



AAAE STUDENT CHAPTER START-UP CHECKLIST

- ✈ Inquire about your school’s Student Organization/Activity Office policies on campus clubs.
- ✈ Identify a faculty member who will be your Chapter Advisor. This person must be current member of AA AE during their tenure as Advisor and submit a letter confirming their interest in serving as a faculty advisor.
- ✈ Have the dean of the institution or another school official send AA AE a letter of endorsement giving the school’s official recognition of the Student Chapter.
- ✈ Identify potential members (minimum of 5 members to submit Student Chapter Application)
 - Ask your friends and classmates
 - Post a message on your social media, ask others to post
 - Ask Advisor for other potential members
 - Ask another faculty in your department
 - Post flyers with contact information
 - Participate in Campus Activities/Student Organization Fair at the beginning of each semester
 - Host an initial meeting with a guest speaker or airport tour
 - Contact the AA AE office to request a list of members on your campus and a list of faculty AA AE Members
- ✈ **Once you have enough members to form a chapter, please send the following to AA AE:**
 - **A petition to be recognized as an official Student Chapter** (*template included in the Student Chapter Resource Manual*)
 - **A letter of endorsement from the dean or another school official**
 - **A letter from faculty advisor confirming they will serve as the advisor**
 - **Chapter Bylaws** (*template included in the Student Chapter Resource Manual*)
 - **Ensure all officers and at least 5 total Chapter members are current AA AE Student Members** (the officers count toward the 5 total)
- ✈ Suggestions for First Student Chapter Meeting
 - Introduce your Advisor and all members in attendance
 - Elect officers
 - Review/vote on bylaws
 - Plan/finalize upcoming Student Chapter events for the academic school year
 - Brainstorm membership recruitment activities

**If you have any questions or need assistance, please contact Jennifer Richards at
(703) 575-2479 or jennifer.richards@aaae.org.**