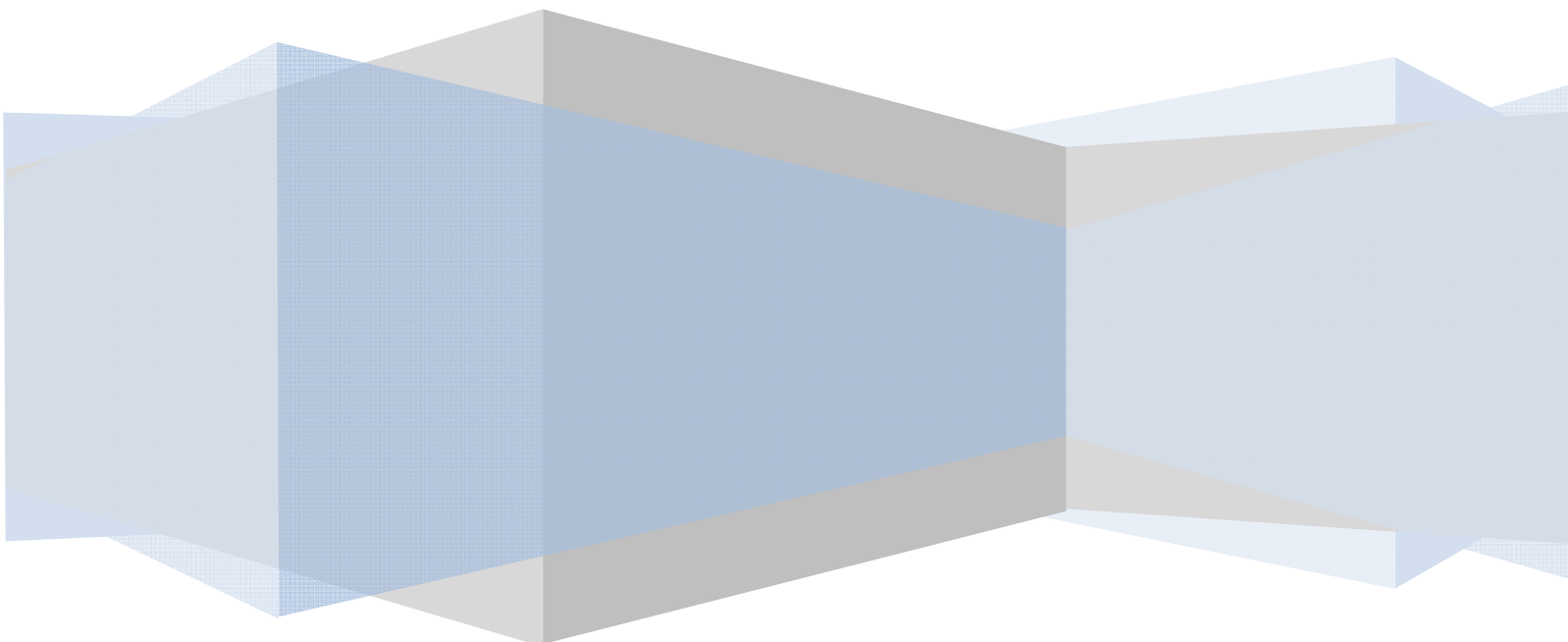


MRS University Chapter Handbook

Date: 3/1/2017



MRS University Chapter Handbook

Table of Contents

FAQ	2
MRS University Chapters Policy	4
Petition to Organize a MRS University Chapter	5
MRS University Chapters	
Recruiting MRS University Chapter Members	8
Officers and Faculty Advisor's Responsibilities	9
Annual Financial Report	10
Sample Income and Expense Statement	12
Annual Activity Report and Chapter Rebate Details	13
<i>Annual Activity Reports</i>	14
<i>Application for Rebate</i>	16
MRS University Chapters Benefits	
Travel Support Reimbursement Guidelines	18
<i>Travel Support Reimbursement Request</i>	19
Student Create-Student Organized Events	20
Distinguished Speaker Support	20
Special Projects Program	21
Turnbull Lecturer Program	22
MRS Bulletin	22
Mailing Lists	22
Marketing and In-Kind Support	22
Networking Opportunities	23
Activity Ideas	24
Links and Contact Information for MRS University Chapters	26

Frequently Asked Questions about MRS University Chapters

Why would I want to start or join a University Chapter?

The reasons for an MRS University Chapter are many and varied ... Because other organizations you've encountered may have too narrow a focus (just chemistry, physics, or engineering, etc.), because material R&D is your profession, or because you see a need for an organization on your campus that emphasizes MRS' commitment to interdisciplinary collaboration.

How do I start a University Chapter?

It's easy! As a recent change to the MRS University Chapters policy MRS does not require that students be current MRS Members in order to petition to form a chapter. You must, however, have two faculty advisors that are current MRS Regular Members and one must be tenured. Please review the Policy (pg 4) for further details. Students and Faculty can complete and sign the Petition to Organize an MRS University Chapter and send it to MRS. Your petition will be validated and sent to MRS Board for a vote on recognition for your organization. It is usually a formality at that point.

What are the benefits?

MRS University Chapters are entitled to many benefits if they meet the requirements of an active chapter as per the details in the policy, including: travel support for student members to attend MRS Spring and Fall Meetings; chapter rebates; distinguished speaker support; special project grants and more. The social aspect of becoming an official MRS University Chapter and networking with other students and members at the MRS Meetings are also great benefits to students in the materials community.

How do I qualify for travel reimbursements to MRS Meetings?

According to MRS guidelines, the Chapter president must review and sign the student's reimbursement form. Chapters are eligible for \$500 per year, which may be split between the Spring and Fall Meetings, and which may be allocated to just one or to more than one student member of the Chapter. Only active chapters will be eligible to receive chapter benefits – see policy for details. A chapter must submit the Financial Report (April 1) and Activity Report (May 15) on-time to receive the reimbursement.

How does the Chapter rebate program work?

A Chapter roster and rebate form must be submitted along with your annual activity report (due by May 15 of each year). The Chapter will receive a \$10 rebate for each student who is also a current member of The Materials Research Society. So, the more student members you enroll in MRS— the more money for your Chapter! Again, only "Active" chapters may submit for a rebate and must maintain, at a minimum, 8 students and 2 faculty that are current MRS Members.

What are the financial requirements?

MRS University Chapters handle their own finances in accordance with their host academic institution. MRS does not control the finances or operations of University Chapters and all contributions from MRS are considered grants to be used by the University Chapters.

How can I find out about other MRS members in my area?

The MRS Online Membership Directory is a professional networking service available exclusively to our members. It provides a quick and easy way for you to search for colleagues by name, institution or geographical location. Or contact MRS Headquarters and we can generate a list of members in your area.

How can we get more people interested in our activities?

Ask your fellow Chapter representatives! If something worked for them, it will probably work for you as well. They can be a great source of both inspiration and information. The most important thing, however, is to stay focused on projects that are educationally and professionally meaningful for YOU! If you're enthusiastic, it will rub off.

How can we recruit volunteers, and share the workload of the Chapter?

Ask! Most members will say "yes" when asked to perform a clearly specified task within a definite period of time, if the person doing the asking is someone they respect. You might also want to consult with members of other Chapters. Some of our Chapters have developed a pretty effective way of handing along the baton of leadership. And, of course, if we come across new ideas and leadership programs, MRS staff will pass them along to you.

How do we turn in our annual reports? Via e-mail as a scanned copy is preferred. For your convenience, forms and additional reporting information is included in this handbook. The reports must be submitted by the published deadlines.

We are a very small school and we probably don't have enough people to fill out a petition. What can I do? The University Chapter program recently approved "Multi-University Chapters." In this case, universities that wish to join as a multi-university chapter must be in close proximity to enable in-person meetings of chapter members. Each of the participating universities must have a faculty member involved. One of the universities must be designated to communicate with MRS and take responsibility for handling all financial tasks.

What is a Joint Chapter, and can our chapter be associated with both MRS and another organization? **University** Chapters are defined as student-based organizations independently formed, operated and incorporated at an academic institution. As an independent organization, the local University Chapter retains the sole responsibility to decide which society or societies that it will petition for recognition. MRS does not seek sole recognition, so a University Chapter is free to petition MRS along with other organizations of its choosing.

A "Joint Chapter" is one that has been recognized by MRS and another organization, where the two organizations have a previously agreed upon arrangement. Such agreements currently exist for:

- MRS-Sociedad Mexicana de Materiales (SMM) (Mexico)
- E-MRS (Europe)

MRS University Chapters Policy 5.5.1



MATERIALS RESEARCH SOCIETY

Advancing materials. Improving the quality of life.

5.5.1: MRS University Chapters Policy

Purpose: This policy sets forth the criteria for establishing university chapters and the structure and responsibilities of each chapter

Applies to: MRS student members and academic advisors

University Chapters of the Materials Research Society

- A. Establishment of a University Chapter shall be authorized by the Board of Directors. Petitions requesting the organization of a University Chapter shall be addressed to the Board of Directors and shall be signed by at least eight students and by two Regular MRS Members who are on the faculty of the academic institution to be served by the proposed University Chapter. One of the faculty Members must have tenure at the institution, and both faculty Members must agree to advise the University Chapter for a minimum of two years. The title of the University Chapter shall contain the name of the institution with which it is associated. In case of multi-university chapters, universities must be in close proximity to enable in-person meetings of chapter members. Each of the participating universities must have a Faculty Member involved. One of the universities must be designated to communicate with MRS and take responsibility for handling all financial tasks.
- B. University Chapters may be affiliated with other materials professional societies.
- C. Any student attending the academic institution may become a University Chapter Member upon payment of University Chapter dues.
- D. The officers of the University Chapter shall include a president, vice president, secretary, and treasurer. The offices of secretary and treasurer may be combined and held by one person. In the case of multi-university chapters, Chapter officers must represent all participating institutions.
- E. The University Chapter executive committee shall consist of the officers of the University Chapter.
- F. The University Chapter executive committee shall manage the affairs of the University Chapter; pass upon and authorize the annual budget controlling expenditures; pass upon the eligibility of applicants for membership; fill all vacancies; approve all appointments; and consider and dispose of all matters referred to it by the University Chapter. Any duties not otherwise specifically mentioned which tend to better the welfare of the University Chapter may be assumed by the University Chapter executive committee, insofar as they are consistent with the objectives of the Society.
- G. By April 1 of each year, the University Chapter shall submit to the Society a brief financial

statement including total revenues and expenditures for the prior calendar year, and the current balance, and by May 15 of each year a summary of University Chapter activities for the previous academic year (June 1 through April 1) including the number of meetings held, a list of newly elected officers, the number of current Chapter Members, and a notice of significant meetings for the current academic year.

- H. The University Chapter shall not incur indebtedness on behalf of the Society without the prior approval of the Board of Directors.
- I. A University Chapter will be approved as a chapter in the program indefinitely. To be considered active, a chapter must have submitted their chapter's yearly reports (Financial and Activity Reports) by the published deadlines and must have as Chapter members at least eight students (no MRS membership requirement) and two current Regular MRS Members (faculty advisors) for a period of 12 months. However, only active chapters with a minimum of eight MRS Student Members and two current Regular MRS Members are eligible to receive monies from MRS and the Materials Research Foundation.

If the annual Financial and Activity reports are not received by MRS, the chapter will be placed on inactive status until the forms are received, and no benefits can be received for activities during the inactive period.

- J. No action or obligation of the University Chapter shall be considered an action or obligation of the Society. A statement to this effect shall be imprinted in any contractual or financial agreement entered into by a University Chapter.
- K. The Society reserves the right to dissolve a University Chapter at any time if, in the judgment of the Board of Directors, such action is in the best interests of the Society.

Policy first adopted: May 23, 1973 – Constitution/Bylaws

Last modified: Mar 2016

Petition to Organize a MRS University Chapter

Submit the completed and signed Petition via email to:

Lorri A. Smiley, HQ Liaison, MRS University Chapters Subcommittee

E-mail: chapters@mrs.org

Professional Services and Awards Coordinator

Materials Research Society

1. Statement of Petition

The undersigned members of MRS hereby petition recognition for the organization as a MRS University Chapter at:

Institution Name:	Date:
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2. Initial Membership of the Organizing Chapter

Establishment of a University Chapter requires a petition which shall be signed by at least eight students (NO MRS membership required) and by two Faculty Advisors (MRS Membership IS required) who are on the faculty of the academic institution to be served by the proposed University Chapter. One of the faculty Members must have tenure at the institution, and both faculty Members must agree to advise the University Chapter for a minimum of two years. The title of the University Chapter shall contain the name of the institution with which it is associated.

Type	First Name	Last Name	Email address	Signature
1				
2				
3				
4				
5				
6				
7				
8				
List Faculty Advisors				
<i>Important Note: Advisors must be current regular members of MRS. One of the Faculty Advisors must have tenure at the institution and both Advisors must agree to advise the Chapter for a minimum of two years.</i>				
9			Regular MRS Member	
10			Regular MRS Member	

Please attach a complete roster of names, addresses, phone, fax, and e-mail for each member.

3. Initial Executive Committee

President:	
Vice President:	
Secretary:	
Treasurer:*	

*can be same person as Secretary

4. Chapter Contact and Mailing Address

Chapter Contact Name:	
Mailing Address:	
Mailing Address:	
Mailing Address:	
Phone/Fax/Email:	

5. Endorsement

In return for the right to be recognized as a University Chapter of the Materials Research Society, we agree to comply with general rules for University Chapters as developed by MRS.

President's Signature:

Date:

Faculty Advisor's Signature:

Date:

Faculty Advisor's Signature:

Date:

MRS University Chapters—RECRUITING MRS UNIVERSITY CHAPTER MEMBERS

The goal of MRS University Chapters is “to foster discussion among students and faculty in the various materials disciplines, to generate student interest in materials science and to promote the exchange and dissemination of information from the Society.” To that end, it is important for you to recruit students enrolled not just in materials science, but in other related fields as well. This will help to broaden your member base and allow for more robust and interdisciplinary Chapter activity. It will also mean more money for your Chapter. How? IF you are an active chapter, **MRS will reimburse your Chapter \$10 for every student member who is also a member of The Materials Research Society.** So, more members ... more money!

To help with your recruiting efforts, and to increase your Chapter finances, please note the following marketing tips:

- ❖ Each student member of your Chapter who is also a current MRS student member as of May 15 will entitle the Chapter to a \$10 rebate.
- ❖ Make certain that all of your officers (president, vice president, secretary and treasurer) are current MRS members. That’s \$40 right from the start.
- ❖ Be sure to re-enlist any students who were on your roster last year and who are still around this year.
- ❖ Promote new memberships at all of your Chapter events—seminars, workshops, field trips, and even social events.
- ❖ Contact MRS for membership brochures.
- ❖ Look up your university in the MRS Online Membership Directory. Any MRS student members listed there, who are not members of your Chapter, are marketing leads for your recruitment campaign.
- ❖ Department rosters listing students enrolled in chemistry, physics, ceramics, MS&E and other materials-related fields may also be available from your university. Check them out for your recruiting purposes.

IMPORTANT NOTE: A CHAPTER MUST BE ACTIVE TO APPLY FOR THE REBATE. TO BE ACTIVE A CHAPTER MUST HAVE SUBMITTED THEIR ANNUAL FINANCIAL AND ACTIVITY REPORTS, AND MUST HAVE EIGHT (8) CURRENT STUDENT MRS MEMBERS AND TWO CURRENT REGULAR MRS MEMBERS BY THE REQUIRED DEADLINES TO BE ELIGIBLE FOR THE REBATE PROGRAM.

MRS University Chapters—OFFICERS AND FACULTY ADVISORS' RESPONSIBILITIES

Chapter officers and faculty advisors must be familiar with the MRS Board Policy (page 4) which governs University Chapters. They are responsible for fulfilling such obligations as the annual activity reports.

- Active Chapters and Benefits - Establishment of a University Chapter shall be authorized by the Board of Directors. Petitions requesting the organization of a University Chapter shall be addressed to the Board of Directors and shall be signed by at least eight students and by two Regular MRS Members who are on the faculty of the academic institution to be served by the proposed University Chapter. One of the faculty Members must have tenure at the institution, and both faculty Members must agree to advise the University Chapter for a minimum of two years. The title of the University Chapter shall contain the name of the institution with which it is associated.
- A University Chapter will be approved as a chapter in the program indefinitely. To be considered active, a chapter must have submitted their chapter's yearly reports (Financial and Activity Reports) by the published deadlines and must have as Chapter members at least eight students (no MRS membership requirement) and two current Regular MRS Members (faculty advisors) for a period of 12 months. However, only active chapters with a minimum of eight MRS Student Members and two current Regular MRS Members are eligible to receive monies from MRS and the Materials Research Foundation.
- University Chapters are part of their host academic institution. Chapter officers and faculty advisors are responsible for the resources of their organization and are encouraged to follow the policies and procedures of their host academic institution.
- We ask that you keep us posted on changes in Chapter leadership. For us to serve you better, we need to get complete address information about your officers and faculty advisors. Please advise us whenever there's a change.
- Each active University Chapter must submit, by April 1, an annual financial report covering the prior calendar year. The report should include a summary of revenue and expenses. For your convenience, an annual financial report form is included in this handbook.
- Each active University Chapter must also submit an annual activity report by May 15 of each year. A more complete explanation of the annual activity report and guidelines is included in this handbook.
- Chapters are eligible for up to \$500 per year in travel reimbursements to help student members attend the MRS Spring and Fall Meetings. However, the Chapter must have a written policy regarding award of these travel reimbursements. Requests for reimbursement need to be made in writing by the Chapter president. And as noted above, the travel reimbursement is contingent upon at least one person from the Chapter being present at the University Chapter Representatives Meeting. If your Chapter is not represented at the meeting, your travel reimbursement may be disallowed.
- The MRS Board Policy 5.5.1 prohibits University Chapters from entering into agreements in the name of the Materials Research Society without prior written authorization from the MRS President. University Chapters cannot incur indebtedness on behalf of the Society without similar written authorization.
- No action or obligations of a University Chapter shall be considered an action or obligation of the Materials Research Society. A statement to this effect must be imprinted in any contractual or financial agreement entered into by a University Chapter. MRS and its officers, directors, members and employees are not liable for any actions taken by University Chapter officers and faculty advisors.

MRS University Chapters—ANNUAL FINANCIAL REPORT — Deadline: April 1

Calendar Year _____ - _____

This report is required per MRS Board Policy to retain Active Chapter Status. Send to chapters@mrs.org.

Chapter Name:	Date of Report:
Submitted by:	Academic year start: (month, day, year) Academic year end: (month, day, year)
Email:	Phone:

1. Membership Dues

Did your University Chapter charge membership dues for the past calendar year?

☐ Yes ☐ No

If yes, how much did you charge? Student Dues _____ Regular Dues _____

Total dues income for the year \$ _____

2. Financial Support from MRS

Please check the forms of financial support you received from MRS during the past calendar year, and give the amounts.

☐ Chapter Rebate Amount of Support _____

☐ Special Project Grant Amount of Support _____

☐ Distinguished Speaker Support Amount of Support _____

☐ Other Amount of Support _____

3. External Support for Chapter

Did your University Chapter receive financial support from sources other than MRS during the past calendar year? ☐ Yes ☐ No

If yes, please list these sources and amounts:

Source _____ Amount _____

Source _____ Amount _____

4. Membership Drive

Did your University Chapter conduct a membership drive during the past calendar year?

☐ Yes ☐ No

If yes, how many new members did you acquire? _____ How many MRS members? _____

5. Expenses and Income

Please attach a summary of your University Chapter income and expenses for the past year. An example follows.

6. List of current officers of the chapter:

(this list will receive future email's concerning chapter events, deadline notifications of required documents, etc.)

Officer	Full Name	Email
President		
Vice President		
Secretary		
Treasurer		
Faculty Advisor		
Faculty Advisor		

3. Date of next officer elections _____

MRS University Chapters

Sample Income and Expense Statement

INCOME *(Do not include travel reimbursements from MRS)*

MRS Chapter Rebate	\$340.00
Special Projects Grant	300.00
Distinguished Speaker Support/MRS	150.00
Chapter Dues (\$5/year)	75.00
Seminar Fees	600.00
MSME Department	<u>450.00</u>
Total Income	\$1915.00

EXPENSES

Travel to MRS Spring Meeting	\$250.00
<i>(in addition to MRS HQ reimbursements)</i>	
Seminar Expenses	
Hall Rental	100.00
A-V	100.00
Speaker Support	300.00
Food & Beverage	100.00
Course Evaluation Guide	165.00
Meetings/Refreshments	152.00
Department Barbecue	310.00
Teaching Award	35.00
New Student Orientation	<u>215.00</u>
Total Expenses	\$1727.00

BALANCE	\$188.00
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MRS University Chapters—ANNUAL ACTIVITY REPORT and CHAPTER REBATE DETAILS

Deadline: May 15

The deadline for MRS University Chapter annual activity reports and rebate applications is **May 15**. In the event that May 15 falls on a weekend, the deadline will be the Monday immediately following. **Please note: Absolutely NO exceptions will be made for extending this deadline.**

A completed report for the past academic year must accompany your rebate request, and must be received at MRS Headquarters no later than 5PM Eastern Time on the day of the deadline. Rebate applications may be disqualified if received after this date. E-mail submissions are also permitted. If the deadline falls on a Saturday or Sunday, the deadline will be extended to 5 PM Eastern Time on Monday.

MRS University Chapter Annual Activity Report

Please follow the enclosed format to submit your annual activity report. This new form was developed with input from both Chapter representatives and the Academic Affairs Committee. The objective is to make the reporting process both more effective and more efficient. To that end, constructive comments from University Chapters are always welcome.

Chapter Rebates

A roster of your Chapter members must accompany your annual activity report. For each Chapter member who is also a current student member of MRS, the Chapter is entitled to a \$10 rebate. Regular members (e.g., faculty advisors) should also be listed on the roster, but will NOT count toward the rebate.

Because many MRS members have similar names, it is important that you provide complete address information for each of your Chapter members. Please provide mailing address, phone, fax and e-mail addresses. This will help us to verify your roster more quickly and should enable more rapid issuance of your rebate check.

Using the roster you provide, MRS will verify those Chapter members who are also current members of the Society, and will then issue your rebate check by the end of July.

MRS University Chapter annual activity reports, and applications and rosters for MRS University Chapter rebates, should be submitted via email to:

Lorri A. Smiley
Professional Services and Awards Coordinator
Materials Research Society
506 Keystone Drive
Warrendale, PA 15086
E-mail: chapters@mrs.org

NOTE: As per U.S. federal requirements, MRS reserves the right not to process any transaction that it determines, in its sole discretion, may violate any law or regulation applying to persons or nations on the United States Treasury Department's Specially Designated Nationals list or any similar list maintained by the U.S. Government.

MRS University Chapters—ANNUAL ACTIVITY REPORT—Deadline: May 15

This report summarizes Chapter activities for the past academic year.

Chapter Name:	Date of Report:
Submitted by:	Academic year start: (month, day, year) Academic year end: (month, day, year)
Email:	Phone:

1. Number of MRS Chapter members (including student members & regular members) as of May 15 : _____

Note: Individuals need not be members of the Materials Research Society to be a Chapter member.

Please attach roster of current Chapter members. (See Roster on page 17)

2. List of current officers of the chapter:

(this list will receive future email's concerning chapter events, deadline notifications of required documents, etc.)

Officer	Full Name	Email
President		
Vice President		
Secretary		
Treasurer		
Faculty Advisor		
Faculty Advisor		

3. Date of next officer elections _____

4. List of eight (8) current MRS Student Members and two (2) MRS Regular Members:

(this is a one of the requirements to receives benefits such as travel reimbursements and special project grants)

Names of MRS Student Members	Email
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
Names of MRS Regular Members	Email
1)	
2)	

5. In which other societies are your Chapter members active? Please check all that apply.

- ☐ ASM International (ASM)
- ☐ American Ceramic Society (ACerS)
- ☐ American Chemical Society (ACS)
- ☐ American Physical Society (APS)
- ☐ American Institute of Chemical Engineering (AIChE)
- ☐ American Vacuum Society (AVS)
- ☐ Electrochemical Society (ECS)
- ☐ International Society for Optical Engineering (SPIE)
- ☐ Institute of Electrical & Electronics Engineers (IEEE)
- ☐ Optical Society of America (OSA)
- ☐ Minerals, Metals & Materials Society (TMS)
- ☐ Other _____

6. Is your Chapter part of an umbrella materials organization that combines Chapters from more than one professional society?

- ☐ Yes ☐ No ☐ considering it

7. Which of the following programs and services has your Chapter utilized in the past year?

- ☐ Distinguished Lecturer Support
- ☐ Special Projects Grants
- ☐ Meeting Travel Reimbursements
- ☐ Chapter Rebate Program
- ☐ Turnbull Lecturer Program
- ☐ Link to MRS Web Site
- ☐ Use of MRS Products for Chapter Promotions (e.g., raffles, poster awards, etc.)
- ☐ Complimentary Copies of *MRS Bulletin* to Use in Chapter Promotions

8. Chapter activities during the past academic year.

Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Plant Trips | <input type="checkbox"/> |
| <input type="checkbox"/> Educational/Grassroots Outreach | |
| <input type="checkbox"/> Career Workshop | <input type="checkbox"/> Social Events |
| <input type="checkbox"/> Fundraising Events | <input type="checkbox"/> Symposium |
| <input type="checkbox"/> Short Course | <input type="checkbox"/> Poster |
| Competition <input type="checkbox"/> | |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> |
| Other _____ | |

9. List any specific areas where your chapter could use help from MRS.

Form must be submitted via email by the deadline of May 15, to:

Lorri A. Smiley, E-mail: chapters@mrs.org
Professional Services and Awards Coordinator

MRS University Chapters—APPLICATION FOR REBATE—Deadline: May 15

*Late submissions will not be accepted. Please submit by **May 15** to qualify for Chapter rebate. A roster of Chapter members must also accompany this form. An excel spreadsheet may also be submitted.*

Please note: Absolutely NO exceptions will be made for extending this deadline.

Chapter Name:	Date of Report:
Submitted by:	Title:
Email:	Phone:

MRS University Chapter Rebate Guidelines

- ▼ Chapters are entitled to receive a \$10 rebate for every Chapter member who is also a current student member of the Materials Research Society as of the report deadline (May 15).
SPECIAL NOTE—a completed roster must accompany this form to qualify for the rebate.
No late submissions will be accepted.
- ▼ Students whose membership expired December 31 are NOT eligible.
- ▼ Regular members of MRS (e.g., faculty advisors) are not counted for the rebate.
- ▼ MRS will verify MRS membership status for each name submitted and issue a check within 6-8 weeks of the time of submission.
- ▼ Unless other arrangements have been made with MRS headquarters, the rebate check will be made payable to the University Chapter.

Please provide mailing information for rebate check.

This person must be an officer or a faculty advisor.

Payable To: Chapter Name	
University Name:	
Attn: (Officer)	
Address 1:	
Address 2:	
City, State, Zip:	

Date:

Note: To be eligible for the rebate, the student must be a current MRS Student Member as of May 15. **If a student's membership expired on the prior year December 31**, your chapter is not entitled to a rebate for this individual.

MRS University Chapters Benefits — TRAVEL SUPPORT REIMBURSEMENT GUIDELINES

Student members of your University Chapter may apply for travel support to attend MRS Spring and Fall Meetings. Each MRS Chapter is entitled to \$500 per calendar year for this purpose. Please familiarize yourself with the following guidelines set forth in the Policy (page 4).

IMPORTANT INFORMATION:

- ▼ Your Chapter should have a written policy regarding how such reimbursements are granted.
- ▼ There is no reimbursement for meeting registration fees.
- ▼ There is no per-diem reimbursement for meals or other miscellaneous expenses. All meals and other qualifying expenses must be submitted.
- ▼ The travel reimbursement is contingent upon:
 - a) one person must attend the University Chapter Representatives Meeting, held during each Spring and Fall Meeting. If your Chapter is not represented at the luncheon, your travel reimbursement may be disallowed.
 - b) your chapter's submission of the annual Financial and Activity Reports
 - c) a minimum of eight current Student **MRS** Members and two current Regular MRS Members

Deadline for Submission of Travel Support Form and Receipts

Spring Meeting reimbursement requests must be received NO LATER THAN ONE WEEK after the meeting ends.

This deadline is firm – no late requests will be accepted.

Fall Meeting reimbursement requests must be received by NO LATER THAN ONE WEEK after the meeting ends.

This date is firm since MRS must close its books on the prior tax year.

Guidelines and Procedures

1. Each University Chapter is entitled to \$500 per calendar year for travel support to MRS Spring or Fall meetings. The entitlement applies to the year in which the expenses were incurred, not the year in which they were paid (i.e., expense claims paid in January for travel to the previous Fall Meeting apply to the previous year entitlement for that University Chapter, not the current year).
2. The entitlement may be used entirely for the Fall or Spring Meeting or may be split as desired between them. Any claim for the Spring Meeting reduces the amount available for reimbursement for the Fall Meeting.
3. Reimbursable expenses include normal travel, lodging and meals. Personal car transportation reimbursement includes either mileage at the current price/per mile rate or actual expenses. According to IRS regulations, reimbursement cannot include both mileage and gasoline charges. The mile rate includes reimbursement for gasoline expenses. Meeting registrations and proceedings are not reimbursable. Please note that there is no per diem reimbursement.
4. To obtain reimbursement of expenses, the University Chapter president must sign the Reimbursement Form before it is sent to MRS Headquarters. All requests for reimbursement must be approved by the University Chapter president. The statement should list the expenses to be reimbursed to each student and contain documentation of the expense items. No checks will be processed without documentation. MRS will send checks payable to the students in a group to the University Chapter president or directly to the individual students. MRS will not send payment to one individual who is expected to then repay other students, nor will funds be sent to a University Chapter bank account for subsequent distribution.
5. Ordinarily, payments will be made as reimbursements. Advance payments will be made only in exceptional circumstances. In such instances, University Chapter presidents should discuss the situation and their request with the Director of Membership Development.
6. As per U.S. federal requirements, MRS reserves the right not to process any transaction that it determines, in its sole discretion, may violate any law or regulation applying to persons or nations on the United States Treasury Department's Specially Designated Nationals list or any similar list maintained by the U.S. Government.

MRS University Chapter Benefits —TRAVEL SUPPORT REIMBURSEMENT REQUEST

Please submit this form with copies of scanned receipts to Lorri Smiley at chapters@mrs.org.
Deadlines are published in each pre-meeting email sent to all chapters.

Chapter Name:		Fall or Spring Meeting:	
		Date Submitted:	
Chapter President:		Chapter President Signature:	
Student to be Reimbursed:		Student Signature:	
Address 1:			
Address 2:			
City, State, Zip:			
Email Address:			
<input type="checkbox"/>	Yes, one of our chapter representatives attended the University Chapter Luncheon Name:	<input type="checkbox"/>	Yes, our chapter currently has 8 MRS Student Members and 2 MRS Regular Members (all have current MRS memberships)
<input type="checkbox"/>	Yes, our chapter submitted the financial and annual reports	<input type="checkbox"/>	

Date (MM/DD/YY)	Purpose/Description of Expense	\$ Amount
GRAND TOTAL OF EXPENSES:		\$
Maximum support per chapter per year is \$500.		\$
Total requested		

MRS University Chapter Benefits —STUDENT CREATED—STUDENT ORGANIZED EVENTS

The MRS University Chapters Subcommittee and the Student Event Working Group invite members of MRS University Chapters from around the world to submit proposals for a student-organized event integrating on-site and virtual components for students. Events will be incorporated into the programming of future MRS Meetings.

The directive is to develop semi-annual events targeting STEM students globally. MRS student representative-led decisions concerning the organization of the event (proposal submissions, voting, and event execution) will maintain that students' interests are at the heart of discussion. To ensure such a broad outreach, the event will combine both on-site and virtual technologies to enable students who cannot attend the conference to participate online from their own campus or home.

Proposal Selection Criteria will be based on creative ideas coupling on-site activity and virtual technology will be prioritized, keeping the main objective of global student outreach.

Priority in proposal content will be focused on a single high-impact topic affecting STEM students within the materials research community in general. Topics can range from technical to academic and professional development topics, including career-related topics.

To get involved and become a leader within the University Chapters program, please consider submitting a proposal for a future meeting. The University Chapters Subcommittee and Student Event Working Group will be accepting proposals for each Spring and Fall Meeting and submission open and close dates can be found under Student Organized Events on the MRS website at www.mrs.org/university-chapters/.

MRS University Chapter Benefits—DISTINGUISHED SPEAKER SUPPORT

This program was developed to assist University Chapters in sponsoring speakers who epitomize an interdisciplinary approach to materials science and engineering.

Funds available

- ▼ Up to \$150 per Chapter, per year, to help defray speaker expenses
- ▼ Additional funds may be available if there is matching support and if the event is combined with an MRS membership drive, or if there are other special circumstances. Please note this in your proposal.

NOTE: There is a limited budget for this program. Distinguished Speaker Support is available on a first come/first serve basis, until the annual budget is depleted.

Additional assistance may also be available from MRS

- ▼ Marketing and promotion support
- ▼ Services such as signage, certificates, etc.

Prepare brief proposal

Include the proposed date, the targeted speaker(s), the estimated number and demographics of the audience (e.g. how many attendees you wish to attract and the type of attendees) and any other information that will support the proposal.

Submit the proposal to Lorri Smiley at chapters@mrs.org. She will then submit it to the Chair of the University Chapter Subcommittee for review and decision, and will notify the Chapter of the decision as soon as possible.

MRS University Chapter Benefits —SPECIAL PROJECTS PROGRAM

The Special Projects Program was designed to broaden awareness of materials science education in both professional and nonprofessional communities by providing programs for distribution between University Chapters outside of MRS.

To obtain funding, you must make your submission at <http://foundation.mrs.org>. You will be asked for information such as:

- ▼ A description of the project and its value to further materials science education
- ▼ A cost estimate
- ▼ An estimated time of completion
- ▼ A clear description of the deliverable

Evaluation Criteria: The following provides a guideline to which the proposals will be evaluated against:

- *new initiatives rather than a continuation or expansion of a present activity
- *project addresses a well-defined need
- *deliverables are clearly stated with desired outcome
- *timeline and plan for successful completion are clear and realistic
- *funding request and proposed budget are reasonable
- *deliverables potentially useful to other University Chapters or to MRS in general

The deadline for submitting Special Projects proposals is December 15th of each year. Upon review of the proposals by the University Chapter Subcommittee, an announcement of selected projects will be made on by the end of January the following year.

Please note: Multiple grant requests may be submitted by a single chapter, however, no more than one grant per chapter will be approved.

A final report will be required by those chapters selected to receive funds. Please note that the information will be posted on the University Chapter web page for Special Projects.

Proposals for SPECIAL PROJECTS must be submitted online at <http://foundation.mrs.org>. Please select University Chapter.

Please contact Lorri A. Smiley, Professional Services and Awards Coordinator for any questions pertaining to the Special Projects program. Email: chapters@mrs.org

MRS University Chapter Benefits — TURNBULL LECTURER PROGRAM

The David Turnbull Lectureship is an important Materials Research Society award that recognizes an outstanding teacher in materials science and engineering.

This lecture will be shared – via an online virtual experience – with the University Chapters to extend the reach of this important lecture beyond the physical walls of the meeting. Attendees will be presented with the opportunity to interact with the Turnbull Lecturer in a live Q&A session that can be experienced as a group or individually by your chapter members.

Details on these scheduled events can be found online at www.mrs.org/university-chapters/.

MRS University Chapter Benefits—MRS BULLETIN

As active University Chapter your student members can be eligible to receive a FREE subscription to the electronic version of the [MRS Bulletin](#) via Cambridge Journals Online (CJO), dynamic magazine edition and mobile apps. MRS Student Membership is not required! To be eligible, chapter members must be listed on your CURRENT CHAPTER ROSTER and submitted yearly with your ANNUAL ACTIVITY REPORT (due May 15). After the report is submitted to MRS, details on how to sign up for this benefit are sent to your chapter members via email.

MRS University Chapter Benefits—MAILING LISTS

Need to get a list of current or prospective MRS members in your area? We can help! MRS maintains a substantial database of materials scientists and engineers, and we would be pleased to furnish mailing lists to Chapters engaged in promoting their own activities as well as those of MRS.

MRS University Chapter Benefits—MARKETING AND IN-KIND SUPPORT

At MRS we understand the importance of marketing and promotion. So, if there is anything extra we can do to help make your Chapter more successful, please let us know. In the past, MRS staff and volunteers have furnished the following kinds of services to University Chapters:

- ▼ Award certificate templates (for events and poster competitions at your university)
- ▼ Promotional items
- ▼ Email lists of past and current members from your organization (for one-time use only)



For more information on MAILING LISTS or MARKETING SUPPORT, contact:

Lorri A. Smiley, Professional Services and Awards Coordinator, chapters@mrs.org
Materials Research Society • 506 Keystone Drive • Warrendale, PA 15086

MRS University Chapter Benefits - NETWORKING OPPORTUNITIES

MRS currently fosters communication among Chapters through various means. These include:

▼ **Chapter Representative Meetings**

At each MRS Fall Meeting and Spring Meeting representatives from MRS Chapters get together to report on recent successes and current challenges. This idea-sharing has proven to be very useful and helps to maintain momentum. This event also provides MRS with an opportunity to report on new projects, products and services that may be of interest or use to the student community.

▼ **MRS Web Site**

MRS devotes a portion of its Web site to information on University Chapters. We also have links to many of our Chapter sites. If your Chapter has a Web site, send the link URL to Lorri Smiley at chapters@mrs.org and she'll make sure you're connected.

▼ **MRS University Chapters Facebook page**

Become a part of our social networking page so that you can post information about your chapter's activities and to stay informed about what other chapters are up to!

▼ **MRS Bulletin**

The *MRS Bulletin* wants to hear about newsworthy activities at the local level. The information, however, should be of interest to all of the MRS international membership.

Please follow these guidelines to submit Chapter reports:

Length of Report—200-400 words per news item

Frequency—Variable

Deadlines—If the report is prearranged with the *MRS Bulletin* staff, it must be submitted by the 10th of the month, two months in advance of the scheduled issue. If the report has not been prearranged with the *Bulletin* staff, it will appear in the next available issue.

Level of Presentation—The audience for *MRS Bulletin* includes engineers, scientists and managers from academia, industry and government laboratories. These readers also come from diverse backgrounds in materials science and other related fields such as physics, chemistry and engineering. Writers should therefore avoid using technical jargon; terms unfamiliar to the nonspecialist should be omitted or defined and explained clearly.

Submissions—*MRS Bulletin* prefers to receive reports by e-mail accompanied by a fax. Regular mail is a last preference. Chapter reports should be submitted to:

Lori Wilson, Managing Editor—MRS Bulletin
Materials Research Society • 506 Keystone Drive • Warrendale, PA 15086
Tel 724-779-2749 • Fax 724-779-8313 • lwilson@mrs.org.

▼ **Other Ideas Welcome!**

Special Project Grants are available for enterprising Chapters that have good ideas on how to facilitate networking. See Special Project section within this handbook.

MRS University Chapter Benefits—ACTIVITY IDEAS

As a MRS University Chapter member, we encourage you to coordinate and partake in various professional development and outreach activities, both on-campus and off. Not only can these activities help your chapter members to grow professionally, but they also serve to broaden your reach to fellow students, the public and in the materials community.

Here at MRS, we want your chapter to flourish! The following are examples of activity ideas that you and your chapter could organize:

▼ Professional Development Activities

- Present a **Nanomaterials Symposium**
- Partake in a **Poster Competition**
Invite members from different materials disciplines or different universities to participate
- Take **Field Trips** to industrial organizations, national labs and more
- Start a **Mentoring Program**
Industry professionals mentoring students
Advanced graduate students/post-docs mentoring first-year graduate students
Graduate students mentoring undergraduate students
Virtual international mentoring
- Collaborate **Between Chapters**
Organize a webinar with an international chapter or reach out to other local University Chapters
- Cooperate with other **Professional Societies** on campus
- Hold a **Panel Discussion**
- Invite **Industry Professionals and Academic Researchers** to speak or mentor chapter members
- Organize a **Career Readiness Seminar**
Consisting of scientific and grant writing workshops, post-doc/industry speakers, elevator pitch practice, and more
- Host **Monthly Chapter Meetings**
Plan outreach opportunities, chapter activities, networking solutions (between US- and Non-US based chapters), and more
- Develop an **Advisory Board** made up of local industry representatives
- Start a **Social Media Page** to network and share ideas with other chapters
- Organize an **Industry Social Event** involving university alumni
- Have members **Present their Research**, both to the chapter and to the department faculty

▼ Outreach Activities

- Hold **New Member Outreach Socials** and encourage students from different disciplines to join your chapter
- Collaborate with local **Museums and Science Centers** to bring learning opportunities to the community at large
- Put on a **Trivia Night** at your university, with prizes for the top groups
- Honor the nanomaterials community with **NanoDays Activities**

Organize live presentations and family-friendly nano-related activities to teach the public the importance of nanomaterials in our world

- Arrange to have **Science Saturdays** on campus
Create a public outreach event with fun experiments and short student talks; invite local high school and university (or younger) students to participate
- Celebrate **Science Days/Weeks** with professional and fun outreach activities
National Science Day – 2/28
National Science & Technology Week –
Engineering Week – Third Week, February
Earth Day – 4/22
Chemistry Day – 9/21
National Chemistry Week – Third Week, October
National Metric Week – Week Containing 10/10
Mole Day – 10/23
- Coordinate a **Science as Art Competition**
- Introduce an **Innovation & Creativity Festival** to your campus, modeled after MIT's successful program
Showcase the innovative and creative spirit of university students, staff and faculty.
Your festival can provide interactive presentations, hands-on demonstrations, exhibits, research projects and more
- Design **Chapter T-Shirts** for your University Chapter
- Create and distribute **Awards** for distinguished chapter members and celebrate them at **Chapter Luncheons or Dinners**, complete with speakers and more

The opportunities here are unlimited and we would love to hear more about what your chapter is doing!
Proposals for new ACTIVITY IDEAS may be submitted electronically as a Word or PDF document to:

Chair, MRS University Chapters Subcommittee
c/o Lorri A. Smiley, Professional Services and Awards Coordinator
Materials Research Society
Email: chapters@mrs.org

Links and Contact Information for MRS University Chapters

University Chapter Program Information:

Contact:

Lorri A. Smiley—Professional Services and Awards Coordinator
724-779-2733 • chapters@mrs.org

Petition to Start a New Chapter

(<http://www.mrs.org/chapter-documents>)

Annual Financial Reports

(<http://www.mrs.org/chapter-documents>)

Annual Activity Reports

(<http://www.mrs.org/chapter-documents>)

Chapter Rebates

(<http://www.mrs.org/chapter-rebate-application>)

Travel Reimbursement

(<http://www.mrs.org/docs/default-source/programs-and-outreach/University-Chapters/chapter-travel-support-reimbursement-form.pdf?sfvrsn=0>)

Career Services

(<http://www.mrs.org/careers-advancement>)

Special Project Proposals

(<http://www.mrs.org/chapters-special-projects-program>)

Graduate Student Awards

(<http://www.mrs.org/gsa>)

MRS Bulletin

(<https://www.cambridge.org/core/journals/mrs-bulletin>)

General Membership Information:

Member Services Department
724-779-3003 • info@mrs.org

MRS Meetings - Symposium Assistant Positions:

Kris Uher—Administrative Coordinator, Meetings
724-779-2729 • uher@mrs.org

Materials Research Society

506 Keystone Drive
Warrendale, PA 15086
Tel: 724-779-3003
Fax: 724-779-8313
E-mail: info@mrs.org
www.mrs.org

Or ... for the most up-to-date handbook and information, visit our Web site and Facebook pages at:



www.mrs.org/university-chapters

www.facebook.com/MRS.University.Chapters