**Graduation Ceremony for Students Transitioning to Professional Members**

 **General project description:** Host a graduation ceremony at colleges and universities with graduating students to welcome them to the profession.

* Ask members nearby to put on a program and invite Section and/or Branch members to attend the ceremony and recognize their students.
* Contact the university Civil Engineering department to find out when their graduation takes place
* Request a list of Student Members from ASCE Headquarters scheduled to graduate
* Invite all graduating CE students to ceremony
* Have ASCE graduation stoles made in country for graduating ASCE Student Members. Alternatively purchase stoles from ASCE Gift Store by contacting giftstore@asce.org (international shipping fees apply)
* Select a dynamic speaker, and develop a script for the ceremony that welcomes students to the profession and educates them about the value of ASCE membership after graduation
	+ Note: all graduating students will be automatically upgraded to a professional grade for free. Local leaders should engage these new professionals and incorporate them into your Section and/or Branch programs and activities.

**Those in charge:** Section and/or Branch Membership Chair and Faculty Advisors/member liaisons/ Practitioner Advisors to the schools.

**Recommendations:**

* Ask ASCE Global Programs staff for a list of newly graduated students that have transitioned and send them a congratulations and thank you letter on becoming an ASCE member. A letter template is attached below. Double click on it to open as a new document.
* As part of the letter, or separately, include a specific invitation to new members to attend a Section and/or Branch meeting, and consider offering free registration to them as a gift for their first meeting.
* Follow up after three months with the new Members who have not responded or gotten involved. A letter template is attached below.
* Include an item in the Section and/or Branch newsletter, such as a letter from the Section and/or Branch President congratulating all college and university graduates and remind them of their automatic upgrade to ASCE professional membership. A sample letter for the newsletter is provided below. Double click on it to open as a new document.

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