AAAE ACADEMIC RELATIONS COMMITTEE (ARC) STUDENT CHAPTER LIAISON RECOMMENDATIONS

In order to have a consistent approach to the various schools and their Student Chapters, here are a few suggestions:

- **Introduce Yourself:** Begin by introducing yourself as the Academic Relations Committee (ARC) liaison to the school.

- **Express Committee's Support:** Indicate the Committee's commitment to assist the chapter in meeting Charter requirements, obtaining resources, and providing general guidance.

- **Availability:** Make sure to be accessible for any questions from the Advisor or Chapter. Provide clear contact information.

- **Resources:** Encourage the chapter to utilize the Academic/Student Resources webpage for access to mentors, internships, scholarships, and the Student Chapter Manual.

- **Documentation Review:** Urge the Advisor and Chapter Officers to familiarize themselves with the documents submitted to AAAE at the chapter's inception, such as the Student Chapter Constitution and Bylaws, as well as the AAAE Bylaws.

- **Benefits Overview:** Explain the Student Chapter Benefit Enhancements, including one free registration for the Faculty Advisor, two complimentary registrations for students, and six 50% discount certificates for AAAE meetings.

- **Report Submission:** Highlight the importance of submitting their Annual Report to AAAE by February 28th annually to qualify for new benefits.

- **Information Requests:** If you lack any requested information, contact Jennifer Richards, Associate Vice President of Membership and AAAE ARC Staff Liaison.

- **Promote Visibility:** Motivate the Student Chapter to publicize their activities via platforms like the AAAE Hub and Aviation News Today, and to tag @AAAEDelivers on social media.

- **Event Participation:** Encourage attendance and participation at the AAAE Annual Conference and the submission of a Student Chapter Report.

- **Regular Contact:** Maintain at least monthly check-ins with the school to foster a strong ongoing relationship.

- **Professional Development:** Advocate for participation in the AAAE Certified Member (C.M.) or Airport Certified Employee (ACE) programs to enhance professional growth.