

**AMERICAN RAILWAY ENGINEERING AND MAINTENANCE-OF-WAY
ASSOCIATION**

SAMPLE ANNUAL REPORT OF AREMA STUDENT CHAPTER ACTIVITIES

From _____, 20__ to _____, 20__ (*Academic Calendar*)

STUDENT CHAPTER AT: _____

This report form contains the minimum information required to be submitted by each Student Chapter to AREMA Headquarters each year. You may use a copy of this form, filling in the blanks and adding attachments as appropriate, or, if it is more convenient, submit the same information in a format similar to this form. Photographs and graphics are highly encouraged.

1. STUDENT CHAPTER OFFICERS *List multiple if elections were held mid-year. List incoming officers for fall if known.*

Fall 2017-Spring 2018

President: _____ Name, Email

Vice President: _____

Secretary: _____

Treasurer: _____

Other (please specify): _____

Fall 2018-Spring 2019

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other (please specify): _____

2. STUDENT CHAPTER MEMBERSHIP

Number of Student Chapter members: _____

Number of Student Chapter members of AREMA: _____

Number of Students that Attended Fall AREMA Conference: _____

Number of faculty/staff members who are current AREMA members: _____

3. INFORMATION ON RAILWAY ENGINEERING ENROLLMENT

List all majors/departments that are represented in your student chapter membership. If data is available, full/part time student counts should include all students enrolled at your University regardless of whether they participate with AREMA.

Department/Major	# Full Time Undergrad Students in Department	# Part Time Undergrad Students in Department	# Full Time Graduate Students in Department	# Part Time Undergrad Students in Department	# in Student Chapter
Civil Engineering					
Mechanical Engineering					
Railway Engineering					
Electrical Engineering					
Business					
Other...					

Does your curriculum allow an undergraduate student to major or minor in Railway engineering? Yes No.

If "Yes," provide number students enrolled for Railway engineering majors _____ and minors _____.

Number of graduate students in Railway engineering:

Full time: _____ / Part time: _____.

Provide list of courses your university offers that cover Railway Topics:

4. SUMMARY OF STUDENT CHAPTER ACTIVITIES

Attach a summary description of each significant Student Chapter activity (business meeting, technical meeting, field trip, project, joint meeting with AREMA Local Chapter, social event, etc.) during the reporting period. Include date, location, topics covered, number of attendees and cost. **PLEASE INCLUDE PHOTOS.** Please include a completed Social Media Submission form for each event that you would like shared. Please do not include meeting announcements, newsletters, technical appendices to reports, etc.

Use example table or write in a descriptive paragraph format:

Type of Activity	Description/Topic	Date	Number of Attendees
General Business Meeting	Conference Planning	3/15/2018	10
Field Trip	Visited the RR research center, Intermodal Yard, and the training facility in City, State. The group learned about how the railroad conducts research on new products and testing	3/15/2018	35

	materials. The group also experienced the operations of a hump yard and the process involved with humping cars. At the training facility the group learned about signals and how to operate different types of cranes.		
General Business Meeting w/ Guest Speaker	Guest Speaker John Doe spoke on PTC and signalization	4/15/2018	5
Campus Event	Participated in the annual event "E-Week" which is a celebration of everything engineering has to offer. From building bridges to writing software. We provided those that attended with interactive simulations and model trains to educate them about railway engineering.	2/15/2018	300+

5. SUMMARY OF EVENTS WITH GUEST SPEAKER

For each event in section 4 in which a guest speaker presented, provide the following information:

- Event date
- Location
- Speaker Name, Title, Company/institution, Experience, and Topic of discussion
- Was speaker provided through the AREMA Student Speaker Database?
 - If yes, what can be done by the speaker to enhance future events? How did the planning and coordination go? Was the speaker flexible to work with? What can be done by AREMA to help improve these events? Was the topic the same or different than what was requested? Was the audience able to relate/understand the presentation? How was the detail of the presentation? Was the speaker personable and engaging? Please describe what can be done differently by the Student Chapter and AREMA to improve these events?

6. SUMMARY OF STUDENT CHAPTER EXPENSES

From the list of activities provided in section 4, please collect and identify all relevant expenses incurred during the calendar year. Please include this in an Excel spreadsheet / table format. Do not exclude any events listed in section 4. Please identify all items and activities that were free with a null indicated value. Additionally, if any funds were solicited from outside organizations please indicate what company or organization provided said funds and identify the amounts given. Utilize formatting of the spreadsheet to clearly indicate what funding source was provided to which activities. See formatting example below:

Date	Event	Expense Description	Amount	Funding Source	Category (Events, Travel, Admin, Food)
1/1/13	Chapter Meeting	Food & Refreshments	\$50.00	Chapter Funds (AREMA & DUES)	Food
1/15/13	Field trip to yard	Van Rental	\$150.00	Class 1 Sponsor	Travel

2017-2018 Year Totals	
Events:	\$467.00
Travel:	\$1,386.00
Admin:	\$72.00
etc.	\$-
TOTAL	\$1,925.00
Add Categories until all expenses are included	

If a student chapter does not have any set expenses for a period during the year of the annual report (example being a new student chapter) said chapter does not need to turn in a detailed register for the time before official chapter status was granted. As additional optional information, if any records of expenses relating to beginning the student chapter exist, please include those as well. This will help AREMA determine if potential new student chapters would benefit from a small stipend as partly determined by these amounts disclosed in the additional optional information.

7. RECOMMENDATIONS TO AREMA

Please provide any feedback or suggestions to AREMA regarding the Student Chapter Program such as the usefulness of the SCC Conference calls, webinars & seminars, mentoring program, student speaker database, conference activities, etc. What could AREMA do better to help your chapter? What does AREMA already do that is most helpful?

8. ROSTER OF STUDENT CHAPTER MEMBERS

Please attach an alphabetized listing of the student chapter membership. For each person indicate the degree and major for which they are enrolled and expected graduation date. An asterisk should indicate those who are also Student Members of the AREMA.

Report submitted by:

Contents approved by:

Name: _____

Phone: _____

(Chapter Advisor)

Email: _____

Date: _____

Please submit report electronically to AREMA Student Chapter Coordinator at scc@arema.org