

Professional Divisions Committee  
Guideline on Relations with the Student Sections  
What every division should know. What every student section should know.  
By Sophie Gutner  
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The timeline of division budget preparation is an important factor for the students to understand. If the students request support of the divisions at an inappropriate time during the budget cycle: at worst, their request might be denied; at best, their request will cause some confusion.

As a reminder to students, here is the timeline the divisions use to prepare their annual budget. First, the budget year is the calendar year (not the government fiscal year, not the academic year). The division's treasurer prepares, in September/October of year Y, a draft budget for year Y+1. This draft budget will be discussed at the division's Executive Committee meeting in November Y and approved by vote, then the approved budget will be submitted to the ANS Accounting Department. The students need to make all of their requests for financial support for the year Y+1 BEFORE the time when the treasurer is preparing the draft budget. This will ensure these requests are discussed and funded/approved in November Y for the coming year, based on the division's goals and financial status.

Due to the fact that some divisions interact little in between national meetings, it is somewhat difficult to amend a budget during the year for which it was approved. If the students present additional funding requests (for example, in June) for the current year, that will disrupt the division's budget cycle. Therefore, it is best for the students to submit all of their funding requests for the year Y+1 no later than November 1<sup>st</sup> of year Y. If time permits, students should also visit divisional executive meetings at the June meeting of year Y.

Once the divisions have approved student activities funding requests, the PDC and the divisions' chairs need to constantly and timely remind the treasurers to submit the disbursement forms ahead of the student activities that they are supporting (to avoid past problems when the students received the funds after their event). We can look at making this process easier (electronic) with the IT manager, later.

All the divisions welcome students at their executive committee meetings. This is a good time for the students to explain their upcoming activities and the importance of funding and support from the divisions. It is also a good time for students to report to the divisions on past activities (for example, showing how the division's support was used).

Another clarification is important. The divisions have only "paper-\$", i.e., no real checkbook. All the funds coming from the divisions to the students go through the ANS Accounting Department. I have requested of Christian Krapp (we need to remind him) that all future checks from divisions to student activities will be mailed to the students with a copy of the disbursement form from the division. This will ensure the students know where the money is coming from and what they're supposed to do with it (travel support, social event, award named after the division, etc.). The students also need to understand that anyone can send a personal check to sponsor their activities, but then it doesn't officially come from the divisions.

In general, the divisions would like to receive some kind of report or feedback about the student activities that they have supported. It makes sense that anyone giving money to something wants to know if his or her money was put to good use. The students can report on events that happened between November Y and June Y+1 at the division's June Y+1 meeting and on events that happened between June Y+1 and November Y+1 at the division's November Y+1 meeting. Or the students can write articles for the divisions' newsletters and/or website. The Student Sections Committee could also coordinate a report to all divisions on student activities.

The divisions currently support the following student activities:

- Travel to ANS Annual and Winter conferences
- Best Paper Awards at ANS conferences
- Student Paper Competition(s)
- Scholarships (named, un-named, NEED, general)
- Mentors during ANS conferences
- Student conferences (travel support, awards, evening/social events, mentors, recruiters, etc.)

Some of these activities are “free” and only require manpower support from the divisions, while other activities need financial support from the divisions.

Financially, the divisions allocate a large portion of their expenses to student activities. Based on information provided by ten of the 19 divisions and technical group in a recent informal survey, this allocation ranges from 41.4% to 100% (data from 1999-2002). This clearly shows a strong division commitment to supporting students. Financial student support can vary from year to year because of revenue fluctuations, overall financial status of the divisions (including changes in membership revenues or current efforts to fully endow scholarship funds), and unexpected expenses.

The divisions are always looking for alternative ways to support students. Several initiatives are currently in the brainstorming stage. We look forward to your ideas and to students’ suggestions.

- Ensure each student ANS member registers with a least one division. Provide each division with the list of its student members. Do they receive the division's newsletter?
- “Congratulations, You Graduated” letter from divisions to students who have chosen a division. “Welcome to the Profession” letter, encouraging the Graduate to upgrade to ANS Full Membership and become active in his or her division.
- Scholarship winners: “Congratulations” letter from divisions with their latest newsletter. A “thank you” letter to the division or scholarship family (the Lacy family, the Bisesti family, etc.) would be nice. Request article from winner(s) for the division's next newsletter. Invite winner(s) to attend next division meeting. Invite winner(s) to meet local division representatives.
- Divisions “Fair” at national meetings: in one room, all divisions each have a “booth” manned by a couple of active division members, students wander and learn about what each division does. Optimum time: Sunday after lunch, before the student worker training workshop.
- Request that interns present a paper on their internships (not limited to students presenting their research) at a topical meeting. Improved link between student world and professional world. Topical meetings are usually smaller than national meetings; there can be a more personal relationship and networking between the interns and the professionals.
- Improve communications between student sections and divisions.
- Student participation on division's program committee or executive committee. What has worked? What hasn't worked? What more can be done? Should we make this a requirement for the Student Session Assistants (i.e., to validate meeting participation, the SSA will need a signature from the Session Chair that the student is assisting and a signature from the division Program Chair whose meeting the student is attending)?
- Student “reporter” during some division sessions. Reporter will write an article for the division's newsletter. Prize for the best article?
- Breakfast with a local professional to discuss the “Nuclear Industry.”
- A second Student Mixer for students to meet representatives from the divisions? A divisions' breakfast with students?
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