1. CREATE A BUDGET

☐ Select an activity (or more) and create a supplies list
☐ Gifts for speakers may be appropriate
☐ Consider prizes or take-aways for participants
☐ Serve light refreshments or lunch if necessary

2. TALK TO PROFESSORS IN YOUR DEPARTMENT

☐ Many departments have funding for outreach
☐ Professors even sometimes have budgets for outreach initiatives
☐ Be a leader in your chapter!

3. REACH OUT TO A LOCAL SECTION IN YOUR AREA!

☐ Local AIChE sections are always looking to connect with the student chapters in their area
☐ Added volunteers for assistance
☐ Potential funding and sponsorship

4. LOOK FOR OTHER FUNDING OPPORTUNITIES

☐ Submit a proposal for programming support from AIChE national grants
☐ Seek out sponsorship from a local company

5. USE AVAILABLE RESOURCES

☐ Don’t take on more than you can handle!
☐ Activity modules online