



AIPG MICHIGAN SECTION University Student Chapter Requirements

Membership and participation in the AIPG Michigan Section's student chapters provides significant opportunity for networking with professionals across multiple disciplines in the geological sciences and creates an outlet to showcase individual and university activity and accomplishments.

ANNUAL FINANCIAL SUPPORT

The Michigan Section requires the following submissions per academic year from each student chapter to receive annual financial support of \$1,000 from the Michigan Section:

- Fall Geologically Speaking Article by **November 20th**
- Spring Geologically Speaking Article by **April 15th**
- Annual report by **May 1st**
- Election Results by **May 1st**

The following sections provide details on submission requirements and where to submit the required items. To receive full annual funding, all requirements must be completed by the specified due date. Excluding the annual report, submissions received up to one week after the deadline will qualify for partial funding (50%). Requirements submitted more than one week late will result in the Student Chapter being ineligible for annual funding¹.

Payment of annual financial support will be issued by the Section Treasurer upon completion of all required items by May 30th of the current calendar year. Please reach out the Michigan Section Early Career Professional (ECP) with any questions. ECP contact information can be found on the [Officer Directory](#) page on the MI AIPG website.

TWO ARTICLES TO BE PUBLISHED IN GEOLOGICALLY SPEAKING

The Michigan Section requires, at a minimum, two articles to be submitted per academic year (one in the fall and one in the spring) for publication in *Geologically Speaking*. The deadlines for submitting Fall and Spring articles are **November 20th** and **April 15th**, respectively, with one article required by

¹ Annual reports must be submitted by May 1st per National AIPG requirements.
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each date per academic year. Articles must be submitted by the specified due date to qualify for full annual funding. Articles submitted up to one week after the specified due date will qualify for partial (50%) annual funding. Articles are to be submitted to the Michigan Section Newsletter Editor and ECP. Additional articles or submittals are welcome and encouraged!

The articles will be published in a subsequent edition of *Geologically Speaking* (individual publishing dates to be determined by the Editor and may be based on available content and editing schedule as necessary for each edition).

The subject matter for the articles is entirely up to the student chapter. Example content can be reviewed by browsing previous editions of *Geologically Speaking* on the Section's website newsletter page found here: <https://mi.aipg.org/newsletters.htm>. If verification of content is deemed necessary, please reach out to the Michigan Section ECP for questions or review of the topic well in advance of the deadline.

Spring and Fall article requirements are as follows:

- Article to be submitted in MS Word format, and may not have been previously published
- Minimum one page (approximately 800 words) of narrative (not bulletized) text using 10-point Calibri font
- At least one picture
 - Full color, must be in .jpg format
 - Pictures should not be embedded into the article document but instead provided as a separate file
 - Provide photo credit (who took the photo as well as identification of what the photo shows and names of any people in the photo); permission to use/publish it in *Geologically Speaking* is assumed once it has been submitted

Example topics for content include, but are not limited to:

- Research in process or completed
- Student voice/experiences/opinion pieces

- Field trip write-up
- University department activities
- Student chapter events and/or accomplishments
- Alumni success stories and/or interviews
- Personal trip where geology/geologic features were prominent

Student authors are encouraged to work with their faculty advisors while preparing these articles. Advisors should provide final review and approval of articles prior to submission to *Geologically Speaking*. The articles should come “full circle”, with all ideas clearly presented and well connected. For example, if writing an article based on a research project, the article should include enough details for the reader to understand the research goals, what work was done, and the conclusions of the study. If the research is ongoing and conclusions are not available, the article should include a discussion on the next steps.

Please contact your student chapter liaison with any questions. Your liaison is also available to review articles and provide feedback in advance of the deadline.

Note that all submissions must conform with AIPG code of conduct, anti-harassment, and ethics policies. Any article that violates these policies will not be published.

ANNUAL REPORT AND AIPG STUDENT CHAPTER OF THE YEAR AWARD AND ANNUAL REPORT

AIPG National requires student chapters to adhere to the AIPG Code of Ethics ([Ethics \(aipg.org\)](https://aipg.org/ethics)) as well as submit an annual report each calendar year to be entered to win the AIPG Student Chapter of the Year Award. The deadline to submit the annual report to enter to win the AIPG Student Chapter of the Year Award is **March 30th**. The final submission deadline for all student chapter annual reports is **May 1st** to qualify for annual funding, however, you will not be eligible for the AIPG Student Chapter of the Year Award if it is submitted after March 30th. Annual reports submitted after May 1st will result in the Student Chapter being ineligible for annual funding.

AIPG STUDENT CHAPTER OF THE YEAR AWARD

The purpose of the AIPG Student Chapter of the Year Award is to recognize the most outstanding student chapter for their participation in, and contribution to, the Institute. The award will consist of a plaque to be presented to the student chapter, a certificate to each of the officers of the chapter at the time of their submittal, a \$500.00 award for the chapter, and a trip for one member of the winning student chapter to attend the annual AIPG conference and executive meetings. The student that attends the annual meeting will observe the organization and functions of AIPG and participate in the executive board meeting.

All active AIPG student chapters are eligible to apply for the award. There is no limit on the number of times a student chapter may win the award. Generally, only one chapter will receive the award per year.

The Student Chapter of the Year Award is administered by the Executive Committee of AIPG. The selection of the winning chapter will be decided by the AIPG Education Committee. To qualify for Student Chapter of the Year Award, the Student Chapter Annual Report must be submitted by March 30th of each year.

AIPG STUDENT CHAPTER ANNUAL REPORT

The Student Chapter Annual Report should be submitted on the online application available on the AIPG National website ([Student Chapter Award \(aipg.org\)](http://aipg.org)) or emailed (aipg@aipg.org) in a pdf, PowerPoint, or similar format. Additionally, the Annual Report should also be emailed to the MI Section ECP. The winning chapter will be announced by the end of the Spring Semester. The certificates will be presented by an AIPG member to the students at one of their chapter meetings. The award and plaque will be presented to the chapter delegate at the banquet of the annual meeting of AIPG.

Supporting documents and photographs in addition to the annual report are strongly encouraged, especially to enhance consideration for the Student Chapter of the Year Award. The information requested for the annual report includes the following. This information can be filled out online or submitted as a standalone document including the following as a minimum:

- Name of the student chapter
- Names of the current student chapter officers
- Names of the student chapter officers for the following academic year

- Number of AIPG student members in the chapter
- Number of chapter meetings per year
- Programs to recruit new members
- Activities within the department (seminars, guest speakers, field trips, career day, mentoring, etc.)
- Fundraisers
- Activities within the university (geology awareness, recycling, sustainability awareness, Earth Day, etc.)
- Activities within the community
- Interactions with professional geologists and the local AIPG Section
- Other significant activities that the chapter considers important to the mission of AIPG.

While these are the required elements, it is strongly recommended that if you want to have a chance at winning the award, the report not be a bare-bones bullet or numbered list with minimal information on each of the elements. Rather, there should be full narrative text interspersed with numerous photographs. In other words, something that will grab the reader's attention and make them say "WOW!" It is suggested that prior winning reports be reviewed to see what was presented by a winning chapter. Michigan Student Chapters have won this award six out of 10 times in the years since the award was created.

ELECTION RESULTS

The National and Michigan Sections require student chapters to include the first and last names of the elected officials for the following year in their annual report. However, the Michigan Section also requires student chapters to provide the university email of these elected officials to the executive committee through the Michigan Section ECP. The deadline for the election results to be submitted to the Michigan Section ECP is **May 1st** to qualify for annual funding. Election results submitted up to one week late will qualify for partial (50%) annual funding. Note that per AIPG requirements, all student officers **MUST** be AIPG student members before they are elected. Reference the [AIPG Student Chapter Manual](#) for information on roles and duties for elected officials.

If a student chapter submits the election results and ANY of the listed officers are not AIPG student members at the time of submittal, the chapter is not eligible for funding that year.

CLOSING

This document allows the executive committee to openly communicate expectations to the future student chapters. The ECP position on the executive committee is a single term (with re-election possible) that follows the timeline of the academic year to better coordinate with the students. Because of this timeline, this requirement also allows for a smooth transition between the off-boarding and on-boarding Michigan Section ECPs.

STUDENT CHAPTER CHECKLIST

Requirement	Submissions	Due Date to Qualify for Full Annual Funding	Due Date to Qualify for Partial (50%) Annual Funding	Notes
Fall Newsletter Article	One original article for <i>Geologically Speaking</i> (Word doc, ~800 words, ≥ 1 photo submitted separately)	November 20 th	November 27 th	Faculty advisor review required prior to submission. Must be submitted to Editor and ECP
Spring Newsletter Article	One original article for <i>Geologically Speaking</i> (same requirements as fall)	April 15 th	April 22 nd	Faculty advisor review required prior to submission. Must be submitted to Editor and ECP
Annual Chapter Report (Award Deadline)	Complete annual report submitted to AIPG National	March 30 th (Award Only)	N/A (Award Only)	Required to be eligible for <i>Student Chapter of the Year Award</i>
Annual Chapter Report	Complete annual report submitted to AIPG National	May 1 st	N/A (National Requirement)	Submit by May 1 st to qualify for annual funding. Last submissions do not qualify for funding.
Officer Election Results	Names and university emails of following school year officers	May 1 st	May 8 th	All officers must be an active AIPG student member
Officer Membership Verification	Confirmation all elected officers are AIPG student members	May 1 st	May 8 th	Missing membership = no funding