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

Q2: Chapter Information

Please provide the following information about your chapter:

Select your chapter name from the drop-down menu. 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.

First Name

Last Name(s)

Email Address

In which region is your chapter?

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7

What type of chapter are you?

- Community College
- University
- Professional
- Corporate (Professional)
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
Quarterly Check-Ins

Q2: Chapter Advisor Information

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

<table>
<thead>
<tr>
<th>Advisor Full Name</th>
<th></th>
</tr>
</thead>
</table>

| Advisor Email |   |

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 have one chapter advisor**
**You will only complete this page if you indicated that you have two chapter advisors**

### Quarterly Check-Ins

#### Q2: Chapter Advisors Information

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

<table>
<thead>
<tr>
<th>Advisor 1 Name</th>
<th>Advisor 1 Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advisor 2 Name</th>
<th>Advisor 2 Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

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

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

- [ ] Not at all active
- [ ] Somewhat active
- [ ] Very active
- [ ] Extremely active
# Quarterly Check-Ins

## Q2: Chapter Operations Information

### Governance and Structure

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>Partially</th>
<th>Barely</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are chapter elections scheduled before April 15?</td>
<td></td>
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<tr>
<td>Have you identified potential candidates for leadership positions for next year?</td>
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<tr>
<td>Do you have your chapter board meetings scheduled for 2024?</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Chapter Operations: How are they going?

<table>
<thead>
<tr>
<th>Question</th>
<th>Great</th>
<th>Getting the hang of it</th>
<th>Struggling</th>
<th>Help Needed</th>
<th>We don't do it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Chapter Plan (board meetings, events, partnerships, etc)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How are officers getting along?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>How is the CMT helping you plan the year?</td>
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<td></td>
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</tr>
<tr>
<td>How is fundraising going so far?</td>
<td></td>
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<td></td>
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<tr>
<td>How engaging have your members been with social media?</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Is turnout as expected for your events?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How are your officers executing their tasks?</td>
<td></td>
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<tr>
<td>Have you raised any money based off of your sponsorship packet?</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Rank in order of budget importance for your chapter with the top being the most important.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter Travel/Registration to Convention</td>
</tr>
<tr>
<td>2</td>
<td>Chapter Travel/Registration to RLDC (Regional, Spring events)</td>
</tr>
<tr>
<td>3</td>
<td>Chapter Programming (development, speakers, etc)</td>
</tr>
<tr>
<td>4</td>
<td>Community Service</td>
</tr>
<tr>
<td>5</td>
<td>Events (socials, networking, pizza parties, etc)</td>
</tr>
<tr>
<td>6</td>
<td>Scholarships</td>
</tr>
<tr>
<td>7</td>
<td>Other</td>
</tr>
</tbody>
</table>

Select all of the programs, offerings, or services offered by your chapter during **Q2 (Oct 1 - Dec 31)**?

- [ ] Academic Support
- [ ] Scholarship(s)
- [ ] MentorSHPE
- [ ] Technical Projects
- [ ] Noche de Ciencias/Dia de Ciencias
- [ ] Local Outreach Efforts
- [ ] SHPEtinas
- [ ] Leadership Development
- [ ] Networking/Social Events
- [ ] Professional/Career Development
- [ ] Support a SHPE Jr Chapter
- [ ] Other (please specify)
To the best of your knowledge, provide whole number estimates of the following activities for **Q2 (Oct 1-Dec 31)**:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Events/Programs</td>
<td></td>
</tr>
<tr>
<td>Number of Hours Supporting SHPE's Mission (aka the number of hours for the programs, services, offerings you selected in the question above)</td>
<td></td>
</tr>
<tr>
<td>Number of K-12 Schools Impacted via Outreach</td>
<td></td>
</tr>
<tr>
<td>Number of Community Outreach Hours</td>
<td></td>
</tr>
<tr>
<td>Number of MentorSHPE Connections within your Chapter</td>
<td></td>
</tr>
<tr>
<td>Scholarship Dollars Raised</td>
<td></td>
</tr>
<tr>
<td>Scholarship Dollars Awarded</td>
<td></td>
</tr>
</tbody>
</table>

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
- [ ] SHPEtinas
- [ ] Leadership Development
- [ ] Networking/Social Events
- [ ] Professional/Career Development
- [ ] Support a SHPE Jr Chapter
- [ ] Other (please specify)
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

Marketing/Communications

<table>
<thead>
<tr>
<th>Do you have a chapter website?</th>
<th>Yes</th>
<th>Partially</th>
<th>Barely</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a chapter newsletter?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Do you have a communications portal with members? (slack, discord, whatsapp, etc)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Do you have chapter social media account(s)? (LinkedIn, Instagram, Facebook, TikTok, etc)</td>
<td></td>
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</tr>
</tbody>
</table>

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

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

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

- Surveys
- Verbal Feedback
- Group Chat
- We do not receive feedback
- Other (please specify)
How often do you get feedback from your members?

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

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
- Creating survey tools for member feedback
- None of the above

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
- Creating survey tools for member feedback
- None of the above
*Optional* Provide a link to Report 1. Verify that the link is shareable and provides viewing access. The template can be found here under Chapter Reporting: Report Template. Make sure to follow the file instructions (PDF only and naming convention) provided in the template.

Is there anything else you'd like to share with SHPE staff that wasn't captured in this check-in? Please type N/A if you do not have anything additional to add.