



STARTING AN

ACFE STUDENT CHAPTER

How to Guide for Faculty Members

Many educators like you find it rewarding to help students achieve their educational and professional goals. Providing support, mentorship, and guidance as a faculty advisor for an [ACFE Student Chapter](#) can further their professional development by tapping a worldwide network of anti-fraud professionals.

An ACFE Student chapter can provide success in the following ways:

- Allow students to work with peers to meet common goals and share ideas
- Alert students to a wider array of career choices
- Demonstrate how accounting, law enforcement, psychology, sociology, information technology and criminology are interrelated
- Opportunity to learn and network directly with professionals in the field
- Open doors to internships
- Opportunity to meet anti-fraud recruiters

Overall, student chapters can help elevate the anti-fraud profession through further engagement.

ADVISOR DUTIES

As an advisor, you will continue to support and foster the development of students in the anti-fraud arena. Advisors can also have regular discussions with chapter board members on important issues, speaker selection/recommendation, event opportunities, projects, fundraising, goals and objectives.

On average, advisors spend 25-30 hours per semester working with their chapter.

HOW TO BECOME AN ADVISOR

First, identify several motivated *students looking for additional opportunities to grow and advance in the field. Then, the students must officially nominate you as the faculty advisor for the chapter.

* If students are not already members of ACFE, they should review [requirements](#) and join online.

START A STUDENT CHAPTER

Review and follow the [steps](#) laid out by the ACFE. Start with a minimum of eight students (students must be a student member of ACFE) and have them appoint or choose board positions.

Register your chapter with the campus to gain access to meeting rooms, communication networks and other resources available (per campus).

HOST A MEETING

Once the student executive board is formed, schedule your first meeting. Discuss topics that relate to the interest of students to prepare for later meetings. Contact alumni to speak, prepare agendas and plan adequate time to allow students to network with speakers to cultivate relationships.

MAINTAINING THE CHAPTER

As students continue their educational journey, chapters will depend on recruiting new students to carry on the chapter. It will be important to continue to recruit throughout the year to maintain the chapter's activity and to cultivate the future leaders of the chapter. Meetings can be held exclusively for this purpose. In addition, proper records of the meetings, events and activities should be documented for the new members and officers.

As an example, Bloomsburg University Student Association for Fraud Examination (SAFE), the ACFE's first student chapter, utilizes chapter binders to preserve continuity. This allows them to keep, update and describe their activities and responsibilities, including speaker contact lists (with notes on presentations), member lists, bank account information, chapter bylaws, and more. At the end of each year, the old officers meet with the newly elected officers to hand over the binders and share information. This type of proactive planning promotes confidence and a smooth transition for the success of the chapter.

The timing of elections is important in order to transition new board members. Consider holding elections in mid-spring to allow over a month for the current board members to train and teach.

FINDING GUEST SPEAKERS

ACFE can assist with finding speakers by providing a list of available individuals in your area. In addition, ACFE lists [guest speakers](#), a [CFE directory](#), and [local ACFE chapters](#) which can be utilized to locate an anti-fraud professional. Speakers can provide real-world examples and experiences, networking opportunities, and input on products or tools. Advisors should also consider contacting alumni who can speak about their experiences starting in the industry.

FUNDING YOUR CHAPTER

Chapters are self-funded, and determination of annual dues is up to the advisor and board members. Current chapters charge between \$10 to \$50 annually per person. Local and corporate sponsors may be a source of additional funding as well as nominal fees to attend events.

QUESTIONS?

Contact **Joey Broccolo**, Chapter Manager at JBroccolo@ACFE.com for questions and assistance.