

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?

- | | |
|--------------------------------|--------------------------------|
| <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 | |

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

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

Quarterly Check-Ins

Q2: Chapter Advisor Information

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

Advisor Full Name

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 two chapter advisors****

Quarterly Check-Ins

Q2: Chapter Advisors Information

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

Advisor 1 Name

Advisor 1 Email

Advisor 2 Name

Advisor 2 Email

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

	Yes	Partially	Barely	No	N/A
Are chapter elections scheduled before April 15?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you identified potential candidates for leadership positions for next year?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have your chapter board meetings scheduled for 2024?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Chapter Operations: How are they going?

	Great	Getting the hang of it	Struggling	Help Needed	We don't do it
Annual Chapter Plan (board meetings, events, partnerships, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How are officers getting along?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How is the CMT helping you plan the year?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How is fundraising going so far?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How engaging have your members been with social media?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is turnout as expected for your events?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How are your officers executing their tasks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you raised any money based off of your sponsorship packet?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rank in order of budget importance for 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

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
- SHPEtinias
- 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)**:

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

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)

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

	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"/>

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

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

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

**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.