MEMBERSHIP

This document establishes the policies for participation in CS|Source, the access point for tech talent in the Department of Computer Science (CS) at Virginia Tech. CS|Source builds and stewards relationships with governmental agencies and private-sector companies to develop connections between industry employers and CS undergraduate students, graduate students, faculty, and alumni. Goals for membership include, but are not limited to:

- Agency /Company brand promotion for intern/employee recruiting purposes.
- Student engagement opportunities.
- Investment toward student scholarships, support for student-led groups, and funding for activities (hack-a-thons, capstone projects, etc.).
- Talent access for internships, co-ops, and part-/ full-time employment.
- Research collaboration.

Benefits and Fees

The *CS|Source Membership Benefits Prospectus* details the **Associate**, **Partner**, and **Stakeholder** membership tiers and the corresponding fees and benefits. Members will be notified by email when any changes are made to the prospectus. If changes are made, existing members will continue the length of their membership period and enjoy any benefits added to their membership level without any additional charges.

Local Affiliate membership with CS|Source is available for companies/organizations that…

- Are located within a 50-mile radius of the Blacksburg, VA;
- Have no more than 50 employees; and
- Have only a single office based in the New River Valley and adjacent locales without offices in another area (i.e., greater Washington, D.C. metro area, Richmond, Norfolk, etc.) or in another state.

Virginia Small Business & Startup membership with CS|Source is available for organizations that…

- Are in the state of Virginia;
- Have no more than 50 employees; and
- Have a single office based only in the state of Virginia.

Those meeting the requirements should contact cs-source@cs.vt.edu for more information about **Local Affiliate** and **Virginia Small Business & Startup** memberships. A separate fee schedule and membership prospectus will be provided upon inquiry.

Third Party Employers
CS|Source reserves the right to approve a company for inclusion in CS|Source membership. Third-party employers such as recruiting and staffing firms are permitted to enroll as CS|Source members and to attend CS|Source career fairs. Access to resumes is allowed, but *third-party employers are not permitted to download, sell, or provide resumes with student information to other entities*. Third party employers should disclose those companies for whom they are recruiting student candidates when applying for membership.

Enrollment and Renewal
Enrollment and renewal periods begin 60 days (about 2 months) prior to the start of the two CS|Source membership periods: the Fiscal Year (July 1 – June 30) and the Calendar Year (January 1 – December 31). Renewal or enrollment for membership is managed through the CS|Source portal (see "Portal" below). Contact CS|Source staff at cs-source@cs.vt.edu for more information on renewal and enrollment processes.

Invoice and Payment
Renewing Members. Renewal notices will be emailed 60 days (about 2 months) before the end of the current membership term in November and May. Members may renew at any time. After renewal approval, an invoice will be forwarded via email to the primary contact for the account.

New Members. After membership approval, an invoice will be forwarded via email to the primary contact for the account.

Membership invoices are available and stored in the CS|Source portal and may be accessed at any time.

Payment deadlines for Associate, Partner, Stakeholder membership:
- Fiscal Year – Due by September 1
- Calendar Year – Due by February 1

Payment deadlines for Local Affiliate membership:
- Fiscal Year – Due by August 1
- Calendar Year – Due by February 1

The method of payment is via a company check as requested by the Department of Computer Science. Please contact CS|Source staff at cs-source@cs.vt.edu if your company is unable to provide a check.

Company checks should be made payable to: **Treasurer, Virginia Tech Foundation**.

Checks should be sent to:

       CS|Source
       Department of Computer Science
       620 Drillfield Drive

1180 Torgersen Hall
Blacksburg, VA 24061

Late Payment. CS|Source reserves the right to charge an additional $100 fee for a 30-day overdue invoice. After 60 days, 5% of the full membership fee will be charged. If full payment is not received, the company will be placed on suspension and not allowed to remain a member of CS|Source or attend a career fair. Delinquent invoices must be paid before membership is reinstated. If delinquent invoices are paid and a new membership is requested, payment of the membership must be made before the new membership is secured.

Cancellation/Refunds. The cost of a CS|Source membership once paid is nonrefundable.

Portal
Membership registration, the company profile, and point of contact information are located inside the CS|Source portal.

A company representative should be marked as the primary point of contact (POC) to receive any communications. These POCs are the only company representatives to receive emails and notices.

Company representatives should update their company's profile with current information in January and August prior to CS|Source career fairs.

Business Meeting
The annual business meeting for all members is held at the fall CS|Source career fair event where Department and CS|Source updates will be provided. Updates will be emailed to all member tiers following the career fair.

Sponsorship Opportunities
Additional sponsorship opportunities beyond CS|Source membership benefits are available. Please contact cs-source@cs.vt.edu for more information.

Privacy
Any company information collected by CS|Source may be used to process CS|Source membership and/or event transactions. Company information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever without prior consent of the company. CS|Source does reserve the right to forward company information internally to other Virginia Tech university departments, including, but not limited to Virginia Tech Advancement, Virginia Tech Career Services, the College of Engineering, and LINK + LICENSE + LAUNCH (Center for Advancing Industry Partnerships).

EVENTS
Student Engagement

Throughout the year, depending on membership tier, CS|Source offers members opportunities to engage with undergraduate and graduate students in the Department of Computer Science. In addition to functions such as career fairs, student research poster presentations, employer panels, and receptions, members are invited to hold company information sessions, technical interview workshops, and visit student group meetings to offer insights into career preparedness, ethics, and professionalism. Refer to the growing list of event benefits available on the *CS|Source Membership Fees and Benefits Prospectus.*

Career Fairs
CS|Source Career Fair participation is open to Associate, Partner, and Stakeholder membership tiers only. Career Fairs are held in September and February. Career Fair resources and FAQs are updated prior to each career fair.

Registration. Renewal of or enrollment in CS|Source membership at the Associate, Partner, or Stakeholder level is required to participate in the CS|Source Career Fair. Active CS|Source members can register through the CS|Portal after logging into their account. The company POC will receive registration instructions via email.

Cancellations. CS|Source Career Fairs are university-sanctioned events. If Virginia Tech is closed on the day of the CS|Source Career Fair for any reason (including weather), the CS|Source Career Fair will be rescheduled. *Refunds will not be issued* to CS|Source members who cannot or do not participate in the rescheduled CS|Source Career Fair.

Refunds. In the unlikely circumstance that an event is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, CS|Source will determine if a refund will be issued. The Department of Computer Science and CS|Source will not be held responsible for any company-incurred expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

- If the university is closed, the event will be rescheduled.
- If the CS|Source Career Fair is held and interview day is cancelled, no refunds will be issued.
- If the CS|Source Career Fair is rescheduled due to weather, no refunds will be issued to a company that cannot attend the rescheduled date.

No-Shows. If a company cannot attend the CS|Source Career Fair, for whatever reason, no refund will be issued.

RECRUITMENT

The Department of Computer Science and CS|Source follow the same guidelines for student recruitment as Virginia Tech's Career and Professional Development. Please view the Principles for Ethical Professional Practice established by the National Association of Colleges and Employers (NACE).