

## Steps to Creating an APWA Student Chapter



### Step 1: Initial Discussions and Research

- Review Student Chapter Tool Kit and other resources provided by APWA.
  - *The website offers great resources to help you through the process. And remember the Student Chapter Liaison Committees are there to help as well!*
- Talk with your advisors and professors
  - *See what their experience has been with APWA and the Public Works Field*
  - *Discuss the procedure and requirements to start a student chapter at your University*
  - *Gain support through your advisors and professors. Ask them to spread the word!*
- Outreach to other students
  - *Spread the word to your peers and let them know what you're planning!*
  - *Start thinking about who will serve as officers in the chapter.*

### Step 2: Contact APWA National Student Chapter Committee

- Discuss the APWA Student Chapter Program
  - *Ask about the benefits to creating a student chapter.*
  - *See how APWA has benefitted students in the past.*
  - *Ask about the Student "Campus Works" Competition!*
- Get into the details of creating your own Student Chapter
  - *Discuss the startup requirements and forms*
  - *Create an action plan to start your chapter*
    - § *Develop a list of items that need to be accomplished*
    - § *Talk about your time frame and schedule. How does this align with your University's schedule?*
- Find out who's in your Student Chapter Liaison Committee
  - *Your Student Chapter Liaison Committee is comprised APWA members in your area that are enthusiastic about the APWA Student Chapter Program. They are there to help and will be a great resource for you in establishing your student chapter.*

### Step 3: Contact the APWA Student Chapter Liaison Committee

- Discuss your action plan to start a Student Chapter
  - *Go over information provided.*
  - *Review the requirements and forms.*
  - *Work through the details. Your local contact will be able to help you address all of the details of the program.*
- Gain student participation
  - *A successful Student Chapter has meetings, events, and seminars that keep students active in the program and brings more in. See what events you and your local committee can put together to spread the word and get more students involved in the program.*
- What can your Local Chapter do for you
  - *Your Student Chapter Liaison Committee will be your main point of contact with the Local Chapter; they may have events identified for students to participate in.*
  - *Ask what benefits your local chapters have for students.*

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### Step 4: Develop your Student Chapter

- Identify a Faculty Advisor
  - *Your Faculty Advisor will be able to help you organize events and work with your University as well as serving as an additional resource to spread the word about APWA.*
  - *Your Faculty Advisor will also be able to help you apply and receive University recognition.*
- Designate Officers for your Student Chapter
  - *Who's going to help run the chapter? Identify key people for each role. Contact your Liaison Committee for examples and ideas.*
- Create your Student Chapter Constitution
  - *Every great chapter needs a great constitution! Your Liaison Committee is there to help develop your constitution. Examples are available.*
- Create Chapter Email and Contact Information
  - *You will need to create a designated email address for the chapter. This email needs to be one that can be handed off to the next student president.*
  - *Organize all your contact information. Remember local chapter APWA members and committees may want to contact you regarding opportunities and ideas.*

### Step 5: APWA Student Chapter Application and Approval

- Work with the Liaison Committee and your Faculty Advisor to complete application
  - *Go over all the details and verify all the required information is provided.*
- Submit your athletic logo using the logo request form to create your school's student chapter logo. <http://www2.apwa.net/membersonly/brand/request.asp>
- Submit your Final Application for Approval!

### Step 6: Get University Approval

- Work with your Faculty Advisor to gain University Recognition.
  - *Once you have approval from APWA all you need to do is receive approval from your University and become recognized with them.*

**Now you can enjoy your New Student Chapter! The first stage of your Student Chapter is over but there's still a lot to do. Work with your Local Project Team Committee to organize new and fun events. Keep the students active and see what APWA has to offer!**