



## AIEN Student Club Guidelines

- The AIEN Regional Events Coordinator is your main contact for any questions or requests regarding student activities, email: [education@aien.org](mailto:education@aien.org).
- If you need to use the AIEN logo on any material relating to your student club, you may do so, without making any modifications to the logo itself, and a copy of the material in which the AIEN logo is used must be submitted to the Regional Events Coordinator for approval prior to use. Please [click here](#) to see the AIEN Graphic Standards.
- The style for the club name shall be “[University name] AIEN Student Club”
- All members of the student club are required to have active Student Memberships with AIEN. You can apply [here](#) and if you have any questions, please email them to [membership@aien.org](mailto:membership@aien.org).
- If your student club is hosting events such as networking receptions or presentations and they are open to members, AIEN can send an announcement via e-mail to the AIEN membership under these conditions:
  - Email will be sent to members in the city where the event is taking place.
  - The Regional Events Coordinator must be notified about the event at least 10 business days in advance of the event date.
- AIEN can also create a flier about your event, which you may distribute around campus.
  - Please let the AIEN know at least 10 business days in advance of when the flier will be needed
- If a student club officer is attending an AIEN event and would like to distribute materials relating to upcoming Student Club activities, please contact the Regional Events Coordinator, who will assist in the distribution of those materials at the event.
- The activities of each student club are expected to be self-funding. However, AIEN realizes that there are instances when additional funding may be needed. In these instances, prior to the event, a student club officer may request funding from AIEN by contacting the Regional Events Coordinator who will then submit the request to AIEN’s Executive Director for approval.
- AIEN can include photos and a brief write-up of student club events on its social media pages. Following the event, please email photos and a very brief write-up to the Regional Events Coordinator so these can be distributed.
- The AIEN Guest Speaker Program has an annual budget to assist AIEN members to travel to different student club events to speak about AIEN and other industry related topics. If you are in need of a speaker, please email the Regional Events Coordinator and provide a list of topics you are interested in hearing about. Please note that AIEN needs sufficient notice (4 weeks or longer) in order to assist in finding a speaker.