

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

Q4: 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 | |

Regional Map for SHPE Chapters

What type of chapter are you?

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

Quarterly Check-Ins

Q4: 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
- 5
- 6
- 7
- 8+

Chapter Operations:

	Yes	Partially	Barely	No	N/A
Are you ending the year with funds in your general chapter account?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you conducted a transition meeting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you transferred all necessary material to the incoming board?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What achievement are you most proud of for your chapter this year?

What is one piece of advice you would give to a new chapter board?

Select **all** of the programs, offerings, or services offered by your chapter during **Q4 (April 1 -June 15)**?

- 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 **Q4 (April 1-June 15)**:

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

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

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

- 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)

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

**Optional* Provide a link to Report 2. 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.