

ARCA Student Task Force

# ARCA Student Chapters

If you have a student chapter at your institution, please send the following information to Student Force Rep, Taryn Richardson at [taryn-richardson@uiowa.edu](mailto:taryn-richardson@uiowa.edu) by September 30, 2016.

- ✓ The name and contact information for the chapter officers including your faculty advisor
- ✓ Current copy of the chapter by-laws
- ✓ Have the president of the chapter appoint someone to serve as the Student Task Member (STM).
- ✓ A picture of the officers or a picture of students in the organization interacting (this picture may be used for our website).
- ✓ A year-end report of chapter activities from previous academic year.
  - This report should discuss your chapter's accomplishments from the previous academic year. The report can include, but is not limited to the following:
    - Student activities, purpose of activities, the intended audience, any collaborations with other organizations and/or sponsorships (e.g., student, local, etc.), and outcomes from the previous year academic year
      - Please note that the report should include sufficient detail so that someone not familiar with your chapter will have a reasonable understanding of your accomplishments.
- ✓ A list of the proposed chapter activities for the current academic school year.
- ✓ **Note:** All officers (President, Vice President, Secretary, etc.) must be current members of ARCA.