



NCSEA STUDENT CHAPTER OUTREACH PROGRAM GUIDE

Compiled By:

NCSEA Students & Educators Committee

With Resources and References from The:

High School Outreach Guide and
Young Member Group Start-Up Guide

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PURPOSE OF THIS GUIDE

This guide is intended to aid your local NCSEA Member Organization (MO) in the development of a Student Chapter Outreach Program that can be implemented to start a Student Chapter at the collegiate level for students in Structural Engineering focused or related academic program.

This guide was created with simple step-by-step instructions and should be followed based on the needs and interests of each individual Student Chapter in collaboration with the sponsoring MO. It serves as a set of recommendations and processes based on lessons learned in implementing similar programs throughout NCSEA. It can be followed strictly or loosely based on the resources and inclinations of your local MO. Each Student Chapter Outreach Program is encouraged to expand upon their discussion meeting topics beyond this guide and to offer services and special events that are tailored to the needs and interests of its membership.

The primary requirements for implementing and maintaining a successful Student Chapter Outreach Program are 1) to appoint a Student Chapter liaison and group of passionate volunteers 2) to identify a College or University advisor (typically a professor), 3) ensure that all Student Chapter activities exhibit the same amount of professionalism as its sponsoring MO and 4) to comply with all rules and regulations for student organizations of the academic institution. It is also highly recommended that the Student Chapter be registered with the College or University as a Registered Student Organization to receive the benefits, recognition, and support of the college.

If your MO would like to start a Student Chapter Outreach Program it is valuable for the intended leader and MO Student Chapter liaison to read this packet in its entirety. NCSEA welcomes feedback after the use of this guide and is happy to assist your Student Chapter and MO along the way. Good luck, enjoy yourself, and make sure to contact NCSEA if you have any questions or comments.

WHAT IS A STUDENT CHAPTER OUTREACH PROGRAM?

A Student Chapter Outreach Program is intended to be an established committee consisting of local MO members with the purpose of developing, sponsoring, or supporting one or more Student Chapters at a local college or university. Members of the committee should be passionate about promoting structuring engineering, be interested in partnering with Colleges or Universities, and enjoy working directly with college level students.

The objectives of this outreach program include, but are not limited to, the following:

- To provide support for Student Chapters and their membership
- To provide student members with opportunities to develop relationships with fellow peers, faculty and practicing professionals
- To generate excitement about structural engineering practice
- To engage your NCSEA MO with local Colleges and Universities with structural engineering related programs
- To provide guidance and mentorship to aspiring engineers

- To encourage student members to become members of the local MO upon graduation

Prior to starting a Student Chapter or Student Chapter Outreach Program, interested members or leaders should attain approval from the local MO through the proper channels as set forth by the MO bylaws. Thus, the objectives of the programs should also align with those of MO and NCSEA.

BENEFITS OF A STUDENT CHAPTER OUTREACH PROGRAM

There are multitudes of benefits inherent to establishing and supporting a Student Chapter through your local MO.

From the perspective of the local MO, the following are direct benefits to supporting Student Chapters:

- Establishing a partnership with the college or academic program
- Creation of a database of local Student Chapter contacts
- Allows students to become familiar with the local MO thus creating a natural gravitation for young engineers to join the greater MO upon graduation
- College students often have the right amount of flexibility and enthusiasm for volunteer projects sponsored by the MO that otherwise lack manpower

From the perspective of the individual volunteer and faculty member serving within the Student Chapter Outreach Program, there are number of personal benefits, which include:

- Becoming an active member in their community and school
- Gaining experience creating, modifying, and tailoring a presentations, events, and activities for a collegiate level audience
- Establishing camaraderie with each other as well as the academic community
- Helping set young people up for success
- Become a mentor and provide impartial advice and encouragement
- Achieving a widened understanding of the organization and the benefits of NCSEA
- Personal satisfaction by supporting the development of aspiring engineers

From the perspective of the students, participating in a Student Chapter provides a number of important benefits, which include:

- Develop technical knowledge, leadership experience and lasting relationships with peers and mentors
- Better understanding of structural engineering careers
- Networking opportunities with industry professionals
- Possible discounts to MO programs and events
- Student Chapter Competitions at local and national levels
- Potential financial support to the NCSEA Annual Summit through the local MO
- Potential scholarship opportunities through the local MO
- Awards and Recognition

You will find many more benefits from creating a Student Chapter Outreach Program than what we list above. These benefits can only be realized once you start the program. The following pages are a suggested rubric for creating and maintaining a Student Chapter Outreach Program in your local MO. Remember, teaching is a highly localized endeavor. Please do not hesitate to update any aspect of this guide based on your own experiences.

STARTING A STUDENT CHAPTER OUTREACH PROGRAM

Starting an outreach program includes the following suggested steps:

Step 1: Generate Interest

First, generate interest in the program and gather interested volunteers within the MO. Some good ways to generate interest are by:

- Including a blurb asking for volunteers in a newsletter
- Contacting your MO Advocacy committee
- Contacting your local Young Members Group
- Asking people from your office or place of work to participate
- Sharing the benefits of supporting a Student Chapter outlined in the previous section

Second, generate interest for the development of a Student Chapter at your local College or University. Some ways to generate interest are by:

- Hosting a presentation, lunch meeting, or event at the college
- Reaching out to college faculty. Look for structures-specific faculty, talk to alumni members of your MO, or consider a student services coordinator as a liaison.
- Preparing material about NCSEA, your local MO and the benefits of a Student Chapter. The previous section outlines a number of ways those involved can benefit from being involved in a Student Chapter.
- Being flexible and open to students at any level within their engineering program. Most undergraduate programs begin with students in general engineering and civil/ architectural engineering students don't select a focus on structural engineering until their junior level. It is important to not restrict membership to a particular level, including graduate level students, and be open to all students who express an interest in structures and related fields, for example students in civil engineering, architectural engineering, architecture, construction management, etc.

Step 2: Establish an Outreach Program Coordinator

It is important to establish a coordinator, or set of coordinators, within the MO early on as you will need these individuals to coordinate efforts to prepare both the Student Chapter Outreach Program volunteers and the Student Chapter itself. If you are reading this guide, you are likely going to be one of the initial coordinators. The coordinators serve as the liaisons between the Student Chapter leaders and the MO and are responsible for updating the MO regularly on the Student Chapter activities, as well as, updating the Student Chapter leadership on relevant MO activities.

Step 3: Identify a Faculty Advisor

The Student Chapter Advisor should be a faculty member who serves as an advisor to the chapter and its student officers. The advisor should be or become an NCSEA member who serves as a liaison between the MO Student Chapter Outreach Program, the college or university, and the Student Chapter. The advisor is responsible for consulting with the student officers, ensuring the events and activities of the Student Chapter are in line with the values of NCSEA and comply with all rules and regulations for student organizations of the academic institution, and for encouraging growth, furthering the development, and the succession of the Student Chapter. The advisor should promote the professional welfare of NCSEA along with the academic welfare of the student membership. The advisor should also ensure the Student Chapter meets the requirements of the college or university to be recognized as a sanctioned organization on campus.

Prior to selecting a faculty advisor, the MO outreach program coordinator(s) should consider someone who has the availability and time required to devote to the chapter. The advisor is vital to the success of the Student Chapter. Therefore, the consideration should be given only to those who will take the role willingly, have a successful history of advising Student Chapters, and are well connected to the local MO.

If the prospective advisor has limited experience with advising Student Chapters, frequent contact between the advisor and MO outreach coordinator(s) and a training program may be needed.

Meetings with the selected advisor should occur at minimum once per month, typically in advance of the Student Chapter meetings in order to review agenda topics to be discussed or to share important updates of the MO that may be of value to the Student Chapter. During the formative stages of the Student Chapter, meetings with the advisor and/ or student leaders may need to be more frequent to ensure the chapter is getting the support they need and that they are staying on track with their development.

If the advisor is unable to attend the monthly meeting prior to the Student Chapter meeting, the coordinator(s) should be sure to follow up with him or her afterwards. The coordinator(s) should be open to suggestions from the advisor and willing to take any issues or concerns back to the Student Chapter Outreach Program volunteers or MO if required for further discussion or research.

Step 4: Identify Key Students

When starting a Student Chapter, it is important to identify key students who are ambitious, organized and recognized as leaders within the college engineering program. Starting a Student Chapter requires patience and persistence, as well as, aptitude to inspire others in order for the chapter membership to grow. It is recommended that at least four key students are identified to lead the Student Chapter in its formative year. The students selected to start the Student Chapter must be committed to creating a solid foundation and seeing that a transition for future leadership is established and planned for. These students must have good communication with the MO Student Chapter Outreach Coordinator and faculty advisor as they are responsible for regularly updating these individuals on their progress and seeing that the needs of the chapter are being met.

Step 5: Plan

Once, the coordinator(s), faculty advisor and key students are identified it is time to start planning the Student Chapter objectives and activities for the year. The following two sections include suggestions for establishing Student Chapter objectives and Student Chapter activities. It is important to recognize and plan based on the availability of the student leadership as they will be doing most of the initial work to not only plan the events, but also recruit membership. Events should be planned around major academic events such as mid-terms and finals; fall, spring, winter and summer breaks; or significant design presentations.

The coordinator(s) should support the students by assisting them with identifying professionals for presentations and events that require industry support. The coordinator(s) should also provide guidance on budget, especially if the MO chooses to provide any level of funding for the Student Chapter. The faculty advisor should assist the students with becoming recognized as a student chapter on campus, developing the chapter bylaws, identifying other faculty within the department that would be willing to support the chapter activities, ensuring the activities are in good taste and that all events support the mission of NCSEA and the MO.

Otherwise, the students and chapter members are responsible for all operations of the Student Chapter. The student chapter leaders should spend some time at the beginning of the school term to do strategic planning and develop a general plan for the upcoming year and beyond. The purpose is to focus on 'big picture items' in order to:

- Create an overarching vision for the future of the chapter
- Generate goals with measurable milestones
- Empower its leaders
- Ensure any goals and decisions made are agreed upon by all parties
- Establish a level of accountability
- Build a structure for action

The purpose of this planning period is to also promote positive energy, develop a sense of comradery amongst the leadership, coordinator(s) and advisor, and form an avenue that gets the leaders thinking towards a common purpose.

Step 6: Recruit and Engage Members

Recruiting new student members is exciting but, at the same time, can be very stressful for those who may not be experienced or comfortable with it. Fortunately, recruiting members can be easily learned with practice and being well prepared. It is important to make sure all chapter leaders and members are familiar with the benefits of student membership for recruitment to be successful. To support recruiting efforts and increase membership, the chapter consider the following:

- Developing a kick-off package with promotional materials and documents with information readily available to hand out to students at events
- Contacting the university student body government and arranging for the chapter to partake in college hosted membership drive events
- Asking instructors to encourage their students to attend student chapter events
- Opening up events to non-members. Once students experience the value of the event, they'll be motivated to join.

- Always being positive and informative when talking to non-members about the student chapter. Word of mouth is one of the best recruiting tools. If students hear good things about the chapter, they will be more encouraged to join.
- Holding events that connect students with industry professionals especially those that relate to finding internships, co-ops or jobs.
- Build a chapter website or platform to share information and keep it updated.

While the chapter should always be on the lookout for new members, the beginning of the school year is an ideal time to organize a membership drive. It is imperative the student chapter leaders connect with prospective members and follow up with them after the membership drive. It is also important that each prospective member is excited about joining and feels important to the chapter. Upon joining, new members should be given a specific role to contribute to the chapter. Otherwise, it can be difficult to explain why a prospective member should join. Not having a plan for new and even current members sends a weak message that is more often than not the cause for turning members away.

Once members have joined, it is even more important to keep them engaged. Member retention is especially important for student chapters and continued growth. Ways in which the chapter can keep members engaged are by:

- Providing a variety of events and activities and host event at fun, interesting places.
- Communicating regularly so members are kept up-to-date.
- Maintaining a strong community among members and encouraging friendships.
- Continually asking members what they want to get out of being involved and put that member on a path to help them achieve it.
- Partnering with other student organizations, especially if the chapter does not have the resources to deliver the event members want.
- Recognizing members who go above and beyond.
- Checking in with members, especially those who do not regularly attend events. Make sure they know leaders are personally interested in making their membership enjoyable.
- Connecting members with professionals to foster a mentor/mentee relationship. Assign members a role model or pair senior members with new younger members.
- Sending thank-you's to members who lead events to show appreciation and that their hard work and dedication is recognized.

Step 7: Establish a Leadership Transition Plan

Establishing a leadership transition plan is vital to the future growth and success of the chapter. Leaders and committee members are encouraged to clean up any loose ends and refrain from leaving large, daunting or tedious tasks to the next groups that should have otherwise been completed prior to the member leaving. It is important that each member, leader or not, *leaves well* – knowing that they have accomplished what they set out to do when joining the chapter and feeling that the chapter played a positive roll in their engineering education or career.

Transition should begin a minimum of two month prior to the end of the school year or shortly after the newly elected officers are selected. Below is a suggested leadership transition plan. Be sure to check

with your school's 'Registered Student Organization' department for additional any other additional details, policies, requirements, and deadlines.

- March
 - Hold an officer meeting with current and newly elected officers.
 - Go over the general layout of club and officer relationships of club with new officers.
 - Discuss any changes or improvements to the club that the current or new officers would like to implement for the next year.
 - Assign current officers transition tasks. Upload personal files to shared storage location (Google Docs, Dropbox, etc) used for the club over the current officer's term and correct any formatting issues.
 - Create officer descriptions in word document with any desired alterations to the officers role and procedure (include any recommendations for the newly elected officer)
 - Organize and upload files to Student Chapter shared storage location
 - Review officer descriptions created by current officers and make adjustments with current officers to provide a comprehensive explanation to newly elected officers
- April
 - Current officers meet with respective newly elected officers to discuss the officer description word doc and any questions/concerns
 - Introduce newly elected member to contacts and exchange contact information of relationships that have been made between the outgoing and incoming leadership. It is important to maintain relationships with teachers, industry partners and SEA board members that have helped the Student Chapter grow over the year.
- End of April/ Early May
 - Vote and apply any proposed changes to the Student Chapter constitution or bylaws through membership meeting
 - Re-register student organization with updated contact information through University or College Register Organization Group.
- Last meeting of the school year
 - The President should determine a culminating agenda for the last membership meeting.
 - Check-in with current and newly elected officers. Verify that all files and contact information have been exchanged. Check-in with the newly elected officer to answer any questions and discuss any concerns.
 - Interview members as they transition out. This is an opportunity for leaders to get closure on pending issues and decisions. It should not be a time to launch any new, grand initiatives.
 - Thank your leaders for their efforts and a job well done. Give people the opportunity to say good-bye.
 - Give recognition to past leadership and announce new officers to local SEA organization.

Step 8: Reflect Throughout the Year

Midway through the year, the student chapter leaders, coordinator(s) and advisor should get together to review the goals and objectives set during the strategic plan, evaluate the progress of the chapter,

and determine how it is working for the chapter. This is especially important the first year of the chapter. Key questions to ask during this time may include:

- Is the chapter accomplishing the goals and objectives? How do they align with milestones set?
- Is membership growing?
- Are members' needs being met?
- Are leaders performing well? Are they being stretched too thin or not being challenged enough?
- Is the chapter developing relationships with industry and professionals?
- Do the coordinator(s), advisor, and student leaders have a strong, open relationship?

The student chapter membership should be surveyed at the beginning and end of the term to help student chapter leaders refine and reflect on the goals and objectives established at the beginning of the year. Surveying the membership also helps the chapter put on events and activities that are of most interest and value to its members. These surveys should be used to continually develop the chapter as the goals set each year should be progressive and evolve with the needs of the members which may change from year to year.

STUDENT CHAPTER OBJECTIVES

The objectives of Student Chapters should include those set forth by their Student Chapter Charter bylaws which, in general, should include the following:

- Promote the advancement of structural engineering by fostering a close association with of the student membership with practicing professionals
- Acquaint students with topics of interest in structural engineering through speakers, presentations, events, and activities
- Foster the development of professional spirit
- Promote common interests among students
- Encourage the pursuit of excellence in engineering education and work
- Be a resource of information on structural engineering practices
- Bridge the gap between academics, industry and professional licensure

STUDENT CHAPTER ACTIVITIES

Developing a calendar early is critical to the success of the Student Chapter – especially in its formative year. The sample calendar outlined in this section will allow those starting the Student Chapter to manage their efforts efficiently in order to balance their time between the Student Chapter, school, work and their lives. Establishing goals and deadlines for events within the calendar are also important to keep the members on track. New members are also more likely to join a new group if they know what events are already planned.

Sample Student Chapter Calendar

- Prior to Start of School Year
 - Establish MO Student Chapter Coordinator

- Establish Faculty Advisor
- Identify Key Students
- Hold a strategic planning session between the coordinator, advisor and student leaders
- August
 - Advertise and hold the first meeting. The first meeting should be an introduction to the organization, be open and welcoming to attendee's ideas regarding why they are interested in attending Student Chapter meetings. Those organizing the meetings should be prepared to listen and adopt these interests into their yearly calendar of events. Holding the first general meeting in a social setting tends to encourage a better turnout.
 - At the first meeting, gather volunteers/nominations for officer positions
 - Necessary roles: President and Secretary (or Records Keeper)
 - Positions designated after the first meeting: Events, Fundraising, and Outreach
 - Brainstorm services the Student Chapter will offer
 - Host separate meeting(s) to collect multiple event topics
 - Survey prospective members for input on YMG's objectives and potential events and activities
- September
 - Advertise and hold the second meeting. The second meeting should gauge the interest of the attendees and discover reasons of their participation. Those organizing the meetings should be prepared to listen and adopt these interests into their yearly calendar of events.
 - Continue to gather volunteers/nominations for Officer Positions
 - Discuss planned events and meetings for the year. Don't forget to consider activities and events outside of the Student Chapter such as holiday breaks, mid-terms and final exams, big campus events, etc.
 - The following committees shall have separate meetings: Education, Outreach/Community Service, Event Planning, and Fundraising
 - Develop the fall and spring speaker and event schedule (start with 1 per month). The number of events should be decided, with fundraising, outreach, and networking in mind, and selected by discussion and a voting process at the next meeting
 - Finalize committee assignments
 - Student Chapter officer and advisor contact information should be updated with the local MO and NCSEA Students & Educators Committee roster. Contact information can be updated with the NCSEA Students & Educators Committee.

- Begin the paperwork with the campus activities center to become recognized as a 'Registered Student Organization'. **Note some programs require a Student Chapter to be registered by a specified date to receive funding through the University 'Activity Center'. Check with your school's 'Registered Student Organization' department for details, policies, requirements, and deadlines.**
- October
 - Take a vote for Officer Positions
 - Schedule and Vote on events
 - All officers and members are to vote on the Calendar of Events for the year, incorporating the events discussed and brainstormed in the previous meetings
 - Discuss event logistics. The newly elected President is to delegate responsibilities to other officers and members.
 - Schedule events and mark them on Calendar of Events
- November
 - Vote on bylaws
 - Submit paperwork to become a Registered Student Organization
 - Distribute 'The Calendar of Events' at the meeting and post on all available media
 - Schedule events, organized by the corresponding Officer(s), at least one event held in every month, based on the finalized Calendar of Events
 - It is recommended to have no more than one event per month, unless the group so desires
 - In months that do not contain events, the Student Chapter Officers should substitute the time for internal discussions and planning.
 - The Fundraising Officer is responsible for incorporating fundraising into every meeting and/or event.
 - More discussion meetings may be scheduled if the officers so choose
- December
 - Hold your first activity or event. See Appendix for a list of ideas
 - Support fellow members who are studying for their final exams
 - Encourage fellowship with fellow members who may be staying on campus over the holiday break
 - Review strategic planning session goals and objectives with coordinator(s), faculty advisor and student leadership
 - Reflect on goals set during the strategic planning session. Evaluate if goals are being met, identify strengths and weakness of the chapter, and adjust objectives as needed for the following semester
- January
 - Advertise and hold your January meeting. With the start of another new semester, hold a membership drive. Reintroduce your membership and regenerate excitement.
 - Prepare for an E-Week Event in February. See See Appendix for a list of ideas
- February
 - Hold an E-Week activity for students at your local K-12 school
- March

- Hold a study session for students preparing for mid-term exams
- Set up a mentor/ mentee program for students in need
- Open platform for officer leadership nominations to be held in April
- April
 - Hold your next activity or event.
 - Host a structural engineering specific job fair for graduating seniors.
 - Invite alumni members or local professionals to discuss how their participation in SEA helped them in their careers (and continues to do so as a practicing engineer)
 - See Appendix B for more ideas.
 - Officer elections
- May
 - Hold an end of the year dinner or celebration for your chapter. Invite your MO, family, presenters, etc. to encourage networking and future support.
 - Support fellow members who are studying for their final exams
 - Encourage members to consider used book swaps
 - Host mentoring/ tutoring sessions for upperclassmen to mentor younger students on course selection for the following year or graduate school applications
 - Provide MO coordinator and faculty advisor with end of the year report or summary of Student Chapter Activities. Key components of a report may include:
 - List or number of members
 - Summary of expenses or budget
 - Summary of key events and activities
 - Member testimonies
 - Preparation incoming officers for duties through a leadership transition meeting
 - **Contact the NCSEA Students & Educators Committee to tell us about your Student Chapter's successes! Share your story and any lessons learned to help other Student Chapters across the country.**
- June – August
 - It is suggested to refrain from holding chapter events during the summer. However, if members have chosen to take summer courses it is encouraged to support those students while they continue their studies. Encourage members to meet up to socialize, form study groups, and reach out to professionals met through professional development or similar events.
 - Student leaders should meet at least once to do strategic planning prior to the start of the following year.
 - Do a health check of your Student Chapter's growth, membership, goals, etc prior to start of school year.

APPENDIX A: OFFICER POSITIONS & COMMITTEES

Being an SEA Student Chapter Officer is an honor that carries with it certain responsibilities, as well as rewards. By taking on an officer position, students grow as young leaders from the experience and can greatly benefit the chapter. It should be the officers' goal to lead by example and to encourage other members to participate in chapter activities. Officers are expected to work as a team to establish goals for its membership, carry forth the mission of NCSEA, and represent the profession in a positive light.

Students considering an officer role or nomination should have certain qualifications and must be willing to commit the time, energy and resources required to lead a successful Student Chapter. Qualifications of any Officer candidate should include:

- Enthusiasm for the profession of structural engineering
- Ability to represent the chapter in front of different audiences
- Initiative to go above and beyond
- Good standing and eligibility based on the college standards
- Honesty and integrity
- Understanding and patience
- Ability to share ideas freely with the membership, advisors, and MO Liaison
- Creativity and innovation
- Accountability for one's self and for others
- Confidence in decisions and qualities
- Aptitude to inspire and motivate others
- Ability to empower others and delegate tasks

"Leadership is the art of getting someone else to do something you want done because he/she wants to do it."

--Dwight D. Eisenhower

Student chapters generally have at least four elected officers: President, Vice-President, Secretary, and Treasurer. However, as the Student Chapter grows, you may find that more officers are required to carry out the needs and goals of the membership. It is also important to check with your College to verify the minimum required officer positions are filled and that any special responsibilities are assigned to the most appropriate Officer.

The list of responsibilities for each officer position below are suggestive and should be clearly reviewed and defined by the Student Chapter bylaws. Depending on the needs of the Chapter and the abilities and interests of its membership, the roles and responsibilities of the Officers may change over time.

President

The Student Chapter president is responsible for the overall management and is key to the whole chapter. The president's responsibilities may include, but are not limited to:

- Ensure the chapter programs and assignments are carried out
- See the chapter fulfill its obligations to its membership and is informed of members' progress
- Preside over meetings, ensure they are carried out in a timely manner, and that the order of business set in the agenda is followed
- Be familiar with the rules and regulations of the College
- Prepare, submit, and organized required documentation to be a recognized student organization
- Schedule the chapter programs, activities, guest speakers, etc.
- Correspond regularly with the Student Chapter liaison and advisor to inform both of the Student Chapter's activities and be kept up-to-date with the SEA's activities
- Appoint a nominating committee according to the bylaws to establish the leadership for the following year
- Review the bylaws regularly and ensure they are available to the membership
- Plan a budget for the year with the Treasurer and advisor
- Develop the agenda and review meeting minutes with the Secretary/ Registrar
- Meet with other student organizations to discuss possible cooperative efforts
- Strive to increase chapter membership
- Assist the incoming president with training and support

Vice- President

The Vice-President is responsible for performing the duties of the President and/or any other officer in their absence or if an officer is unable to perform the duties delegated to them. Other duties of the Vice-President may include, but are not limited to:

- Chairing the Program Committee
- Monitoring the progress of the committees.
- Assisting the President with organizing field trips or other special events that require additional coordination above and beyond typical efforts.
- Overseeing the preparation of and distribution of materials, flyers, meeting notices, etc. to campus media outlets.
- Along with the President, arranging and preparing of the meeting spaces.
- Preparing a year-end report on the chapter's accomplishments to be shared with the local MO liaison.
- Collecting materials and necessary documents prior to the end of an Officer's term.
- Being well informed of any issues, events, or any other chapter business.

Secretary/ Registrar

The Student Chapter Secretary/ Registrar must possess strong skills in organization and attention to detail. The Secretary/ Registrar must attend all meetings of the Chapter and other special meetings to record important decisions made and provide that information to the membership or required parties in a timely manner. Other duties of the Secretary/ Registrar should include, but may not be limited to:

- Conducting correspondence with other Chapter officers or committees

- Maintaining up-to-date records of the membership status, minutes of meetings, and attendance.
- Maintaining required forms.
- Assisting the President by communicating with the Faculty Advisor and MO Liaison.
- Completing reports and records of each activity, event or project (including names of participants, dates, function descriptions, etc). This information may be required in the end of year report to the local MO.
- Maintaining and archiving the Student Chapter history and records.
- Along with the President, sets a tentative agenda of each meeting and distributes several days in advance of the meeting.
- Advises the President during the meeting regarding the agenda or discussion items from previous meetings.
- Counts votes, unless someone else is appointed.
- Reads the minutes of the previous meeting, requests approval, and makes official record of the Student Chapter business when approved.

Treasurer

The Treasurer is responsible for managing the financial affairs of the Chapter through organized record keeping, monitoring and reporting, and accounting of the Chapter's funds. The duties of the Treasurer may include, but are not limited to:

- Mailing invoices, collecting and recording membership dues paid and owed.
- Preparing/ assisting an academic-year budget.
- Making deposits and withdrawals from chapter bank accounts as permitted by the Chapter.
- Keeping proper records of all receipts.
- Maintaining a Treasurer's Book of accounting records.
- Preparing financial statements to be included in annual reporting.
- Working with the Faculty Advisor to prepare financial records or statements as required by the College or local MO.
- Chairing the Fundraising Committee.
- Maintaining the current list of members and their membership status.

Fundraising Committee (Highly Recommended)

It is crucial for a Student Chapter to have an effective Fundraising Committee in order to raise the funds necessary for activities and events throughout the year. Fundraising is also an essential way in spreading your Chapter's mission to potential supporters, networks, and other students. The Fundraising Committee must work closely with the Chapter President, Treasurer, Advisor, and MO liaison to meet the proposed budget for each activity or event and must be familiar with the rules and regulations of the College or University for fundraising activities. Fundraising can be challenging and may seem like a daunting task for a small group, therefore it is important to also engage the entire Chapter membership in events and planning.

Any fundraising event should be approved and voted on by the Chapter membership prior to extensive planning and execution to ensure the entire Chapter is onboard and is also held accountable for

fundraising efforts. The Fundraising Committee must determine the short-term and long-term funding needs of the Student Chapter at the beginning of each semester and regularly review progress made toward funding goals. These goals should be clearly defined, written down and contain measurable tasks within them to keep the Committee on track. The Committee should be familiar with and educate the membership on the methods for marketing, seeking grants, soliciting business and individual gifts and is also responsible for ensuring donors, sponsors, contributors, etc. are recognized appropriately and in a timely manner for funds donated.

Public Relations Committee (Optional)

A Public Relations (PR) Committee serves as a marketing and communications resource for the Chapter by administering the group's website, newsletter, advertising and public relation needs. The PR Committee may work with or be combined with the Social Media Committee depending on the Chapter's needs and the capacity or experience of the members. The PR Committee must work closely with the officers and other committee chairs to market and provide information to the public (ie students, business, other media, general public, etc) about various activities of the Chapter. The committee must be well informed and up-to-date of the Chapter activities as they are responsible for posting new and current information for members to be aware of.

If the Chapter chooses to build a website (or a similar tool such as Facebook), the PR Committee may need to provide the following information – calendar of upcoming events, officer and committee chair contact information, general information about the Student Chapter, activity updates, sponsor or donor information, sign-up page, membership contact information, or applications for membership. The website should be kept current and reviewed on a regular basis.

The PR Committee may be responsible for publishing a newsletter to the membership containing updates, resources for members, activity and event updates, etc. The newsletter may be posted on the website or sent via email to the membership, therefore the PR Committee should work with the Secretary/ Registrar to maintain a current contact list. The newsletter may also contain articles, announcements, and messages provided from the officers, advisor or MO liaison or other posts as requested by the President. All newsletters should be reviewed by a designated officer or the PR Chair prior to being distributed.

Social Media Committee (Optional)

The Social Media Committee is responsible for using social media platforms as a means to connect and engage members, grow membership, share updates about events and important Chapter information, and market the Student Chapter. If the Chapter decides to use social media, the platform chosen can be used and should be maintained as a forum for members to connect and interact with the Chapter. Prior to launching any social media platform, members of the Social Media Committee should research the different types of platforms available – Linked-In, YouTube, Facebook, Twitter, Google+, etc and determine which would be most effectively used by the Chapter membership. The policies and procedures for organization social media platforms should be reviewed, the potential costs and resources needed to implement and maintain the platform should be evaluated, and how the platform is to be regulated should all be considered. The committee should define a strategy for use of social media and develop an implementation plan that specifies the action items, accountabilities, benchmarks, and measurements for social media activities. Although, the Social Media Committee is

ultimately responsible for the publications made, the entire membership, officers, and other committees should also be involved with developing the content to be shared.

Program Committee (Optional)

A Program Committee may be needed in the event the Student Chapter decides to host a conference, seminar, or other significant that may require more coordination than what is typically required for an event. Members of the Program Committee should be selected to review the conference timeline, critical dates, and give direction to other members for a fluid and planned out event. The Program members must work with the PR Committee or Social Media Committee to publicize the event and solicit speakers and presenters. Members must organize specific conference sessions, gather volunteers, secure a venue, arrange for food and other amenities, travel and other requirements as needed.

Membership Committee (Optional)

A membership committee creates, implements and monitors all activities regarding the Chapter's membership. This includes assisting the Secretary/ Registrar with maintaining a current and prospective membership roster, developing retention and education programs, and creating recruitment opportunities. The membership committee should also ensure that the members' experience and expectations are met. The membership committee chair works closely with the President and Secretary/ Registrar to plan events such as membership drives, special education events, and meetings for prospective members. This is also responsible for reporting membership trends for the Chapter's end of the year report.

Nominating Committee (Optional)

How the Student Chapter chooses to nominate candidates and elect members for leadership or committee positions should be discussed at the formative stages of the Chapter. These processes should be voted on by the incorporating members and be incorporated into the Student Chapter's bylaws as a foundation for the following year. *Robert's Rules of Order* is a great resource to refer to when developing the Chapter's standards for nomination and election methods for leadership. A Nominating Committee is just one method to nominate candidates – other methods may include by ballot, by the chair, by the floor or by petition. The Student Chapter is encouraged to research each method to determine which one may best serve the Chapter. These methods should be evaluated each year by the membership prior to the next nomination or election period to determine if the methods continue to meet the needs of the Chapter.

It is the duty of a Nominating Committee to find the best candidate for each leadership or committee position by assembling a list of willing and qualified candidates, conducting interviews, reviewing eligibility and qualifications, and producing a ballot of candidates for the final elections. This process assures the voting members that the candidates proposed by the Nominating Committee have expressed interest in the position, have agreed to serve, and are qualified for the position they are being nominated for. More than one member may be nominated for the position and should be selected by the voting membership via closed ballot. If the Nominating Committee is unable to identify a candidate to fill a vacancy, that slot can remain open on the ballot so that a candidate may be identified at a later time. Alternatively, the Committee can announce to the membership that they do not have a candidate

for nomination to allow members the opportunity to volunteer. It is recommended that no member be nominated without prior consent.

Ad Hoc Committee(s)

An Ad Hoc Committee is the most common type of committee and is formed for a specific task or objective for a specified length of time and is eventually dissolved after the specific task or objective is completed. The Student Chapter may decide it needs to create an Ad Hoc Committee to plan a special event, research a specific topic of discussion, or to supervise a specific task. This type of committee is typically is not as structured and often follows fewer formal processes than other committees or positions. The Student Chapter President shall decide if the Chapter needs to create an Ad Hoc Committee and shall appoint members required.

APPENDIX B: SAMPLE DOCUMENTS

Sample Documents:

- Membership Record Sheet
- Presentation Thank You Letter
- Ballot
- Agenda/ Meeting Minutes
- Newsletter
- Activity Flyer
- Sample Bylaws – posted on the *NCSEA Member Portal Website!*

[LOGO]

*Structural Engineers Association
Student Chapter at [University]*

[Name]
SEA Student Chapter at [University]
[Address]

[Recipient's Name]
[Title]
[Address]

Dear [Recipient's Name],

Thank you for taking the time out of your busy schedule to present to the Structural Engineers Association Student Chapter at [University]. These presentations are at the core of our organization, so I would like to specifically thank you for supporting us by sharing your knowledge and advice through your presentation on the field of structural design and by attending the student chapter's first social! Your donation of time and spirit of comradery is greatly appreciated, and, as representative of our organization, I would like to extend to you an invitation to our Winter Awards Banquet, where the FSEA Student Chapter will present to you a sponsorship award for your contribution towards the success of this semester.

The Winter Awards Banquet will be held on November 12th at the [University] Campus in the [Building], Room [#]. Registration will begin at 7:30 PM and the event will commence with opening remarks and dinner at 7:45 PM. Awards will be presented during dinner, and our keynote speaker will follow with a presentation worth one hour of continuing education. Cost of attendance for professionals is \$30, which will cover the cost of dinner and contribute toward the [University] student chapter's operating budget for the following semester. I hope to once again share our gratitude and celebrate this semester's achievements with you at the FSEA Winter Awards Banquet.

Sincerely,

[Name]
President, SEA Student Chapter at [University]

Please RSVP by returning the accompanying card in the provided envelope.

Sample Officer Nomination or Voting Ballot

STUDENT CHAPTER BALLOT	
PRESIDENT	
<i>Nominations</i>	
1.	
2.	
3.	
4.	
<i>Selection:</i>	
VICE-PRESIDENT	
<i>Nominations</i>	
1.	
2.	
3.	
4.	
<i>Selection:</i>	
SECRETARY	
<i>Nominations</i>	
1.	
2.	
3.	
4.	
<i>Selection:</i>	
TREASURER	
<i>Nominations</i>	
1.	
2.	
3.	
4.	
<i>Selection:</i>	

**University Student Chapter
Member Organization
Meeting Agenda**

September 26th, 2019
3:00 PM Engineering Bldg Room 3060



Type of Meeting: Business Meeting

Attendees: John B., Sarah H., Kelsey R., Justin R., Pete S., Jenn T., Charlie D., Megan H., Quentin T., Joshua L., Kacey T., Ryan K. (Advisor),

Guests: Will B., Carson D., Jessica W.

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Treasurer's Update
- V. Advisor's Update
- VI. Open issues
 - a) Vote on Officer Positions
 - b) Vote on Calendar of Events for Fall Semester
 - c) Membership Dues
- VII. New business
 - a) Proposed bylaw change to Section 4, Paragraph 2
 - b) Application for Campus Funding
 - c) Community Service Opportunity at Local Shelter
- VIII. Adjournment
- IX. Next Meeting – October 24th, 2019 3:00 PM Engineering Bldg Room 3060

Example Chapter's Example Newsletter



Students and Young Member's gathered to learn about the happenings at the Capitol Building Renovation project.

Special events and meeting dates:

- Next Monthly Meeting: Sept. 4th, 2019 at the Classroom Building, Room 101
- Young Member's Hangout: Sept. 28th, 2019 at Hideaway Pizza!

Tour of the Capital Building Renovation

Manhattan Construction and FSB hosted a site visit where students and young members received an overall tour of the Oklahoma State Capital Building Renovation project. Attendees were able to inquire about the construction techniques as well as some of the structural design considerations for the renovation.

Renovations to this historical building help keep the unique history of this

state intact. Having this experience was absolutely wonderful and gave the attendees a great way to connect with the Contractors, Engineers and Architects who made all of this possible.

"Structural Engineering is the art of molding materials we do not wholly understand into shapes we cannot precisely analyze, so as to withstand forces we cannot really assess, in such a way that the community at large has no reason to suspect the extent of our ignorance."

- Brown, E.H.

2019 Bridge Competition

As a part of E-week this year, students and young members of OSEA volunteered to help break bridges! These bridges were built by middle school and high school students. The students learned about basic engineering mechanics and the leading cause of each student's bridge failure.

Students were then given instruction on how their designs could be improved and encouraged to build a new model based on what they had learned!

The students and young members were able to talk with the middle school and high school students and teachers to teach what it is Structural Engineers do on a daily basis.



The 2019 Bridge Competition was a great success! We enjoyed all of our participant's hard work and seeing what our future generations have to offer.

SPEED MENTORING ROUND TABLE



Saturday, April 15th
12:00 PM – 2:00 PM

Join us for a fast-paced, unique mentoring experience to engage one-on-one with local business owners, practicing engineers, construction managers, and alumni! Free lunch to be provided! Register by Friday, April 8th.

Mentors to be Announced Soon!

*Great Hall, Ballroom B
Engineering Building*

Ideas for Student Chapter Events

The types of events a Student Chapter can partake are endless and should depend on the interests of the members. Early in the year, the membership to decide on the types of events, projects, activities, etc. to ensure each is appropriately planned for and members know what to expect throughout the year. The types of events the chapter decides to hold should be creative, educational, interactive, inclusive, diverse and fun. Below are a number of event ideas for your Student Chapter.

- **Program speakers or Lecturers:** Invite an SEA member, a technical expert, or college professor to present on a topic of interest to the chapter. If the members are studying to a big test, for example the FE Exam, invite a professor to present on a topic or two that students could benefit from. Organize the presentation with other organizations and publicize it to students outside of the Chapter to possibly grow membership.
- **Joint Meeting:** Plan to hold a joint meeting with another organization complimentary to the Student Chapter, for example ASCE, Engineers without Borders, Society of Women Engineers, AEI, etc. This is a great opportunity for Chapters to meet with other students, share ideas, network, and assist them if needed.
- **Fundraising Event:** The Chapter is encouraged to hold at least two fundraising events through the year to earn money for the chapter to hold future events, pay for conference fees, donate to a charity, purchase club supplies, etc. Many sponsors are also willing to support the Chapter and their events as they fundraise. Ideas for fundraisers include:
 - Coffee, bake, donut, cookie sale
 - Raffles
 - Food truck event
 - Viral Challenge
 - Board Game Tournament
 - 10,000 Steps Challenge
 - Corn Hole Tournament
 - 5k Run/ Walk
 - Golf Tournament
 - Can Recycle/ Bottle Deposit Donation
 - Change Jar Drive
- **Networking/ Social Event:** Hold a social or networking event as a platform for students to exchange information and develop contacts with other students and industry partners. Invite local business leaders, engineers, and industry partners. This gives students an opportunity to learn more about their future career and make connections with professionals or potential mentors. Host an event, lunch or party where the purpose is to connect with others. Events can even be hosted outside of the college at a restaurant, park, coffee shop, bowling alley or school sporting event.
- **Alumni or Mentor Roundtable Event:** Invite four to six graduates of the college SE program or in the industry to speak with your chapter on a topic of choice. A roundtable event creates a comfortable atmosphere where students can hold open discussions and ask questions freely about the profession and their career.
- **Panel Discussion:** Much like the Alumni or Mentor Roundtable Event, invite three to five individuals in the SE industry to sit on a panel to openly discuss a topic (or topics) of the

Chapter's choice. Members of the chapter are also encouraged to sit on the panel to represent the 'student's perspective'. Prepare and provide questions with the presenters ahead of time to allow them ample time to prepare.

- **'How To' Presentation:** Invite an expert, teacher, or fellow student to a meeting to present on a specific topic and demonstrate or teach. 'How To' presentations do not have to be school topics but can be an out of the box topic that is of interest to the group. 'How To' presentations can include "How to speak to a large or small group", "How to interview for a job", "How to prepare your resume", "How to use social media as a professional" and many more.
- **Membership Drive:** Invite other students to a fun event hosted by your chapter in order to recruit future members. The event should be inviting, exciting, and informational. Members of the Chapter should be well informed of the Chapter's activities and be prepared to discuss them with potential members.
- **Student Outreach:** Ask member volunteers to reach out and make trips to local elementary, middle or high schools to educate young students about the field of structural engineering. Alternatively, invite a school class to the college to give them a tour of the school and inspire them to pursue a career in engineering. Suggestions for presentations include basic engineering principals, physics, architecture, geometry or construction.
- **Job Shadow Professionals:** Connect students with local professionals in the student's area of interest. For example, pair students interested in construction or management with a project engineer or manager, pair students interested in architectural design with a local architect or practicing structural engineer, pair students interested in research with a local lab or testing facility, pair students interested in bridge design with the local Department of Transportation. A student can spend a couple hours or even the whole day with the professional at his/ her place of work. To prepare for the job shadow, make sure you are clear on the details and requirements of the office or facility before you arrive, do your research about the professional, firm and/or facility ahead of time, stay positive, take notes, reflect and consider how this job may align with your career path, and be sure to follow up with a thank you email or card.
- **Tutoring/ Mentoring:** Create an open, welcoming platform or place where students feel comfortable to reach out to other students and members for assistance in their studies or to help prepare for an exam. Pair members with other students based on their similar interests, hobbies and education levels such as groups consisting of first year, sophomore, junior or seniors. Consider reaching out to faculty to assist with mentoring. Creating a tutoring/ mentoring program will help students succeed, feel more welcome with the college, and encourage them to connect with each other.
- **Celebrate National Engineers Week (E-Week):** The third week of February is dedicated to raising public awareness of engineers' positive contributions to quality of life. Contact local science centers, museums or schools to see if your group will be able to set up a booth or give a presentation on what structural engineers do. Visit <http://www.discovere.org/our-programs/engineers-week> for more information and E-Week resources.
- **Study Session (Test, FE Exam, GRE):** Encourage students from the same class to meet an evening or two before a test to review the materials and ask questions amongst the group. For FE or GRE exams, request faculty members to hold a study session focused on specific topics for the exams. Have the students follow up after a faculty presentation by meeting afterwards to go over the material presented. Allowing students to ask faculty questions outside of class and

being able to discuss them afterwards, helps ensure students fully understand the information presented and provides a platform where students can freely ask questions or focus on areas they may be struggling in.

- **Community Service:** The Chapter is encouraged to hold at least two community service events through the year to advocate structural engineering to the public and to provide students with the opportunity to become active members of the community. Volunteering allows students to acquire life skills and knowledge and be of service to others who may need it. Ideas for community service include:
 - Park or community clean up
 - Create care packages with essential items
 - Donate toys or clothes to a local shelter
 - Serve at a shelter
 - Fundraise for a cause and donate the money raised
 - Teach a class of a skill you have
 - Adopt a stretch of highway and clean it regularly
 - Habitat for Humanity <https://www.habitat.org/>
 - Engineers Without Borders www.ewb-usa.org
 - Ace Mentor Program <https://www.acementor.org/>
 - Bridges to Prosperity <https://bridgestoprosperty.org/>
 - Make a Difference Day <http://makeadifferenceday.com/advance-search>
 - United Way www.unitedway.org/volunteer/volunteeropps
- **Newsletter:** Send out a monthly newsletter for your chapter to keep members informed of upcoming activities and general information. Include pictures, descriptions of events, member information, interesting facts and updates in the field of structural engineering. A newsletter should be kept short and to the point so as not to overload the reader with information.
- **Communication Workshop:** Effective, clear communication is critical in the field of structural engineering to ensure everyone is on the same page. It is often not practiced enough before students graduate and enter the workforce. To help prepare students to be good communicators, consider hosting a communication workshop that helps students practice different types of communication one may experience in the real world. Common types of communication include verbal (over the phone, in person one-on-one, small and large group presentations, interviews, marketing, etc), listening, written (email, reports, construction documents, etc), and non-verbal (facial expressions, gestures, appearance, eye contact, haptics, tone, posture, etc). Communication is very broad. How you communicate and the type of communication you use is important to know depending on each situation. It is important to practice them all, especially those you are most uncomfortable with.
- **Site Visit:** Reach out to an industry representative or professional in your area to inquire about visiting their local office, facility, lab or project currently under construction. The visit should be of interest to the majority of your membership to have good turnout. Come prepared for the visit with questions and do some research of the company, firm or project.

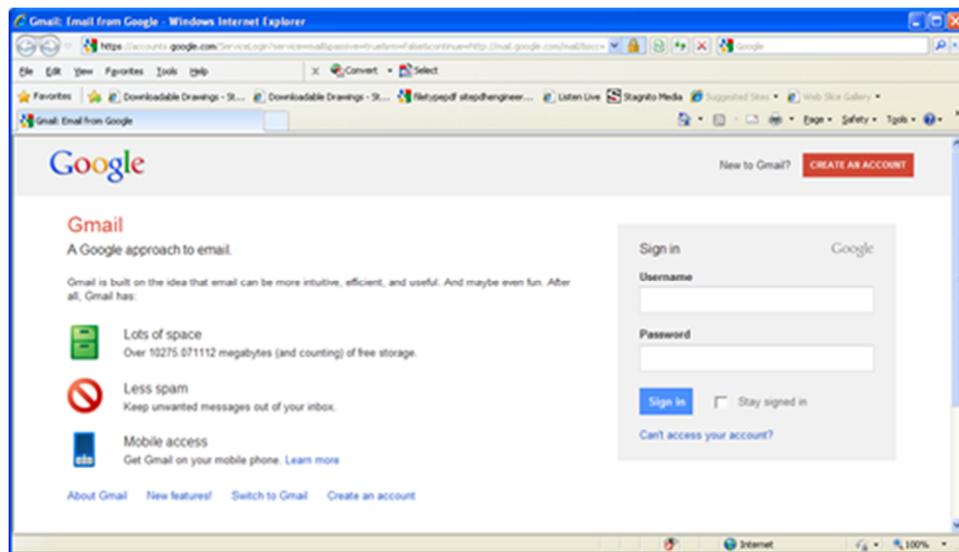
APPENDIX C: TOOLS AND RESOURCES

The following pages contain tools, resources and tutorials that will guide you through procedures to setting up various online accounts. These accounts will assist individual Student Chapters to be perceived as a formal organization, to organize information interchanged within the group, to track documents and meeting minutes in an easy-to-access space, and create a platform for students to communicate and exchange knowledge online. The following free platforms are included in this Appendices:

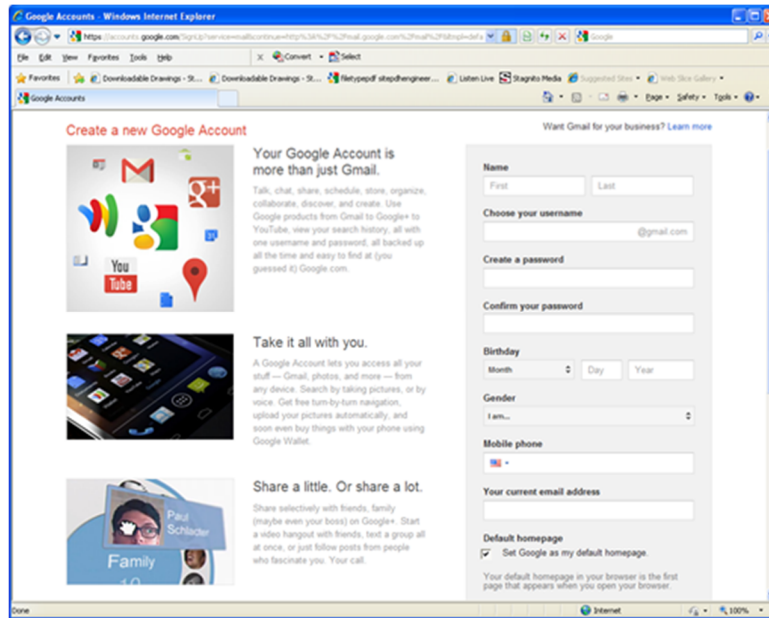
1. Gmail Account – For mail list, document, and meeting management
2. LinkedIn Account – For building and engaging your group through profession social media
3. Dropbox – for document sharing and management
4. Doodle Poll – For easy scheduling
5. Eventbrite – For sharing event information, ticket sales, and registering for events
6. VolunteerSignUp.org - For organizing events and volunteers

1. Gmail Account:

Go to www.gmail.com and click “Create An Account” in the upper right-hand corner of the page.

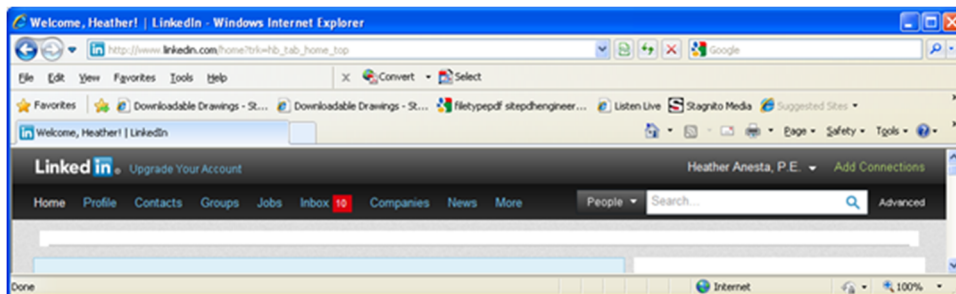


Fill in all of the required information and follow the prompts to create your account. Account names should follow the format of: [Member Organization].[University Name].[Student Chapter]@gmail.com. Once your account is created, the President can decide which Officers have access and all mailing lists should be updated regularly. The Faculty Advisor and MO Student Chapter Liaison should also have access to the account for consistency as leadership rotates each year.

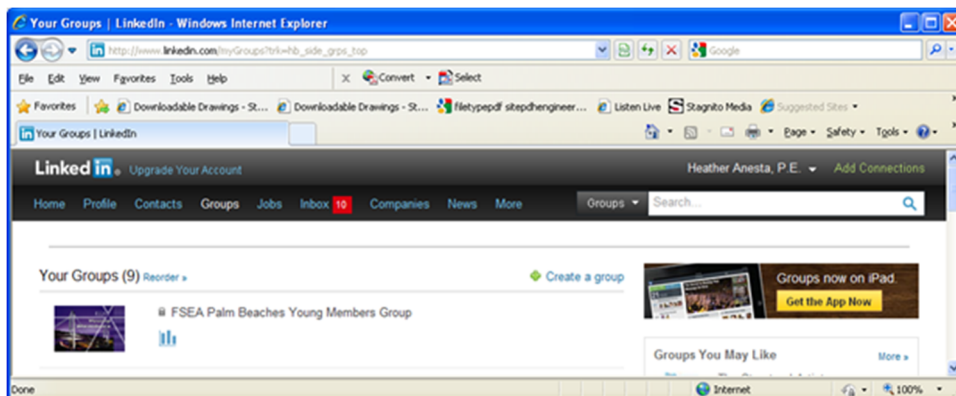


2. LinkedIn Account:

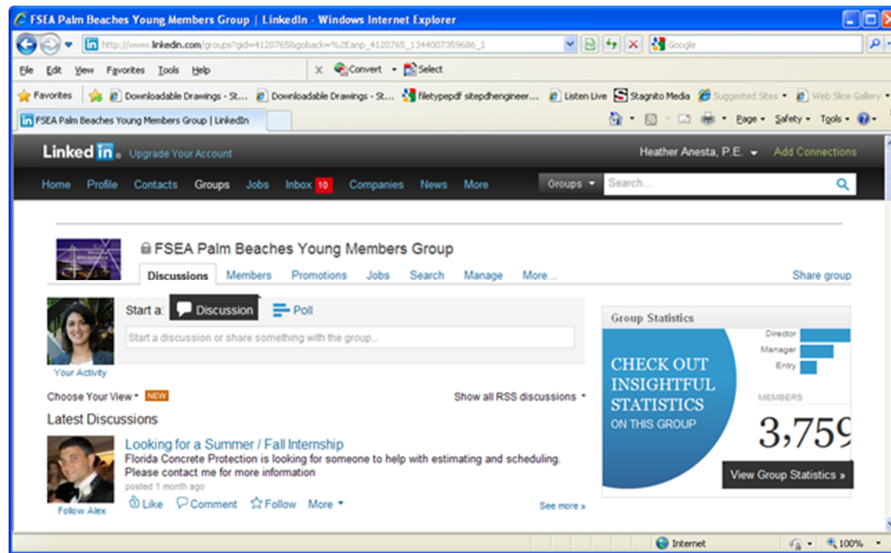
Go to www.linkedin.com and sign into your account. If you do not have an account, you should create one. LinkedIn accounts can serve as online resume's and as a marketing tool, and it is very helpful when beginning your career. After you have signed in, click on the "Groups" tab at the top of the page.



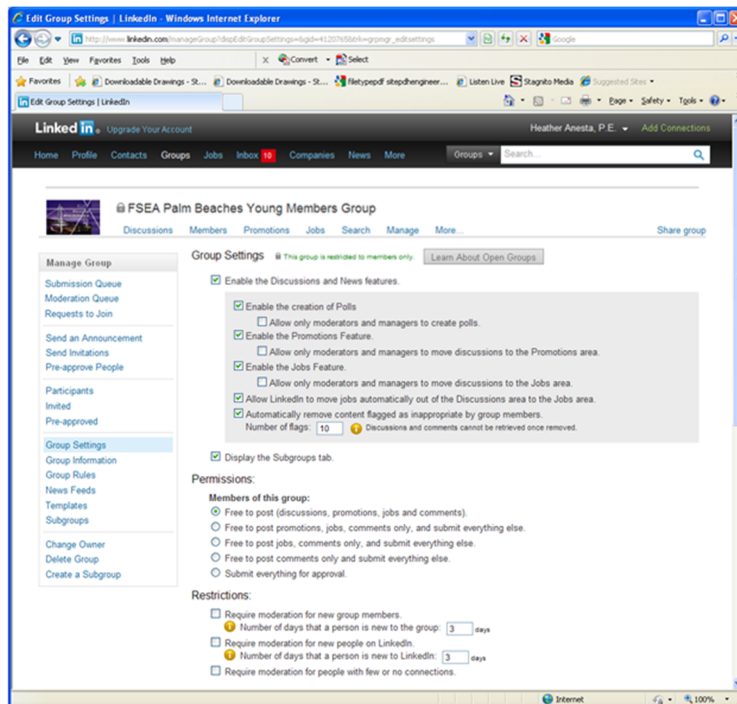
Once in the "Groups" section, click on the "Create a group" link.



Input the required information and create a “Members-Only” group. The Mailing List from each Student Chapter meeting should not only be added to the Gmail mailing list, but all emails should be invited through the LinkedIn Group to become members. Limiting the LinkedIn Group membership to participating Student Chapters will add credibility to belonging to the group, and it will encourage the Student Chapters to create their own LinkedIn profiles.



The chapter officers - President, the Past-President (if still enrolled at the college), and the Secretary should be moderators (ie: Owners and Managers) of the group page, and should access it regularly. The Officers should discuss the “Group Settings” under the “Manage” tab. The Student Chapter Faculty Advisor and MO Liaison should also be set as moderators as well.



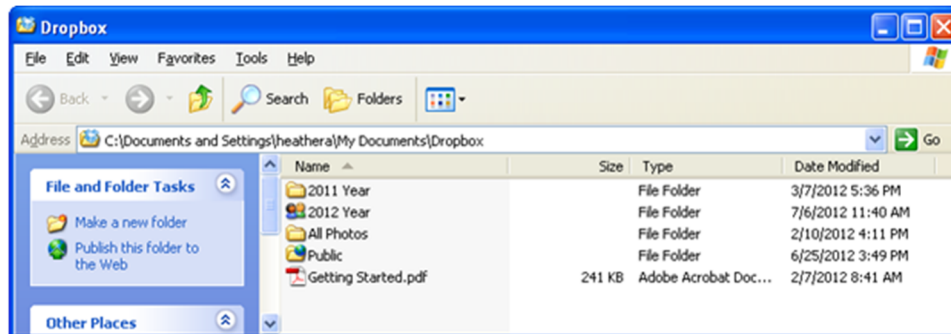
3. Dropbox Account:

Go to www.dropbox.com, watch the video, download the software, and set up your account. This site is extremely user-friendly and as long as you follow the prompts you'll be set up in no time! All Officers should have quick access to the Dropbox folder. The great thing about Dropbox is that you can upload, download, and modify all of the group's files in one place. This tool is great for archiving and preparing for future events.

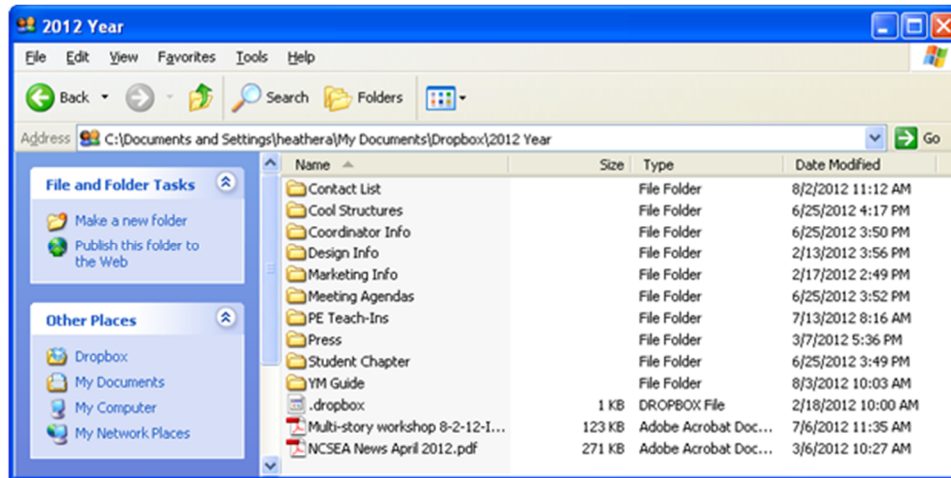


Here is a screen shot of how the FSEA PB Young Member Group has organized our dropbox folder. All members have access to the Dropbox folder after being invited to participate by the Secretary. Dropbox allows account holders to invite members through email, so the Mailing List is utilized for this tool. The Officers should make sure they adjust their Dropbox settings to prevent users from deleting files accidentally.

Overall Folder - Sample:



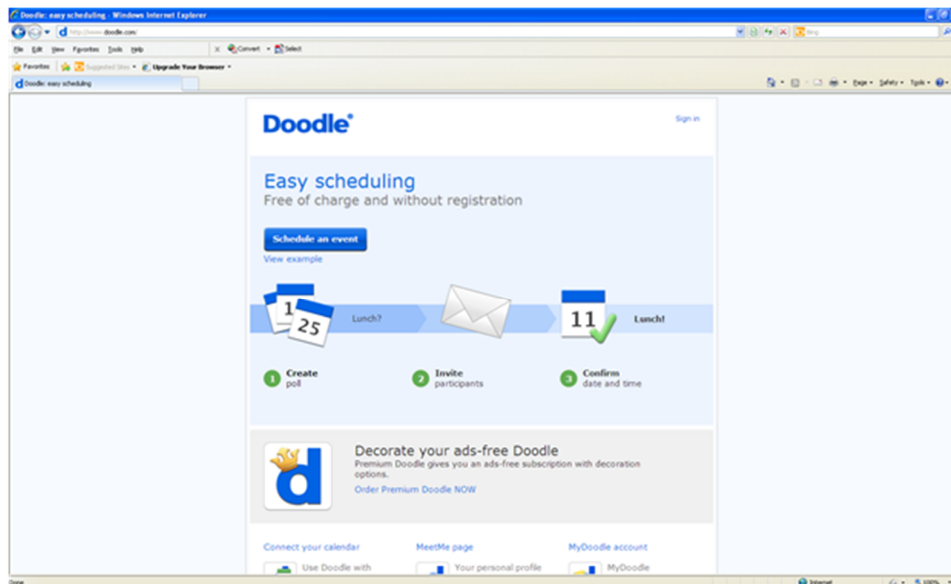
2012 Folder - Sample:



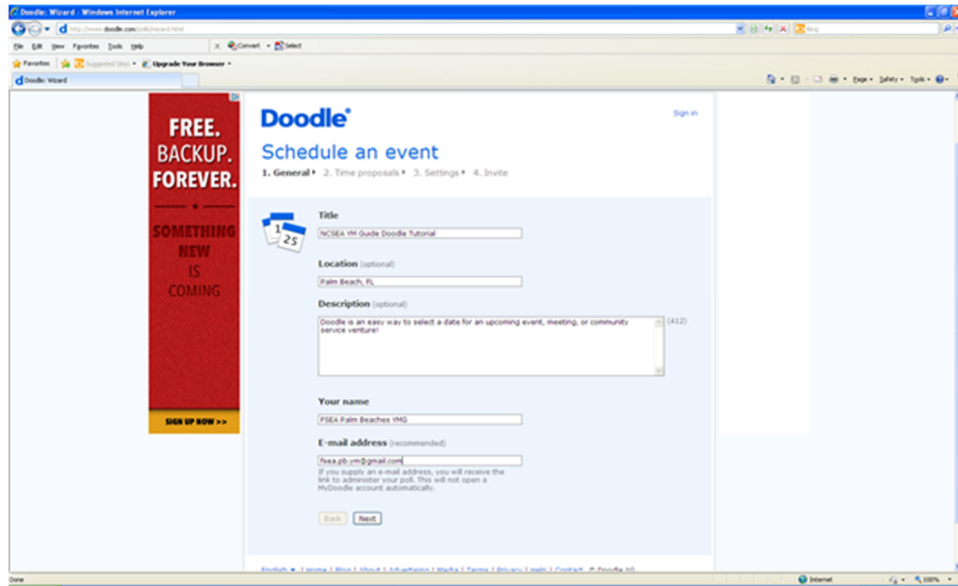
4. Doodle:

What is Doodle? Doodle eliminates the chaos of scheduling and saves you a lot of time and energy when you're trying to find a time to bring a number of people together. Instead of using just one option, Doodle enables you to propose several dates and times and the participants can indicate their availability online. Doodle is free and doesn't require you to register. Advanced users can connect their calendars, customize their own Doodle, and use a lot of extra features. Doodle offers scheduling for everyone. If you are scheduling with individuals in another time zone, be sure to toggle on the time zone option.

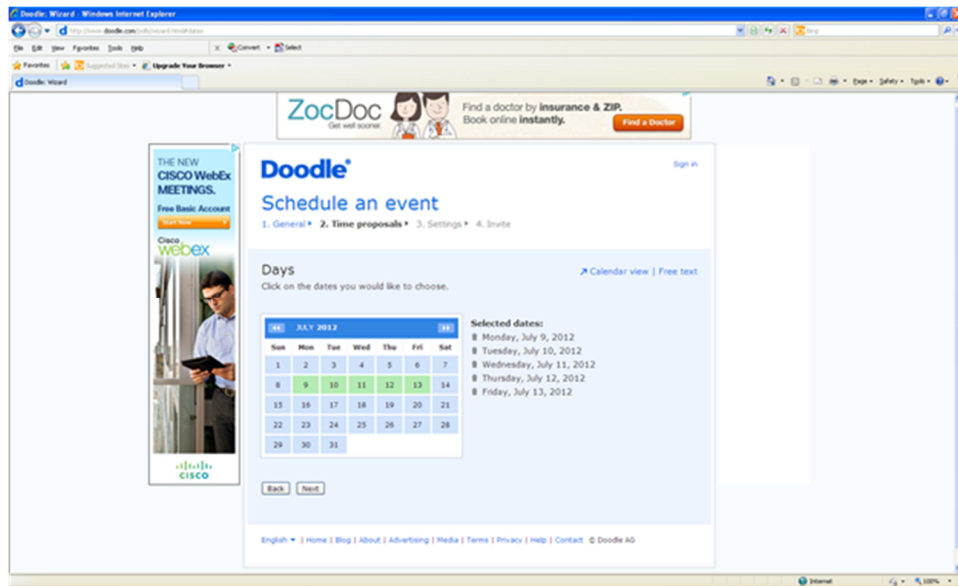
Go to www.doodle.com



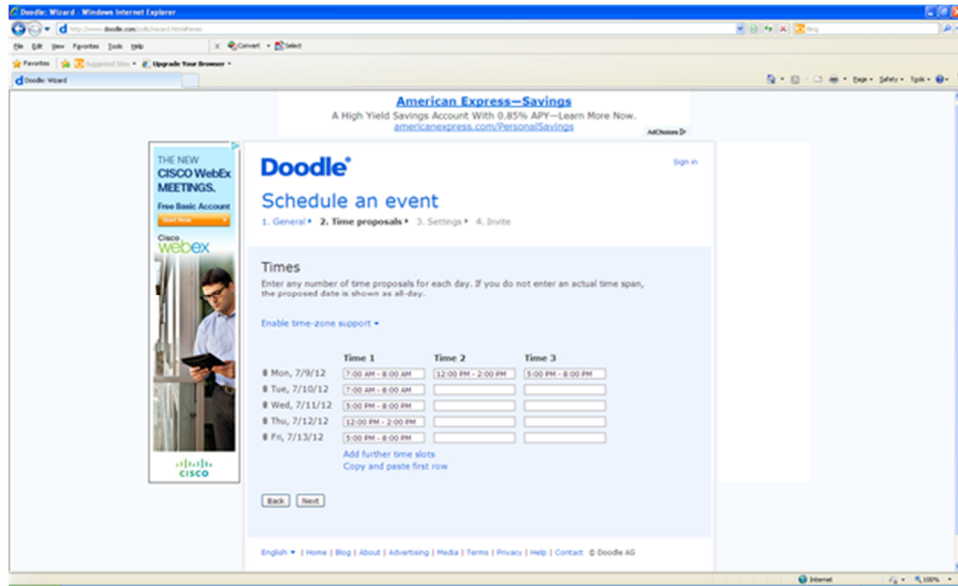
Click "Schedule an event" and then fill in your information.



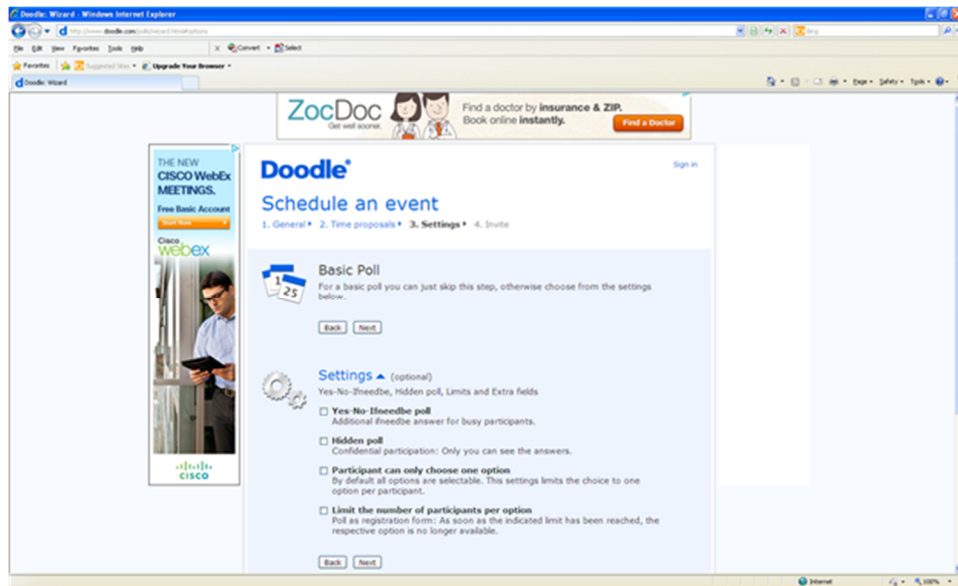
Click “Next” and select your proposed dates.



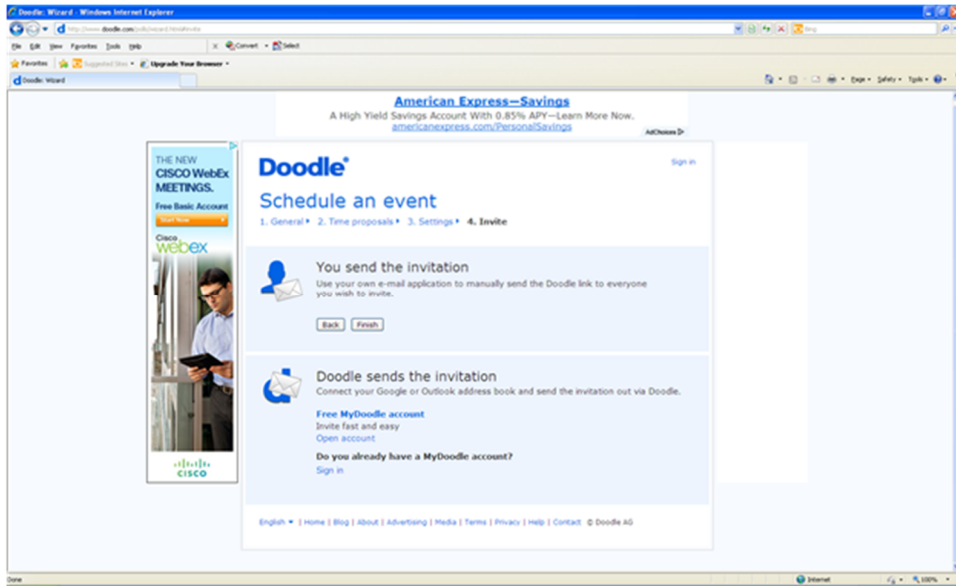
Click “Next” and enter the proposed times for each date.



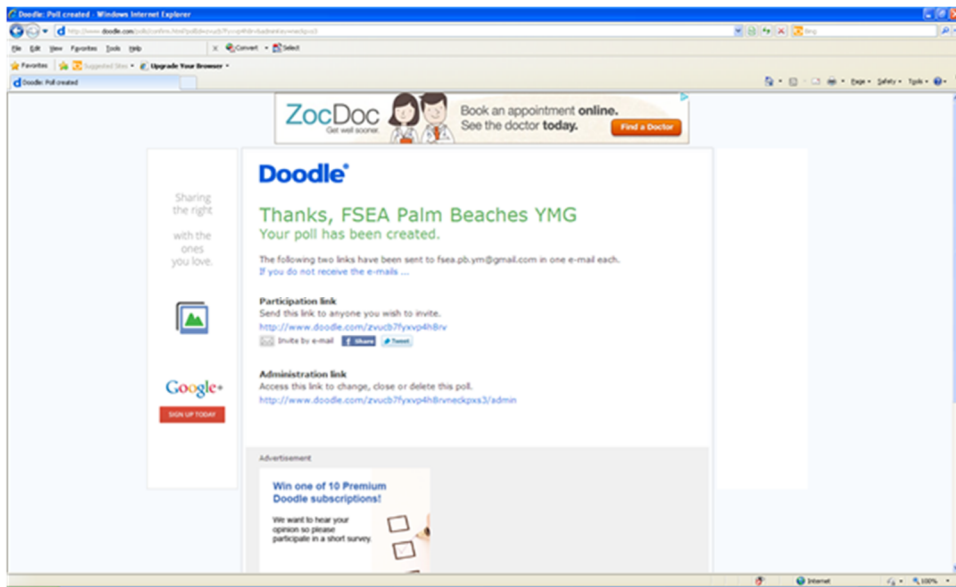
Click “Next”, then if you are doing a basic poll, click “Next” again. Doodle also allows you more advanced options for your poll, shown below.



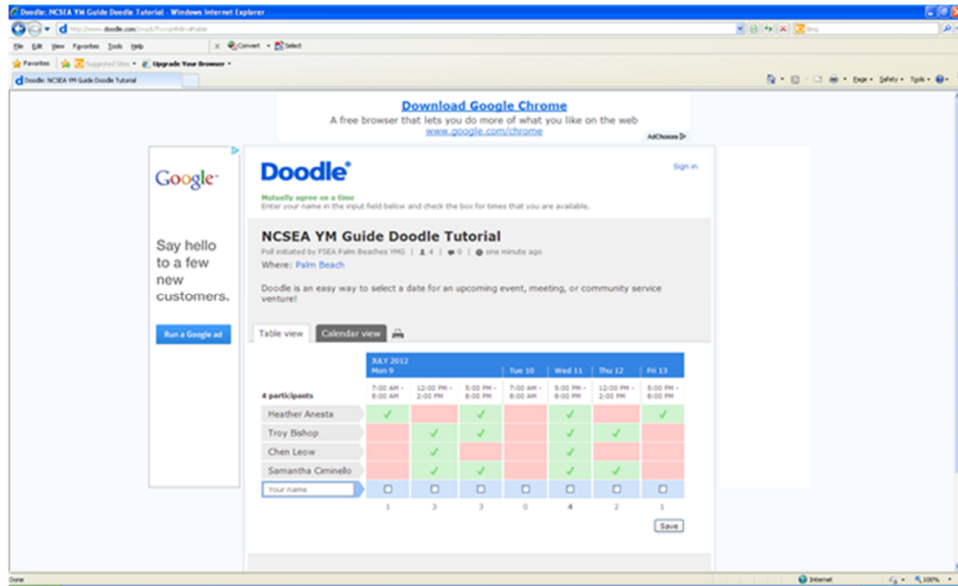
After clicking “Next”, you can decide to email participants yourself, or through Doodle.



Upon completion, you will receive a link for the participants, and you, to access the Doodle.



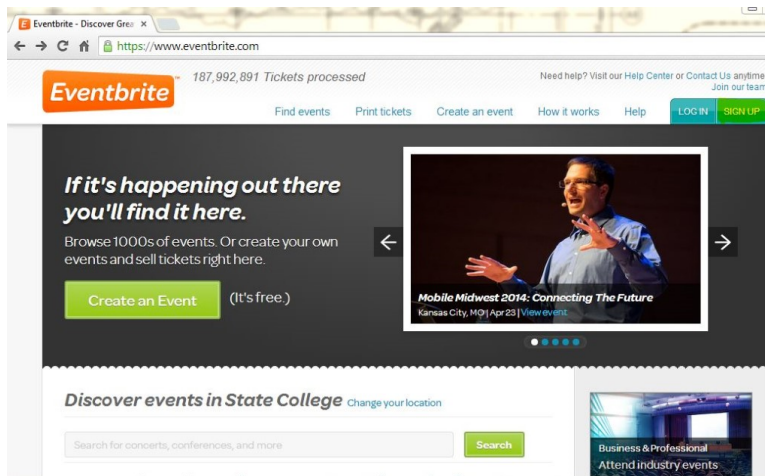
Here is what your Doodle will look like when your participants access it and vote.



After everyone, or enough people, have voted, you can easily select a time that is best. For this case, Wednesday, July 11th, from 5:00 PM – 8:00 PM is perfect for everyone to meet and talk about how great Doodle is.

5. Eventbrite for Sharing and Registering Events:

Go to www.eventbrite.com and click SIGN UP (highlighted) in the upper right-hand corner of the page. Use the Gmail account to fill in the information required to sign up.



Click “Create an event” (highlighted) and the following page will appear. The first step is to fill in the event information. It is recommended to insert a description of the Student Chapter or NCSEA mission statement in the “Organization description.”

Eventbrite - Create a new x
 https://www.eventbrite.com/create?welcome_modal=true
 187,992,891 Tickets processed
 Need help? Visit our Help Center or Contact Us anytime

Eventbrite
 Create an event My Events My Profile My Tickets My Contacts SEAMass_YMG@gmail.com

Edit Design Save Preview Make Event Live

Create An Event

1 Add Event Details Expert tips

Event title *

Location
Use a past location Online event Can't find your location?

Date & time * 05/25/2014 07:00 PM - 10:00 PM 05/25/2014
This event repeats Timezone & date settings (EDT)

Event logo

Event description
Tell people what's special about your event and why they won't want to miss it!

Organizer name SEAMASS YMG Edit this organizer | + Add new

Organizer description
The Young Members Group supports recent structural engineering graduates with their transition between school and career, as well as local young Engineers in Training (EITs) and newly-licensed Professional Engineers (PEs) who currently practice structural engineering or are interested in learning more about the structural industry.

Include links to Facebook and Twitter

Step 2 is to set up the quantity of tickets available for the event. You can host the event free of charge, free of charge with optional donation, or you can set the event ticket price. Eventbrite charges a fee for every transaction completed. This fee can be absorbed by the host, paid by the attendee, or split by both. You may see this option by clicking the setting icon next to a trashcan under the “Actions” column.

Eventbrite - Create a new x
 https://www.eventbrite.com/create?welcome_modal=true

Edit Design Save Preview Make Event Live

2 Create Tickets

Ticket tips Reserved Seating:

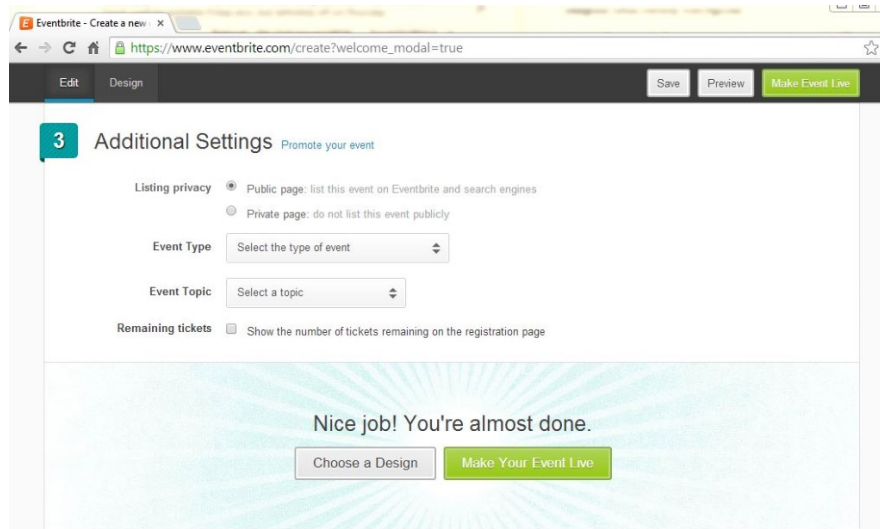
\$ USD edit

Ticket name*	Quantity available*	Price	Actions
<input type="text" value="Examples: Early Bird, RSVP"/>	<input type="text" value="100"/>	Free	<input type="button" value="⚙️"/> <input type="button" value="🗑️"/>
<input type="text" value="Examples: Early Bird, RSVP"/>	<input type="text" value="100"/>	\$ 15.00 <input type="button" value="⊖"/> <input type="button" value="⊕"/>	<input type="button" value="⚙️"/> <input type="button" value="🗑️"/>
<input type="text" value="Examples: Early Bird, RSVP"/>	<input type="text" value="100"/>	Donation	<input type="button" value="⚙️"/> <input type="button" value="🗑️"/>

Buyer total: \$0.00

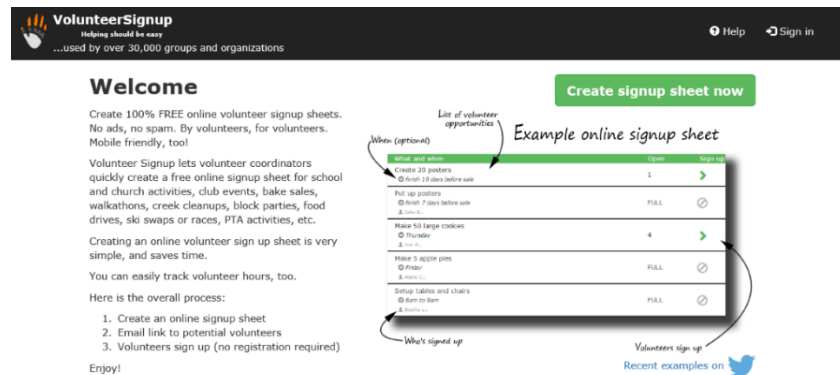
Total capacity: 0

Step 3 Additional Settings is where you can be creative. Eventbrite allows you to set the event type and tone of the background and format. You can play around with the available design collections and preview the event page before it goes live.



6. VolunteerSignUp.org for organizing volunteers:

www.VolunteerSignUp.org is a free online tool for nonprofit organizations to assist event coordinators to quickly create a free online signup sheet for group events, volunteer activities, fundraisers, social events and more. Creating an online volunteer signup is very simple and only requires a registration login by the coordinator or creator. This online tool allows the coordinator to easily track volunteers, volunteer hours and contact information of those assigned to specific event tasks or volunteer efforts.



As an event coordinator, simply follow these steps:

Step 1: Sign in or register. You will need a working email address and password. You will be prompted to verify your password before being able to begin your first sheet.

Sign in

Use the email address and password you've previously used with VolunteerSignup to sign in to your account.
 If you have not yet created an account, please [click here](#) to do so.

Email address

Password

[Sign in](#)

[Click here](#) if you have forgotten your password, or if you need to reset it.

Step 2: Create an online signup sheet including a title for what is needed, time or duration, and number of volunteers needed. Be sure to completely fill in all fields or the tool will notify you it needs filled. Click finished when you are all done.

Create a new signup sheet

Fill in the boxes below to create a signup sheet.
 Click the big "Finished" button when you're all done.

Title:

Details:

What	When (optional)	People needed [?]	Credits [?] (optional)
Group Coordinator	September 15th	4	
Appetizers	September 15th	6	
The people needed field is required.			
Advertise to potential members	August 12th - September 15th	12	
Make Flyers	August 10th	3	

[Finished](#)

Step 3: You will be prompted to email the volunteer signup sheet to potential volunteers or other group members.

Signup sheet successfully created

Congratulations! You have created a signup sheet for "NCSEA Young Member Group Support Committee"
 The next step is to let your potential volunteers know about the signup sheet.
 Email the following link to your potential volunteers (or use Facebook, Twitter, a website, blog, poster, newsletter, etc.)
www.volunteersignup.org/DBBA4
 Below is an example email you can use. Just copy & paste this text into your email program and send it out.

Example Email

Hello everyone,
 Volunteer opportunities for "NCSEA Young Member Group Support Committee" are now open.
 Please click on the following web link (or copy it into your web browser if clicking doesn't work) to go to the signup sheet:
www.volunteersignup.org/DBBA4
 To sign up, just follow the instructions on the page. It only takes a few seconds to do.
 Thank you for volunteering!

Jera Schlotthauer
jeraschlotthauer@gmail.com

[Go to My Sheets](#)

As a volunteer, simply sign up in the sheet. There is no registration required!