



MCAA STUDENT CHAPTER WORKBOOK

ANNUAL REPORT OF CHAPTER ACTIVITY

SEPTEMBER 2020 – AUGUST 2021

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Table of Contents

Student Chapter Information	2
MCAA Local Affiliate Chapters	2
Local Affiliate Contact Information	2
Leadership Model	2
Leadership Contact Information	3
<i>Fall 2020 – Spring 2021</i>	3
<i>Fall 2021 – Spring 2022</i>	4
Meeting & Event Ideas	6
Meeting & Event Activities	6
Recruitment–Building Membership in Your Student Chapter	7
Recruitment Activities	7
Fundraising	10
Fundraising Activities.....	10
Community Service	10
Community Service Activities	11
Community Service Contacts	11
Communications	12
Social Media Account Information.....	12
Industry Networking	12
Industry Contacts	13
Addendum	15
MCAA Resources	15
MCAAGreatFutures.org	15
Student Chapter Points System	22

**Please submit your workbook electronically to
Megan Walsh, mwalsh@mcaa.org by August 31st annually.**

Student Chapter Information

Student Chapter at: _____ (University, College, or Tech School)

Address: _____

Faculty Advisor: _____

Faculty Advisor Email: _____

Faculty Advisor Cell Number: _____

MCAA Local Affiliate Chapters

MCAA has relationships with 90+ local affiliates—local or regional contractor associations whose membership chooses to be affiliated with MCAA and bring the member resources of MCAA to its members.

A MCAA Student Chapter is not possible without a sponsoring MCAA local affiliate, therefore, it's important for student chapters to maintain a connection with the sponsoring MCAA local affiliate to learn about educational offerings, meetings and networking events they are hosting. The local affiliates and their members can advise and engage with student chapter meetings and events. A continuous connection will benefit both sides and create successful networking, potential internships and full-time hires.

Local Affiliate Contact Information

MCAA Sponsoring Local Affiliate: _____

MCAA Local Affiliate Contact Name: _____

MCAA Local Affiliate Contact Position: _____

MCAA Local Affiliate Contact Phone Number: _____

Leadership Model

Each chapter should create an organizational structure, a team of leaders who will direct the program toward the accomplishment of goals and objectives, including:

- Practical application of classroom knowledge
- Awareness and knowledge of industry trends and technology
- Opportunities for employment
- MCAA local affiliate and sponsoring association goals

It is important to develop an effective student leadership team that believes in the benefits of MCAA and can motivate other students to get involved in the yearly activities. Most often, student chapter members choose their officers by a majority vote. If the chapter is just forming, the faculty advisor may appoint officers. Chapter members may also decide to appoint committees charged with carrying out key chapter functions such as membership recruitment, fundraising and community service. It is important to

decide how officers will be appointed and the duration of the position. Some chapters run their positions from the Fall semester to the Spring semester, others choose to do calendar year (January-December) for a smooth transition between officers before graduation. While chapter members should ultimately decide on the responsibilities of officers, the following are some general guidelines:

- **President** is the chapter's chief spokesperson and representative. The president is responsible for running chapter meetings, recruiting, organizing field trips, special projects, fundraising events and other chapter activities (or delegating assignments to other officers or chapter members). The president is included in MCAA's Student Chapter Presidents' Advisory Council and acts as the liaison and direct line of communication between the student chapter and MCAA's national office. The council meets every year during the MCAA GreatFutures Forum and MCAA Annual Convention (see the MCAA Student Chapter Guidelines for more information). Student Chapter Presidents are invited each year to attend MCAA's Technology Conference and receive complimentary registration (see the MCAA Student Chapter Guidelines for more information).
- **Vice President** assists the president in communication and organization efforts and serves in the president's place if he/she is unable to serve. The vice president is asked to attend the Student Chapter Presidents' Advisory Council meeting if the president is unable to attend. If the president is a senior, the vice president should attend the meeting as well, so everything is communicated properly during the transition after the president graduates.
- **Treasurer** collects and accounts for all fees and funds raised by the chapter and other chapter expenses.
- **Secretary** records the proceedings of all chapter meetings and events and distributes reports to members.

Leadership Contact Information

Please provide contact information for the student chapter officers for the Fall 2020 – Spring 2021 school year. If decided, please provide contact information for the student chapter members becoming officers for the Fall 2021 – Spring 2022 school year.

Fall 2020 – Spring 2021

President

Name: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Vice President

Name: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Treasurer

Name: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Secretary

Name: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Please identify any additional committee members who have been appointed to specific committees to carry out key chapter functions such as membership recruitment, fundraising and community service.

Additional Committee Chair

Name: _____

Position: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Additional Committee Chair

Name: _____

Position: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Additional Committee Chair

Name: _____

Position: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Fall 2021 – Spring 2022

President

Name: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Vice President

Name: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Treasurer

Name: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Secretary

Name: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

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Additional Committee Chair

Name: _____

Position: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Additional Committee Chair

Name: _____

Position: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Additional Committee Chair

Name: _____

Position: _____

Grade/Graduating Year: _____

Email Address: _____

Cell Number: _____

Meeting & Event Ideas

- MCAA local affiliate chapter guest speakers
 - Ask contractors to present on topics about their job, company opportunities, work culture, industry trends, etc.
- Site visits and tours
 - Visit contractor work sites, offices and fabrication shops
- Industry days
 - Facilitate roundtable discussions with MCAA local affiliate members or host a career fair/networking event
- Professional development workshops
 - Topics could include resume building, public speaking, business etiquette, leadership, communication and training
- Group social outings
 - Cookouts, Top Golf, sporting events, etc.
- Student competition meet-ups
 - Invite MCAA member companies for feedback
- Product presentations
 - Invite manufacturer/suppliers to present new products relevant to the industry

Meeting & Event Activities

Please keep records of all student chapter activities throughout the year including chapter meetings, meetings with local affiliates, field trips, social events, competition meetings, etc.

Date	Type of Activity	Description	Number of Attendees

Recruitment–Building Membership in Your Student Chapter

Building a strong pipeline of student chapter members will make the chapter more effective and successful. Having more students involved will ultimately make the transition of chapter leadership easier from year-to-year because of the consistent knowledge of the program. At the beginning of each academic year, the MCAA Career Development Committee will distribute a recruiting PowerPoint presentation to use when selling to prospective students the benefits of joining the chapter. Consider reaching out and marketing to students in relevant departments and classes. Other ways to recruit include:

- Ask your faculty advisor and other professors to make an announcement during their classes
- Have an officer or chapter member attend class and make an announcement
- Make all meetings and campus events open to any student including potential members
- Set up a student chapter awareness table at the school’s student orientation day
- Ask your department to allow a student chapter exhibit displayed in one of the hallways
- Host meetings with food available (be sure to advertise the food!)
- Leverage the photos and videos from mcaa.org on your social media platforms

Recruitment Activities

Please provide a list of recruitment activities your chapter participated in throughout the school year.

Date	Type of Activity	Description	Number of Member Attendees	Number of Prospective Members

Number of Chapter Members Starting School Year in September 2020: _____

Number of Chapter Members Ending School Year in May 2021: _____

Please provide a roster of chapter members during the 2020 – 2021 school year.

Student Name: _____
Grade/Graduating Year: _____
Major: _____
Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

Student Name: _____
Grade/Graduating Year: _____
Major: _____
Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

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Grade/Graduating Year: _____
Major: _____
Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

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Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

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Grade/Graduating Year: _____
Major: _____

Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

Student Name: _____
Grade/Graduating Year: _____
Major: _____
Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

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Grade/Graduating Year: _____
Major: _____
Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

Student Name: _____
Grade/Graduating Year: _____
Major: _____
Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
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Grade/Graduating Year: _____
Major: _____
Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

Student Name: _____
Grade/Graduating Year: _____
Major: _____
Personal Email Address: _____
Cell Number: _____
Internship/Co-op Company Name: _____
Hired Full-Time by Company Name: _____

Fundraising

It is important to have a financial plan and budget. Fundraising can be done on campus, within the community or by working with the MCAA local affiliate. For all event ideas listed below, student chapters should invite MCAA local affiliate members and contractors for the opportunity to network with industry professionals.

- Sponsor golf tournaments
- Host food and beverage tastings
- Conduct a raffle at a campus event
- Make and sell student chapter-branded apparel
- Ask for sponsorship of MCAA convention and event apparel (polos or pullovers) that chapter members wear

Fundraising Activities

Date	Funding Source	Description	Amount Raised

Community Service

In representing the sponsoring MCAA local affiliate, each student chapter should reach out and work with the local affiliate to join their specific community service initiative. If there is no specific initiative, student chapters can participate in:

- [Habitat for Humanity](#)
- [Convoy of Hope](#)
- [Big Brothers Big Sisters](#)
- [Rebuilding Together](#)
- Renovating buildings devastated by natural disasters
- Assist in community need-based projects (i.e., building a community center or renovating a park)
- Volunteer at or donate to a local school

Community Service Activities

Date	Organization	Description	Number of Member Attendees

Community Service Contacts

Company: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Notes: _____

Company: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Notes: _____

Company: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Notes: _____

Company: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Notes: _____

Company: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Notes: _____

Communications

Stay connected and take credit for your success. We encourage every student chapter to create and maintain a social media presence and follow MCAA ([@mcaanews](#)) to get the latest news and updates in the mechanical industry.

- Build the chapter's presence by following other chapters and departments
- Share highlights from chapter meetings, fundraising, social events and trips
- Promote the account at recruitment events with prospective members
- Ensure the account information is passed down every year

Share your success with leadership at the school, MCAA's local affiliate, contractor members and the MCAA. Take credit for accomplishments including:

- Competition results
- Fundraising
- Community service projects
- Internships and co-ops
- Full-time offer acceptances and signing day celebrations—Signing day photos help chapters grow and spread enthusiasm. Get a picture with the student receiving the full-time offer, the contractor from the hiring company, the chapter's faculty advisor and the MCAA local affiliate executive. Please share these photos with MCAA.

Social Media Account Information

Instagram: _____
Facebook: _____
LinkedIn: _____
Website: _____
Other: _____

Industry Networking

At various MCAA events, students will be given the opportunity to meet multiple types of members within the industry:

- Contractors—The largest membership base of MCAA—owners, presidents, VPs, managers, estimators, etc. of construction and service contracting companies
- Manufacturers/Suppliers—Suppliers of products and services that benefit members of MCAA
- Labor leaders from the United Association (UA) of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada—Approximately 355,000 plumbers, pipefitters, sprinkler fitters, service technicians and welders across North America

Industry Contacts

Please provide contact information for the local MCAA members your chapter engages with on- and off-campus.

MCAA Member Company: _____
MCAA Member Company Contact Name: _____
MCAA Member Company Contact Email: _____
MCAA Member Company Contact Phone Number: _____
MCAA Member Company Interaction: _____

MCAA Member Company: _____
MCAA Member Company Contact Name: _____
MCAA Member Company Contact Email: _____
MCAA Member Company Contact Phone Number: _____
MCAA Member Company Interaction: _____

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MCAA Member Company Contact Email: _____
MCAA Member Company Contact Phone Number: _____
MCAA Member Company Interaction: _____

Addendum

MCAA Resources

MCAAGreatFutures.org

College students are anxious to gain real-world experience in their chosen career field, and internship opportunities are the best way to learn the job and experience the company's culture. MCAAGreatFutures.org was designed to help MCAA members and student chapter members find their perfect professional match. The website posts the resumes of members of MCAA's student chapters and MCA of Canada who want to find internship opportunities or full-time positions. Contractors may easily search the site for students from a college or university; or those with needed skills, knowledge or experience; location preference; and much more. Students' full resumes and contact information are also included with each posting.

MCAA members also take advantage of the site's job board. Student chapter members get exclusive access to apply for posted full-time and internship opportunities. In addition to student resume postings, the site also provides the latest student chapter news, resources and tips to help students find the internships or full-time professional positions of their dreams. MCAAGreatFutures.org posts helpful information about the mechanical, mechanical services and plumbing industry to acquaint students with the kinds of opportunities that are available. Once a student chapter is established, they are given a university web page on the site. The page features the contact information for the faculty advisor, information about the school's relatable majors and additional achievements of the student chapters.

Other Resources

[MCAA Website](#)

[MSCA Website](#)

[JRGF Website](#)

[Scholarship Applications](#)

[Grant Applications](#)

[MCAA Membership Directory](#)

[MCAA Smart Solutions](#)

[MCAA Focused Construction](#)

[Technology Report](#)

[MSCA Webbook Library: HVACR](#)

101

Social Media

[MCAA Twitter @MCAANews](#)

[MCAA LinkedIn](#)

[MCAA Facebook](#)

[JRGF Twitter @mcaajrgf](#)

[MSCA Twitter @MSCA_Service](#)

[MSCA LinkedIn](#)

[MCAA Technology Twitter @MCAAGeek](#)

Competition Resources

[2019 – 2020 Competition Project Release](#)

[WebLEM–Web-Based Labor Estimating](#)

[Manual](#)

[Tool & Equipment Rental Guide](#)

[Successful Project Management Flow Chart](#)

[Management Methods Bulletins](#)

[Management Methods: Scheduling Best](#)

[Practices](#)

[OPUS–Online Piping & Usage Specification](#)

[MCAA Podcasts](#)

Student Chapter Points System

The following point system is an example of what other chapters have done, as guidelines that may be used to recognize members who are active with the student chapter to measure accountability, commitment to the chapter and determine travel eligibility.

Internships

15 points – Internship with a MCAA Company (summer or school year)

Student Chapter Event

10 points – Fundraising Events

8 points – Student Chapter Meetings

8 points – Community Service Events

5 points – Social Events

15 points – Student Chapter Competition Participation

2 points – Student Chapter Competition Meetings

Leadership Role

15 points – Leadership Position

8 points – Committee Chair (position to help with any specific events or projects, ex. fundraising, recruitment, MCAA Competition, community service)

Recruitment

5 points – Recruitment Event, ex. Information Table

3 points – Student Chapter Classroom Presentation

Meetings, Seminars & Other

3 points – Local Affiliate Chapters Monthly Meeting

3 points – Local Affiliate Chapters Member Events

MCAA Events

3 point – MCAA Great Futures Forum Attendee

Membership Years – Seniority Factor

2 points – Per Year of Membership in the Student Chapter

2 points – First year member

4 points – Second year member

6 points – Third year member

8 points – Fourth year member

Final Four Travel

- In the case of the MCAA competition team making it to the Final Four, the team will automatically get to travel to present their proposal at the MCAA Convention, when held in-person.

- If more than the allotted number of students participate on the team (7), then points may be used in determining attendees and/or the chair may decide who attends, based on project participation.
- Any additional students beyond the team will still have their eligibility based on points.

If you have any questions, please contact Megan Walsh, mwalsh@mcaa.org.