

## OPERATIONAL COSTS

### THE AMERICAN INSTITUTE OF CHEMICAL ENGINEERS STUDENT CHAPTER AT UCLA

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Prepared by:

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www.aicheucla.com

#### MISSION STATEMENT

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The UCLA Student Chapter of AIChE continuously endeavors to connect its members with the chemical engineering industry. Some of the means include hosting an annual career fair, information sessions, and plant tours with companies for chemical engineering students throughout the year. These are great ways not only for UCLA students to connect with the industry but also for the companies to recruit top-notch engineers for summer internships, co-ops, and/or full-time positions.

#### INTRODUCTION

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AIChE at UCLA was established with the goal to bring chemical engineering students together and connect them with the chemical engineering industry. For this, each year we strived to connect with new companies and bring them in contact with UCLA's chemical engineering students through the career fair, information sessions, and/or plant tours.

During the 2008-2009 academic year, we hosted a career fair that attracted over 200 undergraduate and graduate students and 19 companies. Additionally, we hosted 18 information sessions and 9 plant tours.

This year we would like to increase the number of student and company participants at the upcoming Fifth Annual Chemical Engineering Career Fair, information sessions, and company plant tours. We are also constantly developing ways to maximize our members' benefits by improving the quality and publicity of our events.

#### COST ESTIMATES

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##### *Business Cards*

Many of the AIChE officers attend other career fairs and information sessions in order to establish new industry contacts. For this purpose, we customize and distribute our own business cards for a professional presentation.

<b>Business Cards Cost Estimate</b>			
Description	Unit Cost	Units	Total Costs
Avery Printable Business Cards*	\$16.49	2	\$ 32.98
CA Tax (9.25%)			\$3.05
<b>TOTAL REQUESTED FOR BUSINESS CARDS</b>			<b>\$36.03</b>

\*Cost estimate is from OfficeMax

### ***Career Fair***

The Annual AIChE Career Fair is our largest and most important event. The 2008 Career Fair had 19 participating companies and attracted over 200 undergraduate and graduate students; and this year we expect no less. We will enhance the publicity of the event and of the companies by distributing fliers among the students.

<b>Career Fair Cost Estimate</b>			
Description	Unit Cost	Units	Total Costs
Mailing Invitations (mailing costs)	\$0.44	250	\$110.00
Address Labels* (750 labels)	\$12.49	1	\$12.49
Bookmark Fliers** (1000 Fliers)	\$0.075	1000	\$75.00
Bookmark Fliers** Shipping	\$12.19	1	\$12.19
Food (breakfast, lunch, and snacks)	\$319.20	1	\$319.20
<b>TOTAL REQUESTED FOR CAREER FAIR</b>			<b>\$528.88</b>

\*Cost estimate is from OfficeMax

\*\*Cost estimate is from Smart Levels Media

### ***Resume CDs***

In order to stimulate membership, we compile a resume CD which we give to all the companies that participate in our AIChE Career Fair, information sessions and/or plant tours.

<b>Resume CDs Cost Estimate</b>			
Description	Unit Cost	Units	Total Costs
CD-R (pack of 100)	\$29.99	1	\$29.99
CD Mailer* (pack of 100)	\$52.99	1	\$52.99
CD Labels (pack of 50)	\$15.50	2	\$31.00
CA Tax (9.25%)			\$10.54
<b>TOTAL REQUESTED FOR RESUME CDs</b>			<b>\$124.52</b>

\*Cost estimates are from OfficeMax.

### ***Information Sessions***

Throughout the year, we host information sessions. An information session is a 45-minute presentation by company representatives discussing the company history and mission, employment opportunities and programs, benefits, and products. This is a great way for UCLA engineering students to connect with the industry and learn about their potential future employers. We hosted 18 information sessions last year and expect to host more this year.

<b>Information Sessions Cost Estimate</b>			
Description	Unit Cost	Units	Total Costs
Room Reservation	\$25.00	20	\$500.00
<b>TOTAL REQUESTED FOR INFORMATION SESSIONS</b>			<b>\$500.00</b>

### ***Plant Tours***

To better connect the students with the industry, we offer our members the opportunity to attend plant tours hosted by different nearby companies, about 25 miles away on average. We

arrange transportation and reimburse the volunteer drivers for gasoline. For each plant tour, we usually have two cars and each driver is reimbursed 19 cents/mile.

<b>Plant Tours Cost Estimate</b>			
Description	Unit Cost	Units	Total Costs
Mileage Reimbursement (per plant tour)	\$18.00	9	\$162.00
<b>TOTAL REQUESTED FOR PLANT TOURS</b>			<b>\$162.00</b>

\*\*Unit Cost: 25 miles x 2 (round trip) x 0.19 per mile x 2 drivers = \$18.00

**CONTACT INFORMATION**

Please feel free to contact our officers with any questions, comments, or suggestions. Thank you for your interest in contributing to our student chapter!

<b>AIChE Officer Information</b>	
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