

# Section Toolkit

## Supporting Next Generation

Resources for Section Leaders

November 2018

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## Overview

Each Section Toolkit is intended to provide resources and ideas to help Sections become more involved with NACE International.

As experienced corrosion professionals approach retirement age, fewer individuals are pursuing careers in corrosion engineering to take their place. Why is this important? With a declining workforce comes the diminishing ability to keep up with corrosion prevention demands.

The Supporting Next Generation Toolkit is intended to support activities which promote interest and education to students on the corrosion industry. It is vital that NACE Sections find ways to support the next generation of corrosion engineers.

The materials included are intended for Section leaders to share with their membership.

For any questions regarding this Toolkit, please contact Cindy Tracy, Section Support Specialist at NACE.

### **Cindy Tracy**

+1 281-228-6240

Cindy.Tracy@nace.org

*Students attend CORROSION Opportunities Realized at NACE's Annual Conference.*



## How to Form a Student Section



The Section Operating Manual is located at the Section/Area Officer Resource page, under the Operating Manuals/Policies, select the pdf file for Section Operating Manual.

**NOTE:** NACE Student Sections must be sponsored by:

- a NACE Section in the same geographical boundary or
  - a NACE Area in the same geographical boundary
1. The first step to starting a new student section is to find ten (10) interested students to sign the "Petition to Form a Student Section of NACE" which is Appendix C of the Section Operating Manual. A student section also requires a faculty member who is a member of NACE and is willing to act as Trustee/Faculty Advisor to the student chapter.
  2. Petitioners elect officers for the first year. These positions include:
    - Chairman
    - Vice-Chairman
    - Secretary/Treasurer\*
    - Trustee/Faculty Advisor
  3. Completed petition with the names and member number of elected officers shall be submitted to the Section Governing Board of the sponsoring Section. If approved, the petition is submitted to the appropriate Area BOT for final approval.
  4. If the petition is to form a Student Section under an Area, the petition shall be submitted to the Area BOT for approval.

*\*The position of Secretary/Treasurer may be filled by one student, or two students in each position separately.*



## How NACE Sections Can Support the Formation of New Student Sections

All Student Sections must be sponsored by a NACE Section or Area in the same geographical boundary. Sections are encouraged to find Universities and Colleges with corrosion course programs which may benefit from a Student Section and share the opportunity with potential students and faculty advisors.

Prospective industry professionals can benefit from the right career foundation and by introducing students to NACE during their education, they are sure to continue as involved members as professionals.

## How the NACE Foundation can help

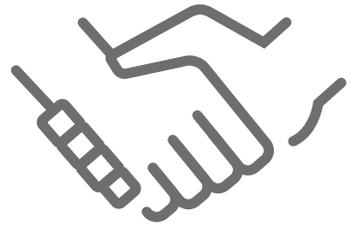
Since 1986, the NACE Foundation has existed in the form of an Endowment Committee within NACE. It was officially created under the NACE Presidency of Walt Poff. Mr. Poff proposed its creation in order to provide members and other industry friends the ability to donate towards scholarships for students and young aspiring scientists with corrosion control interests.

In 2002, the Endowment Committee was officially transformed into what we know today as the NACE Foundation, a 501 (c) (3) non-profit organization. The goal of this original group, as it still is today, was to support education and research projects relating to the science of corrosion.

The NACE Foundation offers:

- Scholarships
- Scholarship Management
- Workforce Development Program
- cKits to ASM Materials Camps
- Travel Assistance to CORROSION

For more information about how NACE Sections can partner with the NACE Foundation to impact the future of corrosion, visit the Foundation web site at <http://www.nace-foundation.org/>.



*The NACE Foundation offers a variety of scholarships for students. Scholarships are awarded at NACE's Annual Conference.*



## Corrosion Toolkit (cKit™)

The Corrosion Toolkit (cKit™) was developed in 2005 by the NACE Foundation as a fun and stimulating learning experience for students, as well as hands-on curriculum for high school teachers to challenge, inspire and educate their students on corrosion science and engineering.

We recruited our industry's top corrosion experts to create an engaging way to demonstrate corrosion concepts and principles to high school students. They answered this challenge by designing the cKit™ and gladly donated their time and energy in exchange for the opportunity to be part of this exciting project.

Sections can request cKits™ to compliment applicable events by contacting NACE Foundation staff at [foundation@nace.org](mailto:foundation@nace.org).



To request cKits™, contact the NACE Foundation at [foundation@nace.org](mailto:foundation@nace.org) or go to [www.nace-foundation.org](http://www.nace-foundation.org).

# What You Need to Know to Set Up a Scholarship Fund through the NACE Foundation

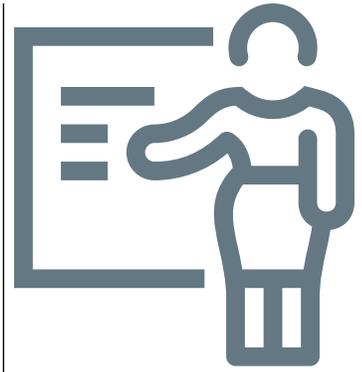
Let the NACE Foundation administer Section scholarships. We utilize online scholarship maintenance software that accepts applications and manages selection committees for a seamless award process. The NACE Foundation will also handle distributing the funds to award winners.

We honor all award winners with an Awards Ceremony and party on Tuesday Evening each year at CORROSION.

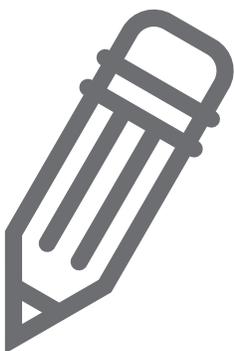
NACE Foundation accepts applications annually from Aug 1 through January 1st. Selection Committees, typically comprised of Section members, review all qualified applicants for award and students are notified mid-February.

## NACE Foundation Scholarship Program Guidelines

- NACE Foundation scholarship recipients will be recognized at the NACE Annual Conference each year in March. Recipients are highly encouraged to attend the conference in person to be acknowledged.
- NACE Foundation scholarship recipients are eligible to apply for Travel Assistance to subsidize their travel to the annual conference to receive their award in person.
- Applicants must be currently enrolled full-time in a college/university. Students enrolled in 2-year or junior colleges are eligible to apply.
- Applicants may apply for as many scholarships as they are eligible, however, a maximum amount of \$10,000 per student (excluding Travel Assistance) will be awarded in any given year.
- Once a candidate reaches the \$10,000 maximum, that candidate's remaining application(s), if any, will not be considered by subsequent Selection Committees. If the candidate applies for and receives a single scholarship that exceeds the \$10,000 maximum amount, that candidate will be excluded from consideration for all subsequent scholarships.
- All scholarship monies are paid directly to the recipient's college or university and are to be used for educational expenses only. Expenses include, but not limited to: tuition, fees, books, supplies, and equipment required for courses at the educational institution.



- Applications are to be completed by the students themselves, using official applications and recommendation forms provided by the NACE Foundation.
- NACE academic scholarships are not intended to replace stipends or other financial support provided to students for their education by industry, universities, or other organizations.
- Applicants must submit one complete copy of their application for each scholarship. This includes all information which is to be considered by the Selection Committee (with the exception of Recommendation Forms that are sent directly to the NACE Foundation).
- Previous applicants and recipients are eligible to reapply each year in open competition with new applicants.
- Upon acceptance, all scholarship recipients must submit a color photograph of themselves to the NACE Foundation, which will be used for publicity purposes.
- All scholarship recipients are required to submit a written follow-up report to the NACE Foundation within one year of receipt of their scholarship, describing how funds were utilized and how the scholarship aided their education.
- Relatives of members of the Selection Committee or NACE Foundation staff are ineligible to apply.
- One alternate recipient may be selected for each scholarship by the NACE Foundation in the event the chosen recipient becomes ineligible.
- The NACE Foundation reserves the right to not award any or all scholarships at all in any given year.
- All applicants must reside and attend a college/university in a country which NACE International and the NACE Foundation may legally support. Any countries sanctioned by the U.S. Office of Foreign Assets Control ([www.treas.gov/offices/enforcement/ofac/](http://www.treas.gov/offices/enforcement/ofac/)) or individuals included on the Specially Designated Nationals (SDN) or Blocked Persons lists are excluded



The NACE Foundation Scholarship Fund Agreement outlines all necessary details to launch and view a scholarship. Please contact Brandy Adams for any additional questions or to get a NACE Section scholarship setup today at [brandy.adams@nace.org](mailto:brandy.adams@nace.org) or +1 281-228-6478. A signed Scholarship Fund Agreement is required for each year the scholarship is offered.

## Creating a Scholarship through your Section

The following guidance regarding scholarship awards is being provided to NACE sections so that NACE scholarship programs will be conducted in accordance with IRS rules and regulations. It is important to follow these guidelines to protect the association's tax exempt status and to protect our members from unknowingly entering into transactions that could result in fines and penalties against the members.

IRS rules are designed to make sure that scholarship programs benefit a broad charitable class of beneficiaries, and that the process is nondiscriminatory. Not-for-profit associations such as NACE can offer scholarships for students including children or referred parties of its members; however such programs have to follow a special set of guidelines. As such, the following criteria have been established for NACE sections and areas to follow if a scholarship program is carried out.

1. A written scholarship plan document must be in place. This document is the place that sets forth the eligibility and selection criteria. It also describes the award's duration and provisions for renewal. It is recommended the document be as flexible as possible. The plan must be consistently followed on an objective and non-discriminating basis.
2. The criteria should not limit the course of study to those specific of the association. The purpose of the scholarship is to enable students to obtain an education solely for their personal benefit, and not for the benefit of the association. However, general restrictions such as "engineering and science" are acceptable.
3. An independent committee must select the scholarship recipients. Scholarship committee members must be totally independent and separate from persons with substantial influence such as board member, trustees and officers of the association.
4. Avoid disproportionate scholarship payments to children of board members, trustees or officers of the association as this could indicate discrimination in favor of related parties with control and authority over association funds.
5. The scholarship plan should not be used to recruit members or depend on member related performance of service. Such requirements could imply compensation for volunteer service. A scholarship cannot be rescinded as a result of student's parent leaving the association membership.



6. The scholarship plan must be made known to all eligible members.
7. Scholarship payments should be made to an accredited university or college. Payments made directly to individuals require tracking of how funds are spent meaning association must collect receipt from the student.



A draft document is included for your use in developing a written scholarship plan if you do not already have one in place. If your Section or Area does carry out a scholarship program you will be required to provide a copy of the scholarship plan, communication documents used to inform members of the availability of the program, recipient names, addresses, amounts received and whether any relationship existed with persons of substantial influence each year as a part of the annual financial activity report.

If you have any questions regarding these scholarship guidelines, please contact Kris Ernst, Chief Financial Officer of NACE, at 281-228-6237 or [kris.ernst@nace.org](mailto:kris.ernst@nace.org).



# Scholarship Plan

NACE Section Name: \_\_\_\_\_

NACE \_\_\_\_\_ Section provides scholarship grants to provide financial assistance for students attending accredited universities and colleges with studies in the field of engineering and science.

## Who is Eligible?

1. The student must be related or referred by a member of NACE International \_\_\_\_\_ Section that is in good standing.
2. The student must be accepted to an accredited college/university and working toward a degree in Engineering or Sciences.
3. The scholarship recipient must maintain full-time status at an accredited college/university.
4. The student must have and maintain a GPA of 2.75 or higher.

## How to Apply

Applicants must submit all of the following material postmarked no later than \_\_\_\_\_.

1. A completed application signed by the student and a parent/guardian if the student is under the age of 18.
2. An official transcript from the student's high school or college/university.
3. An official letter of acceptance from the designate college/university.

## Recipient Selection Process

1. The winners will be selected by an independent committee of members appointed from time to time by the NACE \_\_\_\_\_ Section Board of Directors.
2. The selection committee members may not be affiliated with scholarship candidates.
3. All applicants' names are kept confidential from the committee members.
4. Scholarship winners are chosen based on performance in several categories including grade point average, essay quality, work experience, honors received, volunteer and extracurricular activities.

## Scholarship Benefit

1. The number and amount of scholarships to be distributed may vary each year and will be announced each year no later than \_\_\_\_\_. To learn what the current year designated scholarship amounts are, go to \_\_\_\_\_.
2. Scholarships are made to assist with the cost of tuition, books and lab fees only.
3. The grant will be paid directly to the college/university designated on your scholarship application.
4. The scholarship recipients will be notified no later than \_\_\_\_\_.  
Winners will be awarded the scholarship at \_\_\_\_\_.  
It would be preferred if the winners could attend this meeting but if circumstances prevent this, awards will be forwarded.

## Taxability

At the present time, scholarships under this plan are not taxable. If there is a change, recipients will be notified.

Questions about the NACE \_\_\_\_\_ Section Scholarship Program should contact:

\_\_\_\_\_  
\_\_\_\_\_



# Scholarship Application

- Please read scholarship program information sheet before filling out this form.
- Please type or print clearly in ink.
- Include essay, official transcript, and proof of school acceptance.
- Application must be either submitted in person at \_\_\_\_\_  
by (date) \_\_\_\_\_ or postmarked no later than \_\_\_\_\_ for consideration.
- Application must be signed and dated.
- No applications will be accepted after \_\_\_\_\_.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_

NACE Member name referring applicant: \_\_\_\_\_

Member #: \_\_\_\_\_

Name(s) of Parent(s) or Guardian(s): \_\_\_\_\_

High School: \_\_\_\_\_

High School Address: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ on a \_\_\_\_\_ Scale (Example 4.0)

College/University Planning to attend or attending: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Major Engineering or Sciences Course of Study: \_\_\_\_\_

Please list your work experience:

Please list two adult references that you have outside of school. Include their addresses and phone number.

Please list any honors or awards you have earned as well as any volunteer work or extracurricular activities in which you have participated. (Attach additional sheets as necessary)

I understand and agree that, if selected as a multi-year scholarship recipient, I will remain enrolled with full-time status, maintain a GPA of 2.75. I certify that the above information is true and complete. I realize that if any of the above stated information is found to be false, or if I fail to meet the requirements, I forfeit scholarship consideration. I understand that my completed application will not be returned to me.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicant is under 18)

Complete application, attach essay and any additional information.

MAIL TO:

## Ideas for Reaching Students

There are a variety of ideas on how to reach students at various stages of their education career. It is important that students are engaged by our membership early in their educational career so they can develop their interest within in the corrosion industry prior to entering their professional career.

- **Invite College Students to attend a Section Meeting**

This is a great way to expose students to the corrosion industry and NACE International. The Section could sponsor any registration fees of the students. It is also an opportunity for students to begin learning to network so they can make contacts which can help them enter the career field after they earn their degree.

- **Sponsor a Science Fair**

Work with a local school that hosts a science fair and encourage participants to enter with a topic on corrosion. Ask the school if your section members can judge all corrosion related science projects and award a small prize (savings bond, gift card, etc.). This is an excellent way to encourage students to conduct their research and projects on a topic related to the corrosion field and expose students to

- **Participate in a Career Fair**

Schools often host annual career fairs which can serve as an excellent forum to introduce students to the corrosion industry and NACE International. Reach out to local school guidance

*Student attend the Scholarship Award ceremony at NACE's Annual Conference.*



counselors or check with section members that have children in local schools to see when the next career fair is. Be prepared to answer questions on different jobs in the industry. You can contact NACE Headquarters for information on student membership to be shipped to you for use on-site.

# 8 Ways to Make Your Student Section a Success

So, you are trying to come up with ideas to bring new life to your NACE student chapter and need a little help. After studying the activities of our most active NACE student chapters, we have decided on a few great ways to attract new members and keep interest with the old!

## Freshman Recruitment Campaigns and Contests

- Hold an annual activity where freshmen (and other students) are invited to learn about corrosion engineering.
- Share some of the fun and educational activities your section hosts and how joining will be an invaluable experience.

## Invite Speakers

- From your pool of contacts, work with your advisor to identify potential speakers to visit your campus for “lunch and learns” or round table discussions.
- Organize for speakers on a monthly basis and aim for experts on a variety of topics.
- Providing lunch, dinner, or snacks will certainly make this a hit! Utilize your student advisors and professors at your university.

## Host Socials and Mixers

- Early in the academic year, host a barbeque, picnic, or a bowling night.
- Create an informal atmosphere so students can mingle comfortably with each other and remember to supply food and a fun activity.
- Even a friendly competition like a soccer game or ultimate Frisbee can be a great way to build bonds!

## Create a Unique Identity

- It is paramount to the success of your group to create an identity that is distinct-think of a brand or trademark.
- Constructing an image can begin with small steps such as selling t-shirts with catchy slogans, using social media outlets, or even taking an active part in public relations events.

## Assist with Outreach Projects

- Community involvement can lead to an increased interest in your group and work towards a positive change.
- Visiting a local high school, teaching a lesson on electrochemistry, or tutoring students in math and science can be a great way to gain community service hours and will certainly be a rewarding experience.

## Schedule Field Trips

- With a few phone calls and a little planning, many companies will be more than happy to give tours of their facilities to interested college students.
- Seeing corrosion in the field is a great way to gain practical knowledge and learn in a real-world situation.

## Enter the NACE Student Poster Competition

- Share what you are working on with students in other chapters and professionals during the NACE student poster competition. Each year, NACE International awards cash prizes and awards to outstanding students for their work in the field of corrosion science.
- Build key connections to leaders in both academia and industry.

## Participate in NACE Career Forums, Roundtables and Mixers

- Attend NACE International’s annual CORROSION conference, and join in the fun at careers forums, roundtable discussions, and mixers.
- One of the best events at the conference is certainly the Student Mix ‘n’ Mingle in which you will find over 100 students and young professionals at a hopping venue!
- Follow up with the scholarship award ceremony, and join hundreds of leaders in the corrosion field for another exciting night of networking.