

A love for engineering can start in kindergarten! When you think back to your educational career there is usually one person that stands out. They are the person that excited you to become an engineer. Student Activities is a way to pass that excitement on to the next generation.

June
July

1. **Attend Centralized Training** in conjunction with the Society Annual Summer Conference in June.
2. Recruit Help. **Enlist K-12/STEM Champion**. In smaller chapters, this may be the same person as the SA Chapter Chair. Chapter members, members with children, and retired members are great resources.

Aug.
Sept.

1. **Conduct planning session** with Student Activities Regional Vice Chair, (SA-RVC).
2. **Attend Chapters Regional Conference (CRC)** (Fall CRC Regions).
3. Develop MBO with Chapter President and K-12/STEM Champion and submit to SA-RVC.
4. Coordinate with your CTTC / Programs Chapter Chair to schedule one Student Activities themed Chapter Meeting with K-12/STEM activity example.
5. Check regulations for school volunteer requirements.
6. Call your community/ schools to schedule your K-12 visits.
 - a. Teachers appreciate speakers and also will have contacts for other teachers.
 - b. Local school districts: talk to a STEM or Sustainability coordinator.
 - c. Scout Organizations: badge programs for STEM (e.g.: GS It's Your Planet Love it Badge).
 - d. Local after school programs: Boys and Girls Clubs, YMCA, etc.
 - e. Established Programs need judges (e.g.: Math Counts, First Tech Challenge, & VEX).

Oct.
Nov.

1. Call Schools and schedule K-12 visits.
2. Use ASHRAE website, home-schooling web sites, and teacher's websites that will give you age and time appropriate ideas about connecting with your audience.
3. **Demonstrate K-12/STEM activity at Chapter Meeting** to recruit volunteers for classroom visits.
4. Get supplies for your visit. Request chapter and regional funds if available.

Dec.
Jan.

1. **Perform K-12 visits.**
2. Things to take into consideration: Talk about how engineers help people live better lives.
 - a. By middle school, kids are making decisions that will ultimately determine whether they enter a technical or non-technical careers. (e.g. Math is hard or fun).
 - b. By third grade girls lose interest in STEM related fields and are influenced towards the arts. Presenting ASHRAE and STEM at this time is very important.
 - c. Age x 2 = attention span. Plan your presentation accordingly.
 - d. Kids are smarter than you think they are! Don't talk down to them.
 - e. K-2 should be scheduled later in the year.
 - f. Abide by local school rules regarding outside visitors and interaction with students.

Feb.
March

1. **Conduct joint E-Week activity.**
2. Perform K-12 visits.
3. Recruit Student Branch members to help with the above.

April
May

1. **Attend CRC** (Spring CRC Regions).
2. Perform K-12 visits.
3. Recruit K-12/STEM Champion replacement if not returning.

Supporting and engaging Post-High School age students in HVAC&R can help encourage them to be ASHRAE members for life.

June
July

1. **Attend Centralized Training** in conjunction with the Society Annual Summer Conference in June.
2. Recruit help. Enlist YEA and other chapter members as speakers for student meetings and to mentor students during design competition.
3. Create list of current Student Branches and identify Student Branch Advisors (SBAs).
4. Contact SBAs to introduce yourself and schedule a meeting for August/September.
5. Create list of potential Student Branches.

Aug.
Sept.

1. **Conduct planning session** with Student Activities Regional Vice Chair, (SA-RVC).
2. **Attend Chapters Regional Conference** (CRC) (Fall CRC Regions).
3. Develop MBO with Chapter President and K-12/STEM Champion and submit to SA-RVC.
4. Coordinate with your CTTC / Programs Chapter Chair to schedule one Student Activities themed Chapter Meeting with students.
5. Meet with SBAs to discuss plan for the year. If possible, meet with SB student leadership.
6. Plan dates to attend student branch meetings.
 - a. Arrange a tour of mechanical systems in interesting building on or near campus.
 - b. Determine interest in a shadow program with local employers.
 - c. Discuss: Society & Chapter scholarships, Design Competitions, Chapter Programs - Student Nights, K-12 Interaction, Student Branch Status Report, SmartStart Membership Program, & Student Program at Society Winter Conference.

Oct.
Nov.

1. Advertise & remind: Society and local scholarships.
2. Advertise & Remind: Society Undergraduate Grants - Due December 1st.
3. Advertise & Remind: Society Undergraduate Scholarships - Due December 1st.
4. Visit campuses to help SBAs recruit students emphasizing opportunities in our industry.
5. Help students **fundraise for travel to Society Winter Conference**.
 - a. Request chapter and regional funds if available.
 - b. **BOOK HOTELS EARLY!!!** You can always cancel them.

Dec.
Jan.

1. Society Undergraduate Scholarships - check student zone for due dates.
2. Form a chapter scholarship review committee. If such a committee exists, recruit new members if necessary.
3. Remind SBAs and students of chapter, regional, and society scholarship deadlines.
4. **Bring students to Student Program** at Society Winter Conference.

Feb.
March

1. Conduct joint E-Week activity (K-12) with Student Branch.
2. Recruit SA Chair replacement if you don't plan to continue in your role as SA Chair.
3. **Award Chapter Scholarships.**

April
May

1. **Attend CRC** (Spring CRC Regions).
2. Conduct Exit Interviews with Student Branch leaders.
3. Student Branch Status Report due.
4. **Nominate SBA of the Year** (due in June).