

This schedule is a guideline. Please adjust activities according to your school's academic calendar.

Aug.  
Sept.

- Hold planning meeting with SBA and prospective officers to develop the current year's program
- Reach out to local chapter student activities chair and coordinate term plan
- Conduct membership drive
  - Utilize 'Student Member Recruitment' presentation
  - Request supporting materials from ASHRAE (Check Student Zone website or e-mail students@ashrae.org)
- Elect branch officers
- Talk to your SBA or other appropriate faculty about submitting an Undergraduate Senior Grant Project
- Branch officers review Manual for Student Branch Operations and Student Branch Handbook

Oct.  
Nov.

- Make plans to attend Student Program at Winter Meeting
  - Book rooms early! (You can always cancel extras.)
  - Hold fundraising events.
- Promote Society (and local where applicable) scholarships
- Promote Graduate Grant-In Aid
- Hold Student Tour (consider campus energy plant)
- Attend local chapter meetings and YEA events
- Apply for scholarships & grants

Dec.

- Deadlines for Scholarships & Grants
  - Scholarships applications due December 1
  - Graduate Student Grant-In Aide applications due December 15
  - Undergraduate Senior Project Grant applications due December 15
- Apply for New Faces of Engineering: College Edition

Jan.

- Plan DiscoverE Engineer's Week activities for mid to late February
- Attend Society Winter Meeting Student Program and concurrent AHR Expo
- Become familiarized with and begin working on ASHRAE Student Design Competition
- Check-in with local chapter SA chair

Feb.  
Mar.

- Conduct Engineer's Week activities
- Attend local chapter meeting or joint YEA event
- Organize seminars or other study session for topics of local interest, such as the FE exam

April  
May

- Student Branch Status Report Due May 31
- Hold ASHRAE School Spirit Event (consider baseball game tailgate, etc.)
- Conduct spring service activity
- Engineering Technology Scholarship application due May 1
- Graduating seniors conduct exit interviews with SBA and/or local chapter SA chair

June

- Student Branch Advisor of the Year application due - work with your SBA or the SBA's supervisor to submit
- Consider attending Society Annual Meeting
- Graduating seniors enroll in ASHRAE Smart Start program and matriculate to Associate Member
- Graduating seniors conduct exit interviews with SBA and/or local chapter SA chair