

University of Michigan – College of Engineering
Naval Architecture and Marine Engineering Building
2600 Draper Dr.
Ann Arbor, MI 48649

April 30th, 2012

Dear SNAME Student Section Leaders,

It is my honor to present to you the 2012 Student Section Standards Guide to help your school's SNAME student sections grow and continue to prosper. This guide is the sum total of 11 successful SNAME student leaders, and is updated yearly by the Student Section Standards Committee (SSS) to address new ideas, new programs, and new policies.

The guide addresses management techniques along with comments and advice on how to run and organize a successful SNAME student section both foreign and domestic. The appendices include a variety of useful documents and checklist such as financial checklist, monthly student section duty checklist, and procedures for starting a new SNAME student section. This guide also includes a list of your local young professional chairs along with contact information for many maritime companies. Keep this information close by because you never know when you may want to contact a company to present to your student section or you may need some advice from a local young professional.

The information in this guide will be very useful to you and your student sections thus feel free to review the guide and allow other members of your student section to review it as well. If you have any questions that are not answered in this guide or further comments, please do not hesitate to contact me at devinw@umich.edu at any time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Devin Witt', is written over a light gray circular stamp.

Devin Witt, SSS Committee Chairman 2012

SSS Committee Members

Mark Groden, University of Michigan, SSC Chairman

Stefan Wolczko, Guido Perla and Associates

Gaelen Kraus, Past SSS Chairman

Alana Alissa Yoshiko Anderson, SNAME HQ



Society of Naval Architects and Marine Engineers

STUDENT SECTION STANDARDS GUIDE 2012

STUDENT SECTION STANDARDS PANEL

STUDENT STEERING COMMITTEE

30 April 2012

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INTRODUCTION

This document is a guide outlining suggested standards for the formation of new SNAME student sections. Existing student sections are also encouraged to use the guide to review and compare existing standards and practices. The guide focuses on the faculty advisor and officer roles, fundraising, suggested student development and projects, as well as support offered by SNAME national.

OFFICERS

All officers should be actively involved with the SNAME community. They should promote the recruitment of new SNAME student members and the organization of SNAME as a whole. Officers, in conjunction with their faculty advisor, should provide a link between student members and the professional world. Student section officers are expected to report all news and events that take place in their section to the SSC by preparing section updates for the SSC Newsletter.

Tenure

In most cases, the tenure for a student section officer is one year. Except in special cases, elections should be held between February and May so that the Chair-elect may attend the Student Chair-Elect Seminar (SCES) held in June. The time between the elections and the end of the current school year should be used as a transitional leadership training period.

Chair

The Chair should oversee meetings, coordinate events, organize fundraisers, and attend conferences as necessary.

Vice-Chair

The Vice-Chair acts as the Chair when the Chair is unavailable. The Vice-Chair should assist with coordinating events, organizing fundraisers, and should attend conferences with or instead of the Chair.

Other Officers

Only the Chair and Vice-Chair positions must be filled in a student section. As the student section grows, Treasurer, Secretary, and Class-representative positions may be created within each student section. If there is no Treasurer, the Chair should assume the duties of a Treasurer. If there is no Secretary, then the Vice-Chair should assume the duties of Secretary.

THE FACULTY ADVISOR

The role of a faculty advisor is to guide the professional development of his or her student section's members and act as a liaison between the student section and the professional world. The advisor should

make himself or herself available as a point of contact for securing internships and jobs. Peter J Noble offered these suggestions:

Role of the Advisor

“The Faculty Advisor should be active in section and national meetings to set a good example to students. The Faculty Advisor should be made a member of the SNAME Section Executive Committee. Further, the Faculty Advisor should be a strong advocate to the students on the benefits of active participation in professional societies for one’s professional development and career enrichment.”

Further information can be found in Mr. Noble’s “SNAME Student Section Faculty Advisor, Mentor Coordinator, and Industry Counselor Guidelines.”

Responsibilities

As a member of the University, College or School and of SNAME, the Student Section Faculty Advisor has the following responsibilities:

- To encourage all naval architecture, marine and ocean engineering students to become Student Members of SNAME as the initial step in their program of professional development.
- Create a professional awareness in each Student Member that will encourage and inspire them throughout their career to maintain a continuous and active membership in SNAME.
- Encourage students to hold their own meetings at which students or guests can present papers.
- Encourage students to present papers at section meetings and compete for Student Papers Awards.
- Encourage student participation in SNAME student design competitions.
- Encourage attendance at all Student Section Meetings/Presentations, Local Section Meetings/Presentations and Annual SNAME Meeting and Student Congress.
- Work with the Student Section Secretary to administer the Student Member applications.

In addition to their responsibilities listed above, the Faculty Advisor should assist the student section leadership in all aspects of their jobs. This includes aiding in the planning, organization, leadership, and evaluation of the section. As the Faculty Advisor is the only person who never graduates, it is appropriate for them to have responsibility for long-term goals for the section. Due to their relationships with local and national industry, the faculty advisor is encouraged to be involved in student section fundraising.

It should be emphasized that a Faculty Advisor, while highly influential, should not be a final authority. The Advisor should respect and support any decisions made by the student section unless such a decision conflicts with the interests of SNAME or school policy.

FUNDRAISING

Student sections are encouraged to fundraise in order to send student leaders to the SNAME Annual Meeting & Expo and to accommodate other financial needs of the student section.

Raising Funds

In the past, student section leaders have sent out fundraising letters to businesses and alumni, seeking sponsorship to pay for attendance at the Annual Meeting. As another source of fundraising revenue, student section leaders may institute a fund-matching program with their schools or other supporters. Student sections may also choose to raise funds over the internet. Several social networking and blogging sites feature fundraising applications that can greatly increase the reach and fundraising arm of the student section. These applications can conveniently deposit payments directly into a bank account. There are no restrictions on other legal method of raising funds, and student leaders are encouraged to work together to develop effective fundraising schemes. See Appendix F for fundraising strategies and example letters.

Managing Funds

Student sections must carefully document all fundraising. A student section may not open its own bank account, and all funds collected from fundraising must be deposited to the parent chapter's bank account. All checks written to the student section must be payable to the parent chapter with the intent of the funds clearly noted on the check. Each student section should be responsible for establishing a practice to access to its funds from its parent chapter. Usually, student sections request funds from their parent chapters who approve requests on a case-by-case basis. The faculty advisor should approve all fund requests before they are submitted to the parent chapter.

STUDENT SECTION DEVELOPMENT

Strategic planning is an organization's process of defining strategy or direction and making decisions on allocating its resources to pursue that strategy. In many organizations, this is a process for determining where an organization is going over the next three to five years. In order to determine where it is going an organization needs to know exactly where it stands, and then determine where it wants to go and how it will get there.

Assessment

It is encouraged that individual student sections take the time early on to really examine where they stand. The following are some indicators that may be helpful in determining where a student section stands in its development:

- Student membership renewal rates
- The ratio of SNAME student members to the number of students enrolled in the Marine Engineering or Naval Architecture field at your school
- Student attendance to
 - On-campus meetings
 - Regional SNAME meetings
 - SNAME Annual Meeting & Expo

- Student Section activities
 - On-campus speakers
 - Off-campus trips relating to the marine industry
- Mentor program enrollment statistics

Vision

A vision defines where the organization wants to be in the future. It is a source of inspiration and provides clear decision making criteria and a clear picture of the future identity of the organization.

It is always important that the vision is SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). A SMART vision will motivate people to develop defined objectives.

Mission

A mission statement is a written statement of the purpose of an organization. It concentrates on the present and gives a broader goal or purpose for the organization's existence. The mission statement provides a path to realize the vision.

Values

These are the standards, behaviors and beliefs that guide the organization; they reflect culture and priorities, and provide guidance in the absence of specific direction.

The vision and mission statements regarding student sections are cornerstones of the values and future success of the student section.

The context: SNAME objectives

It must be realized that a student section's vision and mission are encompassed by a parent organization. Realizing this, student sections must not only examine their own vision for the future but also the values and vision of SNAME. It is critically important that a student section be in vertical alignment with its parent organization; being outside of vertical alignment in any case is a conflict of interest.

The objectives of SNAME are to advance the art, science, and practice of naval architecture, marine engineering, and ocean engineering in all their applied forms including the construction and operation of ships, marine vehicles, and structures of all kinds and the arts and sciences allied thereto by:

1. Affording facilities for the exchange of information and ideas among its members and placing on record and disseminating the results of research, experience, and information relative to the objectives.
2. Promoting the professional integrity and status of the members and affording facilities for their advancement in the knowledge of their profession.
3. Cooperation with educational institutions and public education authorities for the furtherance of education in naval architecture, marine and ocean engineering.

4. Encouraging and sponsoring such research and other inquiries as may be considered important to the advancement of the art and science of naval architecture, marine and ocean engineering.

With these values in mind, a student section can move forward in developing their core values, mission and vision for years to come.

YOUNG PROFESSIONALS

The Young Professional program (YP) is designed to serve the interests of the younger SNAME demographic, many of whom have recently graduated from school and moved into the workplace. The YP program aims to keep recent graduates involved in SNAME, attract new members in the NA&ME field, and to provide these members with a means of networking and integrating into the society beyond the opportunities available at technical section meetings. SNAME YP sections follow the same regional section structure of SNAME. Each regional section has a YP Coordinator, tasked with organizing events and keeping both the YP and general sections informed of YP activities.

YP activities

YP sections typically engage in a variety of activities including ship tours, movie nights, and happy hours. These activities are organized to provide a relaxed, social atmosphere in which members that have recently graduated or are new to SNAME can meet and get to know members of their local section in a comfortable setting. Attendance at YP events is open to all members of SNAME choosing to attend, although the nature of YP events is usually intended to attract a younger demographic. This results in YP meetings and events that are generally well attended by younger members, with a light mix of more senior members. This mix allows for cohesiveness amongst the younger members while fostering networking opportunities with more senior members of SNAME.

Joint events

The leadership from each student section should be in contact with their local YP coordinator to organize joint events. Each year, both the student section and local YP section should host at least one event that they invite the other to. Encouraging cross-participation will show the benefits of the program to students and encourage more participation after graduation.

Depending on the nature of the event, it may be appropriate to invite only upperclassmen. Another resource that the YP program can offer to student sections is local knowledge and/or lodging when student members are traveling outside of their home area. The Chairperson of your student section should ensure that their members know about this resource, and put any interested students in contact with the YP coordinator for whatever area they are traveling to. Contact information for all YP coordinators can be found in Appendix C.

Senior contact form

It is the responsibility of the student section leaders to ensure that all graduating student members fill out the graduating senior contact form and submit these to SNAME Sections Liaison (Alana

Anderson). This will allow the YP Coordinators to get in touch with all of their potential incoming members, ensuring a smooth transition from SNAME student membership to associate membership upon graduation. A copy of the 2012 senior contact form can be found in Appendix D.

INTERNATIONAL STUDENT SECTIONS

In today's global world occupied with international businesses such as shipping and shipbuilding, there is an ever-increasing need for communication and information exchange within the scientific community. For this reason, SNAME encourages the creation of International Sections and Student Sections to ensure international cooperation between students around the world. The oldest International Student Section is the Greek Student Section, which was founded in 2008 by students of the National Technical University of Athens. Since 2008, we have added several other International Student Sections, including: The Arab Academy for Science and Technology and Maritime Transport in Alexandria Egypt; Argentinean National Technological University, FRBA in Argentina, South America; Escuela Superior Politecnica del Litoral (ESPOL) in Guayaquil, Ecuador; and Universidad Veracruzano in Veracruz, Mexico.

The benefits of having a student section within an international university are clear. It provides increased international attention for its members and the establishment of long-lasting relationships with their North American peers. Furthermore, student's lives and careers can be enriched by a rigorous and stimulating program of technical meetings.

There are several challenges unique to the creation of an International Student Section. The predominant challenge is the lack of an existing local parent section to support and interface with the new section. So far, there is only one official SNAME International Section: the Greek Section.. Another challenge is the participation in the SNAME Annual Meeting in the United States. There are significant costs associated with international travel, so extensive fundraising is necessary to send a significant delegation. Finally, students of International Sections must work hard to ensure the longevity, continuity and sustainability of their Sections.

In order to meet the above mentioned challenges, there are certain measures and solutions that can be adopted by the leaders. Regarding the parent sections, groups of student sections can be connected to regional hubs that can work as parent sections. In addition, in the beginning of 2012, the International Student Section guidelines were revised to include one of the 15 Sections in the United States and Canada to also serve as Parent Sections, as well as specific groups, panels and/or committees that have a connection to the International Student Section. If a T&R Committee has such a connection to a Student Section, the Committee may further act as the supporting "Parent Section." Regarding fundraising, it is important to have a dedicated officer of the executive committee to work with industry representatives. This officer must have very strong managerial and public relations skills. In order to ensure continuity in the student section, both the faculty advisor and executive committee must prioritize recruitment and retention of younger students.

For further information and advice on the creation of International Student Sections, please contact Alana Anderson at HQ.

STUDENT SECTION MICROSITE

Every student section should have and maintain a microsite on SNAME.org. It is a terrific tool for communicating with your students, the local and international industry, and your peers in other programs. SNAME has invested time and resources to make the microsite creation and upkeep as easy as possible. You can elect one of your members or officers to be the webmaster, a job made more accessible by the simple microsite structure. The user interface is simple, and it's easy to create content with images, hyperlinks or even flash. Webmasters can edit, review, and post content to the site continuously. The SNAME microsite guide located in the Webmaster Resources and Support Library at SNAME.org provides constant guidelines for the creation of your web content. There are many options for what to include in your website, including:

- Blog
- Pictures
- Program Description
- Contact Information
- Alumni
- Mentorship Opportunities
- Calendar

Choose content that would appeal to a broad audience, ranging from prospective students to industry professionals. This is a fantastic location to showcase your student section. A well maintained site becomes a useful publicity tool, helpful in gaining donations and interfacing with alumni. By linking this site to other SNAME.org pages and related school websites, you will create a network of information for your student members. Should you need help editing your web pages or are in need of style and formatting advice, contact the 2012 Electronics Media Chair Julianne Cona at juliannecon.08@sunymaritime.edu

SNAME BENEFITS AND SUPPORT

Student sections and their members are eligible to receive many benefits offered by SNAME national as well as local and regional sections. Student section leaders are encouraged to review the By-Laws of their parent chapters for more information. Benefits of all SNAME student members include:

- Discounts on SNAME publications
- Discounted admission to local section meetings, events (local, National and International) and the Annual Meeting & Expo
- Access to mentors associated with the marine industry
- Opportunities for leadership positions within the SSC
- A vast network of industry professionals and fellow students

As outlined in SNAME's By-Laws, student sections may designate a student representative to serve as a liaison between the student section and the Executive Committee of the sponsor section. Said

representative shall serve as a member ex officio of the sponsor section's Executive Committee. Each student section may also designate an active member of the sponsor section to liaise between the two sections. This person is typically the student section's faculty advisor, but this is not required. Student sections should not hesitate to contact the SSC leadership, their local section, or SNAME national for any questions or concerns.

Appendix A: Student Section Checklists

The following checklists formalize the suggestions found throughout this document, and represent all of the steps to making your student section as successful as possible. It is recommended that the officers of each student section consult these checklists as they create their section management plan for the year and refer back to them often. There are four checklists:

- (1) Starting a New SNAME Student Section (North America and Greece)
- (2) Starting a New SNAME Student Section (Outside North America and Greece)
- (3) Monthly Organizational and Financial Checklist
- (4) Suggested Student Section Activities/Events

Starting a New SNAME Student Section (North America and Greece)

- The University is an accredited university, college, or other Institution.
- A minimum of 5 students must be interested in joining and running the Student Section.
- Apply for a SNAME Student Membership.
- Find an Engineering Professor willing to be the Faculty Advisor for the Student Section.
- Have your Faculty Advisor become a member of SNAME, if not already so.
- E-mail SNAME Sections Liaison (Alana Anderson) with a declaration to start a Student Section at your Institution.
- Receive informal approval to begin creating a Student Section. Receive contact information to your local sponsoring Parent Section. Receive Student Section Standards (SSS) Guide.
- Ensure that the sponsoring Parent Section agrees to the sponsorship as a continuing responsibility.
- E-mail your designated sponsoring Parent Section with a declaration to start a Student Section at your Institution.
- A member of the Executive Committee of the sponsoring Parent Section shall be designated to serve as a liaison to your Student Section.
- Contact your Institution's Student Body Government (AKA: "Associated Students") with a declaration to start a Student Section at your Institution.
- Collect pertinent requirements from your Student Body Government necessary to gain recognition as an officially sanctioned organization at your Institution.
- If your Student Body Government does not handle on-campus professional society chapters, contact your Academic Department (Dean or Department Chair) with your declaration and receive their guidelines/requirements.
- Write your Student Section Bylaws. Use the SSS Guide as a reference manual. In your Bylaws, incorporate rules and requirements given to you by your Student Body Government or your Academic Department.
- Submit your final draft of your Bylaws to the SNAME Sections Liaison (Alana Anderson) and to the Executive Committee Members of the Student Steering Committee (SSC) for review and feedback.
- Submit your Bylaws to your sponsoring Parent Section and the Society's Sections Committee for review and approval.
- Once your Bylaws have been submitted, Michael Corl, Function Vice President of Membership Committee and the Sections Committee Chair will present your Student Section to the Executive Committee for approval.

Starting a New SNAME Student Section (Outside of North America and Greece)

- ❑ The University is an accredited university, college, or other Institution.
- ❑ A minimum of 5 students must be interested in joining and running the Student Section.
- ❑ Apply for a SNAME Student Membership.
- ❑ Find an Engineering Professor willing to be the Faculty Advisor for the Student Section.
- ❑ Have your Faculty Advisor become a member of SNAME, if not already so.
- ❑ E-mail SNAME Sections Liaison (Alana Anderson) with a declaration to start a Student Section at your Institution.
- ❑ SNAME HQ in conjunction with the relevant Committees (International Activities, Sections etc), will search for a suitable Parent Section, which has some level of compatibility with the proposed Student Section (geography; industry sector – offshore, naval vessel, tugs and fishing vessels; language commonality)
- ❑ Parent Section identifies a point of contact for new Student Section who will make contact and assist in establishing of the Section.
- ❑ Receive informal approval to begin creating a Student Section. Receive contact information to Point of contact in sponsoring Parent Section. Receive Student Section Standards (SSS) Guide.
- ❑ Ensure that the sponsoring Parent Section agrees to the sponsorship as a continuing responsibility.
- ❑ E-mail your designated sponsoring Parent Section with a declaration to start a Student Section at your Institution.
- ❑ A member of the Executive Committee of the sponsoring Parent Section shall be designated to serve as a liaison to your Student Section. (Note: This may or may not be the same individual who assists with the establishment.)
- ❑ Contact your Institution’s Student Body Government with a declaration to start a Student Section at your Institution.
- ❑ Collect pertinent requirements from your Student Body Government necessary to gain recognition as an officially sanctioned organization at your Institution.
- ❑ If your Student Body Government does not handle on-campus professional society chapters, contact your Academic Department (Dean or Department Chair) with your declaration and receive their guidelines/requirements.
- ❑ Write your Student Section Bylaws. Use the SSS Guide as a reference manual. In your Bylaws, incorporate rules and requirements given to you by your Student Body Government or your Academic Department.
- ❑ Submit your final draft of your Bylaws to the SNAME Sections Liaison (Alana Anderson) and to the Executive Committee Members of the Student Steering Committee (SSC) for review and feedback.
- ❑ Submit your Bylaws to your sponsoring Parent Section and the Society’s Sections Committee for review and approval.
- ❑ Once your Bylaws have been submitted, Michael Corl, Function Vice President of Membership Committee and the Sections Committee Chair will present your Student Section to the Executive Committee for approval.

Monthly Financial and Organizational Checklist

August/September:

- Student Roster submitted to HQ (Alana Anderson) for verification on:
 - Current student members
 - New student members
 - Returning student members
- New student members should submit applications for SNAME membership online or by mail/e-mail.
- Application process is not restricted to August/September; applications are accepted throughout the year.
- Start contacting companies, organizations, and your Parent Section regarding funding for attending the SNAME Annual Meeting & Expo.
- Requests should have gone out at the end of the academic year.

October:

- Submit active (verified) Student Section Roster to your Parent Section.
- Submit Student Section Membership Plan to your Parent Section and HQ (see “Student Section Plan Template”).
- Submit proposed budget to your Parent Section. You should include the following:
- Student Roster:
 - Number of student members
 - Number of active student members
 - Number of graduating student members
 - Number of potential new members (throughout the academic year)
- Number of proposed meetings
- Meetings:
 - Number of planned Student Section meetings
 - Number of planned joint meetings with other Sections/Societies/Organizations
 - Number of planned joint meetings with other Student Sections
- Goals for the upcoming year:
 - Recruitment plans
 - Retention plans
 - Outreach plans
 - Young Professionals plans
 - Visits, tours, industry related events
 - T&R plans
- Finances:
 - Dollar amounts
 - Costs
- Submit receipts and cost breakdown for each event(s), meeting(s), program(s) (ongoing).
- Attend the SNAME Annual Meeting & Expo

November/December:

- Contact your Parent Section regarding the \$250 allocation for your Student Section (all SNAME Sections receive the \$250 per Student Section at the end of each calendar year).
- Submit paperwork/detailed report as required per your Parent Section (each Section may differ).
- Graduating Student members (end of the year thru summer) should submit updated contact information to HQ to receive SNAME graduation gift (ongoing).

January:

- Current SNAME students should renew their SNAME membership.
- Student Roster submitted to HQ (Alana Anderson) for verification on current students, new students, and returning student members.
- New student members should submit applications for SNAME membership online or by mail/e-mail. The application process is not restricted to January; applications are accepted throughout the year.
- Graduating Student members (end of the year thru summer) should submit updated contact information to HQ to receive SNAME graduation gift (ongoing).

February:

- Submit active (verified) Student Section Roster to your Parent Section.
- Submit Student Section Membership Plan to your Parent Section and HQ (see “Student Section Plan Template”).
- Submit proposed budget to your Parent Section.
- Submit receipts and cost breakdown for each event(s), meeting(s), program(s) (ongoing).
- Graduating Student members (end of the year thru summer) should submit updated contact information to HQ to receive SNAME graduation gift (ongoing).

March/April:

- Student Section elections – submit new Student Section officers to HQ (Alana Anderson).
- Select a Student Representative for the Student Chair Elect Seminar in June.
- Graduating Student members (end of the year thru summer) should submit updated contact information to HQ to receive SNAME graduation gift (ongoing).

May:

- Graduating Student members (end of the year thru summer) should submit updated contact information to HQ to receive SNAME graduation gift (ongoing).
- Start contacting companies, organizations, and your Parent Section regarding funding for attending the SNAME Annual Meeting & Expo.
- Requests should have gone out at the end of the academic year.

June:

- Graduating Student members (end of the year thru summer) should submit updated contact information to HQ to receive SNAME graduation gift (ongoing).
- Attend the Student Chair Elect Seminar.

Suggested Student Section Activities/Events Checklist

On-Campus Events:

- Organize and hold monthly meetings in a classroom setting:
 - Discuss current maritime regulatory laws (proposed, repealed, and/or currently enforced),
 - Examine new commercial, leisure, military vessels (use *Maritime Reporter* and/or *Maritime News* publications),
 - Go over CAD, CAM, CFD, and MATLAB programs and exchange helpful drafting/analysis tricks,
 - Exchange Summer/Winter internship ideas and work on internship resumes,
 - Study recent NAME publications (use *Journal of Ship Production and Design* and/or *Journal of Ship Research*),
 - Plan future field trips to maritime: industry firms, museums, conferences, local events,
 - Coordinate a joint meeting with another Student Section.
 - Invite a professor to present their research or student design groups to present their projects.
- Host a dinner meeting at your campus and invite local maritime professionals and local maritime professional societies:
 - Coordinate this event with your sponsoring Parent Section,
 - Invite industry professionals and pertinent engineering society members,
 - Arrange for tours of your Department/Campus,
 - Showcase your Department's research work,
 - Arrange for catering and for the use of facilities through your University/Institution.
- Start and organize a SeaPerch Program (or equivalent program) with a local High School:
 - Request start-up information from Susan Nelson (snelson@seaperch.org), Executive Director of the SeaPerch Programs.
 - Establish a working relationship with a willing science teacher at the local High School of your choice.
 - Secure and fill-out pertinent liability/insurance procedures/forms with your University/Institution, the participant's legal guardian, and with the participant's High School.
- Invite a SNAME guest speaker to your campus:
 - Arrange for a tour of your Department/Campus,
 - Showcase your Department's research work,
 - Discuss class subjects that were most pertinent to his/her current work,
 - If guest speaker is a non-local, arrange for on-campus accommodations through your University/Institution.

Off-Campus Events:

- Attend your sponsoring Parent Section's monthly meetings/industry presentations.
- Attend the Annual SNAME Meeting & Expo in October.
- Attend the Student Chair Elect Seminar over the summer.
- Arrange for a tour of local: shipyards/marinas, NAME design firms, marine systems engineering firms.
- Coordinate, organize, and/or participate in local community service events that relate to the maritime industry:
 - Beach/river/lake clean-up events sponsored by your local city government,
 - Public after-school mentoring programs,
 - Volunteer as a deckhand and/or engine room wiper aboard historical ships, ex. SS Jeremiah O'Brien

Appendix B: Suggested Calendar and Events

It is suggested that Student Sections participate in off-campus SNAME functions such as regional meetings and the annual conference; however it is also encouraged that a healthy SNAME Section be creative and take advantage of more than just what SNAME offers.

Finding alternative outlets such as creative ways to learn about new marine technologies, visiting various marine businesses and hosting speakers on campus are all great ideas that will help generate interest in SNAME as well as serve the mission of the organization as a whole.

The table below shows a suggested schedule for planning these kinds of events. It would be a good idea to plan them around weeks with regional meetings and to start something later in the semester after the Student Section has been re-organized. Remember that most ideas require only a little planning and communication to be made reality.

Date	School Week	Regional Meetings	Annual Meeting Fundraising	Annual Meeting Planning	Club Events	Elections	SSC Events
8/28	1			TRIP SIGN UP			
9/4	2						Newsletter
9/11	3	Meeting		Trip Contracts Signed			
9/18	4			Book Hotel/ Transportation	Club Event		
9/25	5						
10/2	6						Newsletter
10/9	7	Meeting	Ends				
10/16	8				Club Event		
10/23	9						
10/30	10						Newsletter
11/6	11	Meeting					
11/13	12				Club Event		
11/20	13			Mail out thank you letters to trip sponsors			
11/27	14						Newsletter
12/4	15	Meeting					
12/11	16						
Break	Break						
1/8	1						Newsletter
1/15	2	Meeting					
1/22	3						
1/29	4				Club Event		
2/5	5						Newsletter
2/12	6	Meeting				Elections should be held in this time	
2/19	7						
2/26	8				Club Event		
3/4	9		Begins	PRELIMINARY SIGN UP			Newsletter
3/11	10	Meeting		Alumni event			
3/18	11			preparation and itinerary notification		Transitional Training period	
3/25	12				Club Event		
4/1	13						Newsletter
4/8	14	Meeting					
4/15	15						
4/22	16						
4/29	Break						Newsletter
5/6							
6/3							SCES

2012

SNAME Annual Meeting & Expo and Ship Production Symposium

OCTOBER 24 -26, 2012

The Westin Providence and Rhode Island Convention Center
One West Exchange Street * Providence, RI

ATTEND

...Technical Presentations & Panel Sessions, Student Program, Networking Events

EXHIBIT

...At the Expo, Learn About the Newest Technologies

SPONSOR

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Annual Meeting: alana@sname.org

Expo: howard@marinelink.com

Appendix C: Industry Contact Information

Young Professionals Section Facilitators (April 2012)				
Section	Area	Name	Company/University	Email
Chesapeake		Ben Testerman	NAVSEA	benjamin.testerman@gmail.com
GLGR	Ann Arbor	Thomas McKenney	University of Michigan	tmkenne@umich.edu
Greece	Athens	Christos Kontovas	NT University of Athens	xkontovas@gmail.com
Gulf	New Orleans	Bryan Bywalec	Mino Marine	bryan@minomarine.com
Gulf	Mobile	Tony Beaubouef	Hiller Companies	abeaubouef@hillercompanies.com
Hampton Roads		Julie Lane	Huntington Ingalls	julie.martin@hii-nns.com
New England		Curtis Libby		curtis.libby.cl@gmail.com
Northern Cali.		Andy Lachtman	Bruce Rosenblatt Associates	alachtman@brosenblatt.com
NY Met		Michael Klein-Urena	SanSail	michael.klein.urena@gmail.com
Pacific NW		Mike Elfstrom	University of British Columbia	michael.elfstrom@gmail.com
Pacific NW	Seattle	Stephen Hoback	Jensen Maritime Consultants	shoback@jensenmaritime.com
Philadelphia		Tim Keyser	US Army Corps of Engineers	timothy.j.keyser@usace.army.mil
Southern Cali.		Derek Murphy	NASSCO	derek.murphy@nassco.com
Texas		KoosHoefakker	Marin	c.m.hoefakker@marin.nl
UK	London	Lindsey Lindgren	Global Maritime	lindsey.lindgren@globalmaritime.com

Shipyards and Boat Builders

Alaska Ship and Drydock	www.akship.net	info@akship.com	1-907-225-7199	Ketchikan, AK
Alerion Express	www.alerionexp.com	scott@alerionexp.com	1-401-247-3000	Warren, RI
Allied Shipyard	www.alliedshipyard.com	FROM	985) 693-3323	Larose, LA
American Shipyard	www.newportshipyard.com	info@newportshipyard.com	401-846-6000	Newport, RI
Austal USA	www.austal.com	Human Resources: hr@austal.com	251-434-8000	Mobile , AL
Azimut Yachts	www.azimutyachts.com	FORM	+39 011 93 161	Torino (Italy)
Bay Engineering	www.bayengineering.com	info@bayengineering.com	1-410-897-9290	Annapolis, MA
Bay Ship & Yacht	www.bay-ship.com	jwelter@bay-ship.com	510.337.9122	Alameda, CA
Bay Shipbuilding	www.bayshipbuildingcompany.com	Todd.Thayse@us.fincantieri.com	920) 746-3403	Sturgeon Bay, WI
Bender Shipbuilding & Repair	www.bendership.com	N/A	(713) 977-2470	Houston, TX
Beneteau	www.beneteau.com	FORM	(843) 629-5300	Marion, SC
Bennetti Yachts	www.benettiyachts.it	info@benettiyachts.it	+39 0584 3821	Viareggio – Italy
Bertram	www.bertram.com	FORM	305-633-8011	Miami, FL
Blohm + Voss	www.blohmvooss.com	HR: bvs@thyssenkrupp.com	+49 (0) 40-3119 0	Hamburg, Germany
Blount Boats	www.blountboats.com	info@blountboats.com	1-401-245-8300	Warren, RI
Bollinger Shipyards	www.bollingershipyards.com	sales@bollingershipyards.com	(985) 532-2554	Lockport, LA
Burger Boat Company	www.burgerboat.com	info@burgerboat.com	920-684-1600	Manitowoc, WI
C&C Yachts	www.c-cyachts.com	c-yachts@c-cyachts.com	440-392-BOAT	Painesville, Ohio
Catalina Yachts	www.catalinayachts.com	FORM	818 884-7700	Woodland Hills, CA
China Shipbuilding Industry Corp.	www.csic.com.cn/en/#	csic@csic.com.cn	(86)(10)88598000	Beijing, China
China Sate Shipbuilding Corporation	www.cssc.net.cn/en/	cssc@cssc.net.cn	86-10-68038833	Beijing, China
Chris Craft	www.chriscraft.com	HR: hr@christcraft.com	941.351.4900	Sarasota, FL
Christiansen Yachts	www.christensenyachts.com	inquiry@christensenyachts.com	360-695-3238	Vancouver, WA
Cruisers Yachts	www.cruisersyachts.com	N/A	920-834-2211	St.Oconto, WI
Daewoo Shipbuilding	www.dsme.co.kr/en/	isyoun@dsme.co.kr	82-2-2129-0114	Seoul, South Korea
Dalian Shipbuilding Industry	dalianshipbuilding.en.gongchang.com	N/A	86-0411-84483519	Liaoning China

Company	Website	Contact	Phone	Location
Delta Marine	www.deltamarine.com	delta@deltamarine.com	206.763.2383	Seattle, WA
Derecktor Shipyards	www.derecktor.com	HR: elizabethw@derecktor.com	800-691-2100	Mamaroneck, NY
Eastern Shipbuilding Group	www.easternshipbuilding.com	info@easternshipbuilding.com	850-763-1900	Panama City, FL
Electro-Motive Diesel	www.emdiesels.com	HR: careers@emdiesels.com	(800) 255-5355	LaGrange, IL
EZRA Holdings	www.ezraholdings.com	general@ezraholdings.com	65-6349-8535	Singapore
Freedom and Legacy Yachts	www.legacyyachts.com	adrumm@tartan-ccyachts.com	(401) 848-2900	MIDDLETOWN, RI
Friendship Yachts	www.friendshipyachtcompany.com	ted@friendshpyachtcompany.com	401-682-9101	Portsmouth, RI
Four Winns	www.fourwinns.com	HR: employment@fourwinns.com	1-231-775-1343	Cadillac, MI
Gladding-Hearn Shipbuilding	www.gladding-hearn.com	peterd@gladding-hearn.com	508-676-8596	Somerset, MA
GE Transportation	www.ge.com		203-373-2211	Fairfield, CT
General Dynamics Bath Iron Works	www.gdbiw.com	gdempsrv@generaldynamics.com	(207) 443-3311	Bath, ME
General Dynamics NASSCO	www.nassco.com	FORM	(619) 544-3400	San Diego, CA
General Dynamics Electric Boat	www.gdeb.com	careers@gdeb.com	202-454-2900	Washington, DC
Great Lakes Shipyard	www.thegreatlakesgroup.com	jps@thegreatlakesgroup.com	800-321-3663	Cleveland, Ohio
HallbergRassy	www.hallberg-rassy.com	info@hallberg-rassy.se	46 - (0)304 54 800	Ellös, Sweden
Hanjin Heavy Industries	www.hanjinsc.com/eng/	shipsale@hanjinsc.com	8-2-785-9599	Jeollanam Korea
Hanse Yachts	www.hanseyachts.com	FORM	49 (0)3834 / 5792-0	Germany
Hatteras Yachts	www.hatterasyachts.com	Form	252-633-3101	New Bern, NC
Havyard Group	www.havyard.com	havyard.group@havyard.com	+47 70 08 45 50	Fosnavåg Norway
Hunter Marine Corporation	www.huntermarine.com	info@huntermarine.com	386-462-3077	Alachua, Florida
Hyundai Heavy Industries	english.hhi.co.kr	webzine@hhi.co.kr	82-52-202-2114	Ulsan, South Korea
INACE Shipyard	www.inace.com.br	FORM	+55-85-3455-1800	Fortaleza, Brazil
Island Packet Yachts	www.ipy.com	warren@ipy.com	800.828.5678	Largo, FL
J. Ray McDermott Inc.	www.mcdermott.com	business.development@mcdermott.com	281.870.5000	Houston, TX
J/Boats	www.jboats.com	info@jboats.com	401.846.8410	Newport, RI
Jeaneau	www.jeaneau.com	FORM	N/A	Les Herbiers, France
John Deere Engineering Works	www.johndeere.com	N/A	800-533-6446	Moline, Illinois
Keppel Shipyards	www.keppelom.com	www.keppelom.com	(65) 6863 7200	Singapore
Kvichak Marine Industries	www.kvichak.com	sales@kvickak.com	206-545-8485	Seattle, WA

Lazzara Yachts	www.lazzarayachts.com	info@lazzarayachts.com	954 522 2118	Tampa, FL
LeTourneau, Inc. Marine Group	www.letourneautechnologies.com	N/A	(601) 629-332	Vicksburg, MS
Lurssen	www.lurssen.com	yachts@lurssen.de	+49 421 6604 166	Bremen, Germany
Marinette Marine	www.marinettemarine.com	floyd.charrier@us.fincantieri.com	(715) 735-9341	Marinette, WI
Maritime Applied Physics Corporation	www.mapcorp.com	N/A	443-524-3330	Baltimore, MD
Mercury Marine	www.mercurymarine.com	FORM	920-929-5040	Fond du Lac, WI
Meyer Werft	www.meyerwerft.com	presse@meyerwerft.de		Germany
Mission Marine	www.missionmarine.com	sales@missionmarine.com	419-625-0123	N/A
Morris Yachts	www.morrisyachts.com	HR: cpatterson@morrisyachts.com	207-244-5509	Bass Harbor, ME
MTU Detroit Diesel	www.mtudetroitdiesel.com	regionalcenter3@mtu-online.com	313 592 7000	DETROIT, MI
Newport News Shipbuilding	www.northropgrumman.com	N/A	757) 380-2000	Newport News, VA
Newport Yacht & Launch Company	www.newportrunabout.com	Sales@NewportRunabout.com	401.848.0020	Newport, RI
Norfolk Naval Shipyard	www.nnsyl.navy.mil	N/A	757-396-3137	Portsmouth, VA
Oyster Yachts	www.oystermarine.com	FORM	44 (0)1473 688 888	Ipswich, UK
Pacific Asian Enterprises	www.nordhavn.com	info@nordhavn.com	(949) 496-4848	Dana Point, CA
Palmer Johnson Yachts	www.palmerjohnson.com	HR: edward@palmerjohnson.com	(920) 746 6342	Sturgeon Bay, WI
Portsmouth Naval Shipyard	www.ports.navy.mil	N/A	207-438-1000	Portsmouth, NH
Princess Yachts	www.princessyachts.com	info@princessyachts.com	44 (0) 1752 203888	Plymouth, UK
Puget Sound Naval Shipyard	www.psns.navy.mil	N/A	N/A	Bremerton, WA
Riva Yachts	www.riva-yacht.com	info@riva-yacht.com	+39) 0543 - 787511	Forli, Italy
Sabre Yachts	www.sabreyachts.com	FORM	207.655.3831	South Casco, ME
Sea Pro Boats	www.seaproboats.com	info@sea-pro.com	604.599.7321	Surrey B.C. Canada
Singapore Technologies Marine Ltd	www.stengg.com/marine/ourbusiness	comms@stengg.com	(65) 6722 1818	Singapore
Spirit Yachts	www.spirityachts.com	enquiries@spirityachts.com	44 (0) 1473 214 715	Ipswich, UK
STX Europe	www.stxeurope.com	info@stxeurope.com	+ 47 21 02 15 00	OSLO, Norway
Sunseeker Yachts	www.sunseeker.com	info@sunseeker.com	44 (0)1202 381 111	Poole, UK
Tampa Bay Shipbuilding & Repair Co.	www.tampabayship.com	info@tampabayship.com	813-248-9310	Tampa, FL
Tiara Yachts	www.tiarayachts.com	FORM	616-392-7163	Holland, Michigan
Todd Pacific Shipyards	www.toddpacific.com	FORM	(206) 623-1635	Seattle, WA

Trinity Yachts	www.trinityyachts.com	info@trinityyachts.com	(228) 276-1000	Gulfport, MS
Trumpy Yachts	www.trumpyyachts.net	jimewing@trumpyyachts.net	401.864.8619	Newport, RI
Ulstein Group	www.ulsteingroup.com	gr@ulsteingroup.com	+47 7000 8000	Ulsteinvik, Norway
Vicem Yachts	www.vicemyacht.com	info@vicemyacht.com	+90 216 394 0450	Istanbul - Turkey
Vigor Marine	www.vigormarine.com	info@vigormarine.com	800) 505-1930	Portland, OR
Volkswerft	www.volkswerft.de	info@pus-werften.de	+49 (0) 3836 250 0	Wolgast GERMANY
VT Halter Marine	www.vthaltermarine.com	hr@vthm.com	228.696.6888	Pascagoula, MS
Westport Shipyard Inc.	www.westportyachts.com	info@westportyachtsales.com	954-316-6364	Westport, WA
X-Yachts	www.x-yachts.com	Form	+45 74 52 10 22	Haderslev, Denmark

Engineering Firms and Offshore Technology

Alan C. McClure Associates	www.acma-inc.com	info@acma-inc.com	1-713-789-1840	Houston, Texas
American Bureau of Shipping	www.eagle.org	FORM	281-877-5800	Houston TX
Art Anderson Associates	www.artanderson.com	N/A	(360) 479-5600	Bremerton, WA
BAE Systems	www.baesystems.com	baesystemsinfo@baesystems.com	1-301-838-6000	London, UK
Bennet & Associates	www.bbengr.com	info@bbengr.com	1-713-961-7737	Houston, TX
BMT Scientific Marine Services	www.scimar.com	info@scimar.com	281) 858-8090	Houston, TX
Boeing Company	www.boeing.com	FORM	1-314-232-0232	St. Louis, MO
Boksa Marine Design	www.boksamarinedesign.com/	nick@boksamarinedesign.com	(813) 654-9800	Lithia, Florida
BP Exploration	www.bp.com/home.do	FORM	FORM	N/A
Bristol Harbor Group	www.bristolharborgroup.com	design@bristolharborgroup.com	401.253.4318	Bristol, RI
CDI Government Services	www.cdigs.com	FORM	757-397-8000	Portsmouth, VA
Columbia Group	www.columbiagroup.com	Form	202-546-1435	Washington, DC
ConocoPhillips	www.conocophillips.com	recrus@conocophillips.com	281-293-1000	Houston, TX
COTECMAR Science & Technology	www.cotecmar.com/home/2	FORM	Tel+57-5-6685033	Colombia
C.R. Cushing & Co. Inc.	www.crcco.com	info@crcco.com	212) 964-1180	New York, NY
CSC Advanced Marine Center	www.csc.com	N/A	703.876.1000	Falls Church, VA
Deep Sea Systems	www.deepseasystems.com	info@deepseasystems.com	508) 564-4200	Falmouth, MA

DeJong&Lebet	www.dejongandlebet.com	info@dejongandlebet.com	(904) 399-3673	Jacksonville, FL
Det Norske Veritas	www.dnv.com	FORM	+47 67 57 99 00	Oslo Norway
DRS Technologies	www.drs.com	lombardi@drs.com	256.895.2000	Huntsville, AL
Dubois Yachts	www.duboisyachts.com	design@duboisdesign.com	+44 (0) 1590 626666	Hampshire, UK
Exmar Offshore Group Houston	www.exmaroffshore.com	marketing@exmaroffshore.com	281.679.3900	Houston, Texas
ExxonMobil	www.exxonmobil.com	N/A	(972) 444-1000	Irving, Texas
Farr Yacht Design	www.farrdesign.com	info@farrdesign.com	410 267 0780	Annapolis, MA
Fisher Maritime Consulting Group	www.fisher-maritime.com	email@fisher-maritime.com	1 800 732 3476	Florham Park, NJ
Fontaine Design Group	www.fontainedesigngroup.com	admin@fontainedesigngroup.com	401-682-9101	Portsmouth, RI
Friede and Goldman Ltd.	www.fng.com	info@fng.com	(713) 952-3444	Houston, TX
George G. Sharp	www.georgesharp.com	CCYang@GGSharp.com	212) 732-2809	New York, NY
Gibbs & Cox	www.gibbscox.com	N/A	(703) 416-3600	Arlington, Virginia
Gibbs Technologies	www.gibbstech.com	inquiries@gibbstech.com	218-418-7000	Auburn Hills, MI
Global Maritime	www.globalmaritime.com	FORM	281 558 3690	Houston, Texas
Glosten Associates	www.glosten.com	mmfanberg at glosten.com	(206) 624-7850	Seattle, Washington
Granherne Inc.	www.granherne.com	genham.houston@granherne.com	713-753-7200	Houston, Texas
Gryphon Technologies	www.gryphonlc.com	CDavis@GryphonLC.com	240.387.1000	Greenbelt, MD
Guido Perla & Associates	www.gpai.com	gpa@gpai.com	206 768 1515	Seattle, WA
Hatteras Yachts	www.hatterasyachts.com	FORM	252-633-3101	New Bern, NC
Herbert Software Solutions	www.herbertsoftware.com	jobs@herbertsoftware.com	(510) 814-9065	Alameda, CA
Hinckley Yachts	www.hinckleyyachts.com	hr@hinckleyyachts.com	(410) 263-0095	Annapolis, MD
Hornbeck Offshore Services	www.hornbeckoffshore.com	marty.brian@hornbeckoffshore.com	985) 727-2000	Covington, LA
Houston Offshore Engineering	www.houston-offshore.com	getinfo@houston-offshore.com	(281) 436-6200	Houston, TX
Hyde Marine, Inc.	www.hydemarine.com	sales@hydemarine.com	800/422-7266	Pittsburgh, PA
ICI Services	www.icisrvcs.com	N/A	(757) 340-6970	Virginia Beach, VA
Jensen Maritime Consultants	www.jensenmaritime.com	FORM	(206) 332-8090	Seattle, WA
JMS Naval Architects	www.jmsnet.com	blake@jmsnet.com	860-536-0009	Mystic, CT
MAR Inc	www.marinc.com	info@marinc.com	(301) 231-0100	Rockville, MD
Marine Design Dynamics	www.marinedd.com	employment@marinedd.com	202.536.4120	Washington, D.C.
McQuilling Services	www.mcqservices.com	chart@mcquilling.com	516.227.5700	Garden City, NY

Navatek Ships	www.navships.com	Schmicker@NavatekLtd.com	(808) 531-7001	Honolulu, Hawaii
NAVSEA	www.navsea.navy.mil	NAVSEAFOIA@navy.mil	202-781-4124	Washington, DC
NEI Marine	www.nei-marine.com	info@nei-marine.com	213-383-5855	Los Angeles, CA
Nelson/Marek Yacht Design	N/A	nmyd@cts.com	(619) 224-6347	San Diego, CA
Noble Group	www.gl-nobledenton.com	glnobledenton@gl-group.com	+49 40 36149-0	Hamburg, Germany
Northeast Technical Services	www.netsco.com	info@ntsnh.com	603) 753-2928	Concord, NH
Owen Clark Yacht Design	www.owenclarkedesign.com	FORM	+44 (0) 2380 457129	Hants, UK
Phillip Briande Ltd.	www.philippebriand.com	yachts@philippebriand.com	+44 207 351 27 00	London, UK
Quantum Hydraulics	www.quantumhydraulic.com	pgrenfell@quantumhydraulic.com	954.587.4205	Fort Lauderdale, FL
Raytheon Integrated Defense Systems	www.raytheon.com	N/A	781.522.3000	Waltham, MA
Reichel Pugh Yacht Design	www.reichel-pugh.com	jim@reichel-pugh.com	1 619 223 2299	San Diego, CA
Rolls Royce Naval Marine	www.rollsroyce.com/marine	N/A	317 230 2000	Indianapolis, IN
Ron Holland Yacht Design	www.ronhollanddesign.com	info@ronhollanddesign.com	+353 214774866	Cork, Ireland
SBM Offshore NV	www.sbmoffshore.com	FORM	+31 (0) 10.232.0900	The Netherlands
SeaFlex AS	www.seaflex.com	mail@seaflex.com	713 329 5580	Houston, TX
Shell Global Solutions	www.shell.com	ShellCustomerCare@shell.com	713-241-6161	Houston, TX
Ship Architects	www.shiparch.com	altugb@shiparch.com	251-621-1813	Daphne, AL
Shorebreak, LLC	www.shorebreakmarine.com	info@shorebreakmarine.com	757-422-8779	Virginia Beach
Sparkman & Stephens, Inc.	www.sparkmanstephens.com	info@sparkmanstephens.com	(212) 661-1240	New York, NY
Sponberg Yacht Design	www.sponberg yacht design.com	FORM	904-460-9494	St. Augustine, FL
Stress Offshore, Inc.	www.stressoffshore.com	tml@stress.com	(281) 955-2900	Houston, Texas
Subsea 7	www.subsea7.com	N/A	+44 (0)20 8210 5500	London, UK
Technip USA	www.technip.com	info@technip.com	+33 (0)1 47 78 24 00	Paris, France
Test and Evaluation Solutions	www.tnesolutions.com	info@tnesolutions.com	(540) 349-9885	Warrenton, VA
Tidewater Marine	www.tdw.com	FORM	504-568-1010	New Orleans, LA
Transocean Offshore	www.deepwater.com/	info@deepwater.com	713 232 7500	Houston, Texas
Tripp Design	www.trippdesign.net	yachts@trippdesign.net	203.838.2215	Norwalk, CT
VT Maritime Dynamics, Inc.	www.MaritimeDynamics.com	FORM	(203) 929-6355	Shelton, CT
Waller Marine	www.wallermarine.com/	N/A	281.444.9650	Houston, TX

Ship Operators

American Steamship Company	www.americansteamship.com	ascinfo@gatx.com	1-716-635-0220	Williamsville, NY
Carnival Cruise Line	www.carnival.com	media@carnival.com	305/599-2600	Miami, FL
CMA CGM	www.cma-cgm.com	usa.generalinfo@cma-cgm.com	757-961-2100	Norfolk, VA
Crowley Maritime Corp	www.crowley.com		1-800-CROWLEY	Jacksonville, FL
Dockwise USA	www.dockwise.com	dockwise.usa@dockwise.com	713 934 73 00	HOUSTON, TX
Foss Maritime Company	www.foss.com	info@foss.com	206.281.3800	Seattle, WA
Holland America	www.hollandamerica.com	jlefering@hollandamerica.com	010-2976600	The Netherlands
Maersk Line	www.maerskline.com	grf@maersk.com	(973) 514-5000	Madison, NJ
Matson Navigation Company	www.matson.com	general_info@matson.com	1-510-628-4000	Long Beach, CA
Norwegian Cruise Line	www.ncl.com	HR: careers@ncl.com	(305) 436-4111	Miami, FL
Princess Cruise Line	www.princess.com	FORM	1-800-774-6237	Santa Clarita, CA
Royal Caribbean International	www.royalcaribbean.com/gohome.do	FORM	1-800-256-6649	Miami, FL
Teekay Shipping Ltd.	www.teekay.com	N/A	+1 604 683 3529	Vancouver, Canada
Totem Ocean Trailer Express,	www.totemocean.com/	jobs@totemocean.com	1-800-426-0074	Tacoma, WA

Appendix D: Useful Forms



THE SOCIETY OF NAVAL ARCHITECTS AND MARINE ENGINEERS Class of 2012 Graduates

Update your contact information to receive:

◆ Exclusive SNAME [graduation gift](#)

◆ “Associate Member in Transition” status in 2013 and renew your membership for \$35

Name

SNAME Membership #

Home/Parent's Address

*** Post School Email (i.e. gmail, yahoo)**

City/State/Zip

Yes, I graduated from:

Phone #

_____ on _____
School Date

*** Mobile Phone #**

Please send me my SNAME Graduation Gift

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I will be attending graduate school
Keep me on as a Student Member

Graduation Date

_____ on _____
School Date

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Fill out and return the form:

Email to: alana@sname.org

Fax to: (201) 798-0475

Mail to: SNAME

ATTN: Alana Alissa Yoshiko Anderson

601 Pavonia Avenue, Suite 400

Jersey City, NJ 07306

Once we receive your completed form, you will receive your SNAME graduation gift and renew at \$35 for your first year as an Associate Member in Transition.

Congratulations! And thank you for your continued support!



**THE SOCIETY OF NAVAL ARCHITECTS
AND MARINE ENGINEERS**
And
THE AMERICAN SOCIETY OF NAVAL ENGINEERS



601 Pavonia Ave.
Jersey City, NJ 07306

Application For Joint Student Membership

1452 Duke St.
Alexandria, VA 22314

PERSONAL INFORMATION

Male: <input type="checkbox"/> Female: <input type="checkbox"/> (please check one)	
First Name:	Middle Initial: Family Name:
Country of Citizenship:	Birthday: / /

PERMANENT ADDRESS (Home / Parents' Address)

Street Address:			
City:	State/Province:	ZIP/Postal Code:	Country:
Telephone:		Cellular Phone:	

SCHOOL

School Attending:	URL:		
Department:			
Degree You Are Currently Seeking:	Graduation Date: /		
School Address:			
City:	State/Province:	ZIP/Postal Code:	Country:
Telephone:	Cellular Phone:	Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> School	
E-Mail Address - School: Personal:			

EDUCATION/DEGREE HISTORY

COLLEGE OR UNIVERSITY & LOCATION	DEPARTMENT	DEGREE	GRADUATION DATE
			/

CONTRIBUTIONS, LICENSES AND MEMBERSHIPS

Describe significant contributions in your field, such as important projects, major contributions to periodicals, publications, honors, awards, memberships in honorary societies, and participation on committees, etc.

APPLICANT'S SIGNATURE _____ DATE ____/____/____

I certify that the statements made in this application are correct. By submitting this application I pledge to abide by the Bylaws of the Society and the Society's Code of Ethics.

MAIL TO:
The Society of Naval Architects and Marine Engineers
Attn: Alana Alissa Yoshiko Anderson
601 Pavonia Avenue, Suite 400
Jersey City, NJ 07306

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Phone: 201-798-4800
Direct: 201-499-5066
Toll-Free: 800-798-2188 (US and Canada)
Fax: 201-798-4975
Website: www.sname.org
Email: alana@sname.org

Appendix E: Pro Forma of Student Section Bylaws

The following pro forma student section by-laws are patterned on the pro forma SNAME section by-laws. It is not required that all articles in the pro forma appear in student section by-laws, particularly those dealing with committees.

(SECTION NAME) Organization approved by the Executive Committee of the Society of Naval Architects and Marine Engineers on (date).

ARTICLE I – NAME

The name of the Section shall be “The (Name of Educational Institution) Student Section of The Society of Naval Architects and Marine Engineers.”

ARTICLE II – OFFICERS

The Officers shall be a Chairperson, a Vice-Chairperson, a Secretary/Treasurer, and a Faculty Advisor. Additional positions may be created at the discretion of the Executive Committee. One Officer shall be designated the Student Section Liaison Representative to the Senior Section Executive Committee.

ARTICLE III – SPONSORING SECTION

This Student Section is sponsored by the (name) Section of The Society of Naval Architects and Marine Engineers.

ARTICLE IV – MEMBERSHIP

All Student Members of the Society attending (name of educational institution) shall be members of this Student Section as well as being members of the sponsoring Section, if otherwise eligible.

ARTICLE V – MEETINGS

The provisions of the Bylaws and the rules of The Society of Naval Architects and Marine Engineers and the practices of the Society with respect to professional sessions for discussion of papers shall govern the procedure of the Student Section. The quorum for meetings shall be (number) members present. The annual meeting shall be held in (month) of each year in (location).

ARTICLE VI – COMMITTEES

Section 1: Executive Committee (optional depending on size of Student Section).

The Chairperson, Vice-Chairperson, Secretary/Treasurer, Faculty Advisor, Chairperson of Operations and Papers Committees, and (number) other members shall constitute the Executive Committee and shall have general responsibility, under the Faculty Advisor, for the affairs and activities of the Student Section.

Section 2: Operations Committee

The Operations Committee shall be responsible for making all of the arrangements related to the Section meeting, for publicity relating to the activities of the Section, and for obtaining qualified applicants for membership in the Society. The Chairperson is appointed by the Student Section Chairperson.

Section 3

The Executive Committee (or the Section Chairperson, if there is no Executive Committee) shall appoint members to fill any vacancies occurring in the positions of the officers of the Student Section until the next annual election.

ARTICLE VII – DUTIES OF OFFICERS

Section 1: Chair

The Chairperson shall preside at all meetings of the Student Section and of the Executive Committee and be responsible for planning and supervising the program and activities of the Section. He shall be a member ex-officio of all committees.

Section 2: Vice-Chair

In the absence of the Chairperson, the duties of the Chairperson shall be performed by the Vice-Chairperson. If the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed him.

Section 3: Secretary-Treasurer

The Secretary-Treasurer shall have general responsibility for the correspondence of the Student Section and shall take the minutes of all meetings of the Student Section and of the Executive Committee. He shall also have charges of the records and accounts of the Student Section and the collection and disbursement of funds. The disbursement of funds must be as approved by the Chairperson and Faculty Advisor. A budget shall be prepared by the Secretary- Treasurer covering all expenses for each fiscal year. The budget shall be submitted to the sponsoring Section for approval. If the offices of the Chairperson and Vice- Chairperson become vacant concurrently, the Secretary-Treasurer shall succeed the Chairperson.

In the absence of a Secretary-Treasurer, the Chair shall perform the duties of Treasurer and the Vice-Chair shall perform the duties of Secretary.

Section 4: Faculty Advisor

The Faculty Advisor is appointed by (the educational institution). He shall be responsible for the proper operation of the Student Section under its By-Laws, policy and guidance of the Society and the sponsoring Section. He shall be responsible for the continuity of the Section between school years, and for maintaining the technical and professional excellence of the Section program and activities and for other matters as assigned by the (educational institution.)

ARTICLE VIII – ELECTION OF OFFICERS

An annual meeting shall be held in (month1) at which shall be put in nomination and elections conducted for the officers of the Section (except the Faculty Advisor and members of the Executive Committee.) Terms of offices shall begin on (date) for a period of one year.

At least one elected officer of the Section must have at least two school years remaining at (the educational institution) so that his experience can be available to the Student Section for the year following his term of office.

ARTICLE IX – PARLIAMENTARY RULES

The governing authority on all parliamentary rules provided for in these By-Laws should be the latest edition of Roberts' Rules of Order.

ARTICLE X – ORDER OF BUSINESS

- (a) Reading of the Minutes of previous meetings
- (b) Special announcements
- (c) Committee reports
- (d) Stated business
- (e) New business
- (f) Lecture or reading of papers
- (g) Adjournment

ARTICLE XI – AMENDMENTS

Amendments to these By-Laws shall be presented at a regular meeting of the Student Section by the Executive Committee. The amendments shall be brought to the attention of the membership by the Secretary in the notice for the next regular meeting, at which time the amendment will come before the Student Section for discussion and action. A three-fourths vote by the members in good standing present at that meeting in favor of the amendment shall be necessary for its adoption. The amendment is subject to approval by the senior sponsoring Section and the Chairperson of the Sections Committee of the Society. A member in good standing is one who has paid his dues to the Society in accordance with the By-Laws of the Society. Any member may suggest to the Executive Committee proposed amendments to the By-Laws by submitting the same in writing to the Secretary of the Student Section. Amendments proposed by ten or more members of the Student Section may be voted on at the annual meeting of the Student Section, provided notice in writing of such proposed amendment has been made to the membership not less than 30 days prior to such meeting.

ARTICLE XII – FISCAL YEAR

The fiscal year for the (name) Section of The Society of Naval Architects and Marine Engineers shall commence on September 1 and terminate on August 31 next following.

Appendix F: Fundraising

CORPORATE SPONSORSHIP

It is reported by the Better Business Bureau that where a SNAME Student Section is considered an educational and Scientific not-for-profit, it falls under the 501[C] [3] schedule of taxation. This means that a corporate entity can donate up to 10% of its taxable income (TAX FREE). This is an important selling point when requesting sponsorship. Business is your greatest ally when raising funds for your student section.

When drafting letters to be sent to individuals, alumni or corporate sponsors, it is best practice to adhere to the following points:

- Know your donors. (Use an updated list of past donors)
- If previous donor, thank him for his past contributions first and inform him how those funds helped your student section in projects, trips, activities, etc...
- Get their attention on the envelope using a teaser (i.e: We Need Your Help!)
- Get to the point (right away). Don't beat around the bush. Explain yourself right away and explain your project or activity and how a donation from them will help you achieve your goal.
- Appeal to the donor's heart with descriptions or anecdotes first, and then to their heads with facts and figures. (e.g., Our trip to SMTC&E last year resulted in a cooperative project on Ocean Renewable Energy which has gained the interest of the Department of Energy)
- Inform the donor of your need. If you want to send 6 students to SMTC&E, you will need to account for flights, hotels, transportation and fees associated with the symposium itself multiplied by 6.
- Appeal to the reader's sense of urgency by providing a deadline.
- Generally shorter is better, but continually reinforcing your point may be necessary when it comes to a fundraising letter.
- Keep the reader excited about your goals.
- For maximum return, include a return envelope. Make it as easy as possible for your donor to donate.

The following fundraising letters are examples from Virginia Tech, University of Michigan and the National Technical University of Athens student sections:

AB/21
AA

Mr. Philip B. Kimball
SNAME
601 Pennock Ave.
Jersey City, NJ 07308

Dear Mr. Kimball,

My name is Ashley Loessberg and I am the chair of the Virginia Tech student section of the Society of Naval Architects of Marine Engineers. SNAME's purpose is to provide students with the opportunity for professional development and to encourage students to get involved in the department. This year, we are excited to have 27 seniors, the largest senior class in the history of our program at Virginia Tech! Our program is growing and we are pleased to have the opportunity to get more students involved in the ocean engineering field.

Every year, SNAME hosts a national meeting that brings together students and professionals alike to network and build relationships. This year's SNAME Annual Meeting and Expo will take place in Providence, RI on October 21-23, and it is rapidly approaching. It is our goal to send all of the seniors to the meeting. Of course we would love to send as many ocean engineering students as possible. The SNAME Annual Meeting is an excellent opportunity for students to network with leaders in industry, potential employers, and fellow students studying in the same field from schools across the country. As with years past, we rely upon generous support from the industry and other sources to make this trip possible. If you would like to help give us the opportunity to attend the meeting with any donation, please follow the steps in the included memo. We appreciate any amount you can contribute, and the entire amount will be directed towards helping more students attend. Your continued support of our student SNAME section is greatly appreciated.

I am sure you may recall from your time as a student, either at Virginia Tech or another institution, that each new semester brings a new challenge in organization. This especially applies to us in SNAME as each semester brings new leadership as well. Although I have been in contact with past student chairs, we are trying to arrange smoother transitions by updating the records we will pass on. If this letter was improperly addressed to you, please forward this within your company and inform me of the appropriate contact. If you know any others who may like to personally donate please let them know about us, or inform me so that I am contact them. I can be contacted at stown@vt.edu. Thank you very much for your support!



Ashley Loessberg
SNAME Student Section Chair
Virginia Polytechnic Institute and State University

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution



Greek Student Section of the Society of Naval Architects and Marine Engineers (SNAME)

C/O: THE GREEK SECTION OF SNAME

ELKCO MARINE CONSULTANTS (GR) – Kanari 1 Str., 18537 Piraeus-Greece

Tel.: +30 210 4528207, Fax: 210-4526260. E-mail: snamentua@gmail.com

Dear Sir or Madam,

The executive committee of the Greek Student Section of SNAME (at the National Technical University of Athens) writes to you in order to ask for your aid in sending student members to the next Annual meeting of SNAME, which will take place in Providence, Rhode Island, USA during October 21-23 2009.

As a past donor to our parent Greek Section, you are already familiar with the activities of SNAME in both national and international level. Our new student section, which already has more than 60 members, has already shown its presence by aiding the parent section during Posidonia exposition, the 2nd International Symposium on Ship Operations, Management & Economics and by sending a small team of students to the previous Annual Meeting in Houston Texas.

Our intention is to send as many students as possible, since we know the benefits of such a trip. Apart from the potential of international networking, the students will have the opportunity to attend the technical sessions and expo. Thus, they will learn firsthand about new technologies and developments in the maritime industry. Taking advantage of the opportunity of the trip, we plan to visit distinguished schools of naval architecture and marine engineering in the area (Webb institute, Stevens Institute of Technology) as long as it is financially viable.

For all the above reasons, we would like to ask for your financial aid. It is estimated that the cost will range from 700 to 900€ per person, depending on the size of the group.

Finally, we would like to inform you that all contributors will be publicized during the Poster Session in the marine exposition area, as well as in our section's website.

To aid our effort, you can make your offer to our parent section's account (Greek Section of SNAME, Acc. No.253-002101081340 – ALPHA Bank) stating 'for the Greek Student Section', while informing us about it in our e-mail (snamentua@gmail.com) and contacting Miss Cleopatra Pyliotis at 210-452-8207

(11am to 3pm) who will also provide you with a receipt. Alternatively, you can contact our fundraising person Mr. VassileiosTsarsitalidis at 697-420-2277 or vtsars@central.ntua.gr.

Thank you in advance for your attention and support. We are looking forward to hearing from you soon,

Best Regards,

The Greek Student Section of SNAME
Executive Committee

Christos Kontovas
Chairman

VassileiosTsarsitalidis
Vice-Chairman

Efthymios Pappas
Secretary

«Prefix» «FirstName» «LastName» «Suffix»
«Address2»
«City», «State» «Zip»

Dear «Prefix» «LastName»,

My name is Sarah Carr, and I am Commodore of the University of Michigan's Quarterdeck Society as well as the Student Chair for the University of Michigan Student Chapter of the Society of Naval Architects and Marine Engineers - Great Lakes/Great Rivers section. Quarterdeck's purpose is to provide service to our NAME department and to SNAME and present students the opportunity for professional development. Quarterdeck represents a set of eligible students from the SNAME student section.

At the beginning of every fall term, the annual SNAME meeting is the primary event the Society members hope to attend. Every year donations from the industry help enable us to send as many student members as possible. The annual meeting is an important opportunity for students. It provides a forum to meet fellow students from other schools in addition to giving students the opportunity to interact with industry professionals. I look forward to attending this years meeting, and hope that every Society member can someday participate. This past June, I had the privilege go to Tampa, FL for the first ever Student Chair Elect Seminar. It was a very information-packed weekend, and myself, as well as other student chairs, were able to learn more about SNAME and what SNAME has to offer the students.

This years meeting in Ft. Lauderdale is swiftly approaching, and I would like to send as many student members as possible. As with years in the past, we must rely on generous support from industry and other sources to make this trip possible. Please help give us the opportunity to attend the meeting with any donation, payable to Quarterdeck at the address above. We appreciate any amount you can contribute, for the entire amount will be directed to helping more students attend.

I am sure you may recall from your time as a student, either Michigan or another institution, that each new semester brings a new challenge in organization. This especially applies to us in Quarterdeck as each semester brings new leadership as well. Although I have been in contact with past Commodore's, we are trying to arrange smoother transitions by updating the records we will pass on. If this letter was improperly addressed to you or you do not wish to receive future letters, please let me know. If you know any others who may like to personally donate please let them know about us, or inform me so that I may contact them. I can be contacted by email at sarahsam@umich.edu. Thank you very much for your support!

Sincerely,

Sarah Carr
Commodore
Quarterdeck Society

Appendix G: SNAME Student Steering Committee

Position	Name	Affiliation	email
Chair	Mark Groden	University of Michigan	mgroden@umich.edu
Vice-Chair	Nicole Waters	Florida Institute of Technology	nwaters2008@fit.edu
Secretary Treasurer	Samantha Lee	Virginia Tech	samanthalee@vt.edu
Communications Chair	Samantha Lee	Virginia Tech	samanthalee@vt.edu
Electronics Media Chair	Julianne Cona	SUNY Maritime College	juliannecon.08@sunymaritime@edu
SSS Chair	Devin Witt	University of Michigan	devinw@umich.edu
T&R Student Representative	Tom Devine	University of Michigan	tedevine@umich.edu
Faculty Advisor	Dr. Leigh McCue	Virginia Tech	mccue@vt.edu