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INTRODUCTION
The vitality of a student section is heavily influenced by the Student Section Advisor, who performs a generous and valuable service to the students, the department, and to ASME. Thank you for serving in this important role!! We know how busy you are – teaching load, research, department obligations, and perhaps support of other campus student clubs – and very much appreciate your doing this valuable service. Time is precious, as there is plenty to do in helping guide and support a student section.

This handbook is meant to serve as a reference source and convenient means of orientation for ASME Student Section Advisors (SSA). Each SSA can adopt specific procedures aligned with this handbook and the Knowledge and Community Operating Guide to best serve the goals and needs of their Student Section. Each SSA is encouraged to develop and document their own best practices and to maintain a network with other SSAs, to supplement this handbook.

The information presented in this handbook is not meant to supersede information, instructions or policies currently in use, rather to serve as a complementary guide.

ASME Student Membership
ASME membership is open to students regularly enrolled in an approved curriculum (one which leads to a degree in engineering or engineering technology). Students enrolled in a two-year pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum are also eligible for membership. Where there is no ASME student section, any student of a four-year approved curriculum in engineering or engineering technology may become a Student Member upon approval by the appropriate Department Head or Chair.

Engineering graduate students are eligible for membership in ASME as either:

- A Member, in as much as the Student Member program provides for promotion immediately upon receiving the baccalaureate degree in engineering; or,
- A Student Member, if the applicant is a full-time engineering student, or a part-time engineering graduate employed below the rank of instructor by the college or university in which the applicant is enrolled.

Membership is free to first-year students, and $25 each year for other students. For students joining from January – May, dues are prorated to $12 for that year. General student membership information is available at http://www.asme.org/Membership/Benefits/Student/Student_Benefits.cfm.

We have joint membership agreements with several other engineering organizations. The National Society of Black Engineers (NSBE) offers a 50% discount to ASME members and student members (except first-year free members). The Hong Kong Institution of Engineers is the organization that represents all engineering specialties in Hong Kong. Current ASME members and student members residing outside of Hong Kong can join HKIE as an affiliate or non-resident at a 50% discount. www.hkie.org.hk. When students join ASME, they receive free membership to Engineers Without Borders (EWB)-USA, a non-profit humanitarian organization established to partner with developing communities worldwide in order to improve their quality of life. This partnership involves the implementation of sustainable engineering projects, while involving and training internationally responsible engineers and engineering students. ASME is encouraging our student and professional members, engineering faculty and all interested volunteers to become an integral part of this initiative.

Promotion to Member
Graduating Student Members will be mailed a dues statement in July. The first year's dues are 40% of full Member dues as stated in ASME policy P14.5. To complete the process of promotion to Member grade,
Graduating Student Members need to complete dues payment by Oct. 1. Promoted Student Members will receive a Member card, a pin, and Member Certificate, as well as all benefits that come with Membership.

For the 2010-2011 Membership Year, dues are as follows:
- $55.00 Members 0-1 year after graduation
- $75.00 Member 1-2 years after graduation
- $96.00 Member 2-3 years after graduation
- $117.00 Member 3-4 years after graduation
- $138.00 Member

Graduating Student Members who intend to continue with graduate study, as well as those entering the Armed Services or Peace Corps, should contact ASME Membership at (800) THE-ASME.

**ASME Student Sections**

There are currently over 575 ASME student sections. ASME Student Sections are chartered at mechanical engineering colleges and universities around the world with the following purposes:
- to promote the goals of the Society;
- to complement the curriculum of the educational institution,
- to offer mutual support in study, learning, and professionalism;
- to provide personal connections and communications within the Society and the profession, and
- to provide outreach and service to society in general.

Student Sections are encouraged to organize and provide a variety of activities of technical content and professional and personal value such as:
- technical presentations;
- personal-skill development activities;
- professional introductions and relationships;
- joint activities with other ASME units of all types and with similar units at the parent Institution;
- engineering and technical Competitions,
- local and global Awards and recognitions;
- engineering-related volunteer and community services;
- outreach to potential engineering students; and
- encouragement of continued membership in ASME and in peer engineering and professional societies.

**Starting an ASME Student Section**

An ASME student section may be established in any school having an approved curriculum or a two-year pre-engineering curriculum equivalent to the pre-engineering part of an approved curriculum. The procedure for starting an ASME student section is:
1. Find 15 students willing to join the ASME.
2. Have each of them complete an ASME "membership" application.
4. Have the proposed Student Section Advisor, who must be a senior ASME member, sign the petition.
5. Once these forms are signed, please scan them into one PDF file. Send them to the District Leader to sign.
6. Assemble the following additional information about the university: university's curriculum, history, and current or intended accreditation-status.
7. Send the petition form signed by the District Leader and proposed SSA, plus the above information about your university, with a cover letter to Nicole Alston on the ASME staff – AlstonN@asme.org, or via mail at ASME Headquarters, attention Nicole Alston, ASME, Knowledge and Community Sector, Three Park Avenue, New York NY 10016-5900.

8. Send a copy (by mail or electronically) to the current District Leader for confirmation and recommendation to the Global Communities Operating Board.

STUDENT SECTION ADVISOR
As a member of the University and the Society, the Student Section Advisor has a three-fold responsibility:

1. To encourage mechanical engineering/engineering technology students to become involved in their ASME student section as an initial step in their program of professional development;
2. To ascertain that the activities and programs of the Student Section stimulate interest in the profession; and
3. To create a professional awareness in each Student Member which will inspire them throughout their career to maintain a continuous and active membership in ASME.

Carrying out these responsibilities involves two primary areas of activity: engaging students and ensuring that essential student section administration is conducted. Some examples of these activities are summarized below. More detailed information on Student Section Administration is addressed in this handbook.

Enable Student Leadership to Succeed
- Recruit student section officers (or guide the election process).
- Develop “School Year” meeting schedule with Student Section Officers.

Recognize Outstanding Contributions through Honors and Awards
- Work with District Leader to nominate a student for the Charles T. Main Award – Due March 1
- Nominate a student for the Outstanding Student Member Award – Due Feb 1
- Let students know about the Student Section Advisor award, so they can nominate you! http://files.asme.org/Volunteer/Unit/13022.doc - Due Feb 1
- Encourage students to submit a paper for the Arthur T. Williston Medal – Due Feb 15

Explain the Benefits of ASME Membership
- A description and list of specific ASME student member benefits is available online at http://www.asme.org/Membership/Benefits/Student/Student_Benefits.cfm.
- Print the latest student membership brochure - a handy reference for all student membership benefits, or to use as a recruiting tool. http://files.asme.org/ameorg/Membership/11613.pdf
- Scholarships and Loans – an abundance of educational financing is available from ASME (see calendar for specific due dates and web links). http://www.asme.org/Education/College/FinancialAid/
- ASME offers many Student Activities, explained in this handbook.
- Graduated dues scale for years 1-4 after graduation. http://www.asme.org/Membership/Dues_Service_Charges.cfm

Ensure Student Section Administration is Completed
1. University (also for Colleges) and Officer Information Form – June 30 (please input anytime as updates come in) – submit online at https://secure.asme.org/stusecinfo/NewStuSecInfo.cfm or via excel form available at http://files.asme.org/Volunteer/Unit/12444.xls
2. Student Section Financial Report Form (summary of annual financial activities for the previous year) – June 30 - https://secure.asme.org/stufinrpt/newstufinrpt.cfm
3. Student Merit Based Funding Form (a self-evaluation form used to provide merit based funding to Student Sections, based on Student Section activities from July 1 – June 30) – June 30 - http://files.asme.org/Volunteer/Unit/24675.xls.

Administer Student Member Applications
- Administer first-year Student Member applications, with the assistance of the Student Section Secretary.
- ASME offers a Free Limited Membership Option available during first year in college only – first-year students are eligible for all membership benefits except subscriptions to Mechanical Engineering magazine.
- The new member application is signed by both the student and the Student Section Advisor.
- Encourage non-first-year student members to complete their ASME Membership Application. The renewal member form does not require the Student Section Advisor’s signature – it can be done online at http://files.asme.org/ASMEORG/Membership/Join/1449.pdf.
- ASME student dues are $25 (for students joining from January through May, prorated to $12)
- Payment of dues can be accomplished online or by a direct mailing to the ASME Student Application Processing Department in Fairfield, New Jersey.

STUDENT SECTION OPERATION
Student Section Leadership
Student Sections are typically led by an Executive Committee with a Chair and customary officers such as Vice Chair, Secretary and Treasurer, with additional officers and committee-heads as may be appropriate. Its size will vary with the size of the Section.

Duties of Officers
- **Chair**
  The Chair is responsible for the organization and successful operation of the Student Section. To ensure a smooth turnover and continuation of activities and programs, the Chair should consult with retiring Student Officers. Further, the Chair should consult regularly with the Student Section Advisor. The Chair is responsible for designating committees and appointing members to each. If possible, every member of the Student Section should have an opportunity to serve on a committee, present a paper, or prepare a discussion during the year. In smaller Sections, one-person committees may be necessary and/or one person may function on two or more committees.
- **Vice Chair**
  In addition to carrying on Section business in the absence of the Chair or taking over an incomplete term, the Vice Chair may be assigned administrative or coordinating activities. One such assignment might be as Chair for hosting or organizing a delegation for the Student Professional Development Conference. The Vice Chair may also serve as Chair of one or more Committees, particularly the Meetings/Programs and/or Membership/Recruitment Committees.
- **Secretary**
  The Secretary is responsible for maintaining the records of the Student Section and for ensuring that membership information is accurate and thorough. This includes change of address notations, records and reports, as well as the transmittal of this material to the ASME Headquarters in accordance with the required schedule.
- **Treasurer**
  The Treasurer is responsible for maintaining the financial records of the Student Section and ensuring that all accounts and records are maintained in accordance with school policies and that authorized bills are submitted and paid in a timely manner. The Treasurer is also responsible for completion of Financial Report.
**Records:** Student Section Secretaries keep Minutes, the results of all Elections, and copies of required reports that have been submitted. Section Treasurers shall be prudent and accurate and maintain proper accounts and account-holder information at banking or holding institutions.

**Committee Chairs**
You may wish to set up Committees or Coordinators for some of all of the following activities:
- Membership/Recruitment
- Meetings/Programs
- Tours/Field Trips
- Newsletter/Web Page
- Student Conferences [Student Professional Development Conference (SPDC) & Student Leadership Seminar (SLS)]
- Competitions and Awards
- Publicity
- Student Section Committee and/or Student District Operating Board Representative
- University Student Council Representative

The figure below depicts the student section in relation to other ASME volunteers and staff.

**Required Student Section Reports**
Available on-line through the Unit Leadership Resources Center, under Unit Forms and Instructions. Here’s a quick summary of the reports and who is responsible for completing them.

1. College/University and Officer Information Form – **June 30** (please input anytime as updates come in) – submit online at [https://secure.asme.org/stusecinfo/NewStuSecInfo.cfm](https://secure.asme.org/stusecinfo/NewStuSecInfo.cfm) or via excel form available at [http://files.asme.org/Volunteer/Unit/12444.xls](http://files.asme.org/Volunteer/Unit/12444.xls)
2. Student Section Financial Report Form (summary of annual financial activities for the previous year) – **June 30** - [https://secure.asme.org/stufinrpt/newstufinrpt.cfm](https://secure.asme.org/stufinrpt/newstufinrpt.cfm)
3. Student Section Merit Based Funding Form (a self-evaluation form used to provide merit based funding to Student Sections, based on Student Section activities from July 1 – June 30) – **June 30**

**Student Section Supplies**
- Order online at [http://volunteer.asme.org/unit/Supplies_Available_From.cfm](http://volunteer.asme.org/unit/Supplies_Available_From.cfm)
- Order by August 1 to receive supplies in time for the fall semester
- Supply requests are accepted throughout the year.
- The turnaround time is normally 3-4 weeks, possibly longer for an international request.

**Volunteer E-Request Tool** - make requests to Unit Support on-line - [http://vorequest.asme.org/](http://vorequest.asme.org/)

**Awards**

**ASME Outstanding Student Member Award**  **Due Date February 1.**
- This award is given out at the Student Professional Development Conference; the recipient receives a certificate.
- The SSA nominates a student member by completing the nomination form which is available on the Unit Leadership Resource Center at [http://files.asme.org/Volunteer/Unit/13023.doc](http://files.asme.org/Volunteer/Unit/13023.doc).

**Charles T. Main Student Section Awards**  **Nominations Due Date March 1.**
- A society level award recognizing Student Members whose leadership and service qualities have contributed, for a period of more than one year, to the program and operation of a Student Section of the Society.
- **First Place:** $3000, Gold Medal, Certificate and travel expense supplement to attend the meeting presentation.
- **Second Place:** $2000, Silver Medal, Certificate and travel expense supplement to attend the meeting presentation.
- Student Member from each District; up to eight $500 honorable mentions to qualified candidates.
- Coordinate with senior section members and the District Leader to nominate qualified student(s). The formal nomination process, including the solicitation of reference letters, should not be done by the student.
- Send nominations to the District Leader by **March 1**. Nominations need to substantiate the leadership and service related to Student Section offices, organizational assignments, programs and activities, and community service.
- The District Leader selects one nomination to forward to the General Awards Committee by **April 1**.
- Program information and a list of recipients (Gold and Silver) are available on the Honors and Awards web site, [http://www.asme.org/Governance/Honors/SocietyAwards/Charles_T_Main_S student.cfm](http://www.asme.org/Governance/Honors/SocietyAwards/Charles_T_Main_Student.cfm).

**Student Section Advisor Award**  **Nominations Due to District Leader on Feb 1, and on March 1 from the District Leader to ASME HQ.**
- Presented to a current or former Student Section Advisor who is a senior member of ASME, and whose leadership and service qualities have contributed, for a period of at least three years, to the program and operations of a Student Section of the Society.
- Nominations due to District Leader by **Feb 1**; form is available online at [http://files.asme.org/Volunteer/Unit/13022.doc](http://files.asme.org/Volunteer/Unit/13022.doc).
- District Leader selects one nominee per District and sends nomination to the General Awards Committee by March 1.
Arthur L. Williston Medal **Nominations Due Date March 1 to awards committee.**
- Presented for the best paper submitted in an annual competition on a subject chosen to challenge the engineering abilities of engineering students
- **First Place:** $1000, Bronze Medal, Certificate and Travel expense supplement to attend the meeting presentation.
- **Second Place:** $500 and Certificate
- **Third Place:** $250 and Certificate
- Specific information is sent to each Student Section Chair, Student Section Advisor, Mechanical Engineering & Mechanical Engineering Technology Department Head, District Leader, senior section College Relations Chair and District Liaisons in March of the year preceding the Award.

**Student Section Programming - Ideas for Good Student Section Meetings**

**What’s the problem?**
Class schedules, football games, basketball games, church functions, other on campus clubs, fraternity and sorority meetings, homework, TV and parties make it difficult to get members out for ASME meetings.

**What helps get people out?**
- Social networking such as Facebook.
- Email blasts over a week out and another a couple days before.
- Reminder and follow-up teams.
- Telephone contact - people tend can become overwhelmed with email; personal contact can go a long way.
- Carpool - if meeting is off campus.
- Food – free pizza works great.
- Recognition at meetings.
- Door Prize.
- Faculty support.
- Greeting committee at door.
- A friendly welcome for all at meetings - and outreach between meetings.

**There is no substitute for a good program.**
- Lunch and Learn – technical or career development topic.
- New engineering developments.
- Physicist - What is space travel all about?
- Astronaut - What it is really like in space?
- How to write a resume.
- How to interview for a job.
- Q&A with faculty - What to expect from your classes or other topics.
- Lawyer - How new laws affect liability as an engineer/patent law
- Accountant/ Financial Planner - You and your income tax/financial planning
- Doctor/Health Care Practitioner - How to stay healthy.
- Realtor - How to pick and finance a house.
- Joint events with other societies.
- Student section activities can include parties, sporting events, dinners, picnics, dances, community projects, a design competition for student members or for pre-college students, and movie showing.

**Topic Ideas**
- **Pre-Meeting Welcome**
Warm welcome as people enter the room. Assist with name tags. Address members by name as they arrive. Introduce newcomers. Make everyone feel wanted from the first moment. Two to six people in “Door Welcome” group depending on the section size. Different “Door Welcome” group each meeting. Have others circulate before the meeting is called to order to ensure nobody is neglected.

14 Minute State of the Art Talk
This requires advance preparation. Have someone carefully prepare a 14 minute talk condensing the state of knowledge of a subject. This is to be an overview. Have reference material for those who would like to pursue the subject in more detail.

Four Minute Personal History
Ask a student or faculty member to present the story of his/her life in four minutes. This is often one of the most interesting features of the evening. We all like to hear about each other. Their stories can be very interesting.

Person of the Hour
Honor the “Person of the Hour” who could be a visiting faculty member, a new member, a visitor, one traveling the great distance, former chair or officer, or a recent Student Section Advisor. Many ways to identify “Person of the Hour.” Vary criteria each meeting. Do not honor the same person twice in the same year.

Formal Recognition of Visitors
Have sign-in. Read at least the name of each visitor and have each guest rise. Need not be time consuming. Can do much to make visitors feel welcome. Follow-up contacts or letters after the meeting are a nice touch.

Door Prize
Arrange to give each arriving person a number - allow for duplicate tickets to be purchased. After the meeting begins, have a drawing. The lucky person gets a gift which can be a CD, thumb drive, gift certificate, etc. Set up a prize committee which has the responsibility to supply gifts from their resources. This activity can be real fun.

Tabling
Several tables which can be used to showcase areas of interest. How about a table of section awards and event pictures? One for active members or graduates? Maybe one for those who just joined? Name cards are fine if advance arrangements have been made. A few personal contacts the week before the meeting always pay off. Good way to boost attendance. Format could change each month and this does not have to be undertaken each month.

Study Groups
Allow two full hours before or after the meeting. Advance planning desired. Format flexible.

Technical Talks
Best for small audiences. Invite a speaker who has presented an interesting paper at a technical conference or meeting to present the paper to a small audience of students. This could also be done as a formal lecture for a small group, or as a joint event with the local senior section or other engineering organizations.

Reunions
Opportunity for alumni members, faculty, those from a particular area or others sharing a common interest to meet for an hour or so after the regular meeting. Keeping alumni involved can provide attendees for events, good presenters, and potential source of income for your section.
Committee Meetings
Could be held before or after regular meetings, or during social hours.

Recruitment and Succession Planning
Ideas for effective recruiting/motivating:
• Hand select section officers
• Establish a core team of enthusiastic students to ask others & serve as backup for and mentor first-time volunteers
• List specific tasks, time & skills needed
• Document processes for annual activities (task lists and forms), and keep in a student section binder.
• Help new volunteers get started (training/mentoring)
• Follow up with new volunteers (how’s it going, recognition, what else would you like to do? etc)
• Give accolades generously

ASME Member Recruitment Kit
• Leadership → Volunteer Resources → Unit Leadership Resource Center (scroll down to ASME Member Recruitment and Retainment Kit)
• Tips and sample letters to help with recruiting and retaining members
• http://volunteer.asme.org/unit/Member_Recruitment_Retainment.cfm
• Recruitment Workshop - Presentation slides and speaking notes
• Group Exercises - Scenarios for Recruitment and Section Health to do with your student leaders

SSAs Share Best Practices in Running Student Sections
• Meetings with student section officers at regular intervals to share info & planning a year-long calendar of events.
• Choosing officers, not electing
• Investing more recruitment efforts in the freshman and sophomore classes
• Forming committees for specific tasks
• Leadership team members from all class levels (Fr. thru Sr.); and letting them make decisions.
• Developing a fixed agenda for the year with dates instead of relying on the student leadership to generate ideas
• Planning activities with dates at the beginning of the year. Without this, the section drifts.
• Setting annual performance goals for the section
• Have the Student Section Chair serve on the ME Advisory Board
• Program Ideas:
  • Q&A with faculty
  • Lunch and Learn
  • Joint events with other societies
  • Invite Community College students to join your section
  • Host Senior Section events on campus
  • Invite senior members to student functions
  • Attend senior section dinners
• One on one contact with students.
• Extra-curricular projects
• Attend the various meetings of the students.
• Frequent emailing
• Show interest and participate in their activities.
• Find outside speakers and sites for educational tours.
SSA has to initiate the motion and get things going. I solicit and recruit until a core set of
members is formed, and stay with them until they achieve something.
Always try to find a valid answer for the students' common question: “What is in it for me?”
Let them run it; just coach.

Always try to find a valid answer for the students' common question: “What is in it for me?”
Let them run it; just coach.

Get as many younger leaders to SLS as possible
1. Choosing a good president for the student group (someone willing to do some work and not
just interested adding the title to their resume). 2. Setting up a schedule of events for the year.
1. Regular officer meetings and frequent communication with the student chair. 2. Multi-year
training of the highest officers.
Encouraging participation in District activities
Getting other faculty to endorse ASME activities
Having a co-advisor in the Department of Technology (Mechanical) at our Univ.
Tying ASME activities to department activities.
Find a corporate sponsor to help fund activities.
They love local contests, prizes and pizza!!
Confronting them with big challenges and giving them responsibilities that are afterwards
recognized in front of the whole community. Giving them the lead and letting them define their
own compromises with the section.
Cultivating good supporting group of volunteers from the local senior section

Taking advantage of senior section trips

Department Heads & Deans
- Invite department heads and deans to speak at student activities (SLS or SPDC held on your campus;
  industry dinner, etc)
- Request necessary resources to encourage students to complete their ASME commitments (i.e. ASME
  office, computers, printers, mailing services, etc.)
- Stress the benefits of an ASME student section to the ME Department.
- Presentations on the benefits of an ASME student section to an ME department (created by Walter
  O’Brien, former Chair, Mechanical Engineering, Virginia Tech) are available online at
  http://files.asme.org/asmeorg/Education/College/ME/7784.ppt (PPT show) and

ASME Student Section Liaison
- A program to help reinforce ASME as an important career resource following graduation and bridge
  the transition from student to ASME member by introducing graduating seniors to ASME members in
  their area
  o Work with SSA to identify where graduates are going
  o Provide a personal introduction to local members
- Early Career Engineers serve as ASME’s “ambassadors” to student sections in their local area
- Student liaisons will visit targeted student section(s) at least once a year and speak about ASME and
  their career, to raise awareness of:
  o what ASME membership is and updates on student programs
  o opportunities available to them after graduation
  o how to take advantage of ASME’s range of programs and benefits
- The student liaison draws on his/her own experiences, relating how ASME helped prepare them for
  the transition to the workplace and has aided in their professional development.
- To recommend a recent graduate to be a Student Liaison, please contact Marian Heller,
  Hellerm@asme.org

ASME Industry Advisor
An advisor from industry can contribute greatly to the success of your student section. Possible roles of an Industry Advisor include:

- Advising students about professional development and the ME profession, e.g. the actual practice of Engineering in industry, commerce, consulting, and public service
- Participating in “lunch and learn” or similar events
- Organizing events
- Raising funds
- Providing a connection to ASME (local, district or society level)
- Promoting and facilitating student-and-professional exchange events with:
  - Local engineering companies and operations
  - Guest speakers
  - Potential mentors and sponsors; potential employers
  - Extramural educational opportunities
  - Events sponsored by local and Society-level Units of ASME

Selection of an Industry Advisor
Look for an experienced, knowledgeable, and well-connected senior member with a distinguished engineering career (actively practicing, interim, or retired); broad knowledge of the profession; a network to local engineering operations and leaders of the profession; integrity and discretion when dealing with young people; and the desire and ability to be of service to ASME student-members.

Industry advisors may be recruited and “sponsored” by any ASME operating unit, such as District leadership; any local Senior Section, Sub-Section, or Group; and any Technical Division or Chapter. He or she can also be an alumna from your school. Other ways to recruit may be to post an article in the Section Newsletter, or speak to judges and other senior volunteers at SPDCs and SLSs.

Additional ideas for how sections and student sections can work together is available at http://www.asme.org/Governance/KnowledgeCommunity/SectionStudent_Section.cfm.

**ANNUAL CALENDAR**

*Important Dates (2010-2011)*

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<td><strong>May 7</strong></td>
<td>IPTI Scholarships</td>
</tr>
</tbody>
</table>

*Calendar Checklist*

**September**
If not submitted in the Spring, please return the ASME Student Section Information Sheet & program and financial sheets to ASME Unit Support.

Distribute membership renewal forms, if you requested them to come to you, and start the new membership program.

Develop “School Year” meeting schedule with Student Section Officers which should include local, district and society events occurring in the area.

Encourage Student Section Officers to plan an event with other societies, and to apply for a Diversity Action Grant (awarded to enable student sections to sponsor events that promote the inclusion of women and other underrepresented minorities in ASME Student Sections and in the mechanical engineering field.)

Promote Student Leadership Seminar and select officers to attend the SLS (2 officers and the SSA are funded to attend)

Tell students about IMECE and encourage their attendance. Student-related activities include the finals of the Old Guard and Student Design Competitions, meetings of the Committee on Student Development, Student Sections Committee, and Young Engineer Correspondents Affinity Group, an Early Career Technical Track, and Student Stakeholders Meeting.

Provide a briefing and advise students to begin design preparations and entry deadlines for the ASME Human Powered Vehicle Challenges (North America) [http://www.asme.org/hpv](http://www.asme.org/hpv) and a briefing on any course opportunities where students may use the HPV design activities to help satisfy course requirements.

Provide a briefing to students on the current year’s ASME Student Design Competition problem and on course opportunities for using the ASME problem to satisfy design course requirements. [http://go.asme.org/studentdesign](http://go.asme.org/studentdesign)

ASME Latin America Human Powered Vehicle Challenge occurs.

**October**

- October 1 = Membership Renewal Deadline
- Fundamentals of Engineering Exam (FEE) - last Saturday of the month.
- October 15 = Due Date for Spring term applications for the ASME Student Loan Program. [http://www.asme.org/Education/College/FinancialAid/Student_Loan_Funds.cfm](http://www.asme.org/Education/College/FinancialAid/Student_Loan_Funds.cfm)
- You should receive information regarding the Student Section Advisors Program and the Students Program at the International Mechanical Engineering Congress & Exposition. [http://www.asmeconferences.org/Congress09/](http://www.asmeconferences.org/Congress09/)
- Encourage student leaders to fill out Diversity Action Grant program materials (due date November 10)
- October 15 = Due Date for ASME Graduate Teaching Fellowship Applications ($5,000 available for doctoral students). [http://www.asme.org/Education/College/FinancialAid/Graduate_Teaching_Fellowships.cfm](http://www.asme.org/Education/College/FinancialAid/Graduate_Teaching_Fellowships.cfm)

**November**

- **November 10 = Due Date** for Diversity Action Grant application.
- **November 4-6** - ASME/EYE (European Young Engineers Conference (Italy))
- If known, please provide ASME Unit Support with a list of students who will be attending the IMECE (aka Congress) this year.
- At IMECE, attend the Finals of the Old Guard Oral Competition and the Student Design Competition, as well as the Student Stakeholders Meeting on Saturday evening. A forum for student stakeholders to meet, communicate and share information regarding student conferences, programs, and activities.

**December**

- **December 31 = Due Date** for WISE Internship Applications.
- Encourage graduating seniors to renew membership
- Introduce graduating seniors to Student Liaisons (provide liaison contact info and future plans of graduating students)
Advise those students who are graduating and did not renew their membership that they will be placed on the “Dropped Member” list and:
a. Will not be eligible to participate in the Oral Competition or Old Guard Technical Poster Competition at the Student Professional Development Conferences (SPDC), unless dues are received before the end of December.
b. This is the last month that they will receive Mechanical Engineering magazine and ASME News.

January
✓ Advise student members of the availability of ASME Student Loans and Scholarships and ASME Auxiliary Loan and Scholarship for next year. http://www.asme.org/Education/College/FinancialAid/
✓ Advise students of upcoming deadlines for entering the Spring ASME Human Powered Vehicle Challenges (North America) http://www.asme.org/hpv
✓ Advise students of upcoming deadlines for entering the Spring ASME Student Design Competitions (North America) (http://go.asme.org/studentdesign -- plus see individual SPDC websites, http://districts.asme.org/SPDC)
✓ Remind Section Membership Development Committee to contact those students still in school who appear on the “Dropped Member” list.

February
✓ Submit names of new student officers to ASME Unit Support if elections are held on a semester basis.
✓ February 1 or soon after = Due Date to submit the name of a student for the Outstanding Student Member Award to Unit Support. Encourage students to submit a nomination.
✓ February 1 – SSA Advisor Award Nomination due
✓ If an SPDC is being held in March, you should receive information from the host school and/or ASME Headquarters this month. Please respond promptly to requests for information.
✓ (See March for more details....this calendar assumes an April SPDC date).

March
✓ March 1 = Due Date for nomination of Arthur L. Williston papers to the ASME General Awards Committee.
✓ March 1 = Due Date for the submission of Charles T. Main Award nominees to the District Leader.
✓ March 1 = Due Date for ASME Student Section Advisor Award nominations to the District Leader.
✓ March 15 = Due Date for “ASME Student Membership” to qualify as a participant in the Old Guard Oral Competition or to submit a poster in the Old Guard Technical Poster Competition for the Student Professional Development Conferences.
✓ March 15 = Due Date for the ASME Auxiliary Scholarships.
✓ Return information requests to Host School and ASME for SPDC Delegation and Mileage, and the name(s) and presentation title(s) of the contestant(s) competing in the Old Guard Competitions and Student Design Contest.

April
✓ April 15 = Due Date for Summer/Fall ASME Student Loans.
✓ ASME Human Powered Vehicle Challenges - North America (March-April)
✓ Before the end of the academic year, submit your Student Section Merit Based Funding Form with a record of your activities for the year.
✓ Fundamentals of Engineering Exam (FEE) - second Saturday of this month unless Easter occurs on the first or second Sunday - then the third Saturday.
✓ Hold election of Student Officers for next year and submit College/University and Officer Information Form – April 30 - June 30
✓ Provide a briefing and advise students to begin design preparations and entry deadlines for the Fall ASME Human Powered Vehicle Challenge (Latin America) http://www.asme.org/hpv and a
briefing on any course opportunities where students may use the HPV design activities to help satisfy course requirements.

May
✓ Submit to ASME Unit Support a nomination of appointment (or reappointment) letter for next year’s Student Section Advisor.
✓ Submit ASME College/University and Officer Information Form for next year to Unit Support (if you haven’t already). Submit online at http://files.asme.org/Volunteer/Unit/12444.xls or https://secure.asme.org/stusecinfo/NewStuSecInfo.cfm
✓ If you haven't done so already, submit your Student Section Merit Based Funding Form with a record of your activities for the year
✓ May 7 = Due Date Application materials to the International Gas Turbine Institute (IGTI) for scholarships.
✓ Encourage graduating seniors and transferring community college sophomores to renew membership
✓ Introduce graduating seniors to ASME Student Liaisons (contact info and future plans)

June
✓ If you haven't done so already, submit your Student Section Merit Based Funding Form with a record of your activities for the year

July - August
✓ August 1 - Submit supply form to ASME/NY, Unit Support. A list of available supplies is online at http://volunteer.asme.org/unit/Supplies_Available_From.cfm. The form is available online at https://secure.asme.org/StuSecSupPrgm/form.cfm.
✓ After completing, submit the supply form to Unit Support by email to students@asme.org, by fax at 212-591-7671, or print and mail it to: Unit Support; ASME; Three Park Avenue, MS 22W3; New York, NY 10016-5990
✓ HAVE A GREAT SUMMER!

Example Dates to Avoid
In planning your program year, be mindful of major country, religious and ethnic holidays and periods where it would be less productive to hold an event on campus, such as Homecoming, Midterms, and Finals. This is especially true for an SPDC or other major event.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PE exams</th>
<th>FE exams</th>
<th>PE exams</th>
<th>FE exams</th>
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<tr>
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<td>April 16</td>
<td>April 17</td>
<td>Oct 29</td>
<td>Oct 30</td>
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<td>Oct 29</td>
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<tr>
<td>2012</td>
<td>April 13</td>
<td>April 14</td>
<td>Oct 26</td>
<td>Oct 27</td>
</tr>
<tr>
<td>2013</td>
<td>April 12</td>
<td>April 13</td>
<td>Oct 25</td>
<td>Oct 26</td>
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<td>April 11</td>
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<td>Oct 24</td>
<td>Oct 25</td>
</tr>
<tr>
<td>2015</td>
<td>April 17</td>
<td>April 18</td>
<td>Oct 30</td>
<td>Oct 31</td>
</tr>
</tbody>
</table>

There are several events which are unique to each District and Student Section or have dates which vary from year to year. These have not been included under the specific monthly headings that follow. It is recommended that you note the dates for which the listed events occur in your District.
  o Student Professional Development Conference (SPDC) - http://districts.asme.org/SPDC/
  o Student Leadership Seminar (SLS) - http://districts.asme.org/SLS/
Student Sections Committee (SSC) Student Delegate Nomination – at SPDC in the spring - [http://www.asme.org/Governance/KnowledgeCommunity/InvitationBecomeRegionSSC.cfm](http://www.asme.org/Governance/KnowledgeCommunity/InvitationBecomeRegionSSC.cfm)

- Election of Student Section Officers – Ideally in the Spring, before the year ends.
- Nominations for Special Awards, Others
- Local Events: Human Powered Vehicle Challenge, Student Design Competition or Old Guard Competition Practice or Elimination Contest(s), Joint Activities with other Groups, Others

**ASME Online Calendar (Technical Conferences, IMECE, SLSs, SPDCs, etc)**
- Many of the district and student section events are listed in the ASME online calendar.
- [http://calendar.asme.org/](http://calendar.asme.org/)

**COMMUNICATION TOOLS**

**Online Student Section Roster**
Download complete roster, send email messages with hyperlinks (no attachments) 24 hours a day

**HINT:** When the Link is emailed to you, bookmark the Online Student Section Roster!

- Forms that **must** be submitted to obtain access (Chair and SSA)
  - Member Data Agreement Form: [http://files.asme.org/asmeorg/Governance/9732.pdf](http://files.asme.org/asmeorg/Governance/9732.pdf)
  - Conflict of Interest Form: [http://files.asme.org/Volunteer/Unit/12430.pdf](http://files.asme.org/Volunteer/Unit/12430.pdf)
- **Online Student Section Roster Instructions** (on the Unit Leadership Resources Center): [http://files.asme.org/Volunteer/Unit/12434.ppt](http://files.asme.org/Volunteer/Unit/12434.ppt)

**Quick Instructions for the Section/Student Section Roster**
Complete Member Data Agreement and Conflict of Interest forms to gain access.

**Roster Site** [https://roster.asme.org/Login.aspx](https://roster.asme.org/Login.aspx)

To sign in, enter Last Name in CAPS and ASME Membership Number

**Emailing**
1. Click the “Send An Email To Your Unit” link
2. Type in your Email Address on File with ASME
3. Type in your Membership Number

**Coding Officers**
1. Type in person's last name
2. Unmark the Changes box
3. Click on Search
4. When you locate the person you wish to code, under "Assign To A Position", click on "Click to Assign."
5. Select the term dates for the position, then click submit.

**Global Communities Directory**
- On-Line Directory of District, Section, and Student Section Officers
- Access through “Members Only” link on ASME.org. or at [https://members.asme.org/myasme/login/myasme.cfm](https://members.asme.org/myasme/login/myasme.cfm) (scroll down; it’s on the left)
- To access the directory you will need your ASME member number.
- Select “District” to open a roster for the District Operating Board
- Click “+” sign for each District to reach a list of all sections within a District
- Click “+” sign for each Section to reach a list of student sections in its area
• Select “Section Name” to open an Executive Committee roster (or last year’s chair)
• To find your ‘senior’ section (and other student sections that share it)
  1. Locate your student section code – open “student section alpha listing” on Geographic unit indexes; codes are on the left
  2. Match first four digits of your student code with senior section code - Open “Units By District” and look on the left
  3. Double check - Select the section under “Geographical Unit Information” and check for your student section
  4. Locate nearby student sections - Nearby student sections are listed with your senior section under “Geographical Unit Information”
  5. Note that we are working on creating a convenient list of student sections with the names of their corresponding Senior sections.
• The GC directory is searchable. Here are some tips for using the search function:
  1. Search by Name or Company or Section: Will retrieve information regarding individuals or individuals in those locations. You do not have to put in the complete name. However, the more information you do enter the shorter the list will be.
  2. Search Sections: This will retrieve section officer information. Again, you do not have to enter the complete section name, partial name works. For example if you enter "ark" you get all units that have those letters grouped together --- Arkansas, Westpark, Parkside, etc. This is a useful way of navigating when looking for officer information, and is a lot quicker especially if you do not know which district and section a subsection or school is in.

Other Communications Tools
• PeerLink: – over 200 virtual Communities of Practice (CoP) on various topics - communicate with people from all over the world about any engineering subject. http://peerlink.asme.org
• Online Directories:
  o AC-10 – Board of Governors (BOG), Sectors and Committees
  o Global Communities Directory
  o Access from Members Only Page - http://my.asme.org/ (you need your email address on your ASME record for access to Members Only)
• Volunteer Contact Center
  o A staff tool that can be used to send out messages to selected unit officers (chair, vice chair, etc or all officers of student sections in your area)
  o Messages can be sent at any time and can include attachments
  o Contact Jessica Albert (albertj@asme.org).

ASME Social Media
• Use Social Media to promote your programs and reach out to others.
• Communicate the excitement of engineering and your student section.
• Be part of a professional network of over 11,000 ASME students and members on LinkedIn.
• If your Student Section is on Facebook, LinkedIn, or Twitter, link to ASME’s online communities on those sites.
• http://www.asme.org/Governance/KnowledgeCommunity/Affinity/Online_Communities.cfm

Student Section Web Sites
• ASME offers its units web server space, to help them:
  o Increase communication & involvement among Student Section, Group and Senior Section members
  o Offer greater visibility for activities and members.
- Provide additional means for promotion/marketing of publication, programs and events.
- Recruit volunteers and increase membership.
- The list of student sections and links to their web sites can be found at https://secure.asme.org/ASMESearch/SearchLinks.cfm?type=student%20section.
- If your student section does not already have one, you can easily learn how. Guidelines are available at http://volunteer.asme.org/unit/Guidelines_Creating_Section.cfm.

BUDGETING AND FUNDRAISING

Student Section Merit Based Funding (SS-MBF) will be offered for the first time during FY11. Senior sections have been doing Merit Based Funding for several years to receive their allocation from ASME. SS-MBF will allow student sections to receive their allocation based on their performance. Note that there will NOT be an automatic allocation from ASME to student sections this year.

SS-MBF will cover the period of July 1 - June 30, and an easy to fill out (should take less than half an hour) form in the format of an Excel spreadsheet will be submitted at the end of the academic year. The form is available at http://files.asme.org/Volunteer/Unit/24675.xls so that you can look at the types of information to track this year. The SS-MBF tracks Section Communications, Section Activities, Leadership Development and Recognition, Professional Development, and Percent of Membership. The SS-MBF form should be submitted to SSMBF@asme.org before June 30th. The maximum amount of funding available for each student section is $300.

Questions regarding SS-MBF should be directed to Beth Todd, Chair, Student Sections Committee at btodd.eng@gmail.com.

Funding for Student Conferences

Funding of up to $375 per event is available for SSAs to attend both Student Leadership Seminars and Student Professional Development Conferences. SSAs are strongly encouraged to attend, and to participate in the SSA workshops available. These conferences provide an opportunity to meet and network and share ideas with other SSAs and receive training and orientation about ASME, the roles of SSAs, and resources available.

The specific travel policies are available on the SLS and SPDC web sites. http://districts.asme.org/SLS/ and http://districts.asme.org/SPDC/

Contracts

- Individuals authorized to sign legal documents (including contracts) for ASME:
  - Executive Director
  - Assistant Treasurer
  - Deputy Executive Director
- Forward ALL contracts to your District Liaison.
- 2 to 3 days are normally required for forwarding and returning the contract.
- Special circumstances might require additional time, please plan accordingly.

Certificate of Insurance

- To request, contact your District Liaison. Allow two weeks.
- Some companies may require that we provide proof of insurance, for example vendors for buses, boats, etc., naming the ASME as an additional insured.
- The Certificate of Insurance should be obtained from the vendor prior to submitting the contract for review and signature.
Quick references and more detailed contract guidelines with a recommended contract addendum are available on the Unit Leadership Resources Center at
http://files.asme.org/Volunteer/Unit/12494.doc and at
http://www.asmeconferences.org/LTC10/resources/contractguidelinesLTC09.pdf

Charitable Status and Deductible Expenses
ASME is qualified as a charitable organization, and certain expenses incurred that are not reimbursed for approved volunteer activities may be deductible for United States income tax purposes. For more information, please refer to US IRS Publication 526: Charitable Contributions. http://www.irs.gov/publications/p526/ar01.html

Student Section Funding Options

Diversity Action Grants
Up to $3,000 for events that promote the inclusion of women and other underrepresented minorities in ASME Student Sections and mechanical engineering.

Fundraising and Sponsorship Seeking
Fundamentals of Fundraising: A Primer for Volunteers – online at
http://www.asmeconferences.org/LTC10/resources.cfm (scroll down)
SDOB Sponsorship proposal and sample letters -
http://www.asme.org/Governance/KnowledgeCommunity/Student_Professional.cfm

Alumni Donations

Basic Fundraising Model
- Compile a list of the corporations around your city/campus area – for students to approach
- Talk to everybody in your department / campus / Senior Section(s) - ask for contacts in these corporations & for an introduction
- Check with University (department & development office) about guidelines / restrictions for contacting corporations (want to avoid any faux pas)
- Work with students to develop a basic 'script' for them to use
- Encourage section leaders to delegate to others from the student section (or fundraising committee) to contact each corporation on the list (for which you have the university's go ahead)
- Reach out to local small- and medium-sized businesses for sponsorship (money and in-kind such as food, flowers, give-aways, etc for an event)
- Thank you sponsors publicly and feature their names/logos in printed and online material
- Don’t forget about individuals. Most money donated in the U.S. comes from individuals who have an interest in the cause.
- Donations to ASME, whether cash or in-kind, may be tax-deductible for the donor. Refer to IRS publication above.

A solicitation from you might also interfere with the development of a long-term (or short-term) strategic request from other places within the university --- it is REALLY important to check in with your campus before you approach them.

Don’t forget about small and mid-sized companies in your community! Also, don’t overlook companies that aren’t engineering related. They are a great potential source of support in terms of money and in-kind contributions for events you are conducting -- -anything from flowers to bagels and coffee to pens, magnets, etc. It gives them visibility in the community. Thank them at your event and encourage attendees to thank them as well.

SSAs Share Ideas for Fundraising
- Diversity Action Grants
- Paper sales
o Coffee and donuts stand
o Lab manual sales
o T-shirt sales (Sales of shirts with university and department logo.)
  Students' fund-raising activities
  ASME Headquarters (travel funds for students to attend SLS and SPDC)
  Department and University (Dean, Provost, Student Government, etc)
  Student Senate activities fees
  Direct donations to ASME from faculty and alumni; fundraising done by student section
  Local merchants, small mom/pop companies
  Prize donations from local businesses
  Student government allocation
  District and/or local section support
  Donations from alumni
  My pocketbook (lots of pizza)
  A local area high school's "Visitor's" Concession stand from their booster club.

ASME STUDENT BENEFITS, CAREER RESOURCES & PROGRAMS

Student Benefits

Access to events and resources
  • Registration discounts to ASME technical conferences and society meetings
  • Access to student awards, competitions and resources
  • Join one of 39 ASME Technical Divisions

ASME Publications
  • Free subscription to ME Magazine, ASME’s official monthly magazine
  • Free subscription to Mechanical Advantage student newsletter

Discounts and Special Values
  • Optional ASME Group Health Insurance (dental, medical, liability and more)
  • Special ASME Member rates for car rentals
  • Lifetime e-mail address at ASME.org domain
  • Discounted test prep services through the Princeton Review

For a complete listing of benefits, check out the student benefits website at
http://www.asme.org/Membership/Benefits/Student/Student_Benefits.cfm or download the
Student Benefits Brochure at

Student and Career Resources
• Student Internships http://www.asme.org/Jobs/Advice/Student_Internships.cfm
  How to get there: asme.org → Membership → Benefits → Student Benefits

• ASME Student Center: http://www.asme.org/Communities/Students/
  How to get there: asme.org → Communities → Student Center

HINT: Bookmark the ASME Student Center!

• ASME Graduate Student Center http://www.asme.org/Communities/Students/Grad/
• Washington Internships for Students of Engineering (WISE) Program http://www.wise-intern.org A
  9-week summer program for 3rd or 4th year engineering students interested in public policy.
• E-mentoring for Student Members http://www.asme.org/Jobs/Mentoring/Ementoring_Student_Members.cfm


How to get there: asme.org → Communities → Early Career Center


**ASME Student Programs**

- **ASME Student Center** [http://www.asme.org/Communities/Students/](http://www.asme.org/Communities/Students/) Central location for events and resources for students.

- **Engineering for Change (E4C)** [http://www.engineeringforchange.info/](http://www.engineeringforchange.info/) Engineering for Change (E4C) is a community of engineers, technologists, social scientists, NGOs, local governments and community advocates whose mission is to improve people’s lives in communities around the world (access to clean water, energy, sanitation, transportation, food, education and housing). Through its open, innovative and user friendly online environment, E4C will provide a forum that facilitates connection, collaboration, knowledge exchange and aggregation with complete openness, transparency and accessibility. E4C is anticipated to launch December, 2010. For more information, go to [www.engineeringforchange.org](http://www.engineeringforchange.org).

- **Diversity Action Grants** [http://www.asme.org/Communities/Diversity/Diversity_Action_Grant.cfm](http://www.asme.org/Communities/Diversity/Diversity_Action_Grant.cfm) Grants of $500 to $3,000 to enable student sections to sponsor events promoting the inclusion of women and other underrepresented minorities in ASME Student Sections and mechanical engineering.

How to get there: asme.org → Communities → Diversity → (scroll down to) DAG

- **Engineers Without Borders Collaboration** [http://www.asme.org/Communities/Students/Undergrad/Engineers_Borders_2.cfm](http://www.asme.org/Communities/Students/Undergrad/Engineers_Borders_2.cfm) ASME and EWB are teaming up to engineer a better world - and your student section can help.

How to get there: asme.org → asme.org → Communities → Student Center → Undergraduate Students → (scroll down) Engineers Without Borders (EWB)


How to get there: asme.org → Leadership → Institutes → IPTI → Students (top)

- **Technical Division Student Programs (scholarships, papers, competitions, etc)** The ASME Division web pages are found at [http://divisions.asme.org/](http://divisions.asme.org/). In the upper left hand corner of each Division’s web page, in the box entitled “Division Interests,” is a link to that Division’s Student Activities’ page. The divisions listed below have various programs for students, including competitions, paper contests and scholarships.

  - Bio-Engineering [http://divisions.asme.org/BED/Student_Activities.cfm](http://divisions.asme.org/BED/Student_Activities.cfm)
  - Fluids Engineering [http://divisions.asme.org/FED/Student_Activities.cfm](http://divisions.asme.org/FED/Student_Activities.cfm)
  - Tribology [http://divisions.asme.org/Tribology/Student_Activities.cfm](http://divisions.asme.org/Tribology/Student_Activities.cfm)
  - Nuclear Engineering [http://divisions.asme.org/NED/Student_Activities.cfm](http://divisions.asme.org/NED/Student_Activities.cfm)
  - Solar Energy [http://divisions.asme.org/Solar/Student_Activities.cfm](http://divisions.asme.org/Solar/Student_Activities.cfm)
  - Safety Engineering & Risk Analysis [http://divisions.asme.org/SERAD/Student_Activities.cfm](http://divisions.asme.org/SERAD/Student_Activities.cfm)
• Noise Control & Acoustics http://divisions.asme.org/NCAD/Student_Activities.cfm
• Solid Waste Processing http://divisions.asme.org/SWPD/Student_Activities.cfm
• Manufacturing Engineering http://divisions.asme.org/MED/Student_Activities.cfm
• Pressure Vessel & Piping http://divisions.asme.org/PVP/Student_Activities.cfm
• Information Storage & Processing Systems http://divisions.asme.org/ISPS/Student_Activities.cfm

Student Leadership Seminars
• Annual meeting(s) held in the fall (with the exception of District B, which holds the SLS in the spring)
• Key outcomes are to equip student leaders with skills and resources so they can effectively run their student sections and familiarize students with ASME and the Student District Operating Boards
• Information about scholarships, student activities, awards and Student Professional Development Conferences
• Networking
• Travel funding available for two students and student section advisors per student section (see http://districts.asme.org/SLS/Files/SLSFunding.doc)
• SLS Information contact: SLS@asme.org
• Student Sections and their SSA are encouraged to provide leadership and service by hosting an SLS, in collaboration with the District Leader and Sr. Program Manager for Leadership Development and Recruitment

More detailed information about the planning and conduct of SLSs is on the SLS web page, http://districts.asme.org/SLS/, and in Appendix C: Roles and Responsibilities of Key Players in SLSs.

Student Professional Development Conferences
• Annual meeting held in the spring
• Travel funding for students and student section advisors
• Key outcome has been providing a venue for engaging students in the contests and competitions
• Student Recognition
• Early Career Forum and other professional development opportunities (Optional)
• SPDC Information contact: SPDC@asme.org
• Student Sections and their SSA may provide leadership and service by hosting an SPDC, in collaboration with the District Leader and Sr. Program Manager for Leadership Development and Recruitment.

Recent data, stakeholder feedback, and assessments have indicated that the current model might not be meeting student needs or furthering ASME’s objectives. An SPDC Futures Team was chartered by the Knowledge and Community and Centers Sectors to assess the state of the SPDCs and to make recommendations for improving the current model or to recommend a new model.

The Team sees a clear opportunity to enhance ASME’s programming in this area and recommends immediate improvements to the existing model and a proposal for two complementary new models to replace it, one including an intermediate level design experience and the other an advanced one. An SPDC Transition Team and SPDC Future Models Team are being formed in the Summer of 2010 to continue the process of incorporating stakeholder input to refine and implement the recommendations. Look for progress updates and announcements at the fall SLSs!

Student Competitions http://www.asme.org/Events/Contests/

Student Design Competition
- Sponsored by the ASME Center for Career and Professional Advancement and the ASME Knowledge and Community Sector.
- Individuals or teams of up to four student members design, construct and operate a prototype meeting the requirements of a problem statement.
- Conducted at the Student Professional Development Conferences in the Spring.
- Teams that place first are invited to participate in an international competition held at ASME's International Mechanical Engineering Congress and Exposition (IMECE).
- http://www.asme.org/Events/Contests/DesignContest/Student_Design_Competition.cfm

Student Design Expositions
- A platform for all engineering students to showcase their innovative design and build projects to a broad audience.
- A special feature of ASME Student Professional Development Conferences
- Expos are independent of the annual ASME Student Design Competitions and the Old Guard Oral Competitions, but where a Design Expo is held, it will serve as the venue for the Old Guard Technical Poster Award.
- http://www.asme.org/Events/Contests/Student_Design_Expo.cfm

Human Powered Vehicle Challenges
- ASME sponsors the Human Powered Vehicle Challenges to encourage effective human factors design and the use of human and other energy systems to help produce a more sustainable world.
- The HPVC challenges students to design and race aerodynamically efficient, highly engineered vehicles with elegance, ingenuity, practicality and safety.
- Junior/Senior engineering students have used this competition for their capstone design project.
- Questions? Email hpv@asme.org and check out http://www.asme.org/Events/Contests/HPV/Human_Powered_Vehicle.cfm for further information.

ASME IShow (Innovation Showcase)
- Inspiring students to be product innovators and entrepreneurs.
- Providing a platform for top collegiate student teams to compete for seed money to commercialize their idea.
- http://www.asme.org/Communities/Entrepreneur/Innovation_Showcase_IShow.cfm

Old Guard Competitions
- Conducted at the Student Professional Development Conferences in the Spring.
- Oral Presentation Competition - Designed to emphasize the value of an ability to deliver oral presentations.
- Old Guard Video Presentation Competition – an exclusive program for ASME Districts and Student Members outside of North America. Leaders of Districts G, H, I and J may determine to host a Video Competition in lieu of, or in addition to the traditional Old Guard Oral Presentation Competition. Submissions to the Video Presentation Competition can be made online, and may come in any language(s) approved by the District Leader.
- Technical Poster Competition - Designed to emphasize the ability to deliver visual presentations.
- Technical Web Page Competition - Encourages the delivery of visual presentations using web page technology.
- http://www.asme.org/Governance/Centers/OldGuard/Old_Guard_Programs.cfm


How to get there: asme.org ➔ Leadership ➔ Institutes ➔ IPTI ➔ Students (on top bar)


International Gas Turbine Institute (IGTI) – Student Activities

- ASME IGTI - $4000 - apply online at [www.asme.org](http://www.asme.org) under ASME Scholarships, available to any ASME student member Graduate or Undergraduate.
- IGTI Scholarship - $2000 awards to Graduate or Undergraduate students at an accredited University with a Gas Turbine Research or Teaching component. Nominated by faculty member, SSA, or Dept. Chairman. Send applications by December 31 to:
  
  IGTI - Attention: Scholarship Committee
  6525 The Corners Parkway, STE 115
  Norcross, GA 30092 USA
  igti@asme.org

- Young Engineers Travel Award - $2000 awards for students or young engineers to travel and attend the IGTC and Turbo Expo and present a paper they authored.

Scholarships, Fellowships, and Loans

- Over $100K in academic scholarships available to undergraduate ASME student members worldwide
- Additional ASME Auxiliary scholarship funding for high school, undergraduate and graduate students
- Information on scholarships available to International students
- Very low-interest student loans (North America)
- Graduate Teaching Fellowships (U.S.)

Student Activities at Society Meetings

- Student Members and Student Section Advisors are encouraged to attend and participate in the General Meetings of the Society and the Technical Division Conferences held each year. Dates and locations appear in the Society's on-line Calendar ([http://calendar.asme.org/](http://calendar.asme.org/)). There is a nominal registration fee for Student Members.

During any one Society year, there will be upwards of 800 technical sessions at General Society Meetings and Technical Division Conferences. Technical sessions require the services of aides whose duties involve assisting with on-site logistics. Serving as a Session Aide enables Student Members to take an active part in meetings of the Society while observing the presentation and discussion of technical papers.

IMECE (International Mechanical Engineering Congress and Exposition, a.k.a. Congress)

Dates and locations for the next several IMECEs are:
- 2011 November 11-17, 2011, Denver, CO, USA
• Mid-November, 2012, Houston, TX, USA

Discounted registration for students:
• $150 (non-member and member) for students presenting a paper
• $150 for members not presenting a paper
• $250 for non-members not presenting a paper

Student activities at the IMECE include:
• Finals of the **Old Guard Oral Competition**, usually on Saturday.
• Finals of the **Student Design Competition**, usually on Sunday
• **Old Guard Reception** following the OG Oral Competition Finals.
• **Meetings of various student stakeholder committees**, including the Student Section Committee (SSC); Committee on Student Development (CSD); Young Engineers Correspondents and Global Communities, which includes District Leaders and other volunteer leaders.
• **The Student Stakeholder Meeting** - a forum for student stakeholders to meet, communicate and share information regarding student conferences, programs, and activities (Saturday evening).
• **Members & Students Luncheon** - usually held on Monday and provides an opportunity for Student Members to meet and dine with members of the ASME Board of Governors, the President, and many other prominent members of the Society. All students and SSAs attending either meeting are invited and encouraged to attend.
• **Early Career Ice Cream Social**, usually on Sundays – graduate students are invited to meet and network with early career engineers and learn about opportunities within ASME after graduation.
• **Presenter Practice Program** - An opportunity to practice giving a short presentation in a safe, supportive environment and receive peer feedback and a video of your presentation.

**VOLUNTEER AND STAFF COLLABORATORS & CONTACT INFO**
You are not alone! There are many people in ASME interested in helping student sections succeed. The basic roles of each of these volunteers and staff are summarized below, followed by contact information.

**Knowledge & Community Leaders**
• Knowledge & Community Sector Senior Vice President (11-13): Thomas Libertiny, asme.knowledge.community@gmail.com
• Global Communities Vice President (11-12): Hieu Nguyen, hpnguyen@gmail.com, or globalcommunities1@gmail.com. The Global Communities VP Represents the needs & goals of members of all Global units, including Districts, Sections and their sub-units, Student Sections, and Technical Chapters. Web site: http://www.globalcommunities1.com/
• Richard Bunce, Global Communities Vice President-elect (2011-2013): richard.bunce@siemens.com
• Technical Communities Vice President (10-12): Mindy Grinnan, GrinMH@jea.com
• Affinity Communities Vice President (11-13): KC de la Garza, Kc.dugal@gmail.com
• Programs and Activities Vice President (10-12): Phil Carpentier, Philip.Carpentier@shell.com
• Finance Vice President (11-13) Karen Ohland, kielasal@asme.org

**ASME District Leaders**
• District leader or another member of the District Operating Board visits your student section.
• Coordinate visit with the Student Section Chair, and plan for the three of you to meet beforehand to discuss section operations and student section needs.
Also try to arrange a meeting of the District Leader or their designee with the ME/MET Department Head and engineering/engineering technology Dean. This meeting provides an excellent opportunity to build relationships and establish/reiterate the purpose and benefit of the ASME student section.

Your District Leader’s name and email address can also be found on your District’s website: http://districts.asme.org/communities.htm#DISTRICTS.

DISTRICT A - Stan Halperson (09-11), s_halperson@comcast.net
DISTRICT A – DL-elect, Mike Roy, Michael_Roy@hsb.com
DISTRICT B – Aaron Tsang (11-13), aaron.tsang@aero.bombardier.com
DISTRICT C - Mohammad Mahinfalah (09-11), mahinfalahm@asme.org
DISTRICT D – Mahentesh Hiremath (10-12), hiremathm2@asme.org
DISTRICT E -- Elliott Short (11-13), eshort@raytheon.com
DISTRICT F - John Mulvihill, (10-12), mulvihillj@asme.org
DISTRICT G – Vic Ilic (10-12), V_Ilic@uws.edu.au
DISTRICT H – Bernard Gindroz (10-12), gindrozbi@asme.org
DISTRICT I – Mario Copa (11-13), inagoc@yahoo.com
DISTRICT J – Hadi H. Tahboub Htahboubal@asme.org, hadi.tahboub@gmail.com

Student Sections Committee (SSC) and Student District Operating Boards

The Student Sections Committee is comprised of two students and one senior member (usually a Student Section Advisor) from each of the 10 Districts, and a committee chair. The purposes of this Committee are as follows:

- To act as the single focal point for interaction between student members, student section advisors, senior members and staff of ASME
- To promote and actively assist in the coordination and operation of activities for student members
- To advance the professional development of student members as engineers and servant leaders in ASME and society as a whole
- To be a resource center and information disseminator for students and student section advisors
- To promote active undergraduate and graduate student involvement within technical divisions
- To present the student’s view to and interact with other ASME entities
- To promote upgrading from student membership to professional membership after graduation
- More detailed information on the SSC is available on their web site: http://www.asme.org/Governance/KnowledgeCommunity/Student_Sections_Committee.cfm

The Student District Operating Boards (SDOBs) in each District work under the direction of the District Operating Board to recommend and enact enhancements and changes to the district's benefits and programs (technical, social and educational) that will be of interest to students. The SDOB are comprised of a Chair (Current District SSC Student Representative), an SSC Senior Representative, a Vice Chair, a Webmaster, Members-At-Large, and recent District SSC Student Representatives. SDOB members meet at and assist with Student Leadership Seminars and Student Professional Development Conferences. More detailed information is available on the SDOB website: http://districts.asme.org/SDOB/

SDOB Operations Committee

The Student District Operating Board Operations Committee consists of students who have been involved with the Student District Operating Boards and provide support to smooth operations of every SDOB. The SOC runs the SDOB Leaders’ Conference in the spring and is here to answer questions, help accomplish goals, and to connect SDOB volunteers with other ASME volunteers and staff.

Student Sections Committee Roster (SDOB Chairs noted with **)

CHAIR, Term: 2010-2013, Dr. Beth Todd, btodd@eng.ua.edu
DISTRICT A
- Dr. Mustapha S. Fofana (06-10), Senior Representative, msfofana@wpi.edu
- **Nathan Taylor (09-11), Student Representative, TaylorN@asme.org
- Amey Khanolkar (10-12), Student Representative, ark69@drexel.edu

DISTRICT B
- George Doyle Jr., Ph.D., PE (06-10), Sr Rep, george.doyle@notes.udayton.edu
- **Kristen Cornelius (09-11), Student Representative, cornelius.56@osu.edu
- Wee Sheng Tan (10-12), Student Representative, tanw2@asme.org

DISTRICT C
- Gordon R. Pennock, Ph.D. (06-10), Senior Representative, pennock@ecn.purdue.edu
- **Jerad Cole (09-11), Student Representative, colej@purdue.edu
- Lee “Mickey” Clemon (10-12), Student Representative, sec.lemon@gmail.com

DISTRICT D
- Satya D. Mahanty, Ph.D. (08-11), Senior Representative, satyam@csufresno.edu
- Ransom Burford III (10-12), Student Representative, ransom.burford@gmail.com
- **Joseph Pelina (09-11), Student Representative, joenapoe@comcast.net

DISTRICT E
- Dr. Abel Hernandez (06-09), Senior Representative, abelh@salamanca.ugto.mx
- **Mexico Alicia Monserrat Robles Sanchez (09-11), Student Representative, robles_sancheza2@asme.org
- **Susan Huppenthal (10-12), Student Representative, shuppent@harding.edu

DISTRICT F
- Beth Todd, Ph.D. (07-11), Senior Representative, btodd@eng.ua.edu
- **Maxine Emerich (09-11), Student Representative, emerich10@sbc.edu
- Rene O. Diaz (10-12), Student representative, diazr2@asme.org

DISTRICT G
- **Shiyu Liu, Student Representative, lius0015@ntu.edu.sg

DISTRICT H
- Memis Acar, Ph.D.(09-12), Senior Representative, acarm@asme.org
- Alexander Scott (09-11), Student Representative, ags50@hotmail.com

DISTRICT I
- Mina Natchova (08-11), Senior Representative, natchovam@asme.org
- **Dianela Dubuc (09-11), Student Representative, dubucd2@asme.org
- Matias E. Flores(10-12), Student Representative, floresm2@asme.org

DISTRICT J
- Dr. Najib Metni (10-12), Senior representative, nmetni@ndu.edu.lb
- **Charles Haddad (09-11), Student Representative, charles1470@hotmail.com
- Jad A Mouhanna (10-12), Student Representative, jam19@aub.edu.lb

Committee on Student Development
The Committee on Student Development promotes and enhances the education and professional development of engineering students by (1) assessing the professional needs of engineering students, (2) continuously improving ASME’s student professional development products to meet those needs, (3) advocating on behalf of students within ASME, (4) marketing ASME and external student professional development resources to students, and (5) raising awareness of ASME and external student professional development resources to other ASME units. The CSD is comprised of ASME members, some of whom are Early Career Engineers and recent graduates, who care about, and know about, what students need and want.

http://www.asme.org/Governance/Centers/ProfessionalDevelopment/Committee_Student_Development.cfm
- Jessica Sanfilippo (Chair)
- Jamie Waters (Vice Chair)
ASME Staff Partners
K&C Leadership and Unit Support provides management and guidance for student section activities through individual District Liaisons and the Sr. Program Manager for Recruitment and Leadership Development
- District Liaison is your partner and resource on ASME policies, procedures and core competencies (send any and all contracts to your liaison). They usually attend the Student Leadership Seminar.
- Sr. Program Manager for Recruitment and Leadership Development supports volunteer training by developing core materials for SLSs, maintaining this Student Section Handbook, and helping facilitate training and leadership development workshops.

K&C Unit Support provides Administrative Support for Unit Operations
- Financial transactions
- Honors & Awards
- Communications support
- Database administration
- General unit administration
- Development & maintenance of volunteers tools
- Shipping of supplies for student sections
- Direct contact unitsupport@asme.org or studentsupport@asme.org

A list of all Knowledge & Community Sector staff partners is available online at http://volunteer.asme.org/unit/Leadership_Communities_Staff.cfm.

The program staff of the ASME Center for Career & Professional Advancement and Center for Education are available for guidance and feedback on:
- Student Design Competitions (elghobashya@asme.org)
- Human Powered Vehicle Challenges (elghobashya@asme.org)
- Old Guard Competitions (elghobashya@asme.org)
- Student Loans, Scholarships and Fellowships (lefeverb@asme.org)
- Joint ASME/European Young Engineers Programs (hasanc@asme.org)

Staff Partners Contacts
Accreditation and ABET: Sonia Moin, 212-591-7880, moins@asme.org
Arthur L. Williston Medal – Catherine Mervyn, 212-591-7736, mervync@asme.org
ASME Foundation Endowments and Scholarship Funding: Judith Kearney 212-591-7445, kearneyj@asme.org
ASME IShow – Patti Jo Snyder, 202-785-7387, SnyderP@Asme.org
Customer Service: Information Central, 800-843-2763, infocentral@asme.org
District Liaisons:
  Vince Dilworth, 925-244-1360, dilworthd@asme.org (Districts D and G)
Lee Hawkins, 972-414-3260, hawkinsl@asme.org (Districts E, F, and I)
Richard Ulvila, 212-591-7863, ulvilar@asme.org (Districts A and B)
Marian Heller, 212-591-7079, HellerM@asme.org (Districts C, J and H)

Diversity Action Grants: Dave Soukup, 212-591-7397, soukupd@asme.org
Early Career Engineers / EC Forums: Cheryl Hasan, 212-591-8239, hasanc@asme.org
Honors and Awards: Cathy Mervyn, 212-591-7736, mervync@asme.org
Graduate Teaching Fellowships - ASME: Sonia Moin, 212-591-7880, moins@asme.org
Human Powered Vehicle Challenge: Amira El-Ghobashy, 212-591-8131, elghobashya@asme.org
Leadership Training Conference: Marian Heller, 212-591-7079, hellerm@asme.org
ME Today feature stories, Cheryl Hasan, 212-591-8239, hasanc@asme.org
Old Guard Competitions: Amira El-Ghobashy, 212-591-8131, elghobashya@asme.org
PeerLink (formerly Communities of Practice): Christina Perakis, 212-591-7133, perakisc@asme.org
Public Awareness (Community Outreach, Engineers Week, Engineers Without Borders): Marina Stenos, 212-591-8614, stenosm@asme.org
Scholarships – ASME - Beth Lefever, 212-591-7790, lefeverb@asme.org
Scholarships – ASME Auxiliary – RuthAnn Bigley, 212-591-7650, bigleyr@asme.org
Scholarships - ASME Auxiliary FIRST Clarke Scholarship – RuthAnn Bigley, 212-591-7650, bigleyr@asme.org
Section Operations and List Downloads: Jessica Albert, 212-591-7911, albertj@asme.org
Student Design Competition: Amira El-Ghobashy, 212-591-8131, elghobashya@asme.org
Student Leadership Seminars and Student Professional Development Conferences (SPDC): Marian Heller, 212-591-7079, hellerm@asme.org
Student Loans: Beth Lefever, 212-591-7790, lefeverb@asme.org
Student Loans – ASME Auxiliary - Susan Hawthorne, saleneH@aol.com, http://www.asme.org/Education/College/FinancialAid/Auxiliary_Student_Loans.cfm
Student Merit Based Funding: Nicole Alston, 212-591-7006, alstonn@asme.org
Unit Support: Deidra Hackley, 212-591-7852, hackleyd@asme.org

ABOUT ASME
ASME Society Overview
In a rapidly changing global technological environment, ASME’s Mission, Vision and Core Values remain constant.

Our Vision: To be the premier organization for promoting the art, science and practice of mechanical and multidisciplinary engineering and allied sciences to our diverse communities throughout the world.

Our Mission: To promote and enhance the technical competency and professional well-being of our members, and through quality programs and activities in mechanical engineering, better enable its practitioners to contribute to the well-being of humankind.

In performing its mission, ASME continues to adhere to these core values:

- Embrace integrity and ethical conduct
- Embrace diversity and respect the dignity and culture of all people
- Nurture and treasure the environment and our natural and man-made resources
- Facilitate the development, dissemination and application of engineering knowledge
- Promote the benefits of continuing education and of engineering education
- Respect and document engineering history while continually embracing change
- Promote the technical and societal contribution of engineers

ASME’s programs are organized and conducted by staff and volunteers operation in different sectors:
• Knowledge and Community - Delivering value through member units (sections, divisions, student sections, affinity groups, etc.);
• Institutes - Business units that provide products or services to members/customers;
• Centers - Mission focused activities to benefit the profession or the public interest;
• Standards & Certification - a fully developed strategic business line or codes, standards and certification programs covering areas important to the safety and well-being of society;
• Strategic Management - Supports the BOG and the sectors with a uniquely forward- and externally-focused perspective.

The sectors work collaboratively on cross-sector projects and each produces and conducts a diverse and complex array of products and services. The work is done in Society Committees, with a partnership of volunteers and staff.

**ASME at a Glance:** This brochure provides a concise description of the Society, including Standards & Certification, education, technical divisions, addresses, etc.  
http://files.asme.org/asmeorg/About/13917.pdf

**ASME Knowledge and Community (K&C) Sector**  
http://www.asme.org/governance/knowledgecommunity/

The K&C sector provides organizational and management structure to over 800 member units.  
- Global Communities – Sections, Student Sections, Districts  
- Technical Communities –technical content in over 30 areas through technical groups and divisions  
- Affinity Communities – virtual communities that identify, develop and support groups of members with a special interest, which cross technical and geographic boundaries

Their purpose:  
- Stimulate the development, acquisition and dissemination of technical knowledge;
- Provide opportunities for engineering practitioners to connect and to exchange ideas; and
- Promote the advancement and professional development of our members.

**ASME Volunteers**  
- Society Officers  
  - President of ASME and Board Of Governors (9) – represent the entire Society’s interests  
  - Sector Boards of Directors of each Sector - Sr. Vice President who represents the entire Sector’s interests and Vice Presidents within the Sectors who represent the interests of their unit  
- District Leaders  
- Section Members and Officers  
- Student Section Members and Officers  
- Technical Division Members and Officers

**Badges – Who is Who?**  
- Blue name badge = Committee members and unit leaders  
- White name badge = Society officers, including Past Presidents  
- Gold name badge = ASME Fellow  
- Green badge = ECLIPSE Intern (Early Career Leadership Internship for the Promotion and Service to Engineering)  
- Red name badge = Staff

**ASME WEB RESOURCES**

**ASME Web Sites**
• **Knowledge and Community Sector** [http://www.asme.org/Governance/KnowledgeCommunity/](http://www.asme.org/Governance/KnowledgeCommunity/) The organizational and support structure for the more than 800 member units that make up the Global, Technical and Affinity Communities.

• **Global Communities** [http://districts.asme.org/communities.htm](http://districts.asme.org/communities.htm) and [http://www.globalcommunities1.com/](http://www.globalcommunities1.com/) Links and information on Districts, Sections, and Student Sections and their activities.


• **District B** [http://districts.asme.org/DistrictB](http://districts.asme.org/DistrictB) U.S. States of Michigan, Ohio, Pennsylvania (partial), and West Virginia. Canadian Province of Ontario.

• **District C** [http://districts.asme.org/DistrictC](http://districts.asme.org/DistrictC) U.S. States of Illinois, Indiana, Iowa, Kansas, Kentucky, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin. Canadian Provinces of Manitoba and Saskatchewan.


• **District G** [http://districts.asme.org/DistrictG](http://districts.asme.org/DistrictG) “Asia Pacific District” Australia, China, Hong Kong, India, Indonesia, Japan, Malaysia, Philippines, Singapore, South Korea, and Taiwan.

• **District H** [http://districts.asme.org/DistrictH](http://districts.asme.org/DistrictH) “Europe” Czech Republic, Denmark, France, Germany, Greece, Israel, Italy, Russia, Serbia, Slovenia, Switzerland, Turkey, United Kingdom and Ireland.

• **District I** [http://districts.asme.org/DistrictI](http://districts.asme.org/DistrictI) “Latin America and Caribbean” Argentina, Bolivia, Colombia, Costa Rica, Ecuador, Jamaica, Peru, Trinidad & Tobago and Venezuela.

• **District J** [http://districts.asme.org/DistrictJ](http://districts.asme.org/DistrictJ) “Middle East and Africa” Bahrain Island, Egypt, Kuwait, Nigeria, Qatar, Saudi Arabia, and United Arab Emirates.


• **Technical Communities** [http://www.asme.org/Communities/Technical/](http://www.asme.org/Communities/Technical/) supports the technical groups, divisions and committees which produce many of ASME’s technical products (conferences, journals, etc).


• **Centers Sector** [http://www.asme.org/Governance/Centers/](http://www.asme.org/Governance/Centers/) Organization and support for contests and competition financial aid, education, professional development, diversity, and public awareness.

**Information and Assistance for Student Section Operations**

• **The Unit Leadership Resource Center** Forms needed during the year plus other useful information. [http://volunteer.asme.org/unit](http://volunteer.asme.org/unit) Student Section forms are at the bottom of the page “Unit Forms and Instructions.”

How to get there: asme.org → Leadership → Volunteer Resources → Unit Leadership Resource Center

**HINT:** Bookmark the Unit Leadership Resource Center!

• **List of available supplies & supply request form** [https://secure.asme.org/StuSecSupPrgm/form.cfm](https://secure.asme.org/StuSecSupPrgm/form.cfm).
• **The Volunteer E-Request Tool (VERT)**, a centralized portal for answering your unit administrative questions, making inquiries or requesting staff assistance online. [http://vorequest.asme.org/](http://vorequest.asme.org/)

• **Instructions for VERT** A step-by-step guide on how to use the Volunteer E-Request Tool (VERT). [http://files.asme.org/Volunteer/Unit/14796.ppt](http://files.asme.org/Volunteer/Unit/14796.ppt)

• **Student Leadership Seminars Presentation Library** – Presentations and other resources from current and past SLSs. [http://www.asme.org/Governance/KnowledgeCommunity/SLTS_Presentation_Library.cfm](http://www.asme.org/Governance/KnowledgeCommunity/SLTS_Presentation_Library.cfm).

How to get there: asme.org → Leadership → Knowledge and Community Sector → Student Leadership Seminars (left hand sidebar) → Student Leadership Seminars Presentation Library (left hand sidebar)

• **Volunteer Center** [http://www.asme.org/Governance/Volunteer](http://www.asme.org/Governance/Volunteer)

How to get there: asme.org → Leadership → Volunteer

**ASME Publications**

• ME Magazine - [http://www.memagazine.org](http://www.memagazine.org)

• ASME News - [http://www.asmenews.org](http://www.asmenews.org)

• ME Today – Quarterly online newspaper for students and early career engineers. [http://www.asme.org/NewsPublicPolicy/Newsletters/METoday/](http://www.asme.org/NewsPublicPolicy/Newsletters/METoday/)

• ASME E-Library [http://www.asme.org/Membership/Benefits/Professional/eLibrary.cfm](http://www.asme.org/Membership/Benefits/Professional/eLibrary.cfm)
Appendix A: Policy 5.2 Student Membership Qualifications and Establishment of New Student Sections.

I. PREFACE
A. Article C3.1.7 of the Constitution states: "A Student Member shall be a student regularly enrolled and working towards a degree in an approved curriculum, or towards an engineering degree in a regionally accredited institution."
B. By-Law B3.1.7 states: "An approved curriculum is one which leads to a degree in engineering or engineering technology."
C. The Knowledge and Community Board on Global Communities may authorize the organization of a student section in any school having an approved curriculum.

II. PURPOSE
A. Policies.
   1. To define the policy of ASME relating to student membership.
   2. To define the policy of ASME relating to student sections.
B. Procedures.
   1. To establish the procedure for attaining student membership.
   2. To establish the procedure for establishing student sections.
   3. To establish the procedures for appointment of advisors for student sections.
   4. To establish the procedures for the election of student section officers.
   5. To establish the procedures for withdrawal of student section charter.

III. POLICY
A. Attainment of Student Membership
   1. A student regularly enrolled in an approved curriculum is eligible for student membership.
   2. Any student regularly enrolled in a two-year pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum is eligible for student membership.
B. Establishment of student sections
   1. An ASME student section may be established in any school having an approved curriculum.
   2. An ASME student section may be established in any school having a two-year pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum.

IV. PROCEDURE
A. Attainment of Student Membership
   1. A student enrolled in an approved curriculum may submit an application for student member status. Once approved by Services Staff, the student’s name will be placed on the rolls of the Society, and the student will be informed of the action.
B. Establishment of Student Sections

Procedures for the establishment of a student section at a school shall be described in the Knowledge and Community Board on Global Communities’ Operation Guide.
C. Student Section Governance
   1. Student Section Officers

   Annually, each student section shall elect officers including a chair and a governing body of at least three Student Members. Additional officers may be elected or appointed by the governing board.
2. Student Section Advisors
Upon the recommendation of a student section, the local district leader shall designate, with the concurrence of the department head, a senior member of the Society as student section advisor for one year to be a member ex officio of the governing body of the student section.

In the event a senior ASME member cannot be found to serve as student section advisor, the district leader may request a one-year waiver of this requirement from the vice president of Global Communities.

D. Withdrawal of Student Section Charters
1. The Knowledge and Community Board of Directors shall have authority to withdraw the charter of a student section as it deems appropriate.
2. Notice of withdrawal to the student section and others concerned shall contain provision for complete dissolution of the student section not later than three years after such date of notification.

Responsibility: Knowledge and Community Board of Directors
Reassigned from Council on Member Affairs/Board on Young Engineers

Adopted: June 10, 1963

Revised:
December 3, 1970
June 18, 1975
February 23, 1978
June 25, 1980
December 13-14, 1984
June 14, 1985
(editorial changes 7/86)
(editorial changes 4/89)
(editorial changes 9/89)
March 15, 1991
June 13, 1991
June 18, 1992
September 17, 1992
November 10, 1994
March 17, 1995
June 9, 1999
(editorial changes 11/01)
(editorial changes 6/02)
September 13, 2003
June 1, 2005

Appendix B: Society Policy 4.13 – Alcohol and Controlled Substances

I. PREFACE
It is important that ASME events be conducted in a manner and way which demonstrate to the public a responsible professional image and responsible citizenship.

II. PURPOSE
To state the ASME policy relative to the use of alcoholic beverages and controlled substances.
III. POLICY
   A. It is ASME policy that alcoholic beverages:
      1. shall not be the central focus of events in which units of ASME participate,
      2. shall not be publicized as an inducement for attending an event in which units of
         ASME participate,
      3. shall be served only by and at licensed establishments wherever possible,
      4. shall only be available when non-alcoholic beverages are also available,
      5. shall be served only in compliance with all Federal, State, and local laws and/or
         ordinances, and
      6. shall be served only in compliance with the policies and regulations of the relevant
         educational institutions when students are involved.
   B. Illegal use of controlled substances at events in which units of ASME participate is
      prohibited.

IV. PROCEDURE

   Responsibility for ensuring compliance with this Society Policy is vested in the ASME unit(s)
   involved in the sponsorship of the event.

   Responsibility: Knowledge and Community Board of Directors
                   Reassigned from Council on Member Affairs 6/1/05

   Adopted: June 6, 1990

   Reaffirmed: September 20, 1996

   Revised: (editorial changes 6/1/05)
## Appendix C: ASME Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning (Sector where applicable) and Web Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAES</td>
<td>American Association of Engineering Societies</td>
</tr>
<tr>
<td>ABET</td>
<td>Accreditation Board for Engineering and Technology</td>
</tr>
<tr>
<td>AC-10</td>
<td>Online Directory of Board of Governors, Boards and Committees</td>
</tr>
<tr>
<td>AERO</td>
<td>Aerospace Division (K&amp;C)</td>
</tr>
<tr>
<td>AESD</td>
<td>Advanced Energy Systems Division (K&amp;C)</td>
</tr>
<tr>
<td>AMD</td>
<td>Applied Mechanics Division (K&amp;C)</td>
</tr>
<tr>
<td>BCA</td>
<td>Board on Conformity Assessment (C&amp;S)</td>
</tr>
<tr>
<td>BCO</td>
<td>Board on Codes and Standards Operations (C&amp;S)</td>
</tr>
<tr>
<td>BED</td>
<td>Bioengineering Division (K&amp;C)</td>
</tr>
<tr>
<td>BGR</td>
<td>Board on Government Relations (Strategic Management)</td>
</tr>
<tr>
<td>BHA</td>
<td>Board on Hearing Appeals (C&amp;S)</td>
</tr>
<tr>
<td>BNCS</td>
<td>Board on Nuclear Codes and Standards (C&amp;S)</td>
</tr>
<tr>
<td>BOG</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>BOND</td>
<td>Board on New Development (C&amp;S)</td>
</tr>
<tr>
<td>BST</td>
<td>Board on Standardization and Testing (C&amp;S)</td>
</tr>
<tr>
<td>BPTCS</td>
<td>Board on Pressure Technology Codes and Standards (C&amp;S)</td>
</tr>
<tr>
<td>BSC</td>
<td>Balanced Score Card</td>
</tr>
<tr>
<td>BSCS</td>
<td>Board on Safety Codes and Standards (C&amp;S)</td>
</tr>
<tr>
<td>C&amp;S</td>
<td>Codes and Standards Sector</td>
</tr>
<tr>
<td>CECD</td>
<td>Committee on Early Career Development (Centers)</td>
</tr>
<tr>
<td>CEA</td>
<td>Committee on Engineering Accreditation (Centers)</td>
</tr>
<tr>
<td>CEEI</td>
<td>Center for Engineering Entrepreneurship &amp; Innovation (Strategic Management)</td>
</tr>
<tr>
<td>CEI</td>
<td>Continuing Education Institute (Institutes)</td>
</tr>
<tr>
<td>CESR</td>
<td>Committee on Ethical Standards and Review (Centers)</td>
</tr>
<tr>
<td>CFL&amp;D</td>
<td>Center for Leadership and Diversity (Centers)</td>
</tr>
<tr>
<td>CIE</td>
<td>Computers and Information in Engineering Division (K&amp;C)</td>
</tr>
<tr>
<td>CLA</td>
<td>Committee on Legal Affairs (BOG)</td>
</tr>
<tr>
<td>COFI</td>
<td>Committee on Finance and Investments (BOG)</td>
</tr>
<tr>
<td>COH</td>
<td>Committee on Honors (BOG)</td>
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<td>CoP</td>
<td>Communities of Practice (now ASME PeerLink)</td>
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<td>COR</td>
<td>Committee on Organization and Rules (BOG)</td>
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<tr>
<td>CPA</td>
<td>Center for Public Awareness (Centers)</td>
</tr>
<tr>
<td>CPDL</td>
<td>Committee on Professional Development and Licensure</td>
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<td>CPDPE</td>
<td>Center for Professional Development, Practice and Ethics</td>
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<tr>
<td>CPP</td>
<td>Committee on Past Presidents (BOG)</td>
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<tr>
<td>CRTD</td>
<td>Center for Research &amp; Technology Development (K&amp;C)</td>
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<tr>
<td>CTA</td>
<td>Committee on Technology Accreditation (Centers)</td>
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<tr>
<td>DAG</td>
<td>Diversity Action Grant (Centers, CFL&amp;D)</td>
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<tr>
<td>DED</td>
<td>Design Engineering Division (K&amp;C)</td>
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<tr>
<td>DOB</td>
<td>District Operating Board (K&amp;C)</td>
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<tr>
<td>DSCD</td>
<td>Dynamic Systems and Control Division (K&amp;C)</td>
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<tr>
<td>E4C</td>
<td>Engineering for Change</td>
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<td>ECE</td>
<td>Early Career Engineer</td>
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<tr>
<td>Acronym</td>
<td>Meaning (Sector where applicable) and Web Link</td>
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<td>---------</td>
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<tr>
<td>ECF</td>
<td>Early Career Forum (Centers)</td>
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<td>ECLIPSE</td>
<td>Early Career Leadership Intern Program to Serve Engineering (Centers)</td>
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<td>EED</td>
<td>Environmental Engineering Division (K&amp;C)</td>
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<td>EMCI</td>
<td>Engineering Management Certification International (Institutes)</td>
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<td>EPPD</td>
<td>Electronic and Photonic Packaging Division (K&amp;C)</td>
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<td>EWB</td>
<td>Engineers Without Borders (partnership through Centers)</td>
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<td>FED</td>
<td>Fluids Engineering Division (K&amp;C)</td>
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<tr>
<td>FIRST</td>
<td>FIRST Robotics (For Inspiration and Recognition of Science and Technology) (partnership through Centers)</td>
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<td>Fluid Power Systems &amp; Technology Division (K&amp;C)</td>
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<td>General Awards Committee (COH)</td>
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<td>Global Communities (K&amp;C)</td>
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<td>History &amp; Heritage Committee (Centers)</td>
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<td>HPVC</td>
<td>Human Powered Vehicle Challenge (Centers)</td>
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<td>Heat Transfer Division (K&amp;C)</td>
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<td>IAB</td>
<td>Industry Advisory Board (Strategic Management)</td>
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<td>ICC</td>
<td>Information and Communications Committee (K&amp;C)</td>
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<td>ICED</td>
<td>Internal Combustion Engine Division (K&amp;C)</td>
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<td>IGTI</td>
<td>International Gas Turbine Institute (Institutes)</td>
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<tr>
<td>IMECE</td>
<td>International Mechanical Engineering Congress and Exposition (also known as Congress)</td>
</tr>
<tr>
<td>IPTI</td>
<td>International Petroleum Technology Institute (Institutes)</td>
</tr>
<tr>
<td>ISHOW</td>
<td>Innovation Showcase (Strategic Management)</td>
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<tr>
<td>ISPS</td>
<td>Information Storage &amp; Processing Systems Division (K&amp;C)</td>
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<td>K&amp;C</td>
<td>Knowledge and Community Sector</td>
</tr>
<tr>
<td>LTC</td>
<td>Leadership Training Conference</td>
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<tr>
<td>MBF</td>
<td>Merit-Based Funding (K&amp;C)</td>
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<td>MD</td>
<td>Materials Division (K&amp;C)</td>
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<td>MED</td>
<td>Manufacturing Engineering Division (K&amp;C)</td>
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<td>MEDHCC</td>
<td>Mechanical Engineering Department Heads Committee (Centers)</td>
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<td>MEMS</td>
<td>MicroElectroMechanical Systems Division (K&amp;C)</td>
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<td>METDHC</td>
<td>Mechanical Engineering Technology Department Heads Committee</td>
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<td>MGTD</td>
<td>Management Division (K&amp;C)</td>
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<td>Materials Handling Engineering Division (K&amp;C)</td>
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<td>NC</td>
<td>Nominating Committee</td>
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<td>NCAD</td>
<td>Noise Control and Acoustics Division (K&amp;C)</td>
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<td>NDE</td>
<td>Nondestructive Evaluation Engineering Division (K&amp;C)</td>
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<td>NED</td>
<td>Nuclear Engineering Division (K&amp;C)</td>
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<td>OG</td>
<td>Old Guard Committee and Programs (Centers)</td>
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<td>OOAE</td>
<td>Ocean, Offshore, and Arctic Engineering Division (Institutes)</td>
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<td>P&amp;A</td>
<td>Programs &amp; Activities (K&amp;C)</td>
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<td>PD</td>
<td>Petroleum Division (Institutes)</td>
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<td>PEMD</td>
<td>Plant Engineering &amp; Maintenance Division (K&amp;C)</td>
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<tr>
<td>PID</td>
<td>Process Industries Division (K&amp;C)</td>
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<td>PPC</td>
<td>Professional Practice Curriculum (Centers)</td>
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<td>PPP</td>
<td>Presenter Practice Program</td>
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<td>Acronym</td>
<td>Meaning (Sector where applicable) and Web Link</td>
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<tr>
<td>PSD</td>
<td>Pipeline Systems Division (Institutes)</td>
</tr>
<tr>
<td>PVP</td>
<td>Pressure Vessels and Piping Division (K&amp;C)</td>
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<tr>
<td>RSLS</td>
<td>Regional Student Leadership Seminar (K&amp;C) Now known as SLS = Student Leadership Seminar</td>
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<td>RTD</td>
<td>Rail Transportation Division (K&amp;C)</td>
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<td>SAC</td>
<td>Special Award Committee (COH)</td>
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<tr>
<td>SAM</td>
<td>Summer Annual Meeting</td>
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<td>SDC</td>
<td>Student Design Competition (Centers)</td>
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<td>SDCC</td>
<td>Student Design Competition Committee (Centers)</td>
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<td>SDOB</td>
<td>Student District Operating Board (K&amp;C)</td>
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<tr>
<td>SED</td>
<td>Solar Energy Division (K&amp;C)</td>
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<tr>
<td>SERAD</td>
<td>Safety Engineering and Risk Analysis Division (K&amp;C)</td>
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<td>SI</td>
<td>Strategic Initiatives (Strategic Management)</td>
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<tr>
<td>SLC</td>
<td>SDOB Leadership Conference</td>
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<tr>
<td>SLS</td>
<td>Student Leadership Seminars (K&amp;C)</td>
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<tr>
<td>SMBF</td>
<td>Student Based Merit Funding</td>
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<tr>
<td>SMBOD</td>
<td>Leadership - Strategic Management Sector - Board Of Directors</td>
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<tr>
<td>SOC</td>
<td>SDOB Operations Committee</td>
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<tr>
<td>SPDC</td>
<td>Student Professional Development Conference (K&amp;C and Centers)</td>
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<td>SPGF</td>
<td>Strategic Priorities Grant Fund</td>
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<tr>
<td>SSA</td>
<td>Student Section Advisor</td>
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<tr>
<td>SSAP</td>
<td>Student Section Advisor Program (K&amp;C and Centers)</td>
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<tr>
<td>SSC</td>
<td>Student Sections Committee (K&amp;C)</td>
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<tr>
<td>SWPD</td>
<td>Solid Waste Processing Division (K&amp;C)</td>
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<tr>
<td>T&amp;S</td>
<td>Technology &amp; Society Division (K&amp;C)</td>
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<tr>
<td>TC</td>
<td>Technical Communities (K&amp;C)</td>
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<tr>
<td>TEC</td>
<td>Technology Executives Conference (precursor to LTC) (K&amp;C)</td>
</tr>
<tr>
<td>TED</td>
<td>Textile Engineering Division (K&amp;C)</td>
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<tr>
<td>TGL</td>
<td>Technical Group Leader (K&amp;C)</td>
</tr>
<tr>
<td>TRIB</td>
<td>Tribology Division (K&amp;C)</td>
</tr>
<tr>
<td>VOB</td>
<td>Volunteer Opportunity Bulletin Board</td>
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<tr>
<td>VOLT</td>
<td>Volunteer Orientation and Leadership Training Academy</td>
</tr>
<tr>
<td>YEC</td>
<td>Young Engineer Correspondents (need to login to access)</td>
</tr>
<tr>
<td>YEF</td>
<td>Young Engineers Forum (see Early Career Forum)</td>
</tr>
</tbody>
</table>
Appendix D: Current ASME Student Sections (as of July 2010)

District A (USA & Canada)
01010A - University of Massachusetts - Lowell - MA
01010B - Massachusetts Institute of Technology - MA
01010C - Northern Eastern University - MA
01010D - Tufts University - MA
01010E - Wentworth Institute of Technology - MA
01010F - Boston University - MA
01010G - Franklin W. Olin College of Engineering - MA
01020S - Fairfield University - CT
01030A - University of Connecticut - CT
01030B - University of Hartford - CT
01030C - Trinity College - CT
01030D - Central Connecticut State University - CT
01040A - University of New Haven - CT
01040B - Yale University - CT
01050A - US Coast Guard Academy - CT
01050S - Three Rivers Community College - CT
01060A - University of New Hampshire - NH
01060B - University of Maine - ME
01060C - Maine Maritime Academy - ME
01060D - University of Southern Maine - ME
01060E - Daniel Webster College - NH
01070A - Brown University - RI
01070B - University of Rhode Island - RI
01070C - University of Massachusetts - Dartmouth - MA
01070D - Roger Williams College - RI
01080A - Université Laval - QC, Canada
01080B - McGill University - QC, Canada
01080C - Concordia University - QC, Canada
01090A - University of Massachusetts - Amherst - MA
01090B - Western New England College - MA
01100A - Worcester Polytechnic Institute - MA
01110A - University of Vermont - VT
01110B - Dartmouth College - NH
01110C - Norwich University - VT
02010A - SUNY/Stony Brook - NY
02010B - New York Institute of Technology - NY
02010C - Hofstra University - NY
02010D - Polytechnic University - Farmingdale - NY
02010E - Farmingdale State University - NY
02020A - Columbia University - NY
02020B - Cooper Union - NY
02020C - Manhattan College - NY
02020D - City College/CUNY - NY
02020E - Polytechnic University/Bklyn - Day - NY
02020F - Polytechnic University/Bklyn - Evening - NY
02020G - Pratt Institute - NY
02020H - SUNY/Maritime College - NY
02020J - College of Staten Island - NY
02020K - NYC Technical College of City Univ - NY
02030A - US Military Academy - NY
02040A - Rutgers University - NJ
02050A - Fairleigh Dickinson University - NJ
02050B - New Jersey Institute of Technology - NJ
02050C - Stevens Institute of Technology - NJ
02060A - University of Puerto Rico - PR
02060B - Polytechnic University Puerto Rico - PR
02060C - Universidad Interamericana de Puerto Rico/Bayamon - PR
02060S - Universidad del Turabo - SOE - PR
03010A - Lafayette College - PA
03010B - Lehigh University - PA
03010S - Wilkes University - PA
03010T - Penn State University - Hazleton - PA
03020A - U.S. Naval Academy - MD
03020B - John Hopkins University - MD
03020C - University of Maryland - Baltimore - MD
03020D - Loyola College - MD
03030A - SUNY/Buffalo - NY
03030B - State University College - Buffalo - NY
03040A - Bucknell University - PA
03040B - Penn State University - University Park - PA
03040C - Penn State Altoona Campus - PA
03050A - University of Delaware - DE
03050B - University of Maryland Eastern Shore - MD
03060A - Rensselaer Polytechnic Institute - NY
03060B - Union College - NY
03070A - SUNY/Utica - NY
03080A - Alfred University - NY
03080B - SUNY/Alfred State College - NY
03090A - Drexel University - PA
03090B - University of Pennsylvania - PA
03090D - Swarthmore College - PA
03090E - Villanova University - PA
03090F - Widener University - PA
03090G - Temple University - PA
03090S - Penn State University - Abington - PA
03090T - Philadelphia University/Jordan - PA
03090U - Rowan University-College of Engineering - NJ
03100A - Rochester Institute of Technology - NY
03100B - University of Rochester - NY
03110A - Cornell University - NY
03110B - SUNY/Binghamton - NY
03120A - Penn State University - Harrisburg - PA
03120B - Messiah College - PA
03120S - York College - PA
03130A - Clarkson University - NY
03130B - Syracuse University - NY
03140A - Princeton University - NJ
03140B - College of New Jersey - NJ
03150A - Catholic University of America - DC
03150B - George Washington University - DC
03150C - Howard University - DC
03150D - University of Maryland - College Park - MD
03150E - University of District of Columbia - DC
03150F - Montgomery College - MD

District B
05010A - University of Akron - OH
05010S - Kent State University - OH
District C
05020S - Stark Technical College - OH
05030A - Michigan State University - MI
05030B - Western Michigan University - MI
05040A - University of Cincinnati - OH
05040B - University of Cincinnati – OMI College - OH
05050A - Case Western Reserve University - OH
05050B - Cleveland State University - OH
05060A - Ohio State University - OH
05060B - Franklin University - OH
05070A - University of Dayton - OH
05070B - Wright State University - OH
05070C - Central State University - OH
05070D - Cedarville College - OH
05070E - Miami University - OH
05070S - Sinclair Community College - OH
05080A - University of Detroit College - MI
05080B - University of Michigan – Ann Arbor - MI
05080D - University of Michigan – Dearborn - MI
05080E - Lawrence Technological University - MI
05080F - Oakland University - MI
05080G - University of Windsor - ON, Canada
05080H - Eastern Michigan University - MI
05090A - Gannon University - PA
05090B - Penn State Erie – Behrend College - PA
05100A - Ohio Northern University - OH
05100B - University of Toledo - OH
05110A - Queen’s University - ON, Canada
05110B - University of Toronto - ON, Canada
05110C - Carleton University - ON, Canada
05110D - Ryerson Polytechnic University - ON, Canada
05110E - University of Waterloo - ON, Canada
05110F - University of Western Ontario - ON, Canada
05110G - Western Ontario - ON, Canada
05110H - University of Ontario Institute of Technology – ON, Canada
05110I - University of Ottawa - ON, Canada
05112A - Carnegie - Mellon University - PA
05120A - University of Pittsburgh - PA
05120B - West Virginia University - PA
05120F - Geneva College - PA
05120G - University of Pittsburgh – Johnstown - PA
05130A - Kettering University - MI
05130B - Lake Superior State University - MI
05130C - Saginaw Valley State University - MI
05130D - Central Michigan University - MI
05130E - University of Michigan – Flint - MI
05130F - Baker College - MI
05150A - West Virginia Institute of Technology - WV
05160A - Youngstown State University - OH
05160B - Grove City College - PA
05170A - Ohio University - OH
05170B - West Virginia University - WV
05170C - Fairmont State College - WV
05190A - Calvin College - MI
05190B - Grand Valley State University - MI
05190C - Hope College Student Section - MI
05190D - Ferris State University - MI
05200A - Bradley University - IL
05200B - University of Illinois - Chicago - IL
05200D - Rose - Hulman Institute of Technology - IN
05200C - Indiana University - Purdue M.E.D - IN
05200A - Illinois Institute of Technology - IL
05200B - University of Illinois - Chicago - IL
05200C - Northwestern University - IL
05200D - Purdue University - Calumet - IN
05200S - Olivet Nazarene University - IL
05200A - Tri - State University - IN
05200B - Indiana University - Purdue - M.T.D - IN
05200C - Indiana Institute of Tech - Ft. Wayne - IN
05200A - University of Louisville - KY
05200B - Western Kentucky University - KY
05200A - University of Wisconsin - Milwaukee - WI
05200B - Marquette University - WI
05200C - Michigan Technology University - MI
05200D - Milwaukee School of Engineering - WI
05200E - University of Wisconsin - Parkside - WI
05200A - University of Iowa - IA
05200B - Southern Illinois University - IL
05200B - University of Kentucky - Paducah - KY
05200B - University of Wisconsin - Madison - WI
05200B - University of Wisconsin - Platteville - WI
05200C - Northern Illinois University - IL
05200A - University of Notre Dame - IN
05200B - Valparaiso University - IN
05200C - Purdue University North Central - IN
05200S - Purdue Statewide Tech - Elkhart - IN
05200A - University of Kentucky - KY
05200A - University of Evansville - IN
05200B - University of Southern Indiana - IN
05200A - Iowa State University - IA
05200B - Wichita State University - KS
05200S - Emporia State University - KS
05200A - Kansas State University - KS
05200B - University of Kansas - KS
05200C - University of Missouri - Kansas City - MO
05200D - University of Missouri - Columbia - MO
05200E - Pittsburgh State University - KS
05200F - Benedictine College - KS
05200A - University of Minnesota - Minneapolis - MN
05200B - North Dakota State University - ND
05200C - University of North Dakota - ND
05200D - Minnesota State University - Mankato - MN
05200E - University of St. Thomas - MN
05200F - University of Minnesota - Duluth - MN
05200G - St. Cloud University - MN
05200A - University of Wisconsin - Stout - WI
05200J - University of Manitoba - MB, Canada
05200A - University of Nebraska - NE
05200B - South Dakota School Mines & Tech - SD
05200C - South Dakota State University - SD
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<th>Location</th>
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<tbody>
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<td>07050D</td>
<td>Dordt College</td>
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<td>07060A</td>
<td>Washington University</td>
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<td>07060B</td>
<td>Missouri University of Science &amp; Technology</td>
<td>MO</td>
</tr>
<tr>
<td>07060C</td>
<td>Southern Illinois University</td>
<td>Edwardsville - IL</td>
</tr>
<tr>
<td>07060D</td>
<td>Parks College of Louis University</td>
<td>MO</td>
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**District D (USA & Canada)**

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<td>08020A</td>
<td>Idaho State University</td>
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<td>08020B</td>
<td>Brigham Young University</td>
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<tr>
<td>08050A</td>
<td>Montana State University – M.E.</td>
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<tr>
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11080A - University of Miami - FL
11080B - Florida International University - FL
11090A - Mississippi State University - MS
11090B - University of Southern Mississippi - MS
11100A - Tennessee Technological University - TN
11100B - Vanderbilt University - TN
11100C - Tennessee State University - TN
11100D - Middle Tennessee State University - TN
11100E - Lipscomb University - TN
11110A - University of Alabama – Huntsville - AL
11120A - Embry - Riddle Aeronautical University - FL
11140A - Florida Atlantic University - FL
11150A - Savannah State University - GA
11150B - Georgia Southern University - GA
11160A - Christian Brothers University - TN
11160B - University of Memphis - TN
11160C - University of Mississippi - MS
11180A - University of Tennessee Space Institute - TN
11190A - University of Florida - FL
11210A - Auburn University - AL
11230A - FAMU/FSU College of Engineering - FL
11230B - University of North Florida - FL

District G
13D90A - National Tsing Hua University - Taiwan
13E50A - Hong Kong Polytechnic University - Hong Kong
13E60AL – University of Petroleum and Energy Studies - India
13E601 - MEPCO Engineering College - India
13E60A - Delhi College of Engineering - India
13E60B - Coimbatore Institute of Technology - India
13E60C - Crescent Engineering College - India
13E60D - PSG College of Technology - India
13E60E - Indian Institute of Technology - India
13E60F - Indian Institute of Technology-Kanpur - India
13E60G - Indian Institute of Technology - Delhi - India
13E60H - GVP College of Engineering - India
13E60J - Indian Institute of Technology-Roorkee - India
13E60K - National Institute Of Technology-Kurukshetra - India
13E60L - Birla Institute of Tech. & Science - Pilani - India
13E60M - VIT University - Vellore - India
13E60N - Indian Institute of Technology Delhi - India
13E60P - Indian Institute of Technology-Kharagpur - India
13E60Q - Birla Institute of Tech. & Science, Pilani - Goa - India
13E60R - Sardar Vallabhbhai National Institute of Technology - India
13E60S - Swami Keshvanand Institute of Technology - India
13E60T - LBS College of Engineering-Kasaragod - India
13E60U - Siriram Engineering College - India
13E60V - Chittkara Institute of Engineering and Technology - Patiala - India
13E60W - National Institute of Technology - Durgapur - India
13E60X - K.L University – India
13E60Y – Jadavpur University - Indias
13E60A - Andhra University - India
13E60B - Gpurunanak Engineering College - India
13E60C - HMR Institute of Tech. & Management - India
13E60D - Lingaya's Institute of Management & Technology - India
13E60E - SCT College of Engineering - India
13E60F - Institute of Technology and Management - Gurgaon - India
13E60G - Indian Institute of Technology - Calicut - India
13E60H - Indian Institute of Technology - Patna - India
13F301 - Korea Advanced Institute of Science & Technology - Korea, Republic of
13F501 - International Islamic University - Malaysia
13F70A - Don Bosco Technical College - Philippines
13F70B - Pablo Borbon Memorial Institute of Technology - Philippines
13F70C - De La Salle University - Philippines
13F70D - Mapua Institute of Technology - Philippines
13F70E - Central Luzon Polytechnic College - Philippines
13G10A - Nanyang Technical University - Singapore
13G10B - National University of Singapore - Singapore
13N30A - National University Science & Technology - Pakistan
13N30B - GIK Institute of Engineering Science & Technology - Pakistan
13N30C - Mehran University of Engineering & Technology - Pakistan
13N30D - NWFP University of Engineering & Technology - Pakistan
13N30E - NED UNIVERSITY ENGRG & TECH STUDENT SECTION - Pakistan
13N30F - Quaid-e-Awam University of Engineering, Science & Technology - Pakistan
13N30G - Pakistan Navy Engineering College/NUST - Pakistan
13N30I - University of the Punjab - Pakistan
13N30H - University of Engineering & Technology/Lahore - Pakistan
13N30J - NFC Institute of Engineering & Fertilizer Research - Pakistan

District H
13K80D - South Bank University - United Kingdom
13K80E - Wales University College - United Kingdom
13K80F - Westminster University - United Kingdom
13L60B - Technische University Eindhoven - Netherlands
13M10A - University of Zaragoza - Spain
13M30A - Federal Institute of Technology Zurich - Switzerland
13M40A - Eastern Mediterranean University - Turkey
13M40B - Middle East Technical University - Turkey
13M40C - Bilkent University - Turkey
13M40D - Bogazici University - Turkey
13M40E - Istanbul Technical University - Turkey
13M40F - Marmara University - Turkey
13M40G - Yeditepe University - Turkey
13M40H - Tobb University of Economics & Technology - Turkey
13M40I - Sabanci University - Turkey

District I
13740A - University of Technology - Jamaica - Jamaica
13750A - University of the West Indies - Trinidad And Tobago
13800A - Instituto Tecnologico de Costa Rica - Costa Rica
13840A - Universidad Tecnologico de Panama - Panama
13A10A - Universidad Tecnologico Nacional – Haedo - Argentina
13A20A - Universidad Privada de Santa Cruz de La Sierra (UPSA) - Bolivia
13A20B - Universidad Mayor de Simon (Boliva) - Bolivia
13A30A - Escola Politecnica – University of Sao Paolo - Brazil
13A50A - Universidad de Los Andes - Colombia
13A50B - Universidad Nacional de Colombia - Colombia
13A50C - Universidad Industrial de Santander - Colombia
13A50D - Universidad del Norte - Colombia
13A50E - Universidad Santo Tomas - Colombia
13A60A - Universidad Nacional de Ingenieri - Peru
13A60B - Universidad Catolica del Peru - Peru
13A60C - Universidad Nacional de San Agustin - Peru
13A80A - Universidad del Zulia - Venezuela
13A80B - Universidad Simon Bolivar - Venezuela
13A80C - Universidad Nacional Experimental del Tachira - Venezuela
13A80D - Universidad de Carabobo - Venezuela
13A80E - Universidad Nacional Experimental de La Fuerza Armanda - Venezuela

District J
13C10A - American University of Cairo - Egypt
13C10B - Ain Shams University - Egypt
13C10C - Zagazig University - Egypt
13C10D - Cairo University - Egypt
13C30A - Lagos State University - Nigeria
13D30A - Philadelphia University - Jordan - Jordan
13D70A - Texas A&M University - Qatar - Qatar
13E80A - Sharif University of Technology - Iran
13E80B - Semnan University - Iran
13E80C - Amir Kabir University of Technology - Iran
13F40A - Notre Dame University - Lebanon
13F40B - American University of Beirut - Lebanon
13F40C - Lebanese American University - Lebanon
13F40D - Hariri Canadian University - Lebanon
13F40E - Beirut Arab University - Lebanon
13F80A - King Fahd University - Saudi Arabia
13G40A - Kuwait University - Kuwait
13H30A - United Arab Emirates University - United Arab Emirates
13H30B - The Petroleum Institute - United Arab Emirates
13H30C - American University of Sharjah - United Arab Emirates
13H30D - Birla Institute of Tech. & Science, Pilani - Dubai - United Arab Emirates
13H40A - University of Mauritius - Mauritius
13N60A - University of Pretoria - South Africa
13P30B - Caledonia College Of Engineering - Oman
INSTRUCTIONS

Thank you for your interest in starting a Student Section at ASME.

In order to start a Student Section, a petition must be completed and signed by at least 15 individuals. The signers of the petition must also complete Student Membership Applications.

The petition, applications and information about your school such as the curriculum and historical information should be forwarded to:

ASME
Nicole Alston
MS23S1
Three Park Ave.
New York, NY 10016

Please ensure all documentation is legible.

Once this information has been received it will be reviewed by staff and forwarded to our Knowledge & Community Operating Board for a final decision.

The Student Petition process will take anywhere from four to six weeks.

If you have any question please do not hesitate to contact Unit Support at unitsupport@asme.org.
PETITION FOR STUDENT SECTION

Send to: ASME, Att’n Managing Director, Knowledge and Community Sector
MS 23S1
Three Park Avenue, New York NY 10016-5900
e-mail – unitsupport@asme.org

The undersigned request permission to form a Student Section of ASME, under the regulations prescribed by the Constitution and By-Laws. This Section shall be known as the:

“________________________________________________________ Student Section of ASME.”

X: [ ] College/University Name [ ] Municipality or Geographic Area

________________________________________________________
(Full Address of Host School)

________________________________________________________
(City, State, Country, Mail Code)

Date of Petition _________

Signatures of Students

__________________________  _______________________  _____________________
__________________________  _______________________  _____________________
__________________________  _______________________  _____________________
__________________________  _______________________   _____________________
__________________________  _______________________   _____________________
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ACCREDITATION
[ ] Date Accredited by ABET (USA): __________________
[ ] International or Regional Accreditation agency / date: ____________________ _______________
[ ] Letter attached describing current or imminent accreditation status.

(Signature) School President or Dean  (Signature) Student Section Advisor / ASME Member #

Please Print Name__________________________

(Signature) Approved by District Leader