

Start an AMPP Student Chapter for Student Members



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Why start an AMPP Student Chapter?

AMPP student members get unparalleled access to industry professionals, best practices, global events, and local learning opportunities. Creating a Student Chapter brings together all these resources plus the ability to help shape the future of materials protection with guidance from established AMPP members. Create a Chapter and join a network of global professionals who can help you launch your career while learning how to protect people, assets, and the environment.

In this guide:

1. Establish eligibility.
2. Start a petition.
3. Decide on a name and select board members.
4. Submit your petition to AMPP headquarters.
5. Plan and promote meetings and events!

Before you get started, download a **Student Chapter Petition and Student Election Results** form.



Student Chapter eligibility

1

Determine Student Chapter eligibility

 15-30 minutes

- At least ten students with current AMPP membership are required to start a Student Chapter.
- It is recommended to partner with a local AMPP Chapter. If there is no local Chapter, students can partner with their educational institution following the student group rules of the institution.

That's it! If you have ten AMPP student members and a partner organization—you can start a new chapter.

Why do you need a partner organization?

Student Chapters cannot hold bank accounts or sign agreements or contracts as independent entities. Funds will be hosted through the AMPP Chapter or through the educational institution according to the institution's student group policies and procedures.

Important Tip

- ▶ When partnered with a local AMPP Chapter, students from any educational institution may join. Student Chapters formed through an institution may be limited to students from that school, depending on the student group rules.

Be Carefull

- ▶ Some local Chapters are limited in their ability to partner with Student Chapters. Ask your local AMPP Chapter if they're able to partner with you before you submit your petition.

2

Start a Student Chapter Petition

 30-45 minutes

You'll need three things to fill out the petition:

1. The proposed name of the new Chapter.
2. Is it a partnership with a local AMPP Chapter or established through an educational institution?
3. Elect and name the following governing board members:
 - d. **Chair** – responsible for the ethical oversight of activities and funds
 - e. **Vice-Chair** – supports the Chair's role in ensuring ethical oversight
 - f. **Secretary** – official keeper of the records and makes sure the meeting minutes are distributed to the governing board
 - g. **Financial Liaison** – responsible for making sure funds are gathered and used appropriately
 - h. **Optional Activity Chair members** (as described in the best practices below)



Which chapter structure do you choose?

You have a local AMPP Chapter

Partner with your local Chapter! You'll work with the Treasurer to set up financial processes like banking.

You have a local AMPP Chapter

List your school's name on the petition and work with the school's student services department. Each school has its own rules for student groups and how to manage finances.

How to choose a Chapter name

Student Chapters are named after their geographical area when partnered with a local AMPP Chapter or named after their educational institution. For example:

- Calgary Student Chapter
- Southeast Central Mexico Student Chapter
- Ohio University Student Chapter

Select board members

A governing board is required to support Student Chapter activities, so you'll need to choose the first governing board and list their names and membership numbers on the petition.

Select a Chair, Vice-Chair, Secretary, and Financial Liaison. The positions of Secretary and Financial Liaison can be combined into one role or kept as separate roles.

In addition to the governing roles, you can appoint Activity Chairs to help with specific activities. These roles include:

- Education Activity Chair – coordinates and supervises logistics for events and courses
- Membership Activity Chair – coordinates and supervises logistics for recruiting and retaining members
- Website Activity Chair – responsible for creation and maintenance of the Chapter website



Don't forget!

Before selecting the first governing board, make sure candidates understand:

- ▶ Student officer positions are elected for a term of 1 year.
- ▶ Officers can be re-elected twice per position.
- ▶ There is no payment for Student Chapter board members



Important Tip

- ▶ To accommodate academic schedules, the Student Chapter may choose an officer position term of January 1 – December 31 or July 1 – June 30. You'll indicate your choice on the election results form.



4 Submit your petition!

 **2-3 week approval.**

Cross all the T's and dot all the I's—your petition should be ready to submit! Double check that you have filled out all the questions on the Student Election Results form and list your newly elected officers on the Student Chapter Petition.

When you're ready, email the completed forms to Cindy Tracy at membership@ampp.org. It will be reviewed by the membership team at AMPP HQ.

Here's what happens next:

Important Tip

- ▶ Have questions before you submit? Please reach out to Cindy Tracy at membership@ampp.org. Our team is here to help!

Petition review process

Your petition goes through four stages at AMPP headquarters:



5

Plan and promote chapter events



Congratulations on launching a Student Chapter! Now that you're an approved chapter, start planning a schedule for meetings and events. Here are some ideas to get you started:



Host freshman recruitment campaigns and contests

- Hold an annual freshman activity and invite students to learn about careers in the industry.
- Share fun activities that your members engage in and encourage students to join!



Invite speakers to chapter meetings

- Host "lunch and learn" or round table discussions with industry leaders and local professionals (hint: your local AMPP Chapter can help identify potential speakers!).
- Organize a monthly speaker event on campus and promote through the career center or in coordination with other student groups.
- Provide lunch, dinner, or snacks to draw a crowd!



Plan quarterly socials and mixers

- Bowling nights, picnics, and barbeques are all great ways to connect with the community.
- Create an informal atmosphere where people can enjoy food and an activity together.
- Friendly competitions like a soccer game or ultimate frisbee can be a great way to build bonds and spike engagement!



Assist with outreach projects

- Volunteer with local nonprofits to do good in the community while building connections with other Chapter members.
- Visit a local high school, teach a lesson on basic corrosion, tutor students in STEM courses, or volunteer with school summer programs to gain community



Schedule field trips

- Reach out to companies in the area to schedule a tour of their facilities—many companies are more than happy to connect with AMPP student members!
- Visit asset owners in person to understand their daily operations. A field trip to an asset is a great way to gain practical knowledge and learn about real-world situations.



Enter the AMPP Student Poster Competition

- Encourage chapter members to share what they're working on. Each year, AMPP awards cash prizes to outstanding students for their work.
- Build key connections with leaders in academia and industry.