November 9th, 2011

AVS Board of Directors

AVS National Office (Headquarters)

125 Maiden Lane,

15th Floor New York, NY 10038

Dear AVS Board of Directors,

Florida International University wishes to express its intent to form an AVS student chapter. Our student chapter will be committed to introducing undergraduate and graduate students to materials research and related opportunities and to facilitating and supporting them in their research accomplishments. We plan to accomplish these goals by regularly attending chapter meetings, presenting research at the Florida Regional Chapter Symposium and/ or at the AVS International Symposium, hosting guest lecturers, providing up-to-date research information through the society TWiki Page, and participating in a variety of engineering related activities throughout each semester.

The AVS Student Chapter will adhere to the Student Chapter By-laws and other laws and regulations governing the AVS and Florida International University and its students. We will not discriminate based upon race, creed, color, sex, age, national origin, disability, or sexual orientation. We will not haze or harass our prospective members, nor will we bar current members from disassociating with this organization or require retribution for doing so.

We hope that this letter of intent reflects some of the objectives of the AVS and that it will be a strong basis for our amazing new student chapter at Florida International University.

Sincerely,

Ramona V Perez

Initial student chapter chair

[insert Adviser’s name]

Initial student chapter adviser