

## **AAPG Young Professional Special Interest Group Leadership Committee Summary (2017)**

**Background:** In order to effectively manage a young professional (YP) network worldwide, the Young Professionals Leadership Committee (YPLC) consists of young professional coordinators, each promoting and managing their respective Section or Region and any associated YP Chapters.

**Leadership:** At this time, the YPLC has representation from the following Sections and Regions (YP Coordinator is listed in parentheses):

- Regions
  - Europe (Maxim Kotenev), Middle East (Abdullah Al-Kandari), Asia-Pacific (Reetu Ragini and Low Wan Ching), Canada (Marcelina Łabaj), Africa (Ademola Lanisa), Latin America (Lizbeth Calizaya)
- Sections
  - Pacific (Brandi Johnson), Eastern (Merril Stypula), Southwest (Joe Bauman), Mid-Continent (Pierre Karam), Rocky Mountains (Nikki Oliver), Gulf Coast (Hunter Lockhart)

**Structure:** To ensure effective outreach to our YP and student members and efficient communication back to the YPLC, the YP SIG has a multi-tiered structure:

- Young Professional Leadership Committee (YPLC):
  - Comprised primarily of Chairs, Vice-Chairs and Section/Region YP Coordinators
  - Functions on global scale
- Section/Region YP Sub-Committees:
  - Comprised of local YP Chapter chairs/members
  - Incorporates the Student Chapter Committee Liaison
  - Functions on Section/Region scale
  - Reports up through the YPLC, Section/Region leadership and coordinates with AAPG HQ and the Region offices (as necessary)
- Local YP Chapters:
  - Comprised of local YP members
  - Functions on a local (country, state, or city-wide) scale
  - Reports up through the respective Section/Region YP Coordinator

Each level of the structure should have a lead who will be held accountable for the organization of their respective locale, writing quarterly reports, and general communication up and down the YP SIG chain.

### **Benefits**

- Effective outreach to a global membership and to student chapters
- Grassroots connections and membership recruitment
- Effective communication up and down the YP SIG chain
- Effective coordination with respective Region/Section leadership and events
- Accountability and recognition through specific and defined roles at all scales
- Young Professional SIG visibility

# AAPG Young Professionals SIG Handbook

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## **I. YP SIG MISSION STATEMENT**

The mission of the AAPG Young Professional Special Interest Group is to:

- Foster a challenging and successful career in the energy industry for recent university graduates and early career earth scientists.
- Build an understanding of the value of a lasting relationship between AAPG and young professional members.
- Encourage earth scientists to progress from Student to Associate to Member.

Accomplishing this mission will require:

- Open communication with students about careers in earth science.
- Identifying and serving the needs of early-career earth scientists.
- Providing opportunities for networking, career guidance, learning and enhancing professional competence.
- Supporting and encouraging applications for Membership when eligibility requirements are met.
- Encouraging young leaders to run as a Delegate candidate for their respective Region or Section.

The SIG provides a series of unique services to AAPG young professional members with the goals of retaining and increasing our current young professional membership and promoting interaction and communication between AAPG student and young professional members. The SIG is open to all who believe and support the mission of the young professionals.

## **II. MEMBERSHIP**

The YP SIG is open to both members and non-members of the Association. Individuals can sign-up to receive communications from the [SIG by registering on the AAPG website](#). Non-members will receive communications from the SIG for up to a year, after which they will be asked to join the Association. One of our goals is to assist members in advancing from Student to Associate to Member. According to the AAPG Bylaws, applicants for Membership are required to have at least a bachelor's degree in geological science, a minimum of one year of experience in the practice or teaching of geological science, and one AAPG Member sponsor.

### **III. YP LEADERSHIP COMMITTEE GOALS AND ACTION ITEMS**

The YP Leadership Committee (YPLC) represents the young professional members in AAPG and strives to infuse their perspective in the Association's decision making to accomplish the following goals: 1) make AAPG membership more attractive to the YP demographic, and 2) ensure young professional membership retention and, therefore, the growth of the Association. To achieve this, the YPLC engages with the Executive Committee, the House of Delegates, the Divisions, the Section/Regions and the AAPG Foundation.

The YPLC focuses on three broad goals. Potential action items to attain these goals are bulleted.

#### **a. Encouraging Membership and Active Involvement**

To attract and retain current and future members, the value of AAPG will be communicated to students and young professionals by:

- Establishing active AAPG YP Chapters in each Section/Region. This will help grow our membership by providing more "local" access to benefits (i.e., mentoring and networking opportunities) for AAPG members. It is a logical step in establishing AAPG as an international organization.
- Achieve the election of YP members to leadership roles in local societies, the House of Delegates, Division Leadership and the Executive Committee.
- Placing YP members on every standing AAPG committee.
- Participating in and encouraging judging at the Annual Convention and Exhibition (ACE), the International Convention and Exhibition (ICE) and the Annual Section/Region conferences.
- Hosting Student/Young Professional networking events at AAPG Student Expos and throughout the year. This has proven to be an excellent forum for collecting feedback from students on their concerns and expectations of AAPG, thereby aiding the retention of Student members as Associate members. It also helps to bridge the gap between students and young professionals.
- Promoting outreach to local universities and encouraging participation in the Imperial Barrel Award (IBA) competition.

## **b. Benefits**

### **i. Networking**

Provide networking opportunities on a global/regional/local scale in order to create an interconnected geological community. This is perhaps an intangible benefit of AAPG, but one of the more valuable. Current events include:

- Hosting local hiking/field trips, networking events, sporting events, luncheons/dinners, etc.
- Hosting a Student and Professional Meet and Greet at ACE, ICE, and local conventions.
- Hosting a Young Professional Leadership Summit in conjunction with AAPG Leadership Days or the Mid-Year Business Meetings.

### **ii. Mentoring**

Encourage young professionals to give back to the geological community through mentoring programs. Not only are young professionals on a steep learning curve, but they often have different approaches and views of the world to offer to the larger community. By providing opportunities for young professionals to learn **AND** give back, we will not only strengthen the AAPG community, but also attract and retain members.

Potential action items include:

- Organizing and/or providing mentoring opportunities for YPs via the website, local seminars and/or at conventions.
- Promoting and enhancing both short-term and long-term mentor/mentee relationships.

## **c. Communications**

Facilitate the above goals by providing easy and effective means to communicate information about AAPG, the YP SIG and networking, training and mentoring opportunities.

Potential action items include:

- [AAPG YoungPros Website](#)
  - Provide YP Leadership Committee bios on the website for better visibility
  - [Links to all Section/Region YP Chapters](#)

- [Calendar listing all YP activities in the Sections/Regions](#)
- Maintaining an active presence on [Facebook \(AAPG Young Professionals Special Interest Group page\)](#), [Twitter \(@aapgypsig\)](#), [Instagram \(@aapgypsig\)](#) and LinkedIn (AAPG Young Professionals Group)
- [Explorer ProTracks \(YP-focused articles\)](#)
- Email blasts to the YP SIG membership
- Annual or Biannual YP SIG newsletter

#### **IV. WORLDWIDE YP LEADERSHIP STRUCTURE**

The YP Leadership Committee is primarily a membership committee. As AAPG expands, the Leadership Committee should reflect the AAPG's diverse, global membership. In this way, we hope to appeal to and reach as many members as possible.

Each Section and Region hosts a YP Sub-Committee. The Coordinator for each of these Sub-Committees will be appointed to the YP Leadership Committee upon a recommendation by the prior YP Coordinator and/or by Section or Region Leadership. A personal recommendation by the prior YP Coordinator is preferred. Each YP Coordinator serves a term of three years (unless extenuating circumstances arise). YP Coordinators need to be engaged with AAPG and passionate about YP initiatives. In addition, YP Coordinators will be expected to:

- Provide Section/Region updates to the YP Leadership Committee for each Leadership Teleconference and/or at the YP Committee Chairs' request
- Provide fiscal year Section/Region highlights for the SIG Annual Report (due every 1 August)
- Participate in YP Leadership Committee teleconferences
- Attend the informal YP Leadership Committee meeting at ACE (if time/travel permits)
- Organize, or assist local YP leaders in organizing, regular YP events in the Section/Region, either independently or in conjunction with YP leaders from other organizations (e.g., local geological/geophysical societies, SEG, GSA, SPWLA, YPE, SPE, etc.)
- Understand and abide by the policies and procedures related to the Section/Region YP budget (if a budget is given by the YP Leadership Committee) and make this

funding available to YP Chapters within the Section or Region on a case-by-case basis. This includes YP events at Section/Region annual meetings.

- Communicate and coordinate with their respective AAPG leadership (Section/Region President, Vice-President, etc.)

The YP Leadership Committee Chairs (or Co-Chairs) reserve the right to replace an acting Coordinator should that individual be unable or unwilling to meet these expectations.

The YP Leadership Committee will host a **Young Professionals Leadership Summit** in conjunction with AAPG Leadership Days or the Mid-Year Business Meetings. The purpose of the Summit is to facilitate strong communication between all Sections and Regions, drive the development of initiatives to support the SIG's mission statement, and create a pool of engaged volunteers who are active members of the Association. New Section and Region YP Coordinators and Sub-Committee chairs will be encouraged to attend the Summit.

Section and Region YP Sub-Committees should actively develop local YP Chapters using available membership statistics and/or by encouraging their organization through 'grassroots' involvement at the local level. This will afford AAPG YP members adequate representation in their respective Section or Region and enable effective organization of people and resources on a local scale. These local YP Chapters should have representation on their associated Section/Region YP Sub-Committee, which, in turn, will have representation on the YP Leadership Committee.

We believe this structure will enable effective communication worldwide, provide a degree of latitude for the AAPG Sections and Regions to successfully engage their young professionals and provide a bridge for their students to become more involved in AAPG.

**a. Leadership Committee, Sub-Committee and Chapter Responsibilities**

The recommended YP SIG Structure consists of three levels or tiers. Each tier corresponds to the area to be managed by the Committee or Sub-Committee within that tier. The first tier is occupied by the YP Leadership Committee, which oversees the Section/Region YP Sub-Committees of the second tier. Each second tier Sub-Committee manages one or more local YP Chapters. Together these local YP Chapters form the third tier.

Responsibilities will be distributed by tier and scaled to the area managed by each tier. For example, the organization of a local networking event should be handled by the local YP Chapter. However, the organization of an ACE event might be better handled by the YP Leadership Committee. Recommended responsibilities for each tier are described below and relate to the broad goals that have been identified as focus areas for the YP SIG.

**Primary Tier: YP Leadership Committee (Chairs, Vice-Chairs, Section/Region Coordinators)**

- **Appointment:**
  - All members must be approved by the YP Committee Chair(s) and recommended by their predecessor or the affiliated Section/Region leadership.
  - The committee position is a three (3)-year term (unless extenuating circumstances arise). If an individual must vacate their role before the three (3)-year term has lapsed, they are asked to provide names of possible successors.
  - The chairs, co-chairs or vice chairs cannot serve consecutive terms.
- **Responsibilities:** The YP Leadership Committee is responsible for global-scale functions. These functions include, but are not limited to:
  - Recruiting members to AAPG
  - Coordination/communication between Section/Region YP Sub-Committees
  - Writing the annual letter to new graduates (due to AAPG HQ every 1 February)
  - Writing the SIG Annual Report (due to AAPG HQ every 1 August)
  - Coordinating young professionals worldwide to write *Explorer ProTracks* articles
  - Organizing ACE/ICE Meet and Greets and YP Networking Receptions
  - Hosting convention workshops targeted at young professionals
  - Providing content for the YP SIG webpage
    - YP Leadership Committee member bios



- Calendar of events
- Links to Section/Region YP Sub-Committee webpages
- Information on any new YP Chapters
- Content for the [SIG Forum](#)

**Secondary Tier: Section/Region YP Sub-Committees (multiple)**

- **Appointment:**
  - All members must be approved by the Section/Region YP Coordinator or appointed by the Section/Region President.
  - YP Sub-Committee chair position is a three (3)-year term.
  - A YP Coordinator may also fulfill this role.
- **Responsibilities:** Section/ Region YP Sub-Committees are responsible for overseeing YP Chapters within a given area. Functions include, but are not limited to:
  - Recruiting members to AAPG
  - Interfacing with Affiliated Societies
  - Organizing Student Chapter development and outreach, including YP participation at the Student Expos
  - Supporting IBA training/outreach
  - Communicating with members through a Section/Region newsletter or an Affiliated Society publication
  - Organizing Section/Region Meeting Meet and Greets and other local meeting events/participation
  - Creating a Section/Region YP Speaker series
  - Providing content for a Section/Region webpage (if applicable)
    - YP Sub-Committee member bios
    - Calendar of events (with links to local YP Chapter events)
  - Providing material for the Explorer ProTracks series

**Tertiary Tier: Local YP Chapters (multiple)**

- **Appointment:**

- All members must be approved by the local YP Chapter chair.
- Each YP Chapter chair also serves on the overseeing Section/Region YP Sub-Committee.
- YP Chapter chair position is a three (3)-year term.
- **Responsibilities:** Local YP Chapters are responsible for local-scale (i.e., city-size) and ‘grassroots’ functions. These functions include, but are not limited to:
  - Recruiting members to AAPG
  - Interfacing with local geological/geophysical societies
  - Organizing local networking events
  - Building strong relationships with local student chapters
  - Supporting Imperial Barrel Award training/outreach
  - Organizing local field trips
  - Volunteering
  - Providing content for the overseeing Region/Section YP Sub-Committee webpage (if applicable)
    - YP Chapter leadership bios
    - Calendar of events
- **Example Local YP Chapter Model – Europe Region**
  - Establish committee (Commit to at least 1-2 years)
    - President (Manages and steers committee)
    - Secretary (Keeps calendar and group on-time)
    - Treasurer (Fronts financial issues and issues funding letters)
    - Education (Liaison between YP Chapter and Student Chapters/lecturers/industry experts)
  - Plan year's events
    - Social networking (~4 events per year)
    - Industry speakers (As many as possible – but, in first year, plan for 2 - one after first social and one after 3rd social)
    - Young Professional Career Talks (YPs speak to graduate students about their day-to-day roles and responsibilities : One YP from a Major (Shell/ExxonMobil), Independent or Mid-size

- (Hess/Maersk), True Independent (Local - small time operator), and Service company (Baker Hughes/Schlumberger)
- Industry/Academic field trips
  - Fundraising events - Seasonal quizzes Sports tournaments
- Make a professional document outlining these events with provisional dates and propose advertising for sponsorship opportunities to local energy companies. AAPG YP SIG funding of \$2000 a year (1 July to 30 June) will not go very far, so invest time into this document! Remember this document must represent the AAPG Young PROFESSIONALS.
  - Execute events and gain members!
    - All events – employ business card bowl and build email list. Utilize SIG registration list supplied by AAPG HQ.
    - Interact with social media to advertise (Facebook/Twitter/Instagram LinkedIn)
    - [List events on AAPG YoungPros Calendar](#)
    - Interact with YP Coordinator (Quarterly reports!!) and Region/Section council (Ask to be built into yearly budget)
    - Write articles of events to Region/Section newsletter or AAPG Explorer ProTracks
    - Expand members

## **V. PROFESSIONAL AND STUDENT MEET AND GREET GUIDELINES**

The goal of the Student/Professional Meet and Greet is to provide a venue for students, young professionals and experienced professionals to interact and foster long-term professional relationships.

Our target audience is students and young professionals who may be new to the convention and would like to know more about AAPG and careers in the energy industry. We want them to have friendly faces to see around the convention and possibly accompany them to events, talks, etc. In addition, we want to show students and young professionals the value of AAPG and the networking opportunities that continued professional membership can offer.

When registering for the annual meeting, registrants have the opportunity to check an option whether they would like to participate in the Meet and Greet as either a mentee or mentor. Email blasts to the membership have been very successful in highlighting this option for meeting registrants. From this group, the number of participants for the Meet and Greet can be estimated.

The timing of the Meet and Greet can vary depending on the meeting. At the Annual Meeting, the Meet and Greet takes place on Sunday afternoon before the Opening Ceremony. In the past, the event has taken place in open areas outside the Opening Ceremony ballroom or in conference rooms. The format has varied from matching mentees and mentors prior to the Meet and Greet to randomly placing participants in groups when they check-in. Matching participants ahead of time is much more time-consuming and can become problematic when a group has a number of no-shows. There are normally more mentees than mentors. Expect to have 3-5 students and young professionals per professional mentor. Ideally, groups will attend the Opening Ceremony or Icebreaker together as a group, where the mentors will introduce the students and young professionals to other AAPG members, furthering the networking experience. Setting up an area inside the Exhibition Hall during the Icebreaker, where students and professionals can mingle in a more relaxed environment has also been successful. When this has been done, various members of the AAPG Leadership have stopped by and given short presentations and took questions.

Examples of email blasts, participant guidelines, Explorer ProTracks articles, along with a more detailed packet for Meet and Greet best practices and lessons learned can be found on the [myAAPG site](#).

Suggested Timeline for Meet and Greet (MnG) Planning & Execution

Task	Suggested Timeframe (prior to MnG)
<p><b>Logistics</b> (Handled by Staff Liaison) Secure conference room, coordinate setup &amp; refreshments, etc.</p>	
<p><b>Initial Email Blast</b> Email blast to entire membership w/ general information on MnG and directions to sign up during convention registration</p>	4 months
<p><b>Email to AAPG Leadership</b> Email past and present AAPG Leadership and encourage participation in MnG or networking reception</p>	3-4 months

<p><b>Program Book Information</b> Send details for events for publication in conference program book. Venues and times should be finalized by this time.</p>	3 months
<p><b>Explorer ProTracks Article</b> Article highlighting YP events for ACE/ICE. Include information and details for Meet and Greet, YP Networking Event, etc. Target Convention Issue of the Explorer. Communicate w/ YP Chair and Explorer Editor.</p>	3 months
<p><b>Secure Volunteers</b></p>	1-2 months
<p><b>Email to MnG Participants (optional)</b> Email to AAPG convention registrants who selected to participate in MnG as mentee/mentor including guidelines outlining what to expect and how to prepare</p>	2-3 weeks

## VI. BUDGET

The YP Leadership Committee is responsible for submitting a budget request to the Executive Committee (EC) every year. This budget request includes any global events as these are subject to EC approval. Any Section/Region events should be budgeted according to their respective Section/Region budgets. Section/Region YP Sub-Committees should submit itemized funding requests to their respective Section/Region leadership for discussion and approval. Upon approval, the Section/Region leadership will submit the final budget to AAPG Headquarters. Funding requests are due each year by April 1<sup>st</sup>, the beginning of the 2<sup>nd</sup> Quarter. It should be noted that individual committee budgets are very limited.

## VII. SPONSORSHIP RULES AND PROCEDURES (JULY 2014)

The rules within this document apply to all YP Leadership Committee members and local YP representatives seeking funding for various AAPG YP events within their city, society, country and/or Section/Region. It is important to reaffirm that all YP events must be pre-approved and abide by AAPG's Insurance Policies and Procedural Guidelines/Field Trip Rules and Regulations, Release and Indemnity Agreements, Insurance Waivers, etc. **At NO time can AAPG funds be used to purchase alcoholic beverages in conjunction with any AAPG YP event.**

### a. AAPG allowance

At the beginning of each fiscal year and pending Budget Committee approval, each Section/Region YP Coordinator will receive \$2000 USD from AAPG to spend on YP events within their area. This \$2000 allowance MUST be spent before the end of the fiscal year AND before a YP Sub-Committee or Local YP Chapter can pursue company sponsorship for

events. These funds may be spent on giveaways (such as gift cards). Gift/cash cards purchased using the allowance MAY NOT be used to pay for an event. Each Section/Region YP Coordinator should maintain record of funds spent in a given fiscal year.

**b. Sponsorship**

In accordance with AAPG's policies, the amount of funds solicited from any company, especially those involved directly with AAPG's Corporate Advisory Board (CAB), are limited and should only be approached one time during the fiscal year. These companies should be approached for local event support.

AAPG utilizes generally accepted accounting principles in developing its financial records. Such methodology is used to develop and maintain the financial records of the YP program. It is AAPG's intent that all support be recognized and recorded appropriately. This will help us understand the financial needs of the YPs and will play a critical role in the continued evaluation of the programs, services and support of the YP program. It is important to remember no transaction can be officially recorded without proper documentation being received thru the YP SIG staff liaison who will direct the request to the appropriate internal AAPG departments.

Sponsorship or contributions for a local AAPG YP event must have binding documentation from the sponsoring company/individual. This is normally accomplished with the use of the YP Sponsorship form (see Appendix I). An email from the sponsoring company agreeing to sponsor the event for a specified amount (in most circumstances) may be counted as an actionable receivable for AAPG Accounting to begin the funding process. Before revenue can be recorded by AAPG (as per accounting requirements), either payment must have been made or the documentation must be on file as a completed sponsorship form signed by an appropriate representative of the company and received by the staff liaison.

Sponsorship documentation time is also critical. The staff liaison must receive funds and/or actionable receivables 1 month prior to the YP event.

Any event organizer must have pre-approval of the YP SIG Chair(s) and the local YP Section/Region Coordinator before approaching sponsors. Event should be coordinated through the YP Section/Region Coordinator as well as communicated to the Section/Region Leadership/Officers.

**c. Invoicing/Credit of Payments**

Once an actionable receivable is received by the staff liaison, it is recorded in the SIG's records. The Section/Region YP Coordinator (or local YP event organizer) will be informed of the amount received/sponsored. If the sponsor has requested to be invoiced and completed appropriate documentation, an invoice will be created by the AAPG Accounting Department and mailed to the appropriate contact.

If the funds are received in the form of a check, it will be deposited and credited to the proper Section/Region account.

**d. Processing of Expenses**

It is the responsibility of the YP Committee staff liaison working directly with the AAPG Accounting Department to properly code and pay expenses pertaining to AAPG YP events. The YP Coordinator (or organizers of the event) must not exceed the allocated amount within their Section/Region.

Once funding has been obtained, the responsible party may provide invoices to AAPG directly for payment or they may personally pay costs and submit expense statement to AAPG for reimbursement. **Official receipts, event report and a record of any gift/prize recipients (with the recipients' contact details and signatures) must be provided to the staff liaison to enable a check request to be developed for payment or reimbursement. Receipts and invoices should be scanned and attached to an email detailing the total amount to be reimbursed along with a brief description of what it was for as well as to whom and where payment should be sent.** In addition, the event organizers will provide the staff liaison and the YP Leadership Committee Chair(s) with a brief summary of the event. Wire transfers are our preferred method of reimbursement. Consequently, you will be asked to provide relevant banking information.

In many cases, working closely with the staff liaison, arrangements can be made for invoices to be sent directly to AAPG for direct payment, preventing the YP representative from having to initially pay and then wait on reimbursement.

**NOTE: credit card statements are not sufficient documentation for reimbursement. AAPG must have original receipts.**

**e. Fiscal Year Closeout**

It is neither the intent of AAPG to provide, nor the YP Leadership Committee to seek, sponsorship for events in excess of the yearly needs. However, in the event that any portion

of the \$2000 AAPG allowance or any sponsorship funds remain unspent by any or all Sections and Regions on 30 June each year, those funds will be absorbed by AAPG and used in conjunction with the overall YP SIG funds for the year so that AAPG may close our books in a timely manner. There are no refunds allowed and no exceptions to this rule. Every effort should be made to honor the sponsorship terms which dictates that funds are to be utilized in the stated year's YP events.

**f. Best Practices**

While YP Sub-Committees are expected to spend their \$2000 allowance from AAPG before obtaining corporate sponsorships, sponsorships are the most dependable source of funding for YP events. Basic guidelines for obtaining and using corporate sponsorship funds are as follows:

- Identify a YP coordinator to manage the sponsorship process.
- Abide by the rules and procedures outlined above.
- YP Chapters should form an internal sponsorship team to decide which companies to approach.
- Divide the list of potential sponsors between the members of the sponsorship team and start calling. It is usually best to approach companies who operate locally.
- If a company representative offers to sponsor an event (or the YPs in general), send them the sponsorship form to fill out.
- Always thank your sponsor(s) for their generosity!
- Ensure that sponsors are listed on all event announcements and on a poster at the event.

**VIII. AAPG EVENTS, LIABILITY AND FIELD TRIP SAFETY**

**a. AAPG Events**

A diverse and engaging events program is key to maintaining an active YP Chapter and promoting the mission of the YP SIG. Successful YP events generally fall into five categories: Sporting Events, Mentoring Events, Social/Networking Events, Technical Events and Charity Events. Table 1 lists examples of events previously hosted by YP Chapters.



**Table 1. YP EVENTS**

EVENT CATEGORY	EXAMPLES
Sporting Events	<ul style="list-style-type: none"> <li>• Group Sports and Games: Golf Tournament, Rugby Tournament, Ice Skating, Camping, Skiing, Hiking, Cycling, Bowling, Hockey, Football</li> <li>• Group Outings: Suite or Reserved Section at a Professional Sporting Event</li> </ul>
Mentoring Events	<ul style="list-style-type: none"> <li>• Outreach: YPs on the VGP Program, Local Meet and Greets, Leadership Summits, YP Table/Booth at the Student Expos</li> <li>• Student Support: Adopt-A-Student Chapter, YP Speaker Series coordinated with local Student Chapters, Student Chapter Networking Dinner, Support IBA Teams at Local Universities, Judging Student Posters/Oral Presentations</li> </ul>
Social/Networking Events	<ul style="list-style-type: none"> <li>• Social: Local Happy Hours, Pub Quizzes, Barbeques, Movie Screenings</li> <li>• Networking: Joint Events with Local Geological/Geophysical/Engineering Societies</li> </ul>
Technical Events	<ul style="list-style-type: none"> <li>• Training: Short Courses for Students (e.g., soft skills, resume-building, software usage), IBA Training for Students</li> <li>• Information: Career Talks and Workshops, Seminar Series, Field Trips, Presentations at Region and Section Meetings, Presentations at other National and International Geological Conferences (e.g., AGU, NAPE,</li> </ul>

	GEOS, GSA, SEG, EAGE, APPEX, etc.) When Held in Your Area
Charity Events	<ul style="list-style-type: none"> <li>• Volunteering: Trail Building, Beach Clean-Up, Adopt-A-Highway</li> <li>• Humanitarianism: Food Bank Drives, Fundraising for Local Scientific Institutions (e.g., Museums), Blood Drives (e.g., Pints for Pints)</li> </ul>

**b. Liability**

When planning an AAPG-related YP event, liability should always be considered. The AAPG needs to have prior knowledge of **ALL** events that will be advertised as official AAPG events. Contact the YP SIG staff liaison to determine the level of waiver and insurance coverage a particular event will require. Examples of forms that may need to be provided to event participants (i.e., indemnity agreements, medical releases, etc.) can be found in Appendix II. In accordance with existing privacy laws, field trip and event organizers should safeguard the personal information of all participants (i.e., seal submitted forms, shredding documents after events, etc.)

**c. Field Trip Safety**

It is highly recommended that organizers contact individuals with experience in running field trips (i.e., AAPG Member Bob Clarke) and utilize resources on safety. Consult references such as those listed below when planning outdoor excursions.

Couper, P., and T. Stott, 2006, Field Safety Training for Staff in Geography, Earth, and Environmental Sciences in HE: Establishing a Framework: Planet, no. 16, p. 4-8.  
 Norris, R.M., 1993, [Field trip crises, large and small](#): Journal of Geological Education, v. 41, no. 3, p. 324-328.  
 Oliveri, S.R., and K. Bohacs, 2005, Field Safety in Uncontrolled Environments: A Process-Based Guidebook: Tulsa, American Association of Petroleum Geologists, 150 p.  
 O'Reilly, G., 1992, Planning for Field Safety: Washington, DC, American Geological Institute, 197 p.

Stuckless, J.S., and D.G. Vogt, 1985, [Medical emergencies at summer field camp](#): Journal of Geological Education, v. 33, no. 2, p. 167-170.

Tewksbury, D.A., and B.J. Tewksbury, 2004, [Playing it safe: recognizing and mitigating risk when working with students in the field](#): Geological Society of America Abstracts with Programs, v. 36, no. 5, p. 155.

## **IX. YOUNG PROFESSIONALS EXEMPLARY SERVICE AWARD**

The Young Professionals Exemplary Service Award is given to members who have promoted growth, awareness, and expanded opportunities within the organization for young professionals. The award will help recognize the importance of AAPG volunteers dedicating themselves to helping inspire, retain and recruit future geoscientists within the Association as well as to the organization and profession in general. **Nominations are due every 15 February or at the discretion of AAPG HQ.**

### **a. Restrictions**

The recipient(s) must be a Member or Associate of the Association under the age of 35 and must be in good standing. More than one Member may be considered in any one year for this award.

### **b. Guidelines for Consideration of Candidates**

The emphasis should be on meaningful service to the Association by a young professional. The recipient(s) should have demonstrated excellence, enthusiastic participation, organizational creativity, leadership and passion for the activities of the Association.

The individual(s) must have served in a volunteer position within the organization for a minimum of three years, either at the local or national level. He/she must have assisted the YP Committee with their mission to aid the Association in expanding young professionals' outreach and opportunities within the organization and/or industry including, but not limited to: retention of students, collaboration with the local societies to establish greater continuity between Student and YP chapters and the local affiliated society, recruitment of new members, appointments to committees and encouragement/guidance into leadership positions within AAPG.

### **c. Procedure for Recommendation**

Members of the governing body of the Young Professionals Special Interest Group, as well as Section and Region leadership, will submit a minimum of five candidate recommendations (names and supporting biographical data/detail of volunteer efforts/accomplishment) to the chairman of the Honors and Awards Committee at Association headquarters by Feb. 1 of each year. Upon acceptance of the nominees, the H&A Committee will submit name(s) to the Advisory Council, which will in turn submit their endorsement to the Executive Committee for final approval.

**d. Description of Award**

Individual(s) chosen will receive an engraved crystal award, which will detail the name of the individual, name of award and the year presented. There shall be no cash distribution. The recipient(s) will also receive a framed certificate bearing the name of the recipient, title of the award and date presented. The award recipient will be invited to accept the crystal award in person at the Honors and Awards Ceremony held at the AAPG Annual Convention and Exhibition. The certificate will be mailed after the convention. Each award recipient's name and photograph will also appear in the Bulletin and annual convention program book.

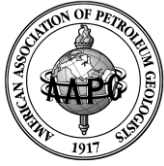
**e. History**

This award was approved by Executive Committee action in 2015 and implemented in 2016.

**f. Funding**

Funding for the award is to be provided by the AAPG.

**APPENDIX I. SPONSORSHIP FORM**



# AAPG YOUNG PROFESSIONALS

The AAPG Young Professionals Committee has developed a network of young, working geologists throughout the world. During the 20\_\_-20\_\_ fiscal year, we have planned many networking events, field trips, community service days and several leadership initiatives to encourage the development of these professionals.

## 20\_\_-20\_\_ CALL FOR SPONSORS

With your sponsorship, you will be recognized by petroleum professionals in your respective AAPG Section or Region. Sponsor recognition is publicized at each event to disciplines including geosciences, engineering, operations, service companies and consulting professionals. This is a very cost effective and efficient way to reach potential clients and/or partners while reinforcing the future of the Oil and Gas Industry. Please consider supporting young professionals in your areas of work. Thank you!

YES – our company wants to support Young Professionals in our section/region – and provide our support as indicated below

Company Name: \_\_\_\_\_  
(Please print your company name as you would like it to appear in acknowledgements and/or invoice)

Address: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Location/Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

<b>Payment Enclosed:</b> <input type="checkbox"/>	<b>Please send Invoice:</b> <input type="checkbox"/> <small>(Payment due within 15 days of receipt)</small>
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### SUGGESTED LEVEL OF SPONSORSHIP

<b>Platinum</b>	<b>Gold</b>	<b>Silver</b>	<b>Ruby</b>	<b>Sponsor</b>
<b>\$2,000</b>	<b>\$1000</b>	<b>\$500</b>	<b>\$250</b>	<b>\$_____</b>

Please enter **U.S. Dollar** pledge amount here: \$ \_\_\_\_\_

Write the name of the U.S. Section or International Region here: \_\_\_\_\_

- U.S. • Eastern • Gulf Coast • Mid-Continent • Pacific • Rocky Mountain • Southwest •
- INTL • Africa • Asia-Pacific • Canada • Europe • Latin America • Middle East •

Please fax, mail or email this completed form to:

Katie McElhaney  
 AAPG  
 P. O. Box 979  
 Tulsa, OK USA 74101-0979  
 Fax: 001-918-560-2694  
 Email: kmcelhaney@aapg.org

**For AAPG Accounting Internal Use:**  
**Funds are to be coded to: 1-4950-01-0342-000000**

**APPENDIX II. EXAMPLE LIABILITY FORMS**

## Appendix II-A: Europe Region Field Trip Waiver



**A·A·P·G**

American Association of  
Petroleum Geologists

An International Geological Organization

www.aapg.org

Release and Indemnity Agreement

Europe Section

I, \_\_\_\_\_, in consideration of the receipt by me of permission from the American Association of Petroleum Geologists ("AAPG") Europe Section to participate in a Field Trip entitled

\_\_\_\_\_ to be conducted on \_\_\_\_\_, 20\_\_\_\_, and sponsored by the AAPG Europe Section, the receipt of such permission being hereby acknowledged, and being fully aware that the Field Trip may involve hazardous and/or dangerous activities, and/or be in a location in and/or around other hazardous and dangerous conditions, and recognizing and accepting the risks, known and unknown, involved in a Field Trip, hereby release and will indemnify, defend and hold harmless AAPG, the AAPG Europe Section, the agents, officers, servants, and employees of AAPG, the AAPG Europe Section, and the leader or leaders of the Field Trip (collectively referred to as "indemnitees") of and from any and all liabilities, claims, demands, actions, and causes of action whatsoever arising out of or relating to any loss, damage, or injury, including death, as may be sustained by me, and to any loss, damage, or injury to any property of mine, while involved in any way with the Field Trip, including without limitation traveling to and from the site or sites of the Field Trip (whether by air, water, or land transportation) and at and during all stops and layovers during the Field Trip.

This release and indemnity includes without limitation liabilities, claims, demands, actions, and causes of action to or by third parties as well as to or by me. This release and indemnity includes without limitation liabilities, claims, demands, actions, and causes of action arising out of or relating to any loss, damage, or injury caused in any way by the concurrent or contributory negligence of any indemnitee. This release and indemnity includes without limitation liabilities, claims, demands, actions, and causes of action arising out of or relating to any loss, damage, or injury caused in any way by the sole negligence of any indemnitee. Having made all inquiries deemed by me to be appropriate, I hereby voluntarily assume all risks of loss, damage, or injury, including death, as may be sustained by me or any property of mine while involved in any way with the Field Trip.

In the event the release by me of any indemnitee of any liability, claim, demand, action, or cause of action described herein is determined to be invalid or unenforceable, I agree that my total recovery of damages from the indemnitees, or any of them, both actual and punitive, shall be limited to \$100.00 or the cost of admission to the Field Trip, whichever is less.

In the event any provision of this Release and Indemnity Agreement is determined to be invalid or unenforceable, all other provisions hereof shall continue to be enforceable and shall be interpreted as though said invalid provision had never been contained herein.

This release shall be binding upon my distributees, heirs, next of kin, executors, administrators, and personal representatives.

IN SIGNING THIS RELEASE AND INDEMNITY AGREEMENT, I HEREBY ACKNOWLEDGE AND REPRESENT THAT I HAVE READ THE FOREGOING RELEASE AND INDEMNITY AGREEMENT, UNDERSTAND IT, AND I HAVE SIGNED IT VOLUNTARILY. I UNDERSTAND AND AGREE THAT I WOULD NOT BE ALLOWED TO PARTICIPATE IN THE FIELD TRIP IF THIS RELEASE AND INDEMNITY AGREEMENT WERE NOT SIGNED AND AGREED TO BY ME, AND THAT THE AGREEMENT BY ME TO THE TERMS AND CONDITIONS OF THIS RELEASE AND INDEMNITY AGREEMENT IS AN ESSENTIAL PART OF THE CONSIDERATION FROM ME FOR ME TO BE ALLOWED TO PARTICIPATE IN THE FIELD TRIP.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name Printed)

Complete and return this form to: AAPG Europe, 1<sup>st</sup> Floor, 56 Brewer Street, London, W1F 9TJ, United Kingdom Fax: +44 (0)207 434 1386  
20-Jul-2010



**Appendix II-B: Rocky Mountain Section Medical Release Form**

**AAPG 20\_\_**

**Young Professionals Event Participant  
Emergency Contact and Medical Information**

**Name:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Emergency Contact Phone:** \_\_\_\_\_

**Emergency Contact Address:** \_\_\_\_\_

\_\_\_\_\_

**Citizenship:** \_\_\_\_\_

**Gender:** \_\_\_\_\_

**Medicare/Health Insurance:** \_\_\_\_\_

\_\_\_\_\_

**Medical conditions/information (allergies, medications, etc.) that should be  
communicated to a doctor in the event of an emergency:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Place completed form in a sealed envelope with your name on the outside of the envelope.  
Envelopes will be collected by the field trip leader upon departure and only opened in the event  
of an emergency.*

## **Appendix II-C: Eastern Section Indemnity Clause**

### **Indemnity Clause**

By exhibiting and registering for the Eastern Section AAPG meeting, we release and agree to indemnify the Eastern Section, The American Association of Petroleum Geologists (AAPG), the Ohio Geological Society, and the agents, officers, servants, and employees of each from all liability for any loss, damage or injury sustained by our employees while involved in any way with the meeting except that each of The American Association of Petroleum Geologists (AAPG), and the Ohio Geological Society is not released from such liability to the extent the same is caused by its actual negligence or willful misconduct. I have carefully read and understand this waiver and release.

**Signature:** \_\_\_\_\_