Section 1 Chapter meetings shall be held on at least a monthly basis. The Board may call additional meetings at any time. Meeting announcements shall be posted at least 3 school days prior to the meeting. Members shall also be informed of upcoming meetings via e-mail or telephone.

Section 2 A quorum for conducting Chapter business will consist of at least fifty percent of the Board. Any Chapter business requiring a vote of the Chapter members shall require a quorum of at least fifty percent of the current members (which can include the Board).

Section 3 Unless otherwise provided, "Robert's Rules of Order" shall govern the procedure for all meetings.



## ARTICLE IX.

### ADVISOR

- Section 1 A&WMA student chapter advisors are typically chosen at the Section level. However, Officers may nominate one if need be. The current members must approve the nomination by majority vote. The Advisor must be a faculty or staff member in good standing with the Association and **School Name here**. Advisors do not have any voting rights in the Chapter other than to break a tie in Officer elections if necessary per Article IV, Section 8. The Advisor's length of term is unspecified.
- Section 2 Should the Board determine that the Advisor must be replaced, a 2/3-majority vote of the current membership is required. Notification must be provided to the Advisor at least 3 days prior to holding the vote. The Advisor must also be given the opportunity to address the Chapter in their defense. If an Advisor is removed or steps down, a replacement Advisor shall be nominated (with concurrence from the Section) within 14 calendar days.

## ARTICLE X.

### AMENDMENTS

- Section 1 Any member may propose an amendment of the Bylaws of the Chapter. Before the amendment can be submitted for consideration by the membership, it must be approved by the Board or bear the written endorsement of at least five (5) members.
- Section 2 The Board shall promptly submit to the membership any proposed amendment approved or endorsed as provided in Section 1. Adoption shall require affirmation by 2/3-majority vote of the membership at a regular business meeting for which due notice has been given. Amendments shall become effective immediately upon adoption.
- Section 3 Any section or part of the Bylaws or amendments adopted hereafter which conflict with the Bylaws or policy of the Association are null and void. A copy of the amended Bylaws must be provided to the Student Organizations Activity Board.

## ARTICLE XI.

### PUBLICATIONS

All publications must comply with **School Name Here** advertising, posting and signage rules.

## ARTICLE XII.

### DISSOLUTION

In the event of dissolution of the Chapter, any remaining assets after discharge of all liabilities and obligations shall be transferred to the Section or Association or a successor organization. No part of the net earnings of the Chapter shall inure to the benefit of any private shareholder or individual. Upon dissolution, if the Section or Association is unable, unwilling or ineligible to receive assets, they will be distributed to one or more organizations exempt under Section 501(c)(3) of the Internal Revenue Code of 1954.