

Yes, I would like to become an student group faculty adviser.

I have at least 10 student members

AIGA encourages the formation of student groups at colleges and universities and is committed to developing these groups as a way of encouraging students to invest in their future.

Each group needs leadership by a faculty member willing to guide and prepare these students as they work to become professional designers, and to serve as the liaison between the students and AIGA.

As the faculty member agreeing to advise this group, you will receive a complimentary AIGA membership.

A formal agreement (see page 3) must be signed and returned to AIGA each year to confirm that the student group will continue. It also renews the faculty adviser's complimentary membership. Failure to return a signed agreement will cause the student group to be deactivated. Deactivation of the group does not affect the individual student memberships.

A student group at a university automatically becomes affiliated with the chapter nearest to it. The faculty adviser is recognized as an asset of the chapter, assisting in involving the students in AIGA and in programming for their own interests, in distributing materials and in keeping student records (particularly email and mailing addresses) current. The faculty advisers within a chapter should work together to combine resources and create programming that will involve more students and build a strong community.

AIGA feels strongly that student groups need to, as much as possible, be involved in programming their own events. This activity provides an opportunity for training future chapter officers and instills a sense of investment in the organization. Chapters receive a reimbursement of \$20 per student member. We encourage the chapter to develop a mechanism for granting each student group a portion or all of those funds for programming activities on campus.

Other full-time faculty members at the university are encouraged to take advantage of the special AIGA educator rate. See www.aiga.org/membership-educator for more information.

Requirements for AIGA student groups

These requirements reflect our experience of what makes a successful group. Adhering to them will help ensure that the group runs smoothly and enables students to get the most out of their AIGA membership.

Each student group must have a faculty adviser, who must sign a formal agreement in order to activate the group (see page 3). The faculty adviser is the liaison between the students and AIGA and is responsible for the formation and maintenance of the student group. In return for the extra work required of the faculty adviser to run a successful group, AIGA provides him/her with a complimentary professional-level membership for taking on the responsibility of running the student group.

Each group must have **at least 10 students** with active AIGA memberships at all times.

The faculty adviser must sign and return the student group agreement in order to start or continue a student group. Signed agreements are due once a year to renew.

The faculty adviser is required to maintain a roster of who is in the group, using the "Roster Management" feature in the adviser's AIGA account at **my.aiga.org**.

The faculty adviser must encourage students to keep their contact information updated (e.g., change of address, email, graduation date, major) by logging in to their own accounts at **my.aiga.org**.

The faculty adviser is required to submit a year-end report outlining the group's activities throughout the year. The reports are due by July 1.

The faculty adviser is accountable for programming funds collected and spent.

Resources for student groups

Student groups have several resources at their disposal to help them run meetings, create programming and locate resources.

Each local AIGA chapter board should have a chapter education director who is responsible for the relationship between AIGA and its student members. The education director should be in contact with the faculty adviser of all student groups within the chapter and will be notified when new groups are formed. A list of local chapters may be found at **www.aiga.org/chapters**.

Important information on how to run a successful student group, recommendations for student group officers, the role of the faculty adviser and how to use the AIGA logo properly can be found at **www.aiga.org/how-to-run-a-successful-student-group**.

Students should feel free to contact AIGA's student group coordinator with any questions about their student group, funding, resources or supplies. **David Hall** may be reached at 212 710 3130 or students@aiga.org.

Student groups have been formed on more than 200 campuses across the United States. A list of groups may be found at **www.aiga.org/student-groups**.



Have questions about this form? Please contact David Hall at AIGA at 212 710 3130 or students@aiga.org.



AIGA.ORG/JOIN

Faculty adviser agreement



Email PDF to David Hall
at students@aiga.org



Fax to 212 255 4410,
attn: David Hall



Mail to
AIGA
164 Fifth Avenue
New York, NY 10010

AFFILIATION AGREEMENT

I will sign and return this agreement to AIGA annually to confirm that the student group will continue. Failure to return a signed agreement will deactivate the full-time faculty membership and the student group. Deactivation of the group does not affect students' individual memberships.

This group has at least 10 students with active AIGA memberships. **I have submitted either a list of current AIGA student members, a group discount form for 20 or more students OR application forms for 10 or more students with this agreement.**

I will maintain the group roster of students using the "Roster Management" feature in my AIGA account at my.aiga.org.

I will encourage students to keep their AIGA contact information updated at **my.aiga.org**.

I will submit a year-end report by July 1.

I will assume accountability for any funds collected and spent.

I understand that the use of the name "AIGA" must include the name of the student group (e.g., "AIGA XYZ University Student Group").

I will identify the name of one student as a representative for the group.

I will contact the chapter's education director with questions about chapter activities.

I will contact AIGA with questions about or changes to the student group.

I acknowledge having read and agreed to undertake the responsibilities and requirements outlined above.

In return, I understand that I will receive a one-year complimentary professional-level AIGA membership. In order to renew that membership and the student group, I must sign and return a new agreement annually.

Signature _____

FACULTY ADVISER INFORMATION

First name _____

Last name _____

Title _____

School _____

Address _____

City _____

State _____ Zip _____

Email _____

Phone _____

STUDENT GROUP INFORMATION

Select one: Start a new student group

Renew a student group's affiliation

Are you replacing a former faculty adviser?

No

Yes. Name of previous adviser _____

Name of student representative _____

AIGA CHAPTER INFORMATION

Chapter affiliation _____



Sign and return this agreement to AIGA each year to confirm that the student group will continue. Failure to return a signed agreement will deactivate the student group. Deactivation of the group does not affect the individual student memberships.



AIGA.ORG/JOIN