

American Association for Aerosol Research
Guidelines for
Establishment of AAAR Student Chapters
September 2008

Applications are due by December 1, 2008

AAAR Student Chapters

AAAR maintains student chapters to serve the intellectual and professional interests of students pursuing a career in the field of aerosol research. AAAR is a nonprofit organization for scientists and engineers who wish to promote and communicate technical advances in the field of aerosol research. Applications are accepted from student groups at the college/university undergraduate and graduate level.

Should you start a AAAR Student Chapter?

Do you or your organization have an interest in aerosol research?

Do you want to connect with students with similar interests, both at your institutions and at other institutions?

Do you want to become part of the larger community of aerosol scientists?

If so, apply to start an AAAR Student Chapter today!

Why become an AAAR Student Chapter?

Becoming an AAAR student chapter offers many benefits to both students and faculty members , such as:

Networking opportunities: Hold chapter meetings to connect the local aerosol community and attend the AAAR Annual Conference to meet scientists from around the world.

Keep up to date with the latest research and issues in aerosol research: with electronic complementary subscriptions to *Aerosol Science & Technology*, our monthly journal.

Receive funding for chapter events and activities: AAAR provides some funding, on a annual basis, to student chapters. The deadline for application is November 15th each year. For the inaugural year, AAAR will provide \$ 250 per Chapter on approval by the Board.

How to start an AAAR Student Chapter

We welcome applications from new or established aerosol research clubs at the university including graduate and undergraduate levels who want to affiliate themselves with AAAR, as well as from individual students who want to get such an organization established at their school.

Make sure that you can meet the following requirements:

- Willingness to advance the AAAR mission, vision, and goals
- Formed at an accredited college or university or organization with programs of study or research in aerosol science and technology where students can attend and participate in activities
- Comply with the institutions' guidelines for student organizations, and be officially recognized as such.
- Have a faculty advisor who is a faculty or academic staff member in an aerosol research related program
- Student Chapters will be required to have student leaders (up to five) including a minimum of a Student President (other titles can be determined by the chapter and advisor); and in addition a Faculty Advisor
- All student leaders must become dues-paying AAAR members — these individuals will be considered the Student Chapter Representatives (SCR's) to AAAR.
- Use "[Name of Institution] AAAR Student Chapter" in the chapter's name.
- Submit an annual report by May of each year documenting the chapter's membership and activities over the past year.

If you agree with the above requirements, we welcome your application. To apply, download and complete the **Student Chapter Application form** and send it either via fax, e-mail, or mail to:

American Association for Aerosol Research
15000 Commerce Parkway
Mt. Laurel, NJ 08054
info@aaar.org
(877) 777-6753 (phone)
856-439-0525 (fax)

Chapter Requirements and Guidelines

Chapters represent AAAR on their college or university campus and are expected to conduct themselves with professionalism and integrity according to the following AAAR requirements and standards.

Advance the AAAR mission, vision, and goals

AAAR student chapters and their members must adhere to the AAAR mission of commitment to the development of aerosol science and technology, and its application to important societal issues.

Submit an Annual Report

Each AAAR Student Chapter must submit an annual report by May 1st. (attached)

Guidelines for Faculty Advisors

All AAAR Student chapters are required to have an advisor. The advisor must be a faculty or academic staff member in a aerosol research-related discipline. The duties and responsibilities of the faculty advisor are:

Advise the chapter members on matters of university policy.

Ensure continuity of student chapter each academic year as turnover occurs in the student membership.

Act as point person for receiving AAAR Funds.

Oversee the governance of the chapter and the maintenance of records.

Perform any other duties required of student advisors by your institution.

Note: AAAR reserves the right to rescind student chapter status if AAAR determines, in its sole authority, that a chapter or its representatives acting on its behalf show disregard for AAAR student chapter requirements and standards of conduct.

AAAR Student Chapter Application Form
(Due at AAAR Office by December 1, 2008)

To become an official AAAR Student Chapter, please complete the following information:

Rationale for Chapter: Please provide a brief explanation on why chapter status is being sought. (complete on a separate page.)

Student chapter leadership and members: Please provide the following information:
(shaded fields will expand as you type)

- I. Name of Institution:
- II. Faculty advisor's name, position, mailing address, e-mail address, and telephone number:

Name: Email:

Position: Department:

Address 1:

Address 2:

City: State: Zip:

Work Phone: _____

- III. Student chapter representatives' names and e-mail addresses (*indicates student chapter president):

*Name: Email:

*Name: Email:

*Name: Email:

*Name: Email:

*Name: Email:

- IV. Are the Student chapter representatives dues-paying AAAR members?
 Yes No

Note: In order to complete your application, the student chapter representatives MUST become dues-paying AAAR members. Student dues are \$35/year. For information on becoming an AAAR member, please visit: <http://www.AAAR.org>

Acceptance of AAAR Student chapter requirements:

Please indicate that you have read and agreed to the requirements and standards of conduct for AAAR Student chapters by completing this page and affixing your signatures below.

Have you read the requirements and standards of conduct for AAAR Student Chapters?

Yes No

Does your organization meet the basic requirements for AAAR Chapter status?

Yes No

Do you agree to advance the AAAR mission, vision, and goals? Yes No

Are you willing and able to submit an annual report to AAAR on your chapter's activities throughout the school year each May? Yes No

Name of Institution:

Faculty Advisor:

(printed name)

(signature – elec OK)

(date)

Chapter President:

(printed name)

(signature – elec OK)

(date)

Return completed sheet to:

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**AAAR Student Chapters
2008-2009 Annual Report
(Due at AAAR Office by May 1, 2009)**

Name of Institution _____

Department Address _____

Chapter Officers	2008-09	2009-10	Email (2008-09 officers only)
Faculty Advisor	_____	_____	_____
President	_____	_____	_____
Optional:			
Vice-President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Student Chapter Rep.	_____	_____	_____

Total number of chapter members: _____

Did your chapter receive AAAR funds during 2008-2009? _____ If yes, how much? _____

Describe chapter initiatives and activities during 2008-2009. If you received AAAR funds, please give a breakdown of how funds were used.

What are your plans for the 2009-2010 school year?

Report prepared by: _____
(signature – electronic OK) (date)

Faculty Advisor: _____
(signature – electronic OK) (date)

Please return completed report:
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