

ASME Student Section Handbook

INTRODUCTION	3
ABOUT ASME	3
ASME STUDENT MEMBERSHIP AND BENEFITS	3
<i>STUDENT BENEFITS</i>	4
STUDENT SECTIONS	5
ASME STUDENT SECTIONS.....	5
STARTING A NEW ASME STUDENT SECTION.....	5
STUDENT SECTION LEADERSHIP	6
STUDENT SECTION ADVISOR.....	6
STUDENT SECTION EXECUTIVE COMMITTEE (STUDENT OFFICERS).....	7
<i>Duties of Officers</i>	7
<i>Committee Chairs</i>	8
ANNUAL CALENDAR AND DEADLINES	8
ANNUAL CALENDAR.....	8
DATES TO AVOID.....	9
STUDENT SECTION REPORTS (REQUIRED EVERY YEAR).....	10
ASME STUDENT SECTION SUPPLIES.....	10
AWARDS	10
STUDENT SECTION PROGRAMMING	11
IDEAS FOR GOOD STUDENT SECTION MEETINGS	11
ASME STUDENT CONFERENCES AND PROGRAMS (URLS ON P. 26 OF HANDBOOK)	13
STUDENT LEADERSHIP SEMINARS.....	13
STUDENT PROFESSIONAL DEVELOPMENT CONFERENCES.....	13
STUDENT COMPETITIONS.....	13
<i>Student Design Competition</i>	13
<i>Human Powered Vehicle Challenges</i>	14
<i>ASME IShow (Innovation Showcase)</i>	14
<i>Old Guard Competitions</i>	14
INTERNATIONAL MECHANICAL ENGINEERING CONGRESS AND EXPOSITION (IMECE).....	14
ENGINEERING FOR CHANGE (E4C).....	15
DIVERSITY ACTION GRANTS.....	15
INTERNATIONAL PETROLEUM TECHNOLOGY INSTITUTE (IPTI)	15
TECHNICAL DIVISION STUDENT PROGRAMS.....	15
SCHOLARSHIPS, FELLOWSHIPS, AND LOANS.....	15
<i>ASME Foundation Scholarships</i>	16
<i>ASME Foundation Hanley Scholarship</i>	16
<i>ASME Nuclear Engineering Division (NED) Scholarship</i>	16
<i>ASME Power Division Scholarship</i>	17
<i>Garland Duncan Scholarships</i>	17
<i>Melvin R. Green Scholarships</i>	17
<i>The International Gas Turbine Institute (IGTI) Scholarship</i>	17
<i>Kate Gleason Scholarship</i>	17
<i>ASME Metropolitan Section John Rice Memorial Scholarship</i>	18
<i>Willis F. Thompson Memorial Scholarship</i>	18
<i>Bruce J. Heim Foundation Scholarship</i>	18

ASME CAREER RESOURCES & ACTIVITIES	18
COMMUNICATION TOOLS	19
ONLINE STUDENT SECTION ROSTER.....	19
GLOBAL COMMUNITIES DIRECTORY.....	20
OTHER COMMUNICATIONS TOOLS.....	20
ASME SOCIAL MEDIA.....	20
STUDENT SECTION WEB SITES.....	21
STUDENT SECTION MERIT BASED FUNDING.....	21
VOLUNTEER AND STAFF COLLABORATORS & CONTACT INFO	21
LOCAL ASME SECTIONS.....	21
PROFESSIONAL SECTION MEMBERS ARE GENERALLY EAGER TO SUPPORT AND COLLABORATE WITH STUDENTS.	
BENEFITS TO YOUR STUDENT SECTION OF COLLABORATION WITH PROFESSIONAL SECTIONS:.....	21
ASME DISTRICT LEADERS.....	22
STUDENT SECTIONS COMMITTEE (SSC) AND STUDENT DISTRICT OPERATING BOARDS.....	22
<i>The Student District Operating Boards (SDOBs).....</i>	23
<i>ASME Student Section Liaison Program and Affinity Group.....</i>	23
<i>ASME Industry Advisor.....</i>	24
<i>ASME Staff Partners.....</i>	24
ASME WEB RESOURCES	26
APPENDIX A: INSTRUCTIONS AND PETITION FOR STARTING A STUDENT SECTION.....	27

INTRODUCTION

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

About ASME

Society Overview

ASME is a worldwide organization with over 125,000 members, including over 25,000 student members in more than 150 countries.

Mission

ASME's mission is to serve diverse global communities by advancing, disseminating and applying engineering knowledge for improving the quality of life; and communicating the excitement of engineering.

Vision

ASME aims to be the essential resource for mechanical engineers and other technical professionals throughout the world for solutions that benefit humankind.

Core Values

In performing its mission, ASME adheres 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 Credo

Setting the Standard...

- In Engineering Excellence
- In Knowledge, Community & Advocacy
- For the benefit of humanity

ASME at a Glance

<http://files.asme.org/asmeorg/About/13917.pdf>

This brochure provides a concise description of the Society, including Standards & Certification, education, technical divisions, etc.

ASME Student Membership and Benefits

ASME membership is free to first-year students, and \$25 annually for other students. In certain countries, discounted membership rates are available. For students joining from January – May, dues are prorated 50%. General membership information is available at <http://www.asme.org/Membership/Join/>.

ASME Student Membership and Benefits

ASME membership is free to freshman first-year students and \$25 annually for other students. In certain countries, discounted membership rates are available. For students joining from January – May, dues are discounted on a prorated basis. General membership information is available at:

<http://www.asme.org/Membership/Join/>.

Student Benefits

As an ASME student member, you gain skills and practical experience outside the classroom. Connect with professional engineers in your area of interest; get access to hundreds of key resources that will open doors when you start your professional career. The following are the benefits available to you as an ASME student member. Most benefits are available online, so you can access information when you need it, anytime and anywhere.

General Benefits

- *Mechanical Engineering* magazine subscription*
 - Email alias @asme.org
 - One free technical division membership
 - Opportunity to participate in student competitions
 - Group insurance at great rates
 - Career Center with exclusive Job Board including internships
- * Freshman first-year-free members do not receive *ME* magazine.

Educational Benefits

- e-Library with more than 100 volumes, many with interactive tables & digitized graphs
- Discounts on ASME publications (Journals, Books, Conference Proceedings etc.)
- Access to ASME's e-Mentoring program
- Invitations to local student section meetings, events and activities
- Opportunities to compete in student competitions
- Networking in-person and online with fellow students and professionals

Financial Benefits

- Eligibility to apply for ASME financial aid and scholarships

Promotion from Student Member to Full Member

ASME offers a graduated, reduced fee structure for recent graduates. The first year's dues are 40% of full Member dues as stated in ASME policy P14.5. To help them complete the process of promotion to Member grade, Graduating Student Members will be mailed a dues statement in July, which they need to complete, with 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 2012-2013 Membership Year, dues are as follows:

- \$57 if you graduated in the last 0-1 year
- \$79 if you graduated in the last 1-2 years
- \$100 if you graduated in the last 2-3 years
- \$122 if you graduated in the last 3-4 years
- \$144 if you graduated more than 4 years ago

STUDENT SECTIONS

ASME Student Sections

There are currently over 600 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 ASME;
- to provide a window to the engineering profession;
- complement the curriculum of the educational institution;
- to offer support in formal studies and informal education and learning,
- to provide personal connections and communications within the Society and the profession;
- to provide outreach and service to society in general through participation in community activities

Student Sections are encouraged to organize and provide a variety of activities focused on technical content and professional and personal growth such as:

- technical presentations;
- Communication skills development activities;
- professional introductions and relationships;
- joint activities with other ASME sectors and with similar units at the college or university;
- engineering and technical competitions;
- awards and recognitions;
- engineering-related volunteer and community services;
- outreach to potential engineering students
- encouragement of continued membership in ASME and in peer engineering and professional societies.

Starting a New ASME Student Section

The procedure for starting an ASME student section is:

1. Have 15 students complete and submit the ASME student membership form.
2. Have 15 students sign the "new student section" petition (APPENDIX A).
3. Select or recruit a professor, who's an ASME member, to become the student section adviser, and have him or her sign the new student section petition.
4. Once the forms are signed, scan them into one PDF file.
5. Collect documentation of your university's engineering curriculum and history.
6. Send the petition, applications, and information about your university's curriculum and history to— students@asme.org. Or by mail:

ASME
Student Section Administration
MS22-S3
Three Park Ave.
New York, NY 10016

The petition is also available online at <http://files.asme.org/Volunteer/Unit/12574.pdf>

Following the submission of the Petition:

1. The student section petition will be reviewed at the Society level. The Student Petition approval process will take four to six weeks.
2. The Student Section Chair and Student Section Advisor will be notified when the student section is approved, and will receive a welcome packet, including a certificate stating the establishment of a student section.
3. ASME's Membership Department will arrange for ASME badges, magazines and brochures to be sent to all students registered in the new section.
4. Shipments from ASME are sent via DHL, and may require several weeks to arrive.
5. ASME also provides start-up funds to new student sections.

Student Section Leadership

Student Section Advisor

The vitality of a student section is heavily influenced by the Student Section Advisor (SSA), who performs a generous and valuable service to the students, the department, and to ASME.

We encourage all Student Section Advisors to be members of ASME; however, this is not mandatory. The Student Section Advisor has a four-fold responsibility:

1. To engage mechanical engineering/engineering technology students to become involved in their ASME student section activities
2. To ascertain that the activities and programs of the Student Section stimulate interest in the profession;
3. To facilitate a professional awareness in each student member that is maintained throughout their career and to play an active role as an ASME member.
4. Provide continuity and guidance to the Student Section.

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.

Explain the Benefits of ASME Membership

- A description and list of specific ASME student member benefits is available online at <http://www.asme.org/about-asme/professional-membership>.
- Make students aware of the ASME Scholarships and educational financing through Loans
- Make students aware of student activities and training offered by ASME as explained in this handbook.

Enable Student Leadership to Succeed

- Recruit student section officers (or guide the election process), and encourage the timing of the selection to provide an overlap of outgoing and incoming officers.
- Develop "School Year" meeting schedule with Student Section Officers.
- Maintain records of past years' activities to provide to incoming officers
- Conduct a "leadership transition" with outgoing and incoming student officers.
- Encourage at least 2 student section officers to attend the Student Leadership Seminar.

Recognize Outstanding Contributions through Honors and Awards

- Nominate a student for the Charles T. Main Award, and provide the nomination to the District Leader – Due March 1
- Nominate a student for the Outstanding Student Member Award, and provide the nomination to ASME Global Communities – Due Feb 1
- Let students know about the Student Section Advisor award - Due March 1
- Encourage students to submit a Design paper for the Arthur T. Williston Medal – Due Feb 15

Ensure Student Section Administration is Completed before the Spring semester ends

- Provide information and guidance to student section officers in completing necessary forms and providing information to ASME:
 1. University and Officer Information Form — submit online or email to students@asme.org
 2. Student Section Financial Report Form (summary of annual financial activities for the previous year)– **submit online**
 3. Student Section Merit Based Funding Form (a self-evaluation form used to provide funding to Student Sections, based on Student Section activities conducted during the previous school year)
 4. Download student section roster and check it for accuracy.

Student Section Executive Committee (Student Officers)

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. In smaller Sections, one-person committees may be necessary and/or one person may function on two or more committees.

Duties of Officers

- **Chair**
 - Responsible for the organization and successful operation of the Student Section.
 - Consult with outgoing Student Officers; meet regularly with the Student Section Advisor.
 - Designate committees and appointing members to each. If possible, every member of the Student Section should have an opportunity to serve on a committee, or help with the organization or planning of an event.
- **Vice Chair**
 - Carry on Section business in the absence of the Chair or take over an incomplete term
 - Administrative or coordinating activities or special assignments, for example hosting or organizing a delegation for the Student Professional Development Conference.
 - The Vice Chair may also serve as Chair of one or more Committees, such as the Meetings/Programs and/or Membership/Recruitment Committees.
- **Secretary**
 - Maintain records of the Student Section and ensure 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.
 - Keep Minutes, results of all Elections, and copies of required reports that have been submitted.
- **Treasurer**
 - Maintain the financial records of the Student Section and ensure that all accounts and records are maintained in accordance with school policies and that authorized bills are submitted and paid in a timely manner.
 - Complete Financial Report and Student Section Merit Based Funding Form.

Any of the officers can submit the required forms (officer updates, Financial Report and SS merit based funding).

Committee Chairs

Following committees and coordinators play an important role in efficient functioning of the Student Section:

- Membership/Recruitment
- Meetings/Programs
- Tours/Field Trips
- Newsletter/Web Page
- ASME Student Conferences [e.g. Student Professional Development Conference (SPDC) & Student Leadership Seminar (SLS)]
- Competitions and Awards
- Publicity
- Student Section Committee and/or Student District Operating Board Representative

Annual Calendar and Deadlines

Annual Calendar

Important Dates (2012-2013) (avoid major holidays)

Aug 1 - Supply Form

Sept 26, 2012 – Yom Kippur

Oct 1 - ASME Dues renewal

Oct 15 - Student Loans

Oct 23 – Grad Teaching Fellowship

Oct 25 - Eid ul-Adha (usually celebrated over 3 days)

Oct 26-27 – PE/FE Exams

Nov 1 – Diversity Action Grant

Nov 11-17 – IMECE/Congress (Houston)

Nov 15 - Islamic New Year

2013:

Feb 1 – Outstanding Student Member Nomination

Mar 1 - SSA Award Nominations

Mar 1 – Williston Medal Nominations

Mar 1 Charles T Main Award nominations to District Leader

Mar 15 ASME & ASME Auxiliary Scholarships

March 26 – April 2 – Passover

March 31 – Easter

April 12-13 – PE/FE Exams

Apr 15 – Student Loans

May 7 - IPTI Scholarships

May, 2012 – Officer Listing / Student Section Info, Financial Report, and SSMBF

June – Annual Meeting (Indianapolis?)

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.

Calendar for Student Sections

September

- If not submitted in the spring, complete online ASME Student Section Information Sheet, financial report and Student Section Merit Based Funding, submit to ASME
- Distribute membership forms and start a new membership program.
- Develop “School Year” meeting schedule with Student Section Advisor; include local, district and society events occurring in the area.
- Consider planning an event with other societies, and applying for a Diversity Action Grant.
- Register to attend Student Leadership Seminar

October

- At least 2 officers attend Student Leadership Seminar (Sept-Oct)
- **October 1 = Membership Renewal Deadline**
- **October 15 = Due Date** for spring term applications for the ASME Student Loan Program.
- Submit Diversity Action Grant program materials
- If the date and location are announced at the SLS, tell your students about the SPDC, and encourage participation in the competitions,

November

- **November 1 = Due Date** for Diversity Action Grant application.
- Tell any students planning to attend IMECE about the Finals of the Old Guard Oral Competition and the Student Design Competition.

December

- **Happy Holidays!**

January

- Student Section officers and SSA meet to preview the next semester’s activities
- Remind students of upcoming awards due dates: Charles T Main, Student Section Advisor, Outstanding Student Member, and Williston Paper Awards.

February

- Submit names of new student officers to ASME, if elections are held on a semester basis.
- **February 1 = Due Date** for the Outstanding Student Member Award nomination. Encourage students to submit a nomination.

March

- **March 1 = Due Date** for nomination of Arthur L. Williston papers.
- **March 1 = Due Date** for the submission of Charles T. Main Award nominees to District Leader.
- **March 1 = Due Date** for ASME Student Section Advisor Award nominations to District Leader.
- Encourage participation in the SPDC and have interested students register.

April

- **April 15 = Due Date** for Summer/Fall ASME Student Loans.

May – before end of the semester:

- Hold election of Student Officers for next year
- Submit College/University and Officer Information Form
- Submit Student Section Merit Based Funding Form and Student Section Financial Report Form.

May

- **May 7 = Due Date** for International Gas Turbine Institute (IGTI) scholarships.
- Encourage graduating seniors to renew membership

June

- ASME Annual Meeting takes place

July - August

- **August 1** - Submit supply form to ASME/NY. A list of supplies available at no cost to student sections is online at http://volunteer.asme.org/unit/Supplies_Available_From.cfm. The supply request form is available online at <https://secure.asme.org/StuSecSupPrgm/form.cfm>.
- **HAVE A GREAT SUMMER!**

Student Section Reports (Required Every Year)

Available on-line through the Unit Leadership Resources Center, under Unit Forms and Instructions.

1. College/University and Officer Information Form – **before end of the semester** (or input anytime as updates come in) – <https://secure.asme.org/stusecinfo/NewStuSecInfo.cfm>
2. Student Section Financial Report Form (summary of annual financial activities for the previous year) – **before end of the semester** - <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) – **before end of the semester** - <http://files.asme.org/Volunteer/Unit/>.

ASME Student Section Supplies

- Supplies are available at no cost to student sections
- Order online at <https://secure.asme.org/StuSecSupPrgm/form.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.

Awards

ASME Outstanding Student Member Award **Due Date February 1 to ASME (students@asme.org)**.

- This award is given out at the Student Professional Development Conference; the recipient receives a certificate.
- The Student Section Advisor nominates a student member by completing the nomination form <http://files.asme.org/Volunteer/Unit/13023.doc>.

Charles T. Main Student Section Awards **Nominations Due Date March 1 to the District Leader.**

- 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.
- 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 document 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**.
- Nomination form online at <http://files.asme.org/asmeorg/Governance/Honors/SocietyAwards/7764.doc>.

- Program information and a list of recipients (Gold and Silver) on the Honors and Awards web site, http://www.asme.org/Governance/Honors/SocietyAwards/Charles_T_Main_Student.cfm.

Student Section Advisor Award Nominations Due to District Leader on March 1, and on March 15 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 **March 1**; form is available online at <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 15.

<http://www.asme.org/about-asme/honors-awards/service-awards/student-section-advisor-award>

Arthur L. Williston Medal Nominations Due Date March 1 to ASME 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

Class schedules, sports, other campus clubs and functions, fraternity and sorority meetings, homework, TV and parties -- all these make it challenging to get members out for ASME meetings.

What is the best way to market a meeting and/or recruit new members?

- Social networking such as Facebook.
- Email blasts over a week out and another a couple days before.
- Teams dedicated to sending reminders and following-up with people.
- Telephone contact - people can become overwhelmed with email; personal contact can go a long way.

How can we get the most people at meetings?

- Good marketing ☺
- Carpool - if meeting is off campus.
- Food – free pizza works great.
- Recognition at meetings
 - **Person of the Hour**
 - Honor the “Person of the Hour” who could be a visiting faculty member, a new section member, a visitor, the person traveling the greatest distance, former chair or officer, or a recent Student Section Advisor. Many ways to identify “Person of the Hour.” Vary the criteria for 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 emails after the meeting are a nice touch.

- Door Prizes
 - 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.
- Faculty support
 - Invite department heads and deans to speak at student activities or meetings.
 - Request necessary resources from the department to help students complete their ASME commitments (e.g. 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 <http://files.asme.org/asmeorg/Education/College/ME/7783.pdf> (PDF with photos).
- Greeting Committee - Friendly 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 that nobody is neglected.
- A friendly welcome for all at meetings - and outreach between meetings.
- 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.

What are some good meeting ideas?

- Industry Dinner
 - Invite members from local industries to a fundraising dinner for your student section, and ask a representative from each to speak briefly.
 - Thank them for any support they have provided (sponsorship of events, providing speakers, judges for local competitions, etc.).
 - Ask them for help.
- 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.
- Lunch and Learn – technical or career development topic
 - 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.
- 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.
- Social activities such as parties, sporting events, dinners, picnics, dances, community projects, a design competition for student members or for pre-college students, and movie showing.
- Study Groups
 - Allow two full hours before or after the meeting. Advance planning desired. Format flexible.
- 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 a potential source of income for your section.**
- Committee Meetings
 - Could be held before or after regular meetings, or during social hours.

ASME Student Conferences and Programs (URLS on p. 26 of Handbook)

Student Leadership Seminars

- Annual meeting(s) usually held in the fall (District B is in the spring)
- Purpose: equip student section leaders with skills and resources so they can effectively run their student sections, and familiarize them with ASME and the Student District Operating Boards
- Information about scholarships, student activities, awards and Student Professional Development Conferences
- Networking
- Travel funding available for students and student section advisors

Student Professional Development Conferences

- Annual meeting held in the spring
- Contests and competitions
- Student recognition
- Professional development opportunities
- Student Sections and their SSA may provide leadership and service by hosting an SPDC
- Travel funding available for student sections and student section advisors

Student Competitions

<http://www.asme.org/events/competitions>

Student Design Competition

- Individuals or teams 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 and second at SPDCs are invited to participate in an international competition held at ASME's International Mechanical Engineering Congress and Exposition (IMECE) in November.

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

ASME IShow (Innovation Showcase)

- Inspiring students to be product innovators and entrepreneurs.
- A platform for top collegiate student teams to compete for seed money to commercialize their idea.
- Submit Team Applications Sept, 2012 - Jan, 2013

Old Guard Competitions

- Oral Presentation Competition - emphasizes the value of the 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 decide 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 – emphasizes the ability to deliver visual presentations.
- Technical Web Page Competition - Encourages the delivery of visual presentations using web page technology.

International Mechanical Engineering Congress and Exposition (IMECE)

[a.k.a. – ASME Congress]

Dates and locations for upcoming IMECEs are:

- November 9-15, 2012, Houston, TX, USA - <http://www.asmeconferences.org/congress2012/>
- November 15-21, 2013, San Diego, CA, USA - <http://www.asmeconferences.org/congress2013/>

Discounted registration for students:

- \$250 (non-member and member) for students presenting a paper
- \$250 for members not presenting a paper
- \$300 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 committees
- **Members & Students Luncheon** - usually on Monday. 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.
- **Early Career Networking Event**, usually Sunday evening – graduate students are invited to meet and network with early career engineers and learn about opportunities within ASME after graduation.

Engineering for Change (E4C)

<http://www.engineeringforchange.org/>

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 provides a forum that facilitates connection, collaboration, knowledge exchange and aggregation with complete openness, transparency and accessibility.

Diversity Action Grants

[http://www.asme.org/groups/centers-committees/educational-programs/about-leadership-and-diversity/diversity-action-grant-\(dag\)](http://www.asme.org/groups/centers-committees/educational-programs/about-leadership-and-diversity/diversity-action-grant-(dag))

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.

International Petroleum Technology Institute (IPTI)

<http://www.asme-ipti.org/public/pagstudents.aspx>

Collegiate Council, Student Internship Program, Scholarships, and information on the petroleum industry.

Technical Division Student Programs

(scholarships, papers, competitions, etc.)

The ASME Division web pages are found at <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
Fluids Engineering	http://divisions.asme.org/FED/Student_Activities.cfm
Tribology	http://divisions.asme.org/Tribology/Student_Activities.cfm
Nuclear Engineering	http://divisions.asme.org/NED/Student_Activities.cfm
Fluids & Combustion Technology	http://divisions.asme.org/power/Student_Activities.cfm
Solar Energy	http://divisions.asme.org/Solar/Student_Activities.cfm
Safety Engineering & Risk Analysis	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

Scholarships, Fellowships, and Loans

<http://asme.org/about-asme/scholarship-and-loans/asme-financial-aid-for-students>

ASME Scholarships are awarded annually, and current ASME student members are eligible to apply.

At A Glance:

- All ASME Scholarships have specific eligibility requirements.
- Students must have established their grade point average (GPA) in their degree programs to qualify for ASME Scholarships. If you have not yet established a GPA at the college level, you are not yet eligible.
- ASME Scholarships require enrollment in an ABET accredited, or substantially equivalent, engineering degree program.
- With a few exceptions, ASME has one online application for all the scholarships, and you will be considered for all scholarships for which you qualify. To apply for most ASME Scholarships, please complete this online application form during the application cycle from January 15 thru March 1. The exceptions that require other forms include:
 - ASME-ASME Auxiliary FIRST Clarke Scholarship
 - Allen J. Baldwin Scholarship
 - Berna Lou Cartwright Scholarship
 - Sylvia W. Farny Scholarship
 - Agnes Malakate Kezios Scholarship
 - Elisabeth M. And Winchell M. Parsons Scholarship
 - Marjorie Roy Rothermel Scholarship
 - Charles B. Scharp Scholarship

A list of scholarships open to students outside the United States is available online at <http://asme.org/about-asme/scholarship-and-loans/scholarships-open-to-international-students>.

Below is a listing of some of the scholarships available:

ASME Foundation Scholarships

\$1,500 (Up to 17 awards), for study in the sophomore, junior, or senior year.

The award recipients will be selected on the basis of scholastic ability and potential contribution to the mechanical engineering profession. Applicants must be enrolled in an ABET-accredited or substantially equivalent mechanical engineering, mechanical engineering technology, or related baccalaureate program.

ASME Foundation Hanley Scholarship

\$2,500 (One award), for study in the sophomore, junior or senior year.

For students pursuing an undergraduate degree in mechanical engineering, this award recognizes scholastic ability and potential contribution to the mechanical engineering profession. Preference will be given to applicants demonstrating financial need. Applicants must be enrolled at an ABET-accredited or substantially equivalent mechanical engineering, mechanical engineering technology, or related baccalaureate program.

ASME Nuclear Engineering Division (NED) Scholarship

\$4,000 (Up to three awards), for study in the junior or senior year.

This scholarship is awarded to ASME student members who demonstrate a particular interest in nuclear engineering as defined by NED as the design, analysis, development, testing, operation, and maintenance of reactor systems and components, nuclear fusion, heat transport, nuclear fuels technology, and radioactive waste. Award recipients will be selected on the basis of scholastic ability, character, integrity, leadership, financial need, and potential contribution to the nuclear engineering profession. Applicants must be enrolled in an ABET-accredited or substantially equivalent nuclear engineering or mechanical engineering baccalaureate program.

ASME Power Division Scholarship

\$2,700 (One award), for study in the sophomore, junior, or senior year.

For an ASME student member who demonstrates a special interest in the areas of fuels, combustion, or the power industry, this award will be awarded on the basis of financial need, scholastic ability, and potential contribution to the mechanical engineering profession. Applicants must be enrolled in an ABET-accredited or substantially equivalent mechanical engineering or related baccalaureate program.

Garland Duncan Scholarships

\$4,500 (Up to two awards), for study in the junior or senior year.

The award recipient will be selected on the basis of leadership, scholastic ability, potential contribution to the mechanical engineering profession, and financial need. Applicants must be enrolled in an ABET-accredited or substantially equivalent mechanical engineering, mechanical engineering technology, or related baccalaureate program.

Melvin R. Green Scholarships

\$4,000 (Up to two awards), for study in the junior or senior year. The award recipient will be selected on the basis of leadership, scholastic ability, potential contribution to the mechanical engineering profession, and financial need. Applicants must be enrolled in an ABET-accredited or substantially equivalent mechanical engineering, mechanical engineering technology, or related baccalaureate program.

The International Gas Turbine Institute (IGTI) Scholarship

\$5,000 (Up to 1 award)

The ASME International Gas Turbine Institute awards a scholarship every year based on superior academic performance and demonstrated interest in the gas turbine, propulsion, or turbomachinery industries to an undergraduate or graduate student.

Applicants must be ASME Student Members in good standing at the time of application. There is no citizen or residence requirement, but Undergraduate applicants must be enrolled in an ABET accredited mechanical or aerospace engineering baccalaureate program. Financial need will not be considered for this award. The preference is for the award to go to a student with work experience or research ties to the gas turbine industry. See the International Gas Turbine Institute for more information. *For study in the sophomore, junior or senior year or for graduate study.*

Kate Gleason Scholarship

\$3,000 (1 award)

In memory of Kate Gleason, who in 1914 became the first female member of ASME and successfully paved the way for the emergence of women in the field of engineering.

The Kate Gleason Scholarship will be awarded to a female engineering student who exemplifies the same entrepreneurial spirit and dedication to engineering and is currently enrolled in an engineering program in the United States.

Applicants must be in good standing at the time of application, enrolled in an ABET accredited or substantially equivalent engineering, engineering technology baccalaureate or graduate program. The award recipient will be selected on the basis of scholastic ability and potential contribution to the mechanical engineering profession.

For study in the sophomore, junior, senior year or graduate study.

Note: there are no citizenship requirements for consideration for this scholarship. For study in the US only.

ASME Metropolitan Section John Rice Memorial Scholarship

Award amount to be determined annually; for study in the junior or senior year.

For an ASME student member attending a school within the area covered by the ASME Met Section, applicants must be enrolled in a mechanical engineering baccalaureate program in good standing at one of the following colleges or universities: City College/CUNY; College of Staten Island; Columbia University; Cooper Union; Manhattan College; NYC Technology College of City University; Polytechnic Institute of New York University (Brooklyn); and SUNY/Maritime College. The award recipient will be selected on the basis of scholastic ability, character, integrity, leadership, and potential contribution to the mechanical engineering profession.

Willis F. Thompson Memorial Scholarship

\$5,000 each (Up to 3 awards)

Mary Evans Stowell Thompson, a founding member of the ASME Foundation's Archimedes Club, bequeathed a scholarship fund. "In memory of my late husband Willis who played a vital and instrumental role in the conception and development of the United Engineering Center in New York City, and in recognition of my late husband's lifelong interest and services in many capacities to ASME."

The Willis F. Thompson Memorial Scholarships will be awarded to help mechanical engineering students, with a preference given to students who demonstrate an interest in advancing the field of power generation.

Applicants must be ASME student members in good standing at the time of application, enrolled at an ABET accredited, or substantially equivalent mechanical engineering, mechanical engineering technology or related baccalaureate program. The award recipient will be selected on the basis of scholastic ability and potential contribution to the mechanical engineering profession.

For study in the sophomore, junior or senior year or graduate study.

Note: there are no citizenship or geographic requirements for consideration for this scholarship.

Bruce J. Heim Foundation Scholarship

\$1,500 (Up to 1 award)

This award will be given for graduate study to a student whose career goal is to further the exploration of space. It is funded by the Bruce J. Heim Foundation, which is dedicated to providing assistance to an individual who has demonstrated a potential for excellence in this field.

Applicants must be ASME student members in good standing at the time of application and completed undergraduate work at an accredited institution, with a minimum cumulative grade point average of 3.3.

For graduate study in the US only.

ASME Career Resources & Activities

Students

<http://www.asme.org/kb/topics/students>

Career Development

<http://www.asme.org/kb/topics/career-development>

E-mentoring for Student Members

<https://secure.asme.org/signin/mentoring.cfm>

Early Career Forums

<http://files.asme.org/asmeorg/Communities/EarlyCareer/Forum/15946.pdf>

Practical Career Planning/Development information through presentations and discussions led by senior engineers, managers and other professional experts.

Early Career Resources

<http://www.asme.org/kb/topics/early-career-engineers>

Upcoming events, Career-Life Guide, and links to lots of resources.

The Professional Practice Curriculum

<http://www.professionalpractice.asme.org/>

An on-line learning resource covering an array of professional development topics.

Communication Tools

Online Student Section Roster

Download complete roster, send email messages (no attachments) 24 hours a day. You can also use the roster yourself to code your officers (e.g. assign a specific role in your section to a specific person). Any changes or assignments made through the roster system will be made directly into ASME's membership database.

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>
 - Conflict of Interest Form: <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>

Quick Instructions for the Section/Student Section Roster <https://roster.asme.org>

Complete Member Data Agreement and Conflict of Interest forms to gain access When you sign on to the online roster page, use the same account access information you use for other ASME online services, such as the Members Only or purchasing products.

To log in to the Roster:

1. Enter your current email address and click "Continue"
2. Enter your current password
3. Click "Login" to proceed to the next step.

To download your Section roster:

Click on your section and then click on "Download Entire Roster" from the "Tools & Services" option in the left hand column. Once you enter the download page, select the third option, "Download the Entire Section Master Roster in Excel Format." When you save your download, save it as a Microsoft Excel Workbook under "Save as type:"

To send an email to your Section:

If you have been granted the Email Function, click on "Sending an E-mail Message to Your Unit" from the "Tools & Services" option in the left hand column. The ASME List Server program will appear and you would use your email address on file with ASME and your membership.

Global Communities Directory

This directory is helpful if you want to look up the names and contact information for Executive Committee members in the student sections near yours, or in the local section(s) nearest you, for example to invite them all to attend a student section event you are planning, or request help or resources.

1. On-Line Directory of District, Section, and Student Section Officers
2. Access through "Members Only" link on ASME.org. or at <https://members.asme.org/myasme/login/myasme.cfm> (scroll down; it's on the left)
3. To access the directory you will need the email address on file with ASME.
4. Select "District" to open a roster for the District Operating Board
5. Click "+" sign for each District to reach a list of all sections within a District
6. Click "+" sign for each Section to reach a list of student sections in its area
7. Select "Section Name" to open an Executive Committee roster (or last year's chair)
8. 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 school is in.

Other Communications Tools

1. Online Directories:
 - o AC-10 – Board of Governors (BOG), Sectors and Committees – contact information for ASME's senior leadership
 - o Access from Members Only Page - <http://my.asme.org/> (you need your email address on your ASME record for access to Members Only)

ASME Social Media

1. Use Social Media to promote your programs and reach out to others.
2. Communicate the excitement of engineering and your student section.
3. Be part of a professional network of over 11,000 ASME students and members on LinkedIn.
4. If your Student Section is on Facebook, LinkedIn, or Twitter, link to ASME's online communities on those sites.

Student Section Web Sites

- ASME offers its units web server space, to help them:
 - Increase communication & involvement among Student Section, Group and Senior Section members;
 - Offer greater visibility for activities and members;
 - Provide additional means for promotion/marketing of publication, programs and events; and
 - Recruit volunteers and increase membership.
- Student section websites are listed on the web pages for each District. You can also find the web site for other student sections and the ASME senior sections in your district. <http://districts.asme.org>
- 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.

Student Section Merit Based Funding

Student Section Merit Based Funding (SSMBF) provides ASME funding to student sections based on their performance in a variety of areas that generally reflect a healthy, vibrant ASME student section. SS-MBF covers the period of July 1 - June 30, and the maximum amount of funding available for each student section is \$300.

To be eligible for the maximum amount of funding, conduct and keep track of activities in the following categories:

- Section Communications – web site, social media, email notices, etc.
- Section Activities – technical meetings, social events, attending senior section meeting, tours, etc.
- Member Participation and Professional Development – participation in student leadership seminars and other conferences the Student District Operating Board, award nominations, and participation in competitions
- Student Member Participation – general participation by student members in various events, such as pre-college outreach, FE exam, and student section events.
- Student Section Leadership – planning meeting, recruitment event, ASME member benefits program, etc.

To apply for funding:

- Keep documentation of the activities (what it was, how many people attended, the date)
- Fill out a brief online form at the end of the academic year (should take less than half an hour), available on the Volunteer Resource Center. You will also receive emails about this (if your information is updated!). The form asks for information about your activities and the percentage of ASME undergraduate and graduate students in your Mechanical Engineering Department (or department that sponsors the ASME Student Section) who are members of the ASME student section.

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

Volunteer and Staff Collaborators & Contact Info

You are not alone! ASME is interested in helping student sections succeed.

The roles of each of these volunteers and staff are summarized below, followed by their contact information.

Local ASME Sections

Professional section members are generally eager to support and collaborate with students. Benefits to your student section of collaboration with professional sections:

- Create career opportunities for the future (Networking)
- Receive mentoring and career advice from successful professionals
- Receive guidance for career paths

- Support on student section programs
- You may find your next graduate student assistantship position, internship or even your NEXT JOB!
- Helping you with programs that provide value to your education/work experience
- Mentoring and coaching
- Helping you meet local employers and leaders in their fields
- Providing speakers to student section events
- Providing judges to local student competitions
- Providing funding for student section activities and scholarships for students.

There are many reasons sections would want to hear from YOU. Not only do they receive section merit funding points for collaborating with students, but they also receive benefits, such as:

- Vitality to the local section/members when students participate
- Fun/new ideas and programs from students that will draw in more young members
- Future new officers/leaders for their sections
- Future employees/co-workers for their workplaces
- Practice improving communication between different generations of engineer

Professional section members want to make the connection as much as you do. So go for it! Reach out to them.

To find contact information of the Executive Committee of the Section nearest you, go to the Global Communities Directory (see instructions in this handbook). You can also find sections listed on <http://districts.asme.org/communities.htm>

ASME District Leaders

- District leader or another member of the District Operating Board visits your student section.
- All District Leaders' names and email addresses can also be found on their District's website: <http://districts.asme.org/communities.htm#DISTRICTS>.
 - DISTRICT A – Mike Roy (12-14), Michael_Roy@hsb.com
 - DISTRICT B – Nael Barakat (11-13), barakatn1@asme.org
 - DISTRICT C – Tom Wendt (12-14), twendt6@wi.rr.com
 - DISTRICT D – Judith Bamberger (12-14), judith.bamberger@pnnl.gov
 - DISTRICT E – Elliott Short (11-13), eshort@raytheon.com
 - DISTRICT F – Mary K Bailey (12-14), marybailey@eastman.com
 - DISTRICT G – Desmond Chong, (12-14), yrchong@starhub.net.sg
 - DISTRICT H – Memis Acar (12-14), M.Acar@lboro.ac.uk
 - DISTRICT I – Mario Copa (11-13), inagoc@yahoo.com
 - DISTRICT J – Hadi H. Tahboub Htahboub1@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

CHAIR (10-13), Dr. Beth Todd, btodd@eng.ua.edu	VICE-CHAIR , Brennan White, white.brennan@yahoo.com
Senior Representatives	Student Representatives
District A Dr. Mustapha S. Fofana (06-15), msfofana@wpi.edu	** Matthew J. Ross (11-13), jbusa007@gmail.com Leila Aboharb (12-14), lca37@drexel.edu
District B George Doyle Jr., Ph.D., PE (06-15), george.doyle@notes.udayton.edu	** Joseph R. Radisek (11-13), ornelius.56@osu.edu Moin Ali (12-14), moin.ali@live.com
District C Jason T. Ash, (11-2014) jason.ash@sdsmt.edu	** Carlos Beatty Jr. (11-13), carlos.beatty@mines.sdsmt.edu Colin McGowan (12-14), colin.mcgowan@mines.sdsmt.edu
District D Satya Mahanty, Ph.D.,2011-2014), Satya.mahanty@csufresno.edu	** William Persons (11-13), persons@comcast.net Scott Sakakura (12-14), scottksakakura@gmail.com
District E Dr. Abel Hernandez (06-15), abelh@salamanca.ugto.mx	** Mr. Rogelio Aguilar-Torres (11-13), argos_89@live.com.mx Brennan White (12-14), white.brennan@yahoo.com
District F vacant	** Ms. Navyashree Raghoji (11-13), nraghoji42@tntech.edu Andres Espinosa (12-14), andrespinosa33@gmail.com
District G ** Shiyu Liu, (11-14) lius0015@ntu.edu.sg	** Hardik Tiwari (11-13), hardiktheimagination@gmail.com Ahmed Fouad (12-14), ahmed.fouad.66@gmail.com
District H Alexander Scott (12-15), Scotta2@asme.org	** Yannick Gindroz (11-13), yannick.gindroz@gmail.com Bastian Gindroz (12-14) bastian.gindroz@gmail.com
District I Mr. Carlos L. Lasarte (10-13), carlos.lasarte@ceaca.com	** David Leonardo Jimenez Aragon (11-13), davidleonardo1@hotmail.com Jose Lopez (12-14), jm.lopez@gmail.com
District J Dr. Najib Metni (10-15), nmetni@ndu.edu.lb	** Mr. Karim Mrad (11-13), kareemmrad@gmail.com Jsoeph Saad (12-14) jso6@hotmail.com

The Student District Operating Boards (SDOBs)

- 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.
- 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.
- SDOB website: <http://districts.asme.org/SDOB/>.

ASME Student Section Liaison Program and Affinity Group

- 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.
Student Liaisons:
 - Work with SSA to identify where graduates are going
 - Provide a personal introduction to local members
- Early Career Engineers serve as ASME's "ambassadors" to student sections in their local area

- Student liaisons visit targeted student section(s) and speak about ASME and their career, to raise awareness of:
 - what ASME membership is and updates on student programs
 - opportunities available to students after graduation
 - 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, or join the Student Liaison Affinity Group, please contact Malik Usman ismalikusman@gmail.com, or check us out on Facebook or on the program website at http://volunteer.asme.org/unit/Student_Liaison_Program.cfm

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

ASME Staff Partners

Administrative Support for Student Section Operations

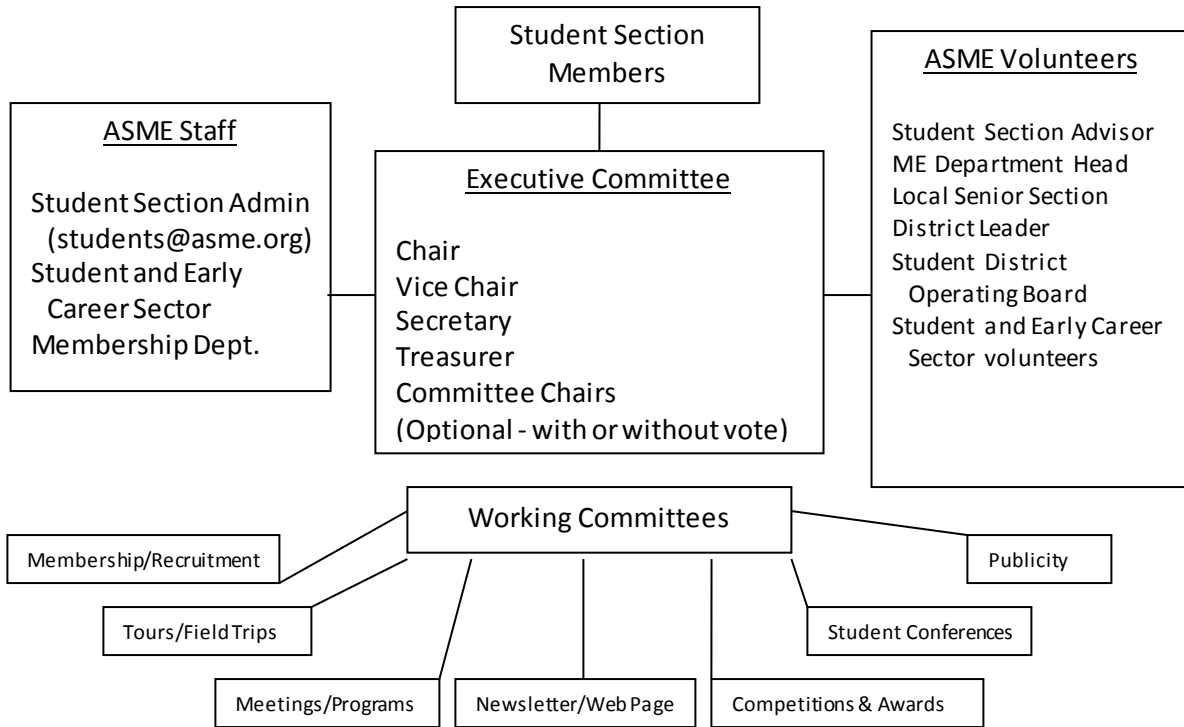
- Financial transactions & Student Section Merit Based Funding
- Honors & Awards
- Communications support = Roster, Email, General unit administration
- Shipping of supplies for student sections
- **Direct contact students@asme.org**

Student and Early Career Sector staff are available for guidance and feedback on:

- Student Design Competition, Human Powered Vehicle Challenge, and Old Guard Competitions (kudlisE@asme.org)
- Student Loans, Scholarships and Fellowships (lefeverb@asme.org)
- Student Programs (polyakt@asme.org)
- Student Professional Development Conferences and Student Leadership Seminars (rangim@asme.org)

Membership Department: Produces and distributes the Student Section Toolkits, and creates and provides student membership and benefits brochures. (HebertB@asme.org)

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



ASME Web Resources

College/University and Officer Information Form:	https://secure.asme.org/stusecinfo/NewStuSecInfo.cfm (Chair or Secretary completes - Due June 30 Or as officers change)
Student Section Financial Report Form: Due before semester end	https://secure.asme.org/stufinrpt/newstufinrpt.cfm (Chair or Treasurer completes, SSA initials)
Student Section Merit Based Funding Form: Due before semester end	http://files.asme.org/Volunteer/Unit/24675.xls
Supply Request Form: Submit by Aug 1.	https://secure.asme.org/StuSecSupPrgm/form.cfm
On Line Section Rosters	https://roster.asme.org/ (need e-mail address on file with ASME)
Section E-mail Tool Instructions	http://files.asme.org/Volunteer/Unit/12434.ppt
Change of Member Record: Including address, technical affiliation and email contact	1) Do it yourself in the "members only" area of http://my.asme.org/ 2) E-mail changes to infocentral@asme.org ; or 3) Call Info Central at 800-843-2763
Global Community Online Directory	http://my.asme.org/ (scroll down; it's on the left, need email address,)
ASME Students	http://www.asme.org/kb/topics/students
ASME Student Benefits	http://www.asme.org/about-asme/membership/benefits-for-students
ASME Competitions	http://www.asme.org/Events/Competitions/
ASME Innovation Showcase (IShow)	http://www.asme.org/events/competitions/asme-ishow
Early Career Engineers	http://www.asme.org/kb/topics/early-career-engineers
Section/Student Section Interaction	http://www.asme.org/groups/centers-committees/knowledge---community-sector-(1)/student-sections-committee-(ssc)/section-student-section-interaction
International Petroleum Technology Institute Student Activities	http://asme-ipti.org/students-financial-aid/
Technical Divisions	http://divisions.asme.org (each division has a student programs page)
Student Leadership Seminars (SLS)	http://districts.asme.org/SLS/
Student Professional Development Conferences (SPDC)	http://events.asme.org/SPDC/home.cfm
Unit Leadership Resource Center	http://volunteer.asme.org/unit/
Student Leadership Seminar Presentation Library	http://www.asme.org/groups/centers-committees/knowledge---community-sector-(1)/student-leadership-seminars/student-leadership-seminars-presentation-library--
Member Savvy – Value of ASME Membership	http://www.asme.org/kb/newsletters/member-savvy
Scholarships, Fellowships & Loans	http://asme.org/about-asme/scholarship-and-loans/asme-financial-aid-for-students

Appendix A: Instructions and Petition for Starting a Student Section

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
Student Section Administrator
MS 22-S3
Three Park Ave.
New York, NY 10016
e-mail – students@asme.org

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 students@asme.org.

For Office Use Only

Parent Section _____
School Code _____

PETITION FOR STUDENT SECTION

Send to: ASME
Student Section Administrator
MS 22-S3
Three Park Ave.
New York, NY 10016
e-mail – **students@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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Print Email Address: _____

Telephone # _____