

To All NKBA Chapter Officers

The National Kitchen and Bath Association relies heavily on membership and volunteerism to keep our organization strong. We established our Affiliated School Program to ensure the future strength of the industry by preparing students for careers as kitchen and bath professionals.

We encourage all chapters to:

·        mentor student members by inviting them to your chapter meetings

·        organize student-focused events

·        allow them to participate as committee members

·        support student chapters

Thanks to our student sponsor, Sub Zero/Wolf, the NKBA is pleased provide initial funding for the formation of student chapters. Student chapters at our Affiliated Schools can offer fun and educational activities, shared camaraderie, support of fellow students, and networking with industry professionals. Student chapters can lead to future volunteer leaders for your chapter and the industry.

Steps for student chapters:

* We require the new student group to request permission from the professional chapter in their area through an application process.
* The “**Application for Student Chapter Formation**” is attached for your reference.

(It will also be located on the Chapter Resources page, under the President’s forms, on the website - <https://nkba.org/info/resources> ).

* + This form will be prepared by the Chapter President when a group of students from an Affiliated School requests to form a student chapter.
  + Please review this form to become familiar with the responsibilities for both the chapter and the applicant student chapter (see attachment)
* Student Chapters that are currently established will also be required to have a relationship with their professional chapter in order to be eligible to receive their annual grant money.
* The student chapter will request to have a meeting scheduled with their professional chapter, either in person or virtually, and documentation showing as such included with their annual reports before receiving their grant checks.

Moving forward, consider including more students in your chapter activities and be prepared for enhanced events, fresh and exciting ideas, and getting to know some future leaders. We hope to include additional information on the website regarding student chapters in the near future.  Keep checking the Chapter Resources page for new tools to assist you in your chapter role.  If you have any questions or requests regarding student chapters, please email [schools@nkba.org](mailto:alinde@nkba.org).  Chapter related questions can be addressed to [chapters@nkba.org](mailto:chapters@nkba.org).