**New Chapter Application**

**I. Mission of ADSE:**

*ADSE is creating an equitable, diverse, and inclusive research workforce drawn from a national fabric of students and researchers from community college through graduate school. We believe that innovative solutions to the world’s most complex problems emerge when scientists and engineers from all backgrounds are represented and respected. By implementing evidence-based outreach and mentorship, we will work until the representation of researchers, instructors, and professionals groups in academia, industry, and government matches that of the general public, thereby enabling the highest level of achievement for the STEM community.*

**II. Role of Local ADSE Chapters:**

Each local chapter is an integral part of the greater ADSE community, yet is also a diverse reflection of the local graduate student body, university, and the surrounding community. The fundamental goal of the local chapters is to build a community of graduate students that represent our core values of inclusion, equality, and diversity. In order to accomplish this, graduate students from any branch of science and engineering may seek membership with no regard to disability, race, gender, or sexual orientation/identity. ADSE chapters maintain a thriving community of active members who organize diversity lecture series and lead effective, targeted outreach programs in their local communities.

**III. Expectations for Local Chapters for Acceptance into the ADSE Community:**

In order to obtain full membership in ADSE, each chapter is expected to:

* Maintain monthly communication with ADSE regional representative
* Develop a Mission Statement for the local chapter
* Maintain a minimum of four integral and active graduate students in the organization. Active participation will be judged based on interaction with ADSE board members.
* Identify one or more faculty advisor(s) as the primary sponsor of the local organization
* Implement a diversity lecture series. This lecture series will consist of both a *research lecture* and a *diversity lecture* component presented by a researcher in academia, industry, or government.
* Develop a plan for implementing an outreach program in the local community.

Internal review of the local chapters by the ADSE board will occur quarterly, and chapters displaying significant progress will be accepted as official ADSE chapters thereafter. The normative time for full acceptance is 9-12 months, although expedited acceptance is not uncommon.

**IV. Benefits for Local Chapters**

As a national organization, ADSE provides to its members a wide suite of benefits, including:

* ADSE’s social media network, including Facebook and LinkedIn, for professional connections
* Access to exclusive networking opportunities with world renowned scientists and other ADSE members
* Leadership opportunities at the regional and national level, and direct participation in ADSE’s governance
* Invitations to national ADSE symposia, speaker tours, and professional development events

**V. Institution Information**

Full Name of Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year Begins (month/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Ends (month/year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Term Follows(check one): \_\_\_\_ Semester System \_\_\_\_\_ Quarter System

**VI. Chapter Information:**

Department(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website URL or Facebook Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twitter Handle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Local Chapter Gmail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VII. Faculty Advisor(s) Information**

*Please Note: A letter of intention to serve as faculty advisor must be included in the application package.*

Advisor(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VIII. Financial Information**:

Source(s) of Funding:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current funds: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

After discussing with your faculty advisor, briefly describe your goals for funding your organization in the short-term, and in the long-term

**IX. Campus Information**

Please list the programs at your institution that serve underrepresented minorities who would be potential partners for your organization (e.g. Mcnairs Scholars, Camp, LSAMP, AGEP, etc.)

Please list other student organizations at your institution that serve underrepresented groups in STEM (e.g. WISE, SACNAS, oSTEM, NOGLSTP, NOBCCHE, etc.)

**X. Member Information**

*Please Note: A minimum of four members are required to start an ADSE chapter. For members who do not have a specific title, please list them as “General Member.”*

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| --- | --- | --- | --- | --- |
|  | Member Name (Last, First) | Position Title | Discipline | Email Address |
| 1) |  |  |  |  |
| 2) |  |  |  |  |
| 3) |  |  |  |  |
| 4) |  |  |  |  |
| 5) |  |  |  |  |
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| 19) |  |  |  |  |
| 20) |  |  |  |  |

Total Chapter Members (Including Officers): \_\_\_\_\_\_\_\_\_\_\_

**XI. Final Checklist**

Please remember to submit the following required documents along with the completed application at https://www.allianceinscience.org/. Each document should state the chapter name (*e.g.* ADSE@ UPenn), the President’s name (*e.g. Jennifer Matsui*), and the date of submission as the footer of the document.

* Letter from faculty advisor stating his/her intent to be an advocate on behalf of the new ADSE chapter
* Full description of each elected leaders responsibilities
* In addition to the chapter facebook/twitter accounts, you need to create a local chapter gmail account. We will send you ADSE-related information, presidents meetings information, and ADSE National and chapters updates. Please include your local chapter gmail account on page 1 of this application (VI. Chapter information).

ADSE Chapter President’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_