



PMI Chapter Student Club Roadmap

Welcome to the PMI Chapter Student Clubs Program!

This roadmap will get you started in the process of formalizing your student engagement activities to recognize your student leaders, support the sustainability of your academic outreach efforts, and give PMI important visibility on our impact on the career journey of the next generation of project professionals.



PMI Chapter Student Clubs are important partnerships between the Chapter and your local university or higher education institution. The Student Club Leadership team are the students elected or nominated to the governing structure of the student club by its members. As a student-led club, bringing these students closer to the PMI community is important to the future of your Chapter.

By completing this process, the student and Chapter experience can be supported and sustainable for years to come.

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STEP 1 GOVERNANCE CHECKLIST

- The club is self-governed by a Student Club Leadership team.
- Student club activities are part of the Chapter's annual planning.
- There are a minimum of 10 student club members (18+ years old).
- The club is supported by a faculty or staff person at the university.
- The club has a governing document approved by the university or by the Chapter.
- There is a partnership agreement between the university and Chapter.
- A Chapter board member in the Academic Outreach role (or similar) is responsible for student clubs. This board role can be supported by additional volunteers in a committee structure for academic engagement.

If you have most of the checklist completed, proceed to the next steps to formalize the club **STEP 2**.

If you are **missing core elements** from the above list, see the resources listed here, and start a conversation with your Chapter Engagement Partner about how to engage with faculty and students in your area.

- ▶▶ [PMInsight](#)
- ▶▶ [Chapter Leader Strategy Hub](#)
- ▶▶ [Volunteer Resource Hub](#)

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STEP 2

The Student Volunteer Leadership team must be registered through the Volunteer Engagement Platform (VEP).

A template has been created to post and recruit student volunteers using the VEP. Managing your volunteers through the VEP is important to ensure that Student Club Leadership receive communications specific to their role, opportunities to engage with other student clubs, recognition, and other benefits from PMI. The number of student leaders can vary. Some university clubs require minimum of (3) three to occupy the roles of President, Vice-President, and Secretary.

You can access the [template here](#): ▶▶ [Volunteer Engagement Platform](#)

If you do not have access to post volunteer opportunities on behalf of your chapter, please contact volunteer@pmi.org to request it.

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STEP 3 REGISTER YOUR PMI CHAPTER STUDENT CLUB

Formally request registration of your PMI Chapter Student Club

▶▶ [Registration form](#)

Once submitted, this form will prompt a conversation with your Chapter Engagement Partner who will validate the information and begin the approval process.

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STEP 4 OFFERING PMI STUDENT MEMBERSHIP TO THE CLUB

While PMI student membership is not mandatory, it is strongly encouraged. To make PMI student membership as accessible as possible for club members, PMI is offering the Group Student Membership (GSM) pricing to PMI Chapter Student Clubs. If you need assistance regarding the GSM process, please reach out to your Chapter Engagement Partner/Account Manager.

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STEP 5

Your Chapter Student Club is approved!

You will receive a logo you can use and swag package for the students. You may use this logo to promote the club, create a webpage, and brand your events.

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STEP 6

Keep your PMI Chapter Student Club engaged!

Students are eager to learn project management by doing it and applying their skills to real-world projects. Chapters must include Chapter Student Club activities in their annual planning and actively invite student club members to events and networking opportunities.

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STEP 7

Your feedback is requested!

We appreciate any feedback or comments to help us improve the process before promoting to the larger Chapter community.

Fill out the feedback [form here](#)



FIND OUT MORE