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*

Q3: 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 5

◯ Region 2   ◯ Region 6

◯ Region 3   ◯ Region 7

◯ Region 4

What type of chapter are you?

◯ Community College

◯ University

◯ Professional

◯ Corporate (Professional)

Q3: Chapter Operations Information

Do you currently have more than 10 paid members in your chapter?

○ Yes

○ No

○ Maybe

○ I don't know

Have you had your 2024-2025 chapter elections?

○ Yes, and all leadership positions have been filled

○ Yes, but some leadership positions have not been filled

○ Not yet, but we've scheduled them

○ Not yet, and we still need to scheduled them

How many active chapter leadership positions will you have for 2024-2025?

○ 4   ○ 7

○ 5   ○ 8+

○ 6

Do you agree or disagree with the following statement: "We have a solid plan for transitioning to the next cohort of chapter leaders"

○ Strongly agree   ○ Disagree

○ Agree   ○ Strongly disagree

○ Neither agree nor disagree

Chapter Operations: How are they going?

	Great	Getting the hang of it	Struggling	Help Needed	We don't do it
How are officers getting along?	○	○	○	○	○
How engaging have your members been with social media?	○	○	○	○	○
Is turnout as expected for your events?	○	○	○	○	○
How are your officers executing their tasks?	○	○	○	○	○

Rank the items below in order of important for your chapter budget 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 **Q3 (Jan 1 - March 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 **Q3 (Jan 1-March 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

☐ SHPEtinas

☐ Leadership Development

☐ Networking/Social Events

☐ Professional/Career Development

☐ Support a SHPE Jr Chapter

☐ Other (please specify)

[   ]

☐ None of the above

Are you using your official SHPE chapter logo?

Logos can be found <u>here</u> 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?	◯	◯	◯	◯	◯
Do you have a chapter newsletter?	◯	◯	◯	◯	◯
Do you have a communications portal with members? (slack, discord, whatsapp, etc)	◯	◯	◯	◯	◯
Do you have chapter social media account(s)? (LinkedIn, Instagram, Facebook, TikTok, etc)	◯	◯	◯	◯	◯

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

[   ]

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.