

BMES

BIOMEDICAL ENGINEERING SOCIETY

Student Chapter Activities Playbook

The Role of this Playbook

The Biomedical Engineering Society's student chapters are the foundation for our society, uniting and promoting the future of the biomedical engineering profession. Each chapter is encouraged to submit an annual Chapter Development Report and based on the merits of their fundraising activities, inter-chapter events, mentoring workshops, or programs involving their community or local industry, may be selected for a Student Chapter award for outstanding efforts.

The Society is aware that many newer chapters struggle to think of, plan, or execute events to the level of some of the Societies older chapters, and have begun this living compendium of prior successful chapter activities to help those newer chapters increase their benefits to their student members.

This is intended to be a living document and as such we welcome any additions your chapter wishes to provide. The Society will update the Student Chapter Activities Playbook every summer after the submission of the prior year's Chapter Development Reports.

We intend to have several working sections, and if you have questions about any activity in any section please email studentaffairs@bmes.org

Special thanks given to the members of the Student Affairs Subcommittee and to Kyle Jacobs for assisting with the creation of this document.

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SECTION 1: Fundraising Activities and Programs

Fundraising is an integral part of your student chapter's success; without driving and increasing funds throughout the year you'll be unable to host as many programmatic workshops and activities as your members would like. Fundraising deepens your coffers while simultaneously bringing your chapter together, through shared events.

Many chapters use fundraising to cover chapter compliance minimums, by fundraising to cover the cost of the required ten BMES Student Memberships, this is an excellent way to remove the financial burden from your members meanwhile ensuring your chapters eligibility for national benefits

One way to fundraise is to partner with a local restaurant, bar, ice cream parlor, bowling alley, etc., many of whom are already familiar with fundraising and have an event plan in place called a "fundraising night". In return for advertising their business and pushing sales on your fundraising night, your chapter would receive X percent of the sales from anyone who stopped by and mentioned your chapter/event.

USCD Example

Chipotle Fundraiser

Date: 11.21.2021 **Net Amount Raised:** \$95.98

BMES collaborated with Chipotle to hold its first in-person fundraiser in nearly two years. Students participated by enjoying a meal at the restaurant or ordering takeout. Some members walked to the restaurant together as part of a small social activity, while others invited their friends from outside of BMES.

Ralph's Community Program

Date: Ongoing **Net Amount Raised:** \$68.83

BMES has an ongoing partnership with Ralphs in which members have the opportunity to donate their Ralphs rewards points to the UCLA BMES chapter.

UCLA, 2022 BMES Commendable Achievement Award Winner, for their fundraising partnered with both popular restaurant fast food chain, Chipotle, and local grocery store Ralph's to raise

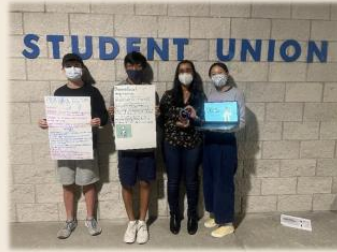
funds for their chapter.

Although COVID protocols and procedures are still into play/have not fully uplifted, does not mean less opportunities for fundraising. In 2021, BMES Outstanding Student Chapter Award Winner Tecnológico de Monterrey BMES Student Chapter raised funds by

Pine View School of the Gifted, 2021 and 2022 BMES Outstanding High School Student Chapter Award winner fundraised for their chapter by holding a booth at their school's fair.

V. TREASURY REPORT

To earn the funds necessary to complete our experiment, the Pine View Biomedical Engineering Society raised money through various methods. These methods were purposed for raising money and also challenged the creativity and intuition of students while providing them plenty of fun. For example, we hosted PVBMES's annual "Pull the Ribbon and Get the Prize" booth and the fundraising event, the Pine View Fair. The booth taught members important skills such as responsibly managing time and money. Furthermore, the members enjoyed the making of the booth and brainstorming ideas together. Overall, the booth was simple, easy to run, and encouraged students to problem-solve on the spot. At the Pine View Fair, \$350 was made from this booth. In addition to our chapter's booth at the Pine View Fair, our chapter also requested money from the Pine View Association. A PowerPoint was made, and the public speaking skills of students were put to the test as they presented in front of a panel of adults and potential sponsors. As a result of their efforts and convincing presentation, the chapter was able to raise \$1800. The funds earned enabled the chapter to purchase the necessary materials for the plant decellularization project.



Balance Summary	Q1	Q2	Q3	Q4
Starting Balance	\$151	\$106	\$366	\$1116
Credit	\$0	\$350	\$1800	-\$100
Debit	-\$45	-\$90	-\$1050	\$1016
Final Balance	\$106	\$366	\$1116	\$1016

It's important to reach out to your University or school and see what the Student Body Government offers by way of funding, or to see if the University itself would donate funds to your chapter. Many schools finance events, activities, or even professional memberships for their students in order to further their careers, so always make sure you are leaving no stone unturned.

It's also possible to partner with local industry and request that they sponsor you. This would be something you would have to develop one-on-one with an interested business in the area, but many see the great work our chapters do for the community and want to become more involved.

Reaching out to local businesses in

the STEM field to see if they have grant departments or are interested in donating their time, expertise, or funds to furthering the chapters cause.

SECTION 2: Industry Activities and Programs

One of the many key focuses of your chapter should be to create activities and programs involving local STEM industry. By planning and executing chapter-industry activities, you give your student members the opportunity to make valuable connections, thus helping them down the line. You also expose your student members to different aspects of the BME industry, be it healthcare, government, med-devices, R&D, etc.

Networking Night

The purpose of Networking Night was to provide both BMES members and all students at The Ohio State University who were interested in bioscience an opportunity to connect with Biomedical Engineering industry professionals. This served to help attendees grow their professional networks while learning about innovative biomedical engineering projects and potential career paths. Networking Night has traditionally been an opportunity for BMES members only, and has been held the night before Ohio State's Engineering Expo to permit members personal interaction with bioscience representatives prior to the commotion of the Expo. Due to COVID-19 restrictions, Networking Night was hosted on Zoom. Though the turnout was high enough to fill the allotted time, it was far less than when held in-person prior to the pandemic.

Date/Location	Audience	Attendance	Cost	Industry Involvement
09/29/2021, 5:00pm Virtual	All BMES members	28 attendees	N/A	Remy Niman (MIM Software) Ali Rahimi (Medforall) Courtney Sveda (Steris) Dr. Richard Eldridge (OSU Wexner)

The Ohio State university, 2022 BMES' Outstanding Chapter Industry, hosted a multitude of events because of their chapters "heavy demand, as mentioned in their CDR. For example, They hosted a Networking Night event to A useful tool for reaching out to local industry is your universities Career Centre; their main goal is to facilitate the students desire to connect with industry in a meaningful and

productive way. Another tool would be your universities BME department chair and your chapters faculty advisor. After that, a search of available local internships in your field

will help you determine which companies may be most approachable.

SECTION 3: Mentorship Activities and Programs

Another focus for your chapter is building and maintaining a successful mentorship program. Essentially offering activities, workshops, events, and incentives to promote the mentorship of one student by another. These connections and opportunities will help your members grow their career and give them a jumpstart after graduation.

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University of Southern California

A program, implemented by BMES national, is our Mentor Matchup program. This program is to pair student biomedical engineers with an established professional (mentor) who have agreed to be in communication with the chapter for guidance or help on a specific program, activity, or student chapter workshop. On the Student Chapter homepage, select the Mentorship tab to found out more.

SECTION 4: Inter-Chapter Activities and Programs

An important component of a strong student chapter is the ability to work well with others, namely other professional organizations located on your campus or other BMES student chapters located in your region. Creating events, regional conferences and competitions, and workshops with other chapters will benefit not only your members but those in the community around you.

SECTION 5: Community Outreach Activities and Programs

One of the goals of any student chapter needs to be giving back to the community, be it through mentorship of younger students, organization charity work, fundraising or item-drives, or cleaning up the environment. Not only is volunteer work regarded highly in the professional community but it imbues the self with a sense of accomplishment and well-being.

C. Outreach Events

Abstract: Our BMES chapter is very involved in the general Champaign-Urbana community and on campus through our commitment to service. This year, we held 2 fundraisers that raised money for the American Cancer Society and donated the money through UIUC's Relay for Life, a day-long, campus-wide event that is dedicated to raising funds for cancer research. Our chapter also held the sixth annual Bioengineer Your Impact Event, a day aimed at inspiring and educating high schoolers about the field of bioengineering and its impact on society. This year, we had eight students who attended and participated in design challenge activities, science experiments, and actively listened to presentations from a professor of bioengineering and medical school, as well as an industry speaker. We also volunteered in our local community, partaking in several events such as making cards for senior citizens and donating blood at the University of Illinois Blood Drive. Additionally, we adapted our traditional middle-school visits to an online format in which we created deliverable STEM activity kits and corresponding instructional videos. Locally, we hosted a STEM event for teens at the Champaign Public Library and taught young kids about biology at Genome Day. The volunteering team continued, and members were able to track their volunteering hours. Next year, we hope to increase our volunteer participation, host more regular in-person events, and expand our events.

SECTION 6: Social Activities and Programs, marked Other

As a successful student chapter, in order to retain members and encourage growth, you have to provide activities that are not only engaging, challenging, and rewarding, but also fun! Which you can have fun working with the community, volunteering, fundraising, mentoring, and working with industry, sometimes it's nice to kick back and do something for nothing.

BMES Goes to Top Golf

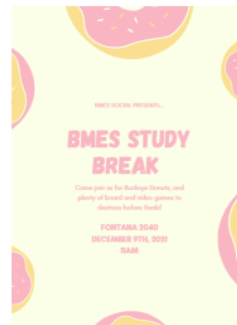
The officers went to Top Golf for a mid-semester celebration! This trip provided an officer bonding opportunity and an enjoyable brainstorming and planning session for the rest of the semester. This also allowed for the newly-elected freshman representative officer to meet his fellow officers in an informal setting.



Date/Location	Audience	Attendance	Cost
November 7, 2021 4pm	BMES Officers	10	\$420

Reading Day Social Study Break

To provide a fun way to shift students' focus away from the stress of finals, BMES hosted a study break! Of course no study break is complete without the local Buckeye Donuts, so plenty were provided to refuel. A variety of board games and video games were available for everyone to connect and relax at this event. This event offered students the opportunity to take a break from studying for the finals that were in the weeks ahead.



Date/Location	Audience	Attendance	Cost
December 9, 2021 11am	All BMES members	17 attendees	\$75

Fall Barbecue

Date: 10.03.2021 **Attendance:** 104 (3 graduate, 1 faculty) **Cost:** \$799.32

The BMES Fall Barbecue is our annual kickoff event, held during the first week of the quarter. Members come together to enjoy a fun day of carnival-style games and a freshly grilled barbecue dinner.

Holiday Party

Date: 11.29.2021 **Attendance:** 127 (17 graduate, 4 faculty) **Cost:** \$2178.95

Every year, BMES holds an annual Holiday Party where faculty and students come together to celebrate the coming holiday season, play fun games, and share a catered meal together. This year's theme was Polar Express, and we had train-inspired activities and a photo booth.

Bioengineering Ball

Date: 03.11.2022 **Attendance:** 60 **Cost:** \$1207.97

The Bioengineering Ball is BMES's annual dance providing students the opportunity to relieve their prom days. Students are invited to socialize by dancing to a live DJ and enjoy catered snacks.

Spring Banquet

Date: 05.26.2022 **Attendance:** 108 (9 graduate, 1 faculty) **Cost:** \$4026.28

The end of the year banquet provides BMES members and faculty the opportunity to look back on all of the chapter's achievements from the past year, enjoy a meal together, and bid farewell to the graduating seniors.

Activity	Dates	Description	Attendance
Speech and Debate	Weekly, August 2021 - May 2022	Club members utilized public speaking skills to advocate for solutions for real-world problems.	4 Members
Winter Party	Weekly, August 2020 - May 2021	Snacks were brought in and students socialized with one another before the winter break.	8 Members
Fab Lab Volunteering	Weekly, August 2021 - May 2022	Club members met with other students around the Sarasota County to promote interest in science with a local non-profit organization	4 Members
Individual Research Project Presentations	April 2021	Club members presented topics that interested in them to promote enthusiasm for science.	All Members