



COLLEGE CHAPTER HANDBOOK





AISES College Chapter Handbook

This handbook is provided to help AISES student members form, govern, and maintain College/Uni. Chapters. We recommend chapter officers become familiar with all the policies and mandatory forms. If you have any questions, please contact chapters@aises.org.

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Introduction

The Mission of AISES

AISES is a national nonprofit organization focused on substantially increasing the representation of Indigenous peoples of North America and the Pacific Islands in science, technology, engineering, and math (STEM) studies and careers.

The Vision of AISES

For the next seven generations of Indigenous people to be successful, respected, influential, and contributing members of our vast and ever-changing global community.

History

AISES was founded in 1977 by American Indian scientists, engineers, and educators. In view of the high dropout rates and low college enrollment and graduation rates of American Indians compared with all other ethnic groups in the United States, and the severe underrepresentation of American Indians in the science and engineering fields, Native professionals resolved to create an organization that would identify and remove the barriers to academic success for Native students.

AISES is a nonprofit organization with 501(c)(3) status, and is primarily funded by government and private contracts, as well as other donations, contributions, and revenue from individuals and membership dues. Through a variety of educational programs, AISES offers financial, academic and cultural support to Indigenous peoples of North America and the Pacific Islands from middle school through graduate school. AISES builds partnerships with tribes, schools, other nonprofit organizations, corporations, foundations and government agencies to realize its goals. AISES especially helps Indigenous North Americans and Pacific Islander students prepare for careers in science, technology, engineering, and math (STEM).

Public Statements

The President and the Chair of the AISES Board of Directors are authorized to represent AISES publicly.

AISES Members cannot publicly express their personal opinions on any topic and claim that the stated position is that of AISES.

AISES hereby requires that unauthorized individuals who publicly express opinions about AISES programs or positions must make the following disclaimer:

“The statements made, and views expressed here, are solely those of the author(s)/speaker(s) and do not necessarily represent the positions of AISES. AISES, its directors, and officers are not responsible for this content.”

All requests for information, or comments from the media and other persons, are to be referred to the Director of Digital Media and Communications.

Organizational Structure

AISES is governed by a 12-person Board of Directors. The Board is supported by Student Representatives from Canada and the United States, as well as by multiple Advisory Councils. The President, and her team, manage the administrative and programmatic operations at AISES. Additionally, AISES is guided by the Council of Elders. For current information about the AISES Board of Directors, Advisory Councils, Council of Elders, and Staff please see: <https://www.aises.org/about>.

AISES Regions

AISES College/University Chapters are divided into seven regions, with a Regional Student Representative for each region. Note: Alaska is in Region 1; Canada is split among Regions 1, 5 and 6; Hawaii is part of Region 2; the Upper Peninsula of Michigan is within Region 5.



Region 1 (Northwest): Alaska, British Columbia, Alberta, Yukon, Northwest Territories, Idaho, Montana, Oregon, Washington, and Wyoming

Region 2 (West): California, Hawaii, and Nevada

Region 3 (Southwest): Arizona, Colorado, New Mexico, and Utah

Region 4 (South-Central): Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas

Region 5 (Upper Midwest): Manitoba, Saskatchewan, northwestern Ontario, western Nunavut, Iowa, Illinois, Michigan – Upper Peninsula, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin

Region 6 (Northeast): New Brunswick, Newfoundland and Labrador, Nova Scotia, northeastern Nunavut, southern Ontario, Prince Edward Island, Quebec, Connecticut, Indiana, Massachusetts, Maine, Michigan – Lower Peninsula, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont

Region 7 (Southeast): Alabama, Delaware, District of Columbia, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia

Safe Camp

AISES College/University Chapters are expected to be a “Safe Camp” meaning a welcoming, inclusive, supportive, and safe environment for all our AISES family members regardless of race, color, sex, religion, sexual orientation, or gender expression/identity. Safe Camp includes recognizing the AISES Code of Conduct and anyone found violating the code could be denied AISES membership or asked to leave an AISES event. Please contact any AISES staff member or a member of the Board of Directors if you have any questions.

Code of Conduct

AISES was established with the goal of developing Indigenous professionals and leaders in the areas of science, technology, engineering, and math. Considering this goal, the first student leaders of AISES developed a set of principles that prohibited alcohol, illegal drugs, and harassment. These principles have become core values of the organization and are incorporated as the Code of Conduct.

The AISES Code of Conduct promotes professional development and personal growth by strictly prohibiting the use of intoxicating drugs or alcohol, all forms of harassment and discrimination, and encourages respectful and civil dialog and group discussions. The Code is meant to reflect the ideals of our Indigenous communities by establishing an expectation that we agree to protect and promote the well-being and growth of all people.

The Code is expected to be honored when individuals are representing the AISES organization and by all persons participating in AISES activities, events, and conversations. To this end, each person is asked to consider the spirit of the Code and promote its intent by refraining from prohibited activities and encouraging others to do the same.

AISES will continue to maintain the Code of Conduct as a symbol reflective of the teachings and values of our ancestors. The Code of Conduct represents the ideas and visions set-forth by the AISES founders and the student leadership. AISES values and respects the rights and privileges of others and asks that you honor the AISES organization, its mission, and the family of AISES by adhering to the Code of Conduct.



AISES College/University Chapters

Why Become a Chapter?

AISES College/University Chapters are formed to enrich the educational, service, and social needs of the Chapter's membership. Membership in AISES and its College/University Chapters can facilitate personal and professional growth opportunities for students through mentor programs, leadership training, scholarship programs, conference participation, and summer job opportunities.

These chapters provide AISES student members a forum to come together to network, to give and receive support, to offer fellowship with individuals with similar goals, dreams, and expertise. They can also provide a sense of community and long-term support for its members; a place to relate to one another to discuss opportunities, challenges, and intellectual pursuits.

Benefits of Chapter Membership

- Having access to a national community of college-level Indigenous students – there are over 190 AISES Chapters at colleges/universities nationwide.
- There are thousands of current AISES members and hundreds of active alumni. The sheer size of this community is most evident at the AISES National Conference, where students can have access to, and network with thousands of college peers and hundreds of corporate, governmental, and tribal AISES partners.
- Chapter Advisors also can meet with numerous educators who work with Indigenous students.
- AISES administers nearly \$1M in scholarships to qualified student members annually.
- AISES also provides students opportunities to develop leadership and networking skills through programming and regional events.

While the AISES National Office offers and supports many services to strengthen chapter activities, it is the individual chapters and students that play the most important role in the chapter's identity and effectiveness.



Identifying Potential Chapter Advisors

Each student chapter must have an Advisor to sponsor the chapter. Advisors can be a member of your school's staff or faculty (but do not need be Native American/Indigenous or involved in STEM disciplines) and should be committed to the AISES Mission and the chapter's students.

There are no prerequisites to be a Chapter Advisor. Some qualities and characteristics of successful Chapter Advisors are:

- Awareness of chapter goals and expectations.
- Understanding of chapter members' academic, social, and cultural needs.
- Understanding and respect for traditional and modern tribal culture and activities.
- Sensitivity to tribal cultural issues and student adjustment to college/university life.
- Awareness of college/university policies requirements.
- Ability to discuss issues of chapter importance and advocate on behalf of the chapter with the college/university leadership.
- Access to institutional resources.
- Willingness to facilitate communication with STEM faculty if not involved in STEM academic programs.

AISES Student Membership

Each AISES College/University Chapter must have a minimum of three AISES student members. **All chapter participants must be individual members of AISES.** Membership in AISES is free for students but all members **MUST sign up** here: <https://www.aises.org/membership>.





Forming an AISES College/Uni. Chapter

Forming a new AISES College/University Chapter begins here: <https://aises.org/college-university-chapters/>. Completed applications will be reviewed, and if accepted, the Chapter Advisor will be notified via email and a welcome letter will be sent to the address provided in the application.

Forming an AISES College/University Chapter requires the following information:

1. Verification of at least three current AISES student members
 - Each AISES College/University Chapter must have a minimum of 3 members to petition for chapter formation. All chapter members must register individually to become members of AISES. AISES membership is open to all individuals, and student memberships are free.
 - To become an AISES member, visit aises.org. Click on the “Become a Member” button in the upper right-hand corner of AISES home page.

Contact chapters@aises.org with membership questions.

2. Cover letter
 - a. A cover letter submitted with your application provides more information on your chapter’s intent to establish an AISES College/University Chapter at your institution.
3. Completion of *Application to form a College/University Chapter* is signed by the Chapter Advisor and the Chapter President, therefore after you have identified an Advisor you will need to determine a Chapter President.
 - a. This form is a formal request to establish an official AISES College/University Chapter and it must be included in the application packet submitted to AISES for approval. The application packet must also include the other documents listed below.
4. *The AISES Code of Conduct and Safe Camp Policy*.
 - a. The AISES Code of Conduct and Safe Camp Policy must be signed by the Chapter President and Advisor. In signing the forms, student chapter members and chapter advisor, have read, understood, and accepted the duties and responsibilities set forth in the AISES Code of Conduct and Safe Camp Policy.

5. Signed copy of the *AISES Code for the Governing of College Chapters*.
 - a. A chapter must demonstrate that it will operate in accordance with the AISES Code for the Governing of College Chapters.
 - b. A copy of the Code is signed by the Chapter President and Advisor and it must be included with your application. The signed code indicates that the code was adopted at a regularly scheduled meeting of the organizing committee.
6. Letter stating that the college or university has certified their chapter as a duly recognized student organization.
 - a. Chapters must enclose a letter showing that their college/university has certified their AISES chapter is an officially recognized student organization. It is the responsibility of the applying chapter to ensure that they meet and comply with their college/university requirements for recognition as a student organization.

After completing these requirements, please send your completed application and supporting documents to:

AISES — Chapter Engagement Department
6321 Riverside Plaza Lane NW, Unit A
Albuquerque, NM 87120

or email to: chapters@aises.org

All forms and sample templates can be found on the AISES website at:

<https://www.aises.org/college-university-chapters/>

New Chapter Recognition

Once the completed application is received by AISES, it will be reviewed for consideration. If the chapter application packet is incomplete, the submitter will be notified of missing documents and/or forms. No action will be taken on an incomplete application until all required documentation is received. The application will then be reviewed. Upon approval the chapter Vice President and President, will be added to the AISES Chapter Directory (<https://www.aises.org/chapters/>). All chapter officers will be added to AISES listservs.

Important Requirements for AISES College/University Chapters

As an AISES Chapter, you will be required to submit a report annually. The reporting form along with additional useful information is linked here: <https://aises.org/college-university-chapters/>

Deadline for the reports are as follows:

- **Annual Chapter Report** – Due May 31 of each year
- **Online Chapter Update** – Due October 31 of each year

If your chapter does not submit the required reports on time, AISES will have to suspend your chapter for the remainder of the year. **If you are running behind, having difficulty, or have questions when submitting your chapter report on time, please let the AISES National Office know immediately so we can offer you technical assistance.**

Reactivation of Inactive Chapters

AISES will consider student chapters inactive if the chapter has not contacted AISES in over a year and therefore have not fulfilled their yearly reporting requirements. To regain an active status, the chapter seeking reactivation must submit a Chapter Report. The deadline for submission of the Chapter Report is May 31.

Additionally, it is required that the chapter seeking reactivation submit an Online Chapter Update form so that AISES can update the database and listservs with current contact information for the Chapter President, Vice President, and Advisor(s).

The chapter requesting reactivation may be asked to re-submit or update their chapter's documents. Once the chapter is reinstated, the Chapter Vice President, President, and Advisor(s) will be added to the AISES listservs.

AISES Logo Use

Chartered AISES chapters/organizations (high school, college, professional, and tribal) may use the AISES logo without permission from AISES. For more information please see the AISES Branding Guidelines at <https://www.aises.org/governance>.

If your chapter would like to create a logo for your chapter, it must be sent to AISES for approval. For more questions, please contact April Armijo, Director of Digital Media and Communications at info@aises.org.



AISES College/Uni. Chapter Maintenance

Chapter Financial Management and Banking

AISES College/University Chapters must work with their advisor, college, or university on the chapter's financial management and banking. **College/University chapters may not operate a bank account outside of their sponsoring college or university.**

AISES is not responsible for any payment of debts, contracts, and/or other obligations made by the chapter. It is important that you work with your Chapter Advisor to be aware of and accountable for your chapter's finances.

Chapter income is derived from university allocations, corporate or private donations, and fundraising events. A college or university may require chapters to hold an account with the school. A school's regulations determine what can be charged to or paid out of an account. Familiarity with the college or university's policies and procedures and getting to know the person(s) who will be handling the chapter's account, is necessary. For example, some colleges or universities will not allow a chapter to use funds to purchase food.

Professionalism must be exercised when managing funds on behalf of your AISES Chapter. Chapter members can and will be held accountable for the misuse of funds including possible legal action.

Officers: Guidelines and Requirements

AISES College/University Chapters are encouraged to hold the election of officers in April. One year terms end in May. Chapters may vary from timeline as needed or appropriate. **A newly elected officers list is due on May 31 of each year. Chapter updates are due October 31 of each year.** An updated officer list is required any time an officer position changes during the semester. To be eligible for an officer position, the following criteria must be met at the time of election and throughout the student’s tenure:

- 1. Officers are a member in good standing with AISES
- 2. Officers (except for new chapters) shall have been a member of the chapter during the previous school term;
- 3. Officers are eligible to serve under the university’s student organization rules.
- 4. Officers understand the duties required, are available and exhibit a willingness to serve, if elected.

General Officer Duties

The following information is not inclusive of all duties and responsibilities of AISES College/ University Chapter Officers. It is provided as a general outline of the type of duties which could be accomplished by the various positions. Regardless of the position type all student officers should demonstrate leadership, professionalism, and accountability. Officers are representatives of AISES, their chapter, and their college or university. These positions are instrumental to the efficient and effective operation of an AISES College/University Chapter. Chapters may have additional criteria for holding officer status.

PRESIDENT	<p>The President serves as the chapter leader, presiding at all meetings unless they designate another person. As a spokesperson for the group, the President meets with the other leaders of the university, community, and private industry. In all student activities, the President should keep in mind that they are a representative and role model of both present and future AISES members. A good leader should facilitate maximum member participation to ensure a strong organization. The responsibilities of this position tend to include but are not limited to:</p> <ul style="list-style-type: none">• Presiding over regularly scheduled meetings.• Assigning duties to committee chairs or officers.• Ensuring the planning and promotion of activities proceed in a timely manner.• Assisting chapter members or officers in the implementation of events.• Meeting any institutional requirements as the leader of a school club/ organization.
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VICE PRESIDENT	<p>The duties of the Vice President are to preside in the absence of the President. The Vice President must be up to date on all chapter activities and communication. The responsibilities of this position tend to include but are not limited to:</p> <ul style="list-style-type: none"> • In the absence of the President, preside over regularly scheduled meetings. • Assist the President in responsibilities related to that office. • Consult with President on a regular basis. • Demonstrate leadership ability and strong organizational skills.
TREASURER	<p>The Treasurer (or Secretary-Treasurer), as financial officer of the chapter, is authorized to receive and disburse all funds under the direction of the Executive Committee of the chapter, and in conformance with the parent institution's requirements. The Treasurer is also responsible for any university financial account(s) to which the chapter might have access. The Treasurer should keep the officers and members informed about the chapter's financial activities. The responsibilities of this position tend to include but are not limited to:</p> <ul style="list-style-type: none"> • Attend all regularly scheduled meetings. • Meet with the university Student Life/Student Activities Center on a regular basis to gather accurate budget information • Serve as consultant to other club members relating to the budget, expenditures of funds, requisitions, etc. • Prepare and deliver a budget report at each regularly scheduled meeting.
SECRETARY	<p>The duties of the Secretary are to maintain complete and accurate records including membership, meeting minutes, and correspondence/archive files. The responsibilities of this position tend to include but are not limited to:</p> <ul style="list-style-type: none"> • Attend all regularly scheduled meetings. • Record minutes and take roll of the members at each meeting. • Transcribe minutes of meeting within one week of the meeting. • Maintain a record of official meeting minutes throughout the year.



CHAPTER ADVISOR(S)	<p>Each registered AISES College/University Chapter must have an active advisor selected from the college/university. The advisor is a vital link between the chapter and the college/university, providing guidance and offering mature judgment and experience in program development and leadership as follows:</p> <ul style="list-style-type: none"> • Take an active role in advising the student organization. • Know the general purpose of the organization and be familiar with all provisions outlined in the AISES Code of Conduct, Safe Camp Policy, and Code for the Governing of College Chapters. • Know the chapter officers and its members. • Meet with the Chapter President on a regular basis (at least once per month). • Remain informed of all activities that are sponsored and conducted by the chapter. Attend events as feasible. • Be knowledgeable about and adhere to the college/university policies and procedures which pertain to student clubs/organizations and inform the Chapter President of their responsibility to do the same. • Offer guidance to the organization on goal setting, organization management, program planning, problem solving and group evaluation.
OPTIONAL POSITIONS	Historian, Public Relations Officer, Membership Officer, Alumni Liaison, Webmaster

Opportunities for AISES College/Uni. Chapters and Members

AISES Scholarships

AISES helps students move forward in their educational journeys by providing a wide range of programs and scholarship opportunities. We highly encourage you to apply for all the AISES scholarships that you are eligible for! AISES membership is a requirement to apply.

Tips and Advice: Remember to complete the Free Application for Federal Student Aid (FAFSA) here: <https://studentaid.gov/>. A FAFSA is not required for AISES scholarships, but are important for other scholarships and necessary for Pell Grants.

Creating a General Application Profile is the first step to completing other scholarship applications that you may qualify for.

For more information on AISES Scholarships and Internships please contact Dr. Johnny Poolaw, Director of Student Success at scholarships@aises.org or 720-758-9725.

All forms can be found on the AISES website at:

<https://www.aises.org/scholarships/>

AISES Internships

The AISES Internship Program provides students with applied work experience and an opportunity to explore career options. Placing students in 10-week summer positions with partner agencies, the program also promotes advanced study to the graduate level and assists students in developing professional networks.

All forms can be found on the AISES website at:

<https://www.aises.org/college-university-programs/>

AISES College Chapter Awards Program

College Chapter Awards

The College Chapter Awards Program is modeled after the AISES Professional of the Year Awards, with four categories and one overarching award for overall excellence selected from among the applicants. Chapters compete in the following categories: Fundraising and Marketing, Recruitment and Retention, Outreach and Community Service, and Professional and Chapter Development.

AISES Stelvio J. Zanin Distinguished Chapter of the Year	The AISES Chapter of the Year Award is presented for overall achievement to a college Chapter in the promotion of the principles and goals of AISES. One Chapter is selected from among all Chapter Awards applicants. AISES will no longer offer a separate application process for the Chapter of the Year Award.
Fundraising and Marketing	One award will be given to the Chapter that has planned and carried out successful fundraising strategies and designed a marketing plan/tool to carry out fundraising functions. The Fundraising/Marketing Award will be evaluated on the following criteria: <ol style="list-style-type: none">1. Chapter fundraising2. Chapter marketing3. Chapter fundraising/marketing success story4. Uniqueness of the Chapter's fundraising and marketing strategies
Recruitment and Retention	One award will be given to the Chapter that demonstrates unique and creative strategies and outreach activities to recruit new members and retain current members. The Recruitment/Retention Award will be evaluated on the following criteria: <ol style="list-style-type: none">1. Recruitment Program2. Retention Program3. Chapter recruitment and retention numbers4. Uniqueness of Chapter recruitment/retention programs5. Adherence to AISES Principles

<p>Outreach and Community Service</p>	<p>One award will be given to the Chapter that has organized and conducted community service projects, developed outreach strategies to include AISES K-12 schools and schools within their community. The Outreach and Community Service Award will be evaluated on the following criteria:</p> <ol style="list-style-type: none"> 1. Community service activities 2. Outreach Programs 3. Chapter community service and outreach success story 4. Uniqueness of the Chapter's community service and outreach 5. Adherence to AISES Principles
<p>Professional and Chapter Development</p>	<p>One award will be given to the Chapter that offers programs and opportunities for professional and leadership development for their members through Chapter activities, seminars, guest speakers, etc. The Professional and Chapter Development Award will be evaluated on the following criteria:</p> <ol style="list-style-type: none"> 1. Professional Development Program 2. Chapter Development Program 3. Participation 4. Uniqueness of the Chapter's personal) and Chapter development programs 5. Adherence to AISES Principles

Chapter Advisor Awards

AISES Chapter Advisors serve in one of the most varied and challenging roles within the entire AISES organization. Not only are they “ambassadors” of the organization to external organizations but they are advocates of their chapter within the college or university structure, liaison to AISES, and also serve directly to their chapter members as academic advisors, resources to the services available from the college/university, spokespeople to college/university administrators. They also play a host of other roles depending on the individual advisor.

AISES continues to be appreciative of the time, effort, and dedication of Chapter Advisors. In recognition of their work and dedication to the AISES mission, chapter members have an opportunity to nominate their chapter advisor for the annual AISES Chapter Advisor Award.

Awards are announced at the annual AISES National Conference.



AISES National Conference

The AISES National Conference has become the premier event for Indigenous STEM professionals and students, attracting over 2,000 members and attendees from the U.S. and Canada.

The annual AISES National Conference is a one-of-a-kind, three-day event focusing on educational, professional and workforce development! Attendees include Indigenous high school and college students, educators, professionals, tribal nations and tribal enterprises, universities, corporations, and government agencies.

The National Conference works towards achieving the AISES mission by providing students and professionals access to career pathways, professional and leadership development, research, and networking that is also meaningfully incorporates Indigenous cultures into this signature event.

Highlights Include:

- The largest College and Career Fair in Indian Country
- Research Competitions
- Impressive Keynote Speakers
- Industry Partner and University Tours
- Multi-sessions and Multi tracks in STEM, Business, Research and Education Topics
- Student Awards Luncheon
- Networking Suites
- Closing Awards Ceremony and Banquet
- Traditional Native Powwow and Native Artisan Marketplace
- STEM Activity Day
- hackAISES

AISES in Canada Gathering

AISES in Canada National Gathering is focused on two goals: building Indigenous Canadian leadership in STEM and expanding equitable and representative opportunities in all STEM fields. With 45 years of experience building leadership and community for Indigenous peoples in STEM, AISES works to increase representation through scholarships, trainings, networking, peer support, and mentorship at all levels of educational and professional experience. This three-day event includes activities for K-12 students, university students, as well as professionals. Attendees enjoy several keynote speakers, various sessions, research posters, as well as morning blessings and traditional local food. The annual AISES in Canada National Gathering grows each year, with more interest from partners as well as attendees.

AISES Leadership Summit

The AISES National Conference has been held annually since 1978 and is an unparalleled opportunity to connect companies with over 2,500 Indigenous high school juniors and seniors, college and graduate students, educators, workforce professionals and our corporate, government, private foundation, nonprofit, and tribal partners for professional development, networking opportunities, research presentations, workshops, awards, and traditional Indigenous cultural events. The National Conference hosts the largest college and career fair in Indian Country with many companies also hosting hiring events by conducting onsite interviews. Job seekers are provided interview coaching, and resume development, as well as career planning and other skills necessary to be successful in today's job market. For students considering college or graduate school, resources are provided to assist in financial planning, applying to college or graduate school, as well as information on the many STEM majors and careers available. AISES members and attendees from the U.S. and Canada, and as far away as Alaska and Hawai'i make connections and they find the resources and services to advise and advance their academic studies and careers.

AISES Regional Conferences

AISES college and professional chapters hold Regional Conferences in the U.S. and Canada to champion each other and expand their knowledge and skills through a wide variety of workshops and sessions. The regional conferences generate enthusiasm for STEM education and careers via conference features like mini-career fairs, poster presentations, and engineering competitions. Regional conferences are typically held at college campuses hosted by the schools’ AISES Chapter. Many professional members participate as mentors and speakers, sharing their expertise and facilitating discussions that might follow an established theme or focus in areas like engineering, environmental science, or crossover between traditional ecological knowledge and western science. The regional conference program illustrates how AISES is actively meeting the critical demand for STEM workforce development. These conferences help individuals to explore new challenges in STEM disciplines and careers, where AISES graduates and professionals are in high demand.

Regional Conferences	Region 1, Region 2, Region 3, Region 4, Region 5, Region 6, and Region 7
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Travel Tips

Tips for attendees attending the AISES National Conference and AISES Regional Conferences

What to Pack

- Comfortable business casual clothes
- Comfortable shoes
- A sturdy bag to carry items while at the conference
- Business cards
- Resume
- Hygiene Essentials
- Notepad and pen
- Reusable water bottle
- Snacks
- Light sweater

Airport Travel Tips

- Avoid packing last minute
- Remember to check-in online 24 hours before your flight
- Triple check your itinerary
- Organize your liquids
- Wear comfortable clothes
- Bring an airport friendly sweater (works great as blanket or pillow)
- Arrive early
- Get to the gate on time
- Triple check your gate
- Keep a firm eye on your handbag/backpack
- Follow any health guidelines from the CDC or the airline

Ground Transportation

- Please see conference website for additional information and/or instructions.

Booking Accommodations

- Make sure to make hotel reservations as early as possible to get the discount group rate
- At check-in, hotels require a credit card to use as a deposit for incidental charges. They will charge your card and then refund your money after your stay. This can take 7-10 days after your stay, plan accordingly.
- Please see conference website for additional information and/or instructions.

Funding

A college chapter planning to attend the National Conference should begin its preparations the previous year. The first activity is to obtain funding to pay for conference registration, travel, hotel, and meals for the student members attending the Conference.

Funding sources vary depending on the size of the chapters' institution and the surrounding community. It is recommended that chapters solicit funding from outside sources such as corporations or area merchants to cover costs for the National Conference. There are several steps to the fundraising process:

- **Planning** - The chapter will need to meet and discuss objectives and develop a plan of action. This could mean breaking the chapter into committees and assigning tasks to each committee.
- **Budget** – Create an outlined budget that will include costs from meals to lodging options.
- **University Support and Resources** – As a recognized college/university organization, chapters can solicit funding from various offices on their campus. Student governments generally support enrichment and diversity programs. Larger Universities can approach the different colleges within the school (i.e. College of Arts & Science, College of Engineering, etc.)
- **Corporate Solicitation** – It is important to have a contact at corporations to assist a chapter in developing a proposal to be submitted. A chapter must be well prepared with a proposal for the project. The proposal should explain why the chapter is requesting financial assistance and how the corporate donation will make a difference in the chapter.

10 Tips for first time conference attendees



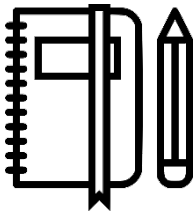
1. Plan which sessions you want to attend in advance



2. Chat with session attendees



3. Practice elevator speech



4. Bring a small notebook and pen



5. Wear comfortable shoes



6. Review map(s)



7. Take Business cards



8. Do attend the social events



9. If there is someone you want to talk to, introduce yourself



10. Follow up with new connections



Chapter Resources

Running a Club Meeting

Student clubs are encouraged to have regularly scheduled meetings. This is an example of an agenda that may help you run your meetings:



Monthly AISES Chapter Meeting April 30, 2020 1pm Mountain time

Attendees:

List Chapter officials and members in attendance.

Agenda

1. Call to Order (1 minute)
**Officially state the meeting*
2. Introduction & Welcome (5 minutes)
**President welcomes members to the meeting*
3. Treasurer's Report (5 minutes)
**Treasurer gives report of account balance and provides an update on the financial status of the club*
4. Secretary's Report (5 minutes)
**Secretary provides summary of last meeting*
5. Old Business (10 minutes, if necessary)
**President leads discussion of any business that was not decided during the last meeting*
6. New Business (20 minutes)
**President leads discussion of new business and members votes, if needed*
7. Schedule Next Meeting (5 minutes)
**Chapter decides when and where the next meeting will be held*
8. Adjournment (1 minute)
**Meeting is closed*

We encouraged chapters to develop their own strategy for running a meeting. Chapters should create an agenda for each meeting to ensure meetings are conducted in an organized and timely manner. Creating agendas help when transitioning to new leadership at the end of the semester – new leadership can easily access your past chapter activities.

Recruiting and Retaining Members

New and consistent membership is important to the success of an AISES Chapter. Your chapter will benefit from devoting time and energy to the recruitment and retention of members.

Recruiting Members

School Newspaper	The college or university newspaper is an easy way to reach many students. Chapters should list upcoming events. This not only lets the students know of the new student chapter, but it also makes the university community aware of the chapter's existence.
Registrar's Printout	Available to university personnel (Chapter Advisor) is a registrar's printout listing every student enrolled at the university, their major, and other public information. The list must be "decoded" to find the race and major of an individual, but the printout makes a good starting place when trying to locate new prospective AISES members on campus. The printout is an excellent beginning for a mailing list.
Personal Letter	At the beginning of the year, a letter to prospective students from a chapter member is an effective recruiting tool. It keeps with the "family spirit" on which AISES is founded. The one-page letter should introduce AISES as an organization, list chapter members and extend an invitation to an upcoming meeting. Keep the letter as informal as possible- student to student.
Phone Calls	Organized phone calls are a good means of follow-up after letters have been sent. Chapter members can share the task with each caller being responsible for contacting a specific number of people.
Posters and Flyers	Posters and flyers are the most common way of reaching students on campus. Strategically placed around campus, at dorms, freshmen and engineering classes, flyers generally reach more students. It is advised that chapters first get permission before putting up flyers and posters.
Email	<p>If you can obtain a list from the school or STEM departments send an email inviting students to join your chapter.</p> <p>*Tip: Offering a chapter email or social media page are quick and simple ways for interested students to find information on chapter events, meeting, and other shared information.</p>

Retaining Members

Organization	<p>Staying organized will mostly like help your chapter retain its members.</p> <p>*Tip: Create a calendar that can be shared within your chapter that list upcoming group activities/fundraising and meetings.</p>
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Welcoming/Friendly Environment	<p>Creating a welcoming/friendly environment will likely keep both new and returning members involved in the chapter. It is important to create a safe and comfortable environment for the sake of members feeling a sense of belonging.</p> <p>*Tip: Icebreakers and team-building activities are a great way to build your chapter's welcoming/friendly atmosphere.</p>
Involvement	<p>Students generally join a club/chapter to volunteer, socialize, get involved, and stay active. People want to contribute so be sure to ask for your members for help and provide them opportunities to feel a sense of ownership in the chapter and its activities.</p> <p>*Tip: Asks for input from your members- in providing ideas for group activities/fundraising, contribute to group discussions, and taking on tasks for various group activities/fundraising.</p>
Member Benefits	<p>Another way to keep members motivated is the benefits of being an AISES member.</p> <p>*Tip: Scholarships, internships, and group discounts for attending AISES events.</p>
Communication	<p>Remember to communicate clearly and frequently. Be sure to remind your members of what is going on with the chapter.</p> <p>*Tip: Creating an office role whose primary responsibility is to keep members in the loop.</p>
Time Management	<p>Remember to be respectful for your members time. Please recognize that your members care about the chapter, but also have classes and jobs to prioritize. Make sure to remember to be honest and communicative about time commitments.</p> <p>*Tip(s): State and end chapter meetings on time. Ask for help on specific, time-limited tasks.</p>
Commitment	<p>Being a student is tough and requires a lot of time commitment, so flexibility is key. Work with your members on their level of involvement.</p> <p>*Tip: Think critically about what meeting and events are mandatory.</p>
Make it meaningful	<p>Get to know your members and find out why they were interested in joining your chapter.</p> <p>*Tip: Provide opportunities for members to contribute their ideas.</p>
Make it fun	<p>Get to know you members on the individual bases and show them you care about who they are as individuals. Include opportunities to socialize and take a break from being a student.</p> <p>*Tip: Consider planning an activity night once a month where members can invite friends to participate.</p>

Fundraising

Prior to planning fundraising projects check with your college's dean or school administration beforehand to get permission for your fundraiser and fill out any necessary paperwork.

Things to remember when doing a fundraiser:

- Set an objective
- Assemble a fundraising committee
- Create a group fundraising budget
- Brainstorm event ideas with your chapter members
- Establish a plan
- Spread the word
- Triple check everything is in place and ready for your event

College fundraising ideas to explore:

- Sports Competition (Example: Basketball tournament or Fun Run)
- Food Sale (Example: Bake sale)
- Raffle (Example: 50/50 Raffle)
- Tutoring Service
- Themed sales (Example: Valentine's cards in February)
- Ticketed Events (Example: Haunted House at Halloween)
- Fee to Participate Contests (Example: karaoke competition, Lip Sync Battle)
- GoFundMe campaign (check with your institutions policies first!)



Budgeting for Events

Sample Budget

Expenses	Budget	Actual	Notes
Meeting Space:			
Room A			
Room B			
Banquet Room			
Total Meeting Space			

Food:			
Pizza			Depends on # of registrations
Cases of water			Depends on # of registrations
Total Food			

Supplies:			
Outreach/Marketing			
Registration			
Total Supplies			

Printing:			
Fundraising flyers			

Expenses	Budget	Actual	Notes
Program			
Name badges			
Total Printing			

Other Expenses:			
Participant Gift bags			Depends on funding
Fundraising T-shirts			Depends on funding
Sponsor gifts			Depends on funding
Projector, screen, laptop			How many rooms in use will need AV?
Microphones			How many rooms in use will need AV?
Total Other Expenses			

Overall Expenses			
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Request to Solicit Donations

Before speaking to a company representative check with your college's dean or school administration beforehand on guidelines for these types of requests.



Setting S.M.A.R.T. Goals

Planning can be both difficult and stressful. Using the SMART goals process can make planning a lot easier and smoother as your chapter starts setting goals for each semester. The following steps will assist you in planning your chapter's short- and longer-term goals to make your year successful and meaningful.



SPECIFIC



MEASURABLE



ACHIEVABLE



RELEVANT



TIME-BOUND

S.M.A.R.T. Goal Worksheet

GOAL:

S

Specific

- What do I want to accomplish?
- Why do I want to accomplish this?
- What are the requirements?
- What are the constraints?

M

Measurable

- How will I measure my progress?
- How will I know when the goal is accomplished?

A

Achievable

- How can the goal be accomplished?
- What are the logical steps I should take?

R

Relevant

- Is this a worthwhile goal?
- Is this the right time?
- Do I have the necessary resources to accomplish this goal?
- Is this goal in line with my long term objectives?

T

Time-Bound

- How long will it take to accomplish this goal?
- When is the completion of this goal due?
- When am I going to work on this goal?



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