

Quarterly Check-Ins

National Chapter Program

Quarterly check-ins will allow SHPE to get a better understanding of your goals for the year and how you're progressing with that plan to identify areas/gaps where SHPE staff, regional leaders, and your peers can help.

* 1. Which quarter check-in are you submitting?

- Q1 (Covers July, August, September)- Deadline 10/15
- Q2 (Covers October, November, December)- Deadline 1/15 *Includes submission space for Report 1*
- Q3 (Covers January, February, March)- Deadline 4/15
- Q4 (Covers April, May, June)- Deadline 6/15 *Includes submission space for Report 2*

Quarterly Check-Ins

Q1 Chapter Information

Please provide the following information about your chapter:

* 2. Select your chapter name from the menu options below. Please reach out to chapters@shpe.org if your chapter is not listed.

Please enter contact information for one person from your chapter who will serve as the primary point of contact for the check-in.

* 3. First Name

* 4. Last Name(s)

* 5. Email Address

* 6. In which region is your chapter?

- | | |
|--------------------------------|--------------------------------|
| <input type="radio"/> Region 1 | <input type="radio"/> Region 5 |
| <input type="radio"/> Region 2 | <input type="radio"/> Region 6 |
| <input type="radio"/> Region 3 | <input type="radio"/> Region 7 |
| <input type="radio"/> Region 4 | |

Regional Map for SHPE Chapters

* 7. What type of chapter are you?

- Community College
- University
- Professional
- Corporate (Professional)

* 8. Do you have chapter advisor(s)?

Yes, we have 2

Yes, we have 1

Yes, but we'd like to switch advisors

Unsure

No, we do not have a chapter advisor

****You will only complete this page if you indicated that you had one chapter advisor in Question 8****

Quarterly Check-Ins

Q1 Chapter Advisor Information

*** 9. Please provide the name and contact email of your chapter advisor.**

Advisor Full Name

Advisor Email

*** 10. How active is your chapter advisor?**

- Not at all active
- Somewhat active
- Very active
- Extremely active

****You will only complete this page if you indicated that you had two chapter advisors in Question 8****

Quarterly Check-Ins

Q1 Chapter Advisors Information

*** 11. Please provide the name and contact email of your chapter advisors.**

Advisor 1 Name	<input type="text"/>
Advisor 1 Email	<input type="text"/>
Advisor 2 Name	<input type="text"/>
Advisor 2 Email	<input type="text"/>

*** 12. How active is the **first** chapter advisor you listed above?**

- Not at all active
- Somewhat active
- Very active
- Extremely active

*** 13. How active is the **second** chapter advisor you listed above?**

- Not at all active
- Somewhat active
- Very active
- Extremely active

* 16. Rank in terms of budget importance to your chapter with the top being the most important.

- Chapter Travel/Registration to Convention
- Chapter Travel/Registration to RLDC (Regional, Spring events)
- Chapter Programming (development, speakers, etc)
- Community Service
- Events (socials, networking, pizza parties, etc)
- Scholarships
- Other

* 17. Select **all** of the programs, offerings, or services offered by your chapter during **Q1 (July-Sept)**?

- Academic Support
- Scholarship(s)
- MentorSHPE
- Technical Projects
- Noche de Ciencias/Dia de Ciencias
- Local Outreach Efforts
- SHPEtinias
- Leadership Development
- Networking/Social Events
- Professional/Career Development
- Support a SHPE Jr Chapter
- Other (please specify)

- None of the above

* 18. To the best of your knowledge, provide whole number estimates of the following activities for **Q1 (June 1-Sept 30)**:

Number of Events/Programs

Number of Hours Supporting SHPE's Mission (aka the number of hours for the programs, services, offerings you selected in the question above)

Number of K-12 Schools Impacted via Outreach

Number of Community Outreach Hours

Number of MentorSHPE Connections within your Chapter

Scholarship Dollars Raised

Scholarship Dollars Awarded

* 19. Select all of the programs, offerings, or services you plan to offer in the future?

- Academic Support
- Scholarship(s)
- MentorSHPE
- Technical Projects
- Noche de Ciencias/Dia de Ciencias
- Local Outreach Efforts
- SHPEtinias
- Leadership Development
- Networking/Social Events
- Professional/Career Development
- Support a SHPE Jr Chapter
- Other (please specify)

* 20. Are you using your official SHPE chapter logo?

Logos can be found [here](#) under SHPE Branding:

SHPE Chapter & Region Specific Logos

- Yes
- No
- I don't know

* 21. Marketing/Communications

	Yes	Partially	Barely	No	N/A
Do you have a chapter website?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have a chapter newsletter?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have a communications portal with members? (slack, discord, whatsapp, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have chapter social media account(s)? (LinkedIn, Instagram, Facebook, TikTok, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 22. How often do you communicate with your members across all your communication methods (email, messaging, social media, etc)?

- Daily
- Weekly
- Monthly
- Seasonal
- Yearly
- Never

* 23. How do you receive member feedback? (Select all that apply)

- Surveys
- Verbal Feedback
- Group Chat
- We do not receive feedback
- Other (please specify)

* 24. How often do you get feedback from your members?

- Daily
- Weekly
- Monthly
- Quarterly
- Other (please specify)
- Yearly
- After events/programs with no specific schedule
- Never

* 25. What area(s) would your chapter like additional help? (Select all that apply)

- Member Recruitment
- Member Engagement
- Member Retention
- Communicating with Members
- Finding an Active Chapter Advisor
- Updating Chapter Bylaws
- Annual Chapter Plan (Board meetings, events, partnerships, etc)
- Chapter Management Tool
- Other (please specify)
- Creating a Budget
- Fundraising
- Succession Planning
- Elections (Planning or Execution)
- E-board Meetings (Planning or Execution)
- Community Outreach (Planning or Execution)
- Creating survey tools for member feedback

- None of the above

* 26. SHPE teaches SHPE is a powerful way to share best practices to empower and elevate chapters across SHPE nation! Is there anything your chapter is doing well with which you'd like to help other chapters? (Select all that apply)

- Member Recruitment
- Member Engagement
- Member Retention
- Communicating with Members
- Finding an Active Chapter Advisor
- Updating Chapter Bylaws
- Annual Chapter Plan (Board meetings, events, partnerships, etc)
- Chapter Management Tool
- Other (please specify)
- Creating a Budget
- Fundraising
- Succession Planning
- Elections (Planning and/or Execution)
- E-board Meetings (Planning and/or Execution)
- Community Outreach Events (Planning and/or Execution)
- Creating survey tools for member feedback

* 27. Please provide a link to your chapter management tool (CMT). *Verify that the link is shareable and provides viewing access. The template can be found [here](#) under Chapter Reporting: Chapter Management Tool.*