



Committee on Student Activities (CSA)

invites your ASCE Student Organization
to participate in the

2009 WORKSHOP FOR STUDENT CHAPTER LEADERS (WSCL)

- ❖ What is it?
- ❖ Who should attend?
- ❖ Why participate?
- ❖ Where is it?
- ❖ When is it?

❖ WHAT IS IT?

- The Workshop for Student Chapter Leaders (WSCL) is a **new student officer training session** sponsored by the Committee on Student Activities (CSA) - the national committee that oversees all ASCE Student Organization activities. The WSCL will be held in conjunction with the Workshop for Section & Branch Leaders (WSBL) and the Younger Members Council (YMC).

❖ WHO SHOULD ATTEND?

- Incoming and prospective ASCE Student Organization Officers who have **not previously attended**
This is a standard program geared toward new student officers. If you have participated in a previous WSCL, it is highly recommended you allow another officer or a prospective officer to attend since the program is not designed for repeat attendance.
- ASCE Student Organization Faculty Advisors & Practitioner Advisors

❖ WHY PARTICIPATE?

- Meet and exchange ideas with representatives from other ASCE Student Organizations
- Network with Younger Members and Section & Branch Officers
- Learn how to be an effective leader for your ASCE Student Organization
- Discover the greater organization of ASCE
- Meet ASCE Society Leaders (President, President-Elect, Directors & Regional Governors)
- Learn tips on organizing and improving ASCE Student Organization activities
- Have fun!

❖ WHERE IS IT?

- San Francisco, California at the Holiday Inn Golden Gateway

Holiday Inn Golden Gateway
1500 Van Ness Avenue
San Francisco, CA 94109
415.441.4000

Call the hotel directly to make room reservations. **Room Reservation Deadline: December 22, 2008**

❖ WHEN IS IT?

- January 23-24, 2009
(WSCL Registration Deadline: December 30, 2008)

How to Prepare for the WSCL

- ✓ Review all information in this packet carefully.
- ✓ Select students and advisory personnel to represent your ASCE Student Organization.
- ✓ Evaluate the reimbursement policy. (See information sheet for details.)
- ✓ Contact your local ASCE Section & Branch for additional financial support.
- ✓ Complete and return the registration form to ASCE Student Services before December 30, 2008.
- ✓ Reserve hotel accommodations no later than December 22, 2008. Rooms and rates are not guaranteed after the deadline.
- ✓ Make and confirm travel arrangements.
- ✓ Prepare a poster display representing your ASCE Student Organization. (See information sheet for details.)
- ✓ Prepare an introductory slide on your ASCE Student Organization. (See information sheet for details.)
- ✓ E-mail ASCE Student Services at student@asce.org with any questions.

2009 Regions 8 & 9 Workshop for Student Chapter Leaders Information Sheet

Date: January 23-24, 2009
Location: Holiday Inn Golden Gateway
1500 Van Ness Avenue
San Francisco, CA 94109
415.441.4000

Registration Information

Complete the enclosed registration form and mail with payment to ASCE Student Services. Registrations with payment must be **received by December 30, 2008** to avoid late registration charges. Registrations **received after January 9, 2009** will NOT be accepted.

Registration Fees (if received by deadline):

First two advisors	\$50 each*
First four students	\$25 each*
Each additional student	\$150 each*
Each additional advisor	\$150 each*

***Late registration fees are an additional \$50 each if received after the registration deadline.**

Hotel Reservations

You must make your own hotel reservations. Mention **American Society of Civil Engineers** when making your reservations to receive the special conference room rate. The conference rate is \$139+tax/night for single or double occupancy. Reservations made after December 22, 2008, or after the room block has been filled will be accepted on a space available basis only. Special rates cannot be guaranteed if made after the deadline.

Travel Arrangements

Airline reservations should be made at least 21 days in advance of your travel dates to minimize costs. Airline ticket purchases not made at least 21 days in advance may be reimbursed at the 21-day advance purchase rate.

Consider coordinating your travel with others from your ASCE Student Organization or another nearby. All participants are encouraged to travel as inexpensively as possible. Driving is strongly recommended if distance is reasonable.

Reimbursement Policy

Reimbursement of registration, travel and lodging expenses of up to \$500/school has been authorized by CSA for Student Organization representatives, Faculty Advisors and Practitioner Advisors. **Participants must attend all sessions in order to be eligible for reimbursement. Only regular registration fees, travel and lodging will be reimbursed; meals, telephone calls, and other incidentals are not eligible for reimbursement.** Be advised that each Student Organization will be reimbursed for actual costs incurred up to a maximum of \$500/school. This allotment is intended only to subsidize expenses incurred and may not cover all costs involved in attending the WSCL.

Transportation costs will be reimbursed at the rate of \$0.585/mile for automobile travel. (Note: parking, gas and tolls are included in the \$0.585/mile reimbursement.) Participants within a 50-mile radius are not eligible for travel and housing reimbursements.

Keep all original receipts for airline and hotel room charges; original receipts must be submitted with the official reimbursement request form.

Reimbursement check processing may take up to three weeks after receipt by ASCE Student Services. Please plan accordingly.

Attire

Friday: Business casual (khaki pants & button-down shirt; slacks or skirt with blouse)

Saturday: **Wear your ASCE Student Organization shirts!** Consider bringing extras to exchange with other schools!

ASCE Student Organization Poster Display

Bring a poster describing the ASCE program at your school. Be sure to include vital statistics: university name, size of school, whether it is primarily a commuter or residential school, CE Department size, and ASCE Student Organization size. You may consider: a campus map; a map of the town where the school is located; photos of the CE building, Student Organization activities and representatives; most recent annual report.

ASCE Student Organization Introductory Slide

Prior to the WSCL, your ASCE Student Organization must submit an introductory PowerPoint slide about your ASCE Student Organization. The slide template will be e-mailed to your Student Organization after your registration is processed. At the WSCL, each Student Organization will be given the opportunity to present its introductory slide to the WSCL participants. Choose one representative from your Student Organization to make the presentation.



2009 Multi-Region Leadership Conference Joint Social

San Francisco, California

Friday Night Festivities

January 23, 2009

7 pm to ???

Cost: \$10 (Transportation Fee)

Buses will shuttle between the Holiday Inn and San Francisco Yerba Buena Gardens. Yerba Buena Gardens features the Metreon (food court, IMAX, movies, arcades); Ice Skating and Bowling; as well as being blocks away from Union Square and the San Francisco Shopping Center.

Visit the Yerba Buena Gardens Website:

<http://www.yerbabuenagardens.com/>

Space is limited and pre-registration is REQUIRED: Register at wrymc.asce.org



2009 REGIONS 8 & 9 WSCL REGISTRATION FORM

(Please PRINT clearly, complete & return all four pages of this form.)

The _____ ASCE Student Organization will be represented at the 2009 WSCL in San Francisco, CA on January 23-24, 2009 by _____ student representatives and _____ faculty/practitioner advisors.



Registration fees will be paid by:

Check (enclosed)

or

Credit card (Visa, MasterCard, American Express or Discover)

Credit card number: _____ Expiration date: _____

Name on credit card: _____

Credit card billing address: _____

Signature of card holder: _____



Please **complete this four-page registration form and submit with registration fees** by the **December 30, 2008** deadline. (See Information Sheet for registration fees.) Registrations received after the deadline will be charged an **additional late fee of \$50/person**. Schools registering after the deadline may not be eligible for reimbursement. Registrations received after **January 9, 2009** will NOT be accepted. No refunds will be made on cancellations after **January 9, 2009**.

Faculty Advisor Signature

Date

Mail, e-mail or fax forms & payment to:

ASCE Student Services
1801 Alexander Bell Drive
Reston, Virginia 20191-4400
Attn: WSCL - Regions 8 & 9

e-mail: student@asce.org

fax: 703.295.6132



2009 WSCL ADVISOR REGISTRATION FORM

Regions 8 & 9 - San Francisco, California

Advisor #1

Name: _____
(Last) (First) (Middle)

Designations: Ph.D. P.E. ASCE Membership Grade: _____ ASCE Member Number: _____

Mailing

Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone: _____ Fax: _____

E-mail: _____

Circle One: Faculty Practitioner Include my contact information in the participant roster

Advisor #2

Name: _____
(Last) (First) (Middle)

Designations: Ph.D. P.E. ASCE Membership Grade: _____ ASCE Member Number: _____

Mailing

Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone: _____ Fax: _____

E-mail: _____

Circle One: Faculty Practitioner Include my contact information in the participant roster

2009 WSCL STUDENT REGISTRATION FORM

Regions 8 & 9 - San Francisco, California

Student #1

Name: _____
(Last) (First) (Middle)

ASCE Member Number: _____ Office Held: _____

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone: _____ E-mail: _____

Include my contact information in the participant roster

Student #2

Name: _____
(Last) (First) (Middle)

ASCE Member Number: _____ Office Held: _____

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone: _____ E-mail: _____

Include my contact information in the participant roster

2009 WSCL STUDENT REGISTRATION FORM

Regions 8 & 9 - San Francisco, California

Student #3

Name: _____
(Last) (First) (Middle)

ASCE Member Number: _____ Office Held: _____

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone: _____ E-mail: _____

Include my contact information in the participant roster

Student #4

Name: _____
(Last) (First) (Middle)

ASCE Member Number: _____ Office Held: _____

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone: _____ E-mail: _____

Include my contact information in the participant roster

2009 REGIONS 8 & 9 WSCL INVITATION LIST

Region 8 ASCE Student Organizations

Alaska Section

University of Alaska Anchorage
University of Alaska Fairbanks

Arizona Section

University of Arizona
Arizona State University
Northern Arizona University

Columbia Section

Walla Walla University

Hawaii Section

University of Hawaii at Mānoa

Inland Empire Section

Gonzaga University
University of Idaho
Washington State University

Montana Section

Carroll College
Montana State University
Montana Tech of the University of Montana

Nevada Section

University of Nevada, Las Vegas
University of Nevada, Reno

Oregon Section

Oregon Institute of Technology
Oregon State University
University of Portland
Portland State University

Seattle Section

Seattle University
University of Washington

Southern Idaho Section

Boise State University
Idaho State University

Tacoma-Olympia Section

Saint Martin's University

Utah Section

Brigham Young University
Salt Lake Community College
University of Utah
Utah State University

Region 9 ASCE Student Organizations

Los Angeles Section

California Institute of Technology
California Polytechnic State University San Luis Obispo
California State Polytechnic University - Pomona
California State University - Fullerton
California State University - Long Beach
California State University - Los Angeles
California State University - Northridge
University of California - Irvine
University of California - Los Angeles

Los Angeles Section (Continued)

Loyola Marymount University
University of Southern California

Sacramento Section

California State University - Chico
California State University - Sacramento
University of California - Davis
University of the Pacific

Region 9 ASCE Student Organizations (continued)

San Diego Section

University of California - San Diego
San Diego State University

San Francisco Section

California State University - Fresno
University of California - Berkeley

San Francisco Section (Continued)

Humboldt State University
San Francisco State University
San Jose State University
Santa Clara University
Stanford University

International ASCE Student Organizations

University of British Columbia
Hong Kong University of Science & Technology

Tsinghua University