



Guidelines for

NECA Student Chapters





The University of Washington's Green Energy Challenge team presents at the NECA Convention.

NECA Student Chapters

The purpose of a NECA student chapter is to encourage students to pursue a career in the electrical contracting industry. Any college or university that currently has a construction management or related program and that encourages students to pursue a career in the electrical contracting industry is eligible to apply for affiliation as a NECA Student Chapter. NECA's goal is to establish and nurture successful, productive NECA Student Chapters.

The materials in this packet are specifically designed for NECA Chapters to use with each of the Talent Initiative components. ***Only the specific application forms are intended for distribution to students.***

ELECTRI INTERNATIONAL
THE FOUNDATION FOR ELECTRICAL CONSTRUCTION INC.

The Talent Initiative

What does the electrical industry want and need? Electrical contractors want well-rounded electrical managers who are prepared to deliver electrical construction projects effectively and profitably in today's competitive market.

Where do construction firms find these professionals? To help build interest in the electrical construction industry, ELECTRI International works closely with NECA Chapters and educational institutions to attract the "best and brightest" to the industry from among college Construction Management students and graduates.

How do students and the industry come together? ELECTRI International's Talent Initiative offers a variety of projects and opportunities:

■ ***Annual Green Energy Challenge Competition***



NECA Student Chapter teams demonstrate their ability to analyze particular electrical construction management "problems" outlined for them and then create a comprehensive plan and budget for an appropriate retrofit.

A jury of contractors and industry partners evaluates the proposals and invites the top three teams to present their projects at the NECA Convention. The jury evaluates both the substance and the presentation.

ELECTRI International provides a financial award to the winning school and assists with the cost of bringing the finalist teams to the NECA Convention.

■ ***Student Passport to Electrical Construction***

Student teams get valuable learning experiences through ELECTRI's international service learning programs.

Students select an international location with a critical need for new or upgraded electrical service. Working with their faculty advisor and a local electrical contractor, students design the installation and volunteer their time and travel to complete the project.

The student team trip to Honduras and another to Costa Rica cost more than \$30,000 per location. Each student personally pays at least \$1,800 to participate.

■ Student Chapter Support

ELECTRI International works closely with NECA Chapters to provide matching grants to bright young professionals at academic institutions that have NECA Student Chapters.

Having an involved, knowledgeable faculty advisor is the key to creating and maintaining a successful NECA Student Chapter and attracting quality talent to the industry.

Based on recommendations from the NECA Chapters, ELECTRI offers annual faculty stipends to advisors who are mentoring student chapters at their institutions, as well as annual grants to outstanding students.

ELECTRI International's Talent Initiative is a positive force in creating a talent pipeline for local electrical contractors who want to hire qualified college graduates to sustain and grow their businesses. These young professionals will come with enhanced work-ready skills and knowledge of the electrical construction industry and be ready to make immediate contributions to their employer's bottom line.



Penn State Student Chapter members participate with local contractors in an ELECTRI International service program in Honduras.

Establishing a NECA Student Chapter

The Chapter's first steps:

- **Talk with your chapter's contractors** to identify:
 - the college or university within your Chapter's geographic region that is most appropriate for a NECA student chapter
 - chapter contractors who have a relationship with faculty at that school
- **Talk with faculty members** who are involved in ELECTRI International research or whose own school already has a NECA Student Chapter to create a link with faculty at the local college or university selected by your Chapter.
- **Set up a meeting** with your identified school's construction management department head to explore interest in working with your Chapter to organize the new Student Chapter and to enlist membership.
- **Explore the opportunities** available through a NECA Student Chapter:
 - Interaction with local NECA contractors
 - Field trips to jobsites and contractor headquarters to give students real-world, real-time exposure to the industry
 - Grants awarded by ELECTRI International
 - Opportunities to participate in an annual national student competition and win a cash award for the sponsoring institution
 - Student and faculty participation at NECA's Annual Convention
 - Expand your horizons through participation in the student service projects organized in conjunction with ELECTRI International Cross-Border meetings.
- **Enlist one faculty member** as organizer and mentor for the new Student Chapter. ELECTRI International will provide a financial stipend to the Student Chapter faculty advisor to help offset his/her administrative time in managing the chapter.
- **Work with the faculty member** to enlist students and set up a formal student chapter governance structure. At inception, it is usual for the faculty member to identify and appoint student chapter officers to "get the ball rolling".

Once your Chapter and the school agree to form and support a NECA Student Chapter, the next step is for the proposed Student Chapter to submit a formal request to the NECA Executive Committee—if it has not already been submitted—to approve the Charter of Affiliation for the new student chapter.

The **Application for Charter of Affiliation** can be found in the Forms Packet.



The Student Center booth at the NECA Show provides a place for Student Chapter members to meet with each other and with contractors.

Tips for Running a Successful Student Chapter

Running a successful NECA Student Chapter requires involvement and open communication between the NECA Chapter staff, faculty advisor and students. Based on a recent survey sent to Chapter staff and Student Chapter faculty advisors, we have developed these tips to help you run your NECA Student Chapter.

■ *Have a goal/purpose for your Student Chapter*

What is the main purpose of establishing a Student Chapter and what will you be doing to help students run a chapter? Having a goal or a written “mission statement” serves as a reminder of why you are sponsoring a Student Chapter and it will help keep you on track.

An example of a mission statement is: “To promote the importance and opportunities of the electrical construction and green energy industries to all students.”

■ *Have Student Chapter Constitution & Bylaws*

Having bylaws for your Student Chapter establishes a set of rules for organizing, structuring and maintaining the Chapter. Most universities now require bylaws for any club on campus to operate. Check with the university to be sure you comply with their requirements. For a sample of Student Chapter Bylaws, please contact Wanessa Tortolero, Director of Student Chapter Relations.

■ *Plan ahead—establish a budget for your Student Chapter*

A budget can help cover activities for students such as travel expenses and registration fees for meetings, special gatherings with students (lunch, dinner), etc. Knowing your budget will help you plan activities that your chapter can do with students.

■ *Plan Fundraising*

If you are not able to budget sufficient funds for your Student Chapter activities, additional fundraising may be needed. Some chapters use golf tournaments or dedicate a general meeting towards raising funds. In some cases, your individual members may donate funds.

■ *Know what other financial resources are available for your Student Chapter*

ELECTRI International provides some financial support to our Student Chapters through the Education Center, including:

- Faculty stipends (upon request). The check is payable to the faculty advisor. *Note: A 1099 form will need to be issued by the NECA Chapter to the faculty advisor for the stipend.*
- Student Grants (based on a matching grant from sponsoring Chapter). The check is payable to the NECA Chapter so that a single check can be given to student(s). NECA, the sponsoring Chapter and ELECTRI are not responsible for any tax consequence derived from any award. Forms can be found at <http://www.necanet.org/education/student-chapters/?fa=establish>

For questions regarding ELECTRI's stipends and grants, please contact Sylvia Selwood, Director of Operations and University Relations at 301-215-4539 or [SSelwood@necanet.org](mailto:sselwood@necanet.org). Stipend and grant monies are funded by ELECTRI International and amounts can vary annually.

■ *Plan activities with students and faculty that combine NECA member and student interaction*

How often are you planning to meet with your students and faculty advisors? Meeting only once a year or once a semester may not be enough to make an impact on the lives and career choices of students.

Here are suggested activities you can do with your students to give them more exposure to the electrical contracting industry and to members who may ultimately hire them:

- **Chapter meetings:** Invite students and faculty to your Chapter meetings. Students may give an update to members on what they are learning and what they have been doing as a student chapter.
- **School presentations:** Have your Chapter give a presentation to the Student Chapter to tell students about the industry and NECA.
- **Management Education Institute (MEI) seminars or other workshops being offered by your chapter:** If your Chapter is sponsoring an MEI seminar or educational workshop, invite students to attend. If your budget allows it, cover their fees; if not, consider a discounted rate.
- **Student Chapter day/night:** Many Chapters and schools have a NECA night in which Chapter staff and members are invited to interact with students, for instance: sporting events (golf outings, baseball or basketball games), luncheons, etc. It does not matter whether the school or the Chapter organizes it—the important thing is the interaction.

- **Trade shows:** If your Chapter is participating in an industry-related trade show, invite students to attend and even staff a booth. This is a good opportunity for students to partner with the Chapter, contractors and other industry leaders. NECA has a Student Chapter exhibit suitable for a 10'x10' booth that can be lent to schools (Chapter must pay shipping costs).

- **Career fairs:** Career fairs at local schools provide an opportunity for students to meet industry professionals and exchange a resume for a business card. It is also an opportunity for industry professionals to reach out and attract the best and the brightest to our industry.

- **Field trips:** Organize field trips with students to job sites and training centers. Have your members get involved and invite students to their job sites so they can experience the “real world” first-hand. The same approach could be done through your local JATC.

- **Holiday parties:** These are perfect networking settings for students to interact with contractors and Chapter staff.

■ *Promote NECA Student Chapter activities on your website and social media*

Does your Student Chapter have a presence on your current website? Do your students have a page for their NECA Student Chapter (website or social media page)? Let NECA National know about these sites so that we can provide links to Student Chapter websites from necanet.org

It is important to recognize the Student Chapter and give them a space on your home page. You can promote activities and post pictures of activities and events that involve your students.

■ *Have something to share such as awards, competitions, special events?*

Let NECA National know, we will be happy to help you spread the word about your Student Chapter successes.

- Did you know NECA has a Student Chapter section on its website? Visit us at www.necanet.org/education/student-chapters/
- Friend NECA Student Chapters on Facebook! www.facebook.com/NECAStudentChapters
- Join our LinkedIn group and participate in discussions. www.linkedin.com/groups/NECA-Student-Chapters-4465703/about

■ **Internships**

Do your members see potential in any of the students? Encourage your members to provide paid or non-paid internship opportunities for students on a regular basis or during spring/summer/winter breaks. Internship opportunities do not have to be just for local students—they can be made available to any of our participating NECA Student Chapters. Many Student Chapter internships have led to permanent positions with NECA contractors. Use the jobs board on the career center to post openings.

■ **Keep track of your alumni**

Students come and go every year as seniors graduate and we welcome another new group. Do you know where the graduate students go? Are they working for an electrical contractor? Do you stay in touch?

Share success stories from your students. These could be used as recruiting material for Chapters to get more students to participate. NECA will happily share success stories with members through social media, web and newsletters.

■ **Be a resource for students and know what resources are in place for them**

NECA resources for students include:

- **NECA Career Center:** www.necanet.org/careers/
 - For Students (job seekers): encourage students to post their resumes on the site when looking for a job.
 - For Contractors (employers): encourage your members to post any job openings in the Career Center before searching outside. They will get access to the students first.
- **NECA Bookstore:** Students and faculty can have access to NECA and industry publications and research studies at member prices. Visit our store at www.necanet.org/publications/
- **Contractor 101:** Students can take this course free of charge to learn more about the electrical contracting industry.
- **NECA This Week and ELECTRICAL CONTRACTOR Magazine:** Students and faculty interested in receiving our electronic newsletter and/or magazine can subscribe.
- **Student Chapter newsletter:** NECA offers an electronic newsletter created for and about our Student Chapters. Advisors and students can subscribe.

- **Social Media:** Get the latest news via our NECA Student Chapters website, Student Chapters Facebook and LinkedIn pages
- **Education through the Management Education Institute:** Students can attend MEI seminars at the NECA member cost. If you are offering a class, promote it to them. If they are interested in any class, let us know. For a list of MEI courses and schedules, visit: www.necanet.org/PortalTools/RegMEI/
- **Access to NECA meetings:** Students can attend meetings such as Future Leaders and Safety Professionals Conference at discounted registration rates.
- **NECA Annual Convention & Trade Show:** Encourage students to attend the NECA Convention, which offers great educational classes, a trade show and events that will allow them to interact with members. A Student Chapter Summit is also held at Convention every year.



The Student Chapter Summit allows students to swap ideas and share successes.

For questions regarding Student Chapters, please contact:
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