

# Student Chapter Guidelines

## A STEP-BY-STEP GUIDE TO ESTABLISHING A WICYS STUDENT CHAPTER - A CYBERSECURITY CLUB

**Questions: Contact [info@wicys.org](mailto:info@wicys.org)**

Gather together your school's community of students in cybersecurity! Your efforts can help decrease the gender disparity in the field, while providing support, mentorship, training, networking opportunities and access to industry and academic leaders.

You'll undertake activities to promote recruitment, retention and advancement of women students in cybersecurity. At least one Chapter representative will be awarded a student scholarship to attend the WiCyS Annual Conference to share your Chapter's experience. Through the annual WiCyS Chapter report, you'll share information helpful to others about your activities.

Below is information on cybersecurity clubs in general, as well as how to start your WiCyS Student Chapter, and useful tips on activities and ways to manage it - have fun!

*Appreciation to CyberEagles Cybersecurity Club at Tennessee Tech University (<http://blogs.cae.tntech.edu/cybereagles/>) for helpful tips included in this Guide.*

### WHAT IS A CYBERSECURITY CLUB?

A community of students run by the students for the students who are interested in cybersecurity.

### WHY DO WE NEED A CYBERSECURITY CLUB?

- ♦ Increase awareness about cybersecurity
- ♦ Learn collaboratively
- ♦ Share technical knowledge
- ♦ Network with peers and mentors

### WHY SHOULD I BE A PART OF IT?

- ♦ Great networking and career opportunities
- ♦ Learning practical skills, as the classroom cannot teach you everything
- ♦ More tools than rules

### HOW DO I START A STUDENT CHAPTER?

Start early! Your academic institution will require you to submit all the necessary paperwork at the beginning of the semester.

1. Obtain an advisor's support (any cybersecurity faculty interested in advising your club)
2. Make the request to start the new WiCyS Student Chapter by contacting: [info@wicys.org](mailto:info@wicys.org)
3. You will be contacted by someone from the WiCyS Student Chapter Advisory Board, who will request information about your officers.

- » An officer can be any of your peers who are motivated to work with you on developing the WiCyS Student Chapter (preferably a female student but male students who are advocates can participate as well).
- » The WiCyS Student Chapter will need at least 3 officers (President, Vice President, and Secretary).

4. You can either establish the WiCyS Student Chapter as a standalone cybersecurity club or merge it with an existing club on campus (e.g., ACM, IEEE, SWE, cybersecurity, computer science, etc.).
  - a. **To establish the WiCyS Student Chapter as a separate entity on campus**, you can contact your campus Student Government Association (SGA). Typically, the SGA will require you to fill out an application, identify a faculty advisor, and accumulate and submit a certain number of student signatures supporting the club (e.g., 10-15). You can name the club yourself, but would need to associate it with the WiCyS Chapter formally, e.g., WiCyS Student Chapter at X University: The Defenders
    - » There is NO set number of student members required by WiCyS to establish your student chapter. However, the SGA typically does require a certain number. Check with your SGA to verify all of your institution's requirements. At the beginning, you do not need to be recognized officially on campus; you can start without getting involved

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in SGA. Later on, you will have more members. If you have only a few female students, you can recruit some male affiliates to meet the requirement

- » All WiCyS Student Chapter members must be members in good standing of WiCyS. Students can join WiCyS by completing a form at wicans.org and submitting their annual fee of \$15. In addition to the benefit of belonging to the WiCyS Student Chapter, all WiCyS members have access to numerous other benefits.
- b. **To merge the WiCyS Student Chapter with an existing club**, you can contact the President of that club and join forces with that club on developing club activities and everything else. We recommend that you establish the WiCyS Student Chapter as a subgroup of the existing club so that you will be recognized as a separate group. You can also ask if there is a need for an application at the campus Student Government Association.

## HOW DO I PLAN CHAPTER MEETINGS?

After getting the paperwork out of the way, you can start planning your Chapter's activities.

1. First, you need to establish regular officer meetings during which you plan your semester activities. The officer meetings are typically open to only the officers and Advisor, but regular member meetings are open to everyone in the WiCyS Student Chapter.
2. You can meet with your members as often as you want. WiCyS encourages you to meet at least once a month, as well as to recruit students that are interested in cybersecurity from different disciplines.
  - » Think of the nature of the meetings you want to have
  - » Think how often you want to have those meetings
  - » Take into account your advisor's schedule, test days, and holidays
  - » Think of competition days? Cyber competitions?
  - » Have a plan for a whole semester with a few backup activities
  - » First and last meetings are the most important
3. Use electronic polls to arrange meetings, and electronic invites and collaboration forms for RSVPs and feedback.
4. Based on the number of meetings and activities, you can begin planning your budget.

## HOW DO WE USE THE WICYS BRAND?

1. You will receive a customized WiCyS logo for your chapter, for use in all WiCyS Student Chapter flyers, signage, and other materials.
2. You will also receive a WiCyS-branded flyer template that includes your Student Chapter logo, and a dedicated web page for your Student Chapter on the Wicans.org website.

## HOW DO WE GET THE WORD OUT?

1. We recommend that you use the WiCyS social media presence on Facebook, Instagram, Twitter and LinkedIn to make announcements, and you may also establish your WiCyS Student Chapter social media presence.
2. Personal contact is key to successfully recruiting members. Spread the word on campus by going to different classes and telling students about your Student Chapter
  - » Show that security is a trending topic. For instance, Cybersecurity National Action Plan
  - » Anybody interested can join
  - » Pizza is a great incentive!
3. Send emails to interested students with information about the chapter and upcoming meetings and activities.
4. Make sure to obtain students' signatures and contact information for your club paperwork
5. Ask your advisor to help you find students who would be enthusiastic about becoming officers and participants

## WHAT IS OUR CHAPTER ANNUAL REPORT?

For your WiCyS Student Chapter Annual Report, you will be required to include the following information at the end of the academic year in an online form provided by the WiCyS Advisory Board:

- a. A list of your Student Chapter activities/outreach.
- b. Names, majors, and email addresses of all your officers and current members.
- c. Financial accounting of activities.

## HOW DO WE GET INVOLVED WITH THE WICYS ANNUAL CONFERENCE?

The WiCyS Annual Conference hosts a Student Chapter MeetUp, to which your Student Chapter representative(s) will be invited to

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network and share experiences with others.

1. Be sure to note and promote dates for WiCyS Student Scholarship application deadlines for students to attend the WiCyS Annual Conference.
  - » Student applications are reviewed by WiCyS and students will be notified of their acceptance.
  - » Scholarships cover two nights' lodging and all meals at the Conference.
  - » Students on scholarship must still pay the student registration fee of \$35
  - » Upon acceptance, students may also apply to be sponsored for a travel scholarship. Only a few students receive this benefit.
2. The Annual Conference is a great opportunity for your Student Chapter representative(s) to attend the Student Chapter MeetUp and have the opportunity to compare notes and network with other Student Chapter leaders.

## WHAT ACTIVITIES CAN WE HOST TO HAVE FUN AND ATTRACT MEMBERS?

Below are examples of activities that other cybersecurity clubs have hosted. This is not an exhaustive list - come up with other ideas and let WiCyS know what they are!

- ♦ Lunch & Learn series (wide audience)
  - » BurpSuite and OWASP ZAP
  - » Metasploit
  - » Bettercap
  - » SQL and XSS injections
  - » Wireshark network capture
  - » Hashcat & John The Ripper
- ♦ Special topic series (more advanced)
  - » Basic networking
  - » Python programming
  - » Raspberry Pi
  - » Mobile development
  - » Capture The Flag (CTF) competitions

- ♦ Speakers
  - » Industry connections
  - » Advisor's connections
  - » Peers who graduated or had an internship or research experience
  - » Professors
- ♦ Club T-Shirt design contest (NOTE: All graphics to be coordinated with WiCyS)
- ♦ Social events
  - » Game night (LAN)
  - » Cybersecurity jeopardy
  - » Cookout
  - » Study sessions, movie night, ice cream social

## HOW DO WE GET FUNDED?

Your Student Chapter meetings and activities will likely need to be funded. At the very least, it helps to offer pizza and sodas, or coffee and donuts. Here are some ways you can raise the funds.

- ♦ Seek internal university support for your WiCyS Student Chapter. If you need help on how to do this, talk to your WiCyS Student Chapter Advisory Group representative.
- ♦ You may be able to raise funding through your school advisor by inquiring with industry connections
- ♦ Consider external sources such as NCWIT Student Seed Fund
- ♦ Volunteer at security conferences and ask for support
- ♦ Host a book selling event (gather books from faculty, sell for \$2-3)
- ♦ Charge a small club fee (as your last resort). Club fees must be approved by the WiCyS Student Chapter Advisory Group.

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