



SPIE Student Benefits

Student Membership

- Eligibility for SPIE scholarships: over \$300,000 in scholarships and grants are allocated each year.
- Subscription to one of the following SPIE online Journals:
 - *Optical Engineering*
 - *Journal of Electronic Imaging*
 - *Journal of Biomedical Optics*
 - *Journal of Microlithography, Microfabrication, and Microsystems*
 - *Journal of Applied Remote Sensing*
 - *Journal of Nanophotonics*
- *SPIE Professional*—The SPIE Member magazine.
- eNewsletters that keep you up-to-date on Member and Student activities.
- Reduced registration fees at SPIE conferences.
- Student focused networking events at SPIE conferences.
- Travel assistance to attend SPIE events.
- 50% discount on all educational courses at conferences.
- Digital Library subscriptions for only \$95 compared to \$145 for regular Members.
- Access to SPIE employment resources: SPIEWorks.com and Career Fairs at SPIE conferences.
 - View current internship and job openings
 - Post your résumé
 - Receive job alerts

Standard Student Membership: \$20 US with online journal and SPIE Professional.

Special Economic Consideration: \$10 US with online journal and SPIE Professional.

spie.org/join

Student Chapters

- \$500 US minimum annual chapter activity grant.
- Access to the Visiting Lecturer Program—personalized talks from world-class scientists and engineers.
- Officer Travel Grants:
 - At least \$1000 US to attend an SPIE conference
 - One SPIE conference fee waiver
 - One free SPIE course
 - Up to seven nights lodging to attend Optics+Photonics
- Exclusive attendance and travel to the Student Chapter Leadership Workshop.
- Network online with other international SPIE Student Chapters.
- Link your chapter web page to SPIE.org.
- Up to \$2000 US for ambitious chapters to design their own professional development workshop.
- Cash awards for chapter excellence.

spie.org/studentchapters





SPIE Student Chapter



Start an SPIE Student Chapter

1. Students should seek out an SPIE Member who will serve as the Student Chapter Faculty Advisor. Search the online member directory to find current faculty members at your school or email students@spie.org for a list.
2. Submit a petition signed by a minimum of 10 (paying) SPIE Student Members, or applicants for membership. The petition must include:
 - a. Name and department of the intended Faculty Advisor.
 - b. Signature of Advisor (digital copies of signatures are acceptable).
 - c. Signature of Department Head where most of Chapter's students are enrolled.
3. Send a letter or email to SPIE from the Student Association or appropriate office acknowledging that the Student Chapter is an official campus organization.
4. Submit a Constitution and Bylaws using the template in this packet or online. Sections in bold may not be altered.
5. Submit a school catalog or other documentation outlining accreditation, optics course curriculum, and a list of faculty.
6. Send the completed package for approval by the SPIE Board of Directors or Executive Committee at one of their quarterly (January, April, August, October) meetings. Either electronic or paper copies are acceptable.

SPIE

Attention: Student Services

PO Box 10
Bellingham WA 98227-0010 USA
Tel: + 1 360 676 3290
Fax: +1 360 647 1445
Email: students@spie.org
spie.org/studentchapters

Tips for Building an Active Chapter

It is normal for Chapter commitment to fluctuate over time. Graduation, thesis writing, or other obligations can all impact the ability of the Chapter to function and benefit its Members. Here are some tips to help energize your members:

- Organize activities that require the involvement of many Chapter Members. Science fairs, volunteer teaching, and public outreach are excellent ways to utilize the abilities of your Chapter Members.
- Set up an informal table in the department building with SPIE promotional materials, handouts, and membership applications at the beginning of the school year. Talk to your members and plan events early.
- Share Chapter responsibilities.
- Hold Officer elections.
- Use your website to keep Members informed and in touch. Track project goals through the website.
- Get inspiration from other student leaders—send Members to the Student Chapter Leadership Workshop.



Maintaining Your Chapter

Annual Reporting Guidelines

Student Chapters are required to provide an annual report on activities whether they receive SPIE grant funding or not. Chapter reports provide valuable insight into student activities and serve as a resource for future planning. Noteworthy pictures and activities may be included in SPIE publications, including the Student Newsletter or *SPIE Professional*. The information is also provided to the SPIE Board of Directors as an indicator of the health of our student program. Sending a complete report on-time means your Chapter will receive the recognition it deserves for the hard work of its Members.

Report due dates vary. View a complete list at spie.org/chapter_resources

Your annual reports should include:

1. Names, email addresses, and Member numbers of elected Officers.
2. List of current Student Chapter Members.
3. Details of Chapter activities since last report.
4. Details of planned activities for the future.
5. Financial information:
 - Beginning balance
 - Funds raised and expended (indicate amounts and source/destination)
 - Details of SPIE funding received
 - Other sources (please specify)
 - Ending balance

Good Standing Requirements

Student Chapters must:

1. Maintain a minimum of 10 paying SPIE Student Members.
2. Submit an annual report by the assigned due date (see Reporting Guidelines for details).
3. Hold at least three official meetings per year.
4. Elect officers once each year.
5. Obtain prior written approval from SPIE for any fundraising activities.

Failure to Maintain Good Standing (Probation)

While the Society strives to work with every Chapters' individual needs, the basic requirements for remaining in good standing are strictly followed. Chapters that fail to adhere to the requirements will be placed on probation.

- SPIE will notify the Chapter Advisor and Officers of the change in status.
- The Chapter will have one year to remedy the situation and return to good standing.
- Failure to return to good standing will result in the Chapter being disbanded by the Board of Directors.
- While a Chapter is on probation it is not eligible to apply for Activity Grants or Officer Travel Grants.
- Student Members will continue to receive all the benefits of an Individual Student Membership throughout the probationary period and beyond, regardless of the status of the Chapter.

Returning to Good Standing

During probation, SPIE will work with chapters to revitalize their programs. Depending on the circumstances, it may be necessary to recruit more members, submit any overdue reports, plan activities, etc. Contact your Chapter Advisor and students@spie.org for tips and additional assistance.

SPIE is an international society advancing an interdisciplinary approach to the science and application of light.

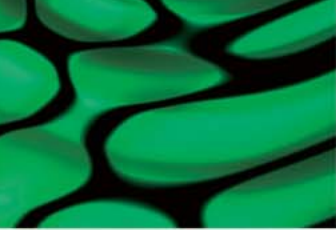
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Activities and Funding

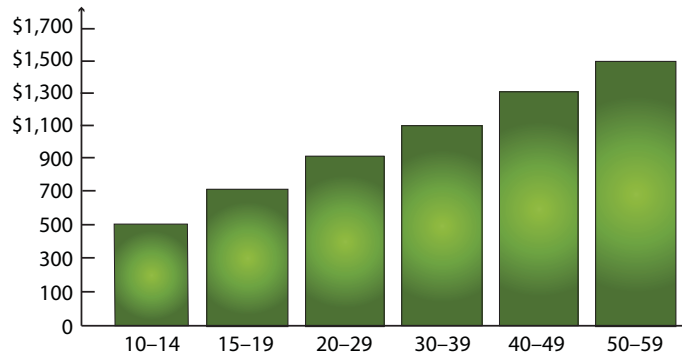
Student Chapter Funding

Activity Grants

Chapter Officers may submit a request at any time for an activity grant using the “Activity Grant Request” form (available in this package or online). Each Chapter has a minimum of \$500 US available per calendar year.

Funded projects should be described as part of the annual report; pictures are appreciated. Unrequested funds do not carry over to subsequent years. Activity grant levels are based on the number of Student Members in the Chapter.

Student Chapter Funding:



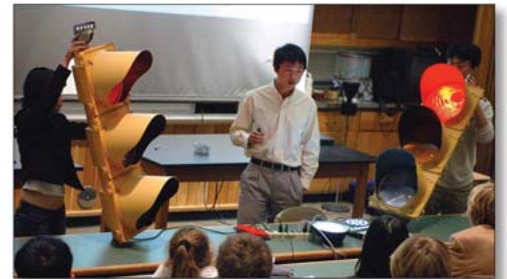
Tip: Use your activity grant to provide advance advertising, snacks and beverages to help draw attention to your event.

Suggested Activities

Many Chapter activities are eligible for SPIE support.

Ideas may include:

- Organize an informal lecture with a popular professor from the department.
- Organize a student lecture series.
- Invite an industry or academic speaker.
- Tour optics industry facilities.
- Host a public lab tour for community members.
- Create and maintain a Chapter web page.
- Organize a job fair.
- Work with teachers to improve their optics knowledge.
- Promote optics to pre-university students: develop workshops, volunteer to supplement science and math education, organize a science fair.



Activities and Funding *continued*

Collaborative Conference Grant

This grant provides a way for ambitious Chapters to organize events that offer professional development opportunities. Events designed in collaboration with one or more SPIE Student Chapters are eligible for up to \$2,500 US per event, each quarter. Possible topics include:

- Overviews for careers in optics.
- Creating better technical presentations.
- Lab management skills.
- Technical language proficiency classes.
- Interview strategy sessions.

Applications available online: spie.org/chapter_resources

Officer Travel

SPIE strives to provide Chapter Members with conference exposure. Each year, Chapter officers have an opportunity to attend an SPIE meeting with special assistance from the Society. Officers are encouraged to attend the Student Chapter Leadership Workshop at Optics+Photonics.

- At least \$1,000 US for travel/food/lodging.
- One grant per Chapter each year.
- No person may receive the grant more than once.
- One conference fee waiver.
- Bonus: Use the grant to attend the Student Chapter Leadership Workshop at Optics+Photonics and receive up to seven days of lodging and one course, free!

Optics+Photonics Travel Grant Timeline:

Mid-February - applications available

Late-February - abstracts due for the conference

Mid-March - first round of applications due

Early-April - first round of winners notified

Late-May - second round of applications due and selected

Early-June - second round winners are notified

All other travel grants are due at least 12 weeks before the first day of the conference.

Visiting Lecturer Program

Access a directory of distinguished lecturers who are available to give personalized lectures at your university. For a complete list of available speakers and topics, visit: spie.org/vlp.

Bring the feeling of a conference to your entire Chapter! Lecturers are eligible for \$1,500 US of travel assistance. If your desired lecturer is not on the list, contact vlp@spie.org and suggest your own!

spie.org/vlp



Pennsylvania State University Chapter at Optics+Photonics.



SPIE is an international society advancing an interdisciplinary approach to the science and application of light.

SPIE

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