I AM A CHAPTER LEADER

SHPE

Leading Hispanics in STEM®

2026 HANDBOOK • 2026 HANDBOOK • 2026 HANDBOOK • 2026 HANDBOOK • 2026 HANDBOOK • 2026 HANDBOOK

2026 CHAPTER LEADER HANDBOOK • 2026 CHAP

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Welcome SHPE Chapter Leader

Dear SHPE Chapter Leader,

Welcome and thank you for stepping up to lead your chapter! Your dedication to SHPE and to our shared mission is a powerful force in advancing opportunities in STEM. We are incredibly grateful to have leaders like you at the helm of our chapters across the country.

This handbook was created to serve you throughout your entire leadership term. Whether you're hosting your first chapter meeting, preparing for community outreach, or navigating leadership, this resource is here to support you every step of the way.

As you begin or continue your journey, know that you are supported by the SHPE Familia — staff, regional leaders, and your fellow chapter leaders are here to collaborate, advise, and cheer you on. We are one Familia, and together we are building a future where Hispanics are fully represented and thriving in STEM.

Leadership can be both rewarding and demanding, and I encourage you to lead with intention, authenticity, and heart. Every initiative you take on, every student or professional you support, and every connection you strengthen helps move our mission forward in meaningful ways.

Thank you for your commitment, your passion, and your service. We're excited to see all that you will accomplish this year. Remember, SHPE is always here to support your success.

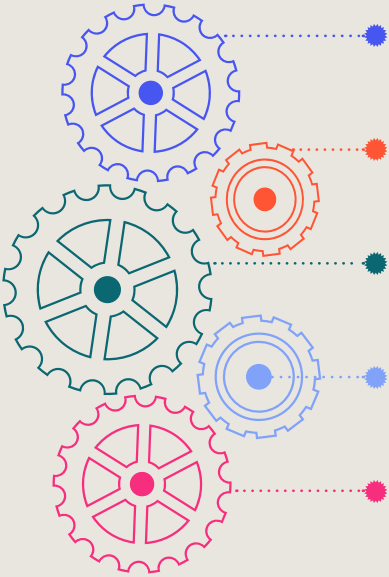
With gratitude,

♡ **Suzanna Valdez Wolfe, CEO** ♡

NCP: National Chapter Program

The National Chapter Program provides a chapter management, compliance alignment, and growth framework for SHPE chapters to realize the SHPE mission and vision through their events and functions that lead to increased member participation and success.

Chapter status color coding system:



New

A chapter in progress and/or newly chartered within 6 - 12 months

Established

A chapter who is excelling, functioning at a level of distinction

Active

A chapter who meets the requirements

Struggling

A chapter who has fallen short from meeting the requirements

Inactive

A chapter that has not engaged or reported to SHPE in over 6 months

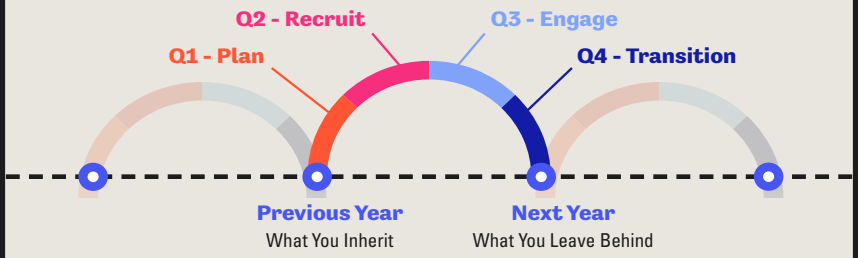
Requirements for a chapter to stay in good standing/active status:

- 3 chapter check-ins
- 10 nationally registered members
- 1 event/year

Elections by April 15! Should you need any additional information, help, or support throughout the year, please email chapters@shpe.org

SHPE Year Calendar (Fiscal Year)

The fiscal year runs from July 1 - June 30



Q1 (July, August, Sept)

Transition and Onboarding
June - July

Convention Registration

NILA CCLP
June 13-14

Chapter Contacts Due
August 15

NILA Presidents Summit
Aug 6-8

#1 Check-in with CMT
August 15

Q2 (Oct, Nov, Dec)

Convention Registration

Convention 2026
Oct 28-31

#2 Check-in with Space for Report 1
December 15

Q3 (Jan, Feb, March)

Regional Spring Events

Q4 (April, May, June)

Chapter Elections
by April 15

SHPE National and Regional Election
April/May

#3 Check-in with Space for Report 2
April 15

Chapter Affiliation Agreement

Per SHPE Bylaws Section 10.1, this Chapter Affiliation Agreement was established to define the relationship between SHPE and its chapters. Additionally, it provides the operating framework of expectations and understanding of a chapter's responsibilities to and with the SHPE organization as a whole.

---▸▸▸ **SHPE Bylaws**

---▸▸▸ **Chapter Bylaws**

More information at: shpe.org/membership/chapter-resources

In every position that I've been in, there have been naysayers who don't believe I'm qualified. I feel a special responsibility to prove them wrong.

- SONIA SOTOMAYOR

CHAPTER RESOURCES

A resource for you, a resource for you, and one for you too! We know running a chapter can be a little overwhelming at times. Utilize SHPE resources, best practices shared from other chapters, and an abundance of references we've put together just for you.

> A leader is one who knows the way, goes the way, and **shows the way.**
>
> - JOHN MAXWELL

The handbook and all of the links referenced can be found in one place at:

shpe.org/membership/chapter-resources

2026 CHAPTER LEADER HANDBOOK ✹ 2026 CHAPTER LEADER HANDBOOK ✹ 2026 CHAPTER LEADER HANDBOOK

How to Contact Us

BOARD CHAIR
boardchair@shpe.org

CAREER SERVICES
careercenter@shpe.org

CEO
suzannavw@shpe.org

CHAPTER SUPPORT
chapters@shpe.org

BUSINESS DEVELOPMENT
partnerships@shpe.org

EVENTS
events@shpe.org
registration@shpe.org

FINANCE
finance@shpe.org

GOVERNMENT RELATIONS
shpeonthehill@shpe.org

INFORMATION TECHNOLOGY
IT@shpe.org

MARKETING
marketing@shpe.org

MEMBERSHIP
membership@shpe.org

MEMBER ENGAGEMENT
& IMPACT
research@shpe.org

A full list of staff is available *here*

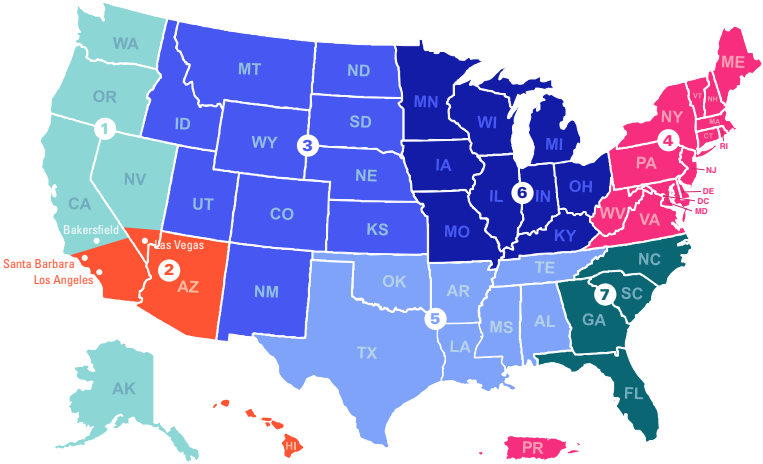
Meet the National Board of Directors and Regional Leadership

The SHPE National Board of Directors, composed of both elected and nominated board members, has oversight responsibility of the organization's vision, governance, strategic direction, and financial stewardship.

The Regional Leaders, elected by SHPE members, lend operational support to the organization in the execution of its mission and strategic plan; and serve as a direct line of communication, guidance, and support for chapters and members.

For more information about the NBOD please see SHPE National Bylaws, Article 7 and for Regional Leaders SHPE National Bylaws, Article 11.

How to Contact Regional Leadership



1 Northern CA, Northern NV, AK, OR, WA

2 AZ, HI, Southern CA, Southern NV

3 CO, ID, KS, MT, ND, NE, NM, SD, UT, WY

4 CT, PA, DC, PR, DE, RI, MA, VA, MD, VT, ME, WV, NH, NJ, NY

5 AL, AR, LA, MS, OK, TN, TX

6 IA, IL, IN, KY, MI, MN, MO, OH, WI

7 FL, GA, NC, SC

Region 1

Regional Vice President
rvp1@shpe.org

Regional Student Representative
rsr1@shpe.org

Regional Graduate Representative
rgr1@shpe.org

Regional Junior Representative
rjr1@shpe.org

Region 2

Regional Vice President
rvp2@shpe.org

Regional Student Representative
rsr2@shpe.org

Regional Graduate Representative
rgr2@shpe.org

Regional Junior Representative
rjr2@shpe.org

Region 3

Regional Vice President
rvp3@shpe.org

Regional Student Representative
rsr3@shpe.org

Regional Graduate Representative
rgr3@shpe.org

Regional Junior Representative
rjr3@shpe.org

Region 4

Regional Vice President
rvp4@shpe.org

Regional Student Representative
rsr4@shpe.org

Regional Graduate Representative
rgr4@shpe.org

Regional Junior Representative
rjr4@shpe.org

Region 5

Regional Vice President
rvp5@shpe.org

Regional Student Representative
rsr5@shpe.org

Regional Graduate Representative
rgr5@shpe.org

Regional Junior Representative
rjr5@shpe.org

Region 6

Regional Vice President
rvp6@shpe.org

Regional Student Representative
rsr6@shpe.org

Regional Graduate Representative
rgr6@shpe.org

Regional Junior Representative
rjr6@shpe.org

Region 7

Regional Vice President
rvp7@shpe.org

Regional Student Representative
rsr7@shpe.org

Regional Graduate Representative
rgr7@shpe.org

Regional Junior Representative
rjr7@shpe.org

Get to know your 2026-2027 *Regional Leaders* by clicking on the map on page 10.

SHPE Overview

What is SHPE all about?

Mission

SHPE changes lives by empowering the Hispanic community to drive social and economic growth by excelling in STEM.

Vision

Hispanics are highly valued engineers, scientists, and technologists that influence global progress and inspire the world.

Core Values

- Familia
- Service
- Resilience
- Education

Membership

The SHPE Membership Team supports, trains, and provides services to chapter leaders. The team also recruits and retains members at the national level, provides individual member support, and works to improve the member experience via SHPE programs, training, and resources.

Membership Email: membership@shpe.org
Chapter(s) Email: chapters@shpe.org
Website: shpe.org/membership

The Membership Department:

- ☑ Acts as the Primary Member Liaison
- ☑ Provides Customer Service
- ☑ Trains and Coaches Chapter Officers
- ☑ Develops New Member Tools
- ☑ Streamlines & Automates Systems
- ☑ Grows Membership & Chapters

Important Resources

Chapter Leader Resources:

Chapter Leader 101 Playlist

SHPE Contact Information & Important Links

Bill.Com Steps

Financial Reimbursement Process

Marketing Resources

---▸▸▸ **Code of Conduct**

---▸▸▸ **Chapter Leader Contact Information**

Chapter Resources

For All Chapters

Local chapter dues are not allowed

- ☑ For any member to be considered a member, they must be a member registered with the national organization.

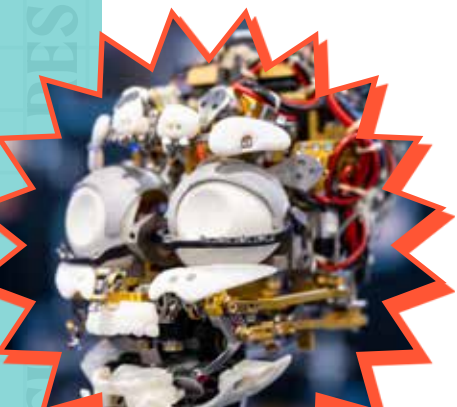
For a chapter to be considered in good standing or "active" the following must be achieved:

- ☑ 10 Paid Members
- ☑ Coordinate chapter elections in alignment election process outlined in your chapter's bylaws
- ☑ Submit 3 Chapter Check-ins

For Professional Chapters

Please submit the bill.com form to set-up or confirm your chapters payment information Form

- ☑ Q1/Q2 [process Jan, expect payments Feb]
- ☑ Q3/Q4 [process July, expect payments Aug]



Membership & Chapter Frequently Asked Questions

FAQs

Member Engagement & Impact

SHPE's Member Engagement & Impact team is responsible for designing and delivering the programs, support, and systems that enable members and chapters to thrive. Our work ensures that every member—across pre-college, collegiate, graduate, and professional levels—has access to meaningful opportunities for growth, connection, and advancement within STEM.

We partner closely with chapter leaders and regional teams to strengthen local engagement, provide consistent support, and create high-quality experiences that reflect the needs of our community. Through coordinated programming, operational support, and data-informed decision making, we aim to drive strong member outcomes and empower chapters to make a lasting impact in their communities.

The Member Engagement & Impact Department manages the following:

- **Member and chapter support:** Providing guidance, tools, and resources to help chapters operate effectively and deliver strong local experiences
- **Chapter operations and regional engagement:** Supporting chapter leaders and regional leadership teams with structure, training, and ongoing coordination
- **Programs and events:** Designing and implementing programs that support member development across all career stages and create meaningful engagement opportunities
- **Data and continuous improvement:** Using data and feedback to strengthen programs, improve member experiences, and inform decision-making at all levels of the organization
- **Community engagement and government relations:** Supporting efforts and partnerships that expand opportunities for your members, strengthen advocacy for STEM access, and connect chapters to broader initiatives that impact our community

The programs listed below are established programs that your chapter and members can engage in throughout the year.

Email: **research@shpe.org**

Website: **shpe.org/engage/programs**

Programs

EQUIPANDO PADRES
SUPPORT YOUR STUDENT'S SUCCESS

Equipando Padres is a program offered in English and Spanish designed to provide the parents the knowledge and tools to better support their children earning engineering degrees.

Equipando Padres delivers research-based content to families with students in K-12 through Equipando Padres Academy and students at the collegiate level through Equipando Padres University.

InternSHPE
LAUNCHING STEM CAREERS

Provides student members with practical experiences to apply classroom content and build STEM identity. Certification courses are included to enhance technical skills and deliver reflective opportunities as checkpoints to ensure a successful learning experience.

MentorSHPE
THE POWER OF CONNECTION

Virtual programs with various tracks to support a variety of mentoring needs.

MentorSHPE - - -▸▸▸
One-on-one, 3-month mentoring connection for a variety of academic and professional goals. Mentees and mentors can join the program and connect on their own with the system walking them through the connection or join a community cohort to expand their network and receive expanded guidance from SHPE staff through their connection.

Future GRADS MentorSHPE

Offered in the fall semester only, one-on-one, 3-month long connection for mentees who are actively working on an application for graduate school. Mentors who have successfully navigated the graduate school application process are paired with mentees to help guide them through the process. Applications are required to participate.

Inspires Hispanic youth to pursue STEM degrees and careers hosted by a SHPE chapter for local middle or high school students and their parents. Student and professional members collaborate together to ensure an engaging, rigorous opportunity is provided. Funding opportunities can be found on the website.

Passport To Series

This webinar series highlights the importance of engineering & STEM degrees in an industrial, national lab, and academic settings, including research and development (R&D) and management pathways. Participants have the opportunity to network with the sponsor's representatives, learn about the sponsored organization as well as career management pathways, and attend a virtual tour.

Passport To Graduate School

Passport to Grad School is a monthly community for students exploring whether graduate school is the right next step. Each session provides practical guidance on the application process and what to expect as a graduate student, along with space to check in on well-being and build peer support. Topics may include selecting programs, preparing application materials (CV/resume, personal statement, letters of recommendation), funding and scholarships, managing timelines, and strategies for balancing academics, work, and life.

In the 2025-2026 academic year, the ScholarSHPE Program awarded over $400,000 in scholarships to more than 150 members. The program also provides Q&A sessions to assist members with successfully navigating the application process and improve the quality of their essays for future opportunities.

SHPE's Club de Ciencias
SHPE's Club de Ciencias program provides middle school students with hands-on STEM enrichment through consecutive engaging, project-based learning experiences. Students explore STEM concepts, engineering skills, and real-world problem solving, while gaining exposure to a variety of STEM careers.

Career Catalyst is a career development programing series for our national membership base. The series includes a variety of workshops on topics ranging from resume development to interview tips to networking advice. Members have the opportunity to connect with sponsor company representatives to get real-time feedback on the topics presented.

Professional Member at Large Networking
Come meet other SHPE professional members! Maybe you don't live close to a chapter or the season of life you are in doesn't work for you to attend your local chapter events - this is the place for you! These meetings will not be recorded as our main purpose is to engage with those at the event and network. Be ready to share your camera and engage!

EntrepreneurSHPE is SHPE's newest initiative created to support and celebrate Latino entrepreneurs at every stage of their journey. Whether you're building your first startup, scaling your business, or exploring new ventures — this program is designed for you.

Marketing

The SHPE Marketing Team exists to support and promote the services offered by SHPE with the goals of recruiting and retaining members, driving attendance at events, building the brand, and increasing fundraising and sales revenue.

Email: **marketing@shpe.org**

Website: **shpe.org/about-shpe/marketing-resources**

The marketing team manages the following:

- Advertising
- Branding (incl. chapter logos)
- Communications
- Email
- Graphic Design
- Newsletters
- Podcast
- Public Relations
- Social Media
- Websites

Important Resources

- SHPE Brand Package
  - Logos
  - Fonts
  - Brand Guidelines
- Program Logos
- Chapter Logos
- Region Logos & Mascots
- Demographics
- Collateral Materials
- Communications Guidelines
- 501c3 Rules & Regulations

Other Important Links

- **Subscribe to SHPE**
- **Join SHPE**
- **Listen to the podcast**
- **SHPE calendar**

Marketing Resources

SHPE Branding

Please continue to use primary colors first and foremost, but feel free to use the secondary colors to provide visual interest and make your designs pop as needed. If you have any questions, email marketing@shpe.org.

Colors

Primary Brand Hex Colors

Navy Blue	Powder Blue	Bright Blue
#001F5B	#72A9BE	#0070C0

Orange	Red	Grey
#FD652F	#D33A02	#626366

You can find our guidelines, logos, fonts, and other resources *here*

Secondary Brand Hex Colors

Iris	Hot Pink	Tangerine	Ice Blue	Aqua	Creamsicle
#4756F1	#F72D7E	#FF5534	#80A2F9	#8BD7D7	#FFA017

Cobalt	Lime	Teal	Black	Frost	Indigo
#131CA7	#D0EF4D	#0B6772	#1C1C1C	#E9E6DF	#110D7A

Fonts

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Univers LT Std (primary)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Moret Variable

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Tenso

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Franklin Gothic (MS font)

If these aren't available then use Helvetica, then Arial.

If you use Canva (which is great!), you should be able to upload the Univers LT Std, Moret, and Tenso fonts into it, as well as, setting up your brand with our color palette and logos.

Logos

Please note that all of the logo suites include a wide variety of options for you to use including both horizontal and vertical versions in full color, all white, all navy, and a full-color version that works on dark backgrounds (DKBG). We also have provided .eps (Illustrator/vector) files along with .png (transparent background; best for on screen) and .jpg files.

If you do not see the logo suite for your chapter, please email marketing@shpe.org to request it.

SHPE
Leading Hispanics in STEM.

Access the national, regional, and chapter logos and the brand guidelines

Regional Mascots

Access your mascot graphics

Chapter Signatures

For your email signature, please follow this template using Franklin Gothic font. If Franklin Gothic is unavailable, please use Arial. Note that we rarely use images in the SHPE signature.

Robert Xavier Maldonado, Volunteer (he/him)
Vice President, External Affairs 2021-2023
University of California, Irvine Chapter
SHPE: Leading Hispanics in STEM
Office 555.555.5555
Connect with me on LinkedIn (optional)
SHPE.org | Join | Donate

NOTE: The above links can be chapter-specific or use the SHPE account if there isn't a chapter account.

LinkedIn Profile Designation

We would LOVE for you to use SHPE in your LinkedIn profile. Please note that your title should be, for example, "[SHPE Chapter] President" rather than just using "President." That will help us avoid having hundreds of people listed as "President at the Society of Hispanic Professional Engineers."

Organization Name

Please note that in 2019 we stopped spelling out the acronym. We use SHPE or SHPE: Leading Hispanics in STEM. And in some cases, where it's absolutely necessary, we might use SHPE (Society of Hispanic Professional Engineers). We made this change to be more inclusive, since SHPE is not just for professionals, not just for engineers, and we welcome anyone who supports our mission. Thank you for your help in making this change.

Communications

Staying Connected

Please follow SHPE National and tag us in posts. By tagging other accounts, you increase visibility of your own post. You also give us the opportunity to share what you've posted.

@SHPENational

@SHPENational

@Society of Hispanic Professional Engineers

@SHPENational

@SHPE

@SHPENational

Popular SHPE Hashtags

#SHPE

#SHPEFamilia

#SHPEtinas

#SHPEGrad

#SHPE[year] (for National Convention)

#NILA[year] (for NILA)

#WeAreFamilia

#STEM

#YOUBelongInSTEM

Social Posting Guidelines

THANK YOU for being an active advocate for SHPE by running communication platforms for your chapter! We know it takes time to create and execute a comms and social media plan and time is a precious resource. We're glad you understand that it's worth it because these platforms are excellent ways to communicate with and engage our members. It is critical to us that our members are informed and engaged.

Full Guidelines Here ---▸▸▸

SHPE Messaging

We are not here to tell you what to say. You are empowered to run your chapter. As part of a national organization, however, we ask that you work with us to represent SHPE's values: Familia, Service, Education, and Resilience.

In that spirit, we offer these guidelines around messaging.

- Be respectful, constructive, and forward thinking.
- Be supportive of causes, organizations, companies, and people who align with SHPE's values.
- Celebrate Hispanics in STEM.
- Engage your members and followers; encourage active participation.
- Be consistent in branding, messaging, and tone.
- Allow for disparate voices and opinions. Engage in a constructive, respectful manner.
- SHPE predominantly uses Hispanic rather than Latino/Latina/Latinx.
- SHPE uses STEM rather than STEAM or STEM+CS.
- Avoid endorsing or promoting any organization, cause, or company that has not been thoroughly vetted.
- Avoid sharing news that has not been verified or is from an unknown source.
- Do not use inappropriate or incendiary language or visuals.
- Do not use the SHPE platform to support or denounce any political campaign or cause.

Legal Considerations

Please know that SHPE is a nonprofit with 501(c)(3) status and there are specific rules* that must be followed to maintain that status. Specifically –

1. Nonprofits are not allowed to urge their members to support or oppose legislation. They may participate in a small amount of lobbying, but lobbying activities may not exceed a certain amount of the organization's total expenses or 20% of their time for 3 consecutive months.

2. Political campaign activity. A nonprofit organization may not financially support or endorse any political candidates verbally or in writing. They may not oppose candidates either. This rule applies to candidates at every level — local, state, and federal.

*boardeffect.com/blog/common-501c3-rules-regulations

As chapter leaders, we are relying on you to protect our nonprofit status and not endanger our mission and the work we're doing, so please be sure to comply with these rules. **Violation of these rules may result in the loss of your charter.**

Additionally, for our student chapters, please familiarize yourself with the rules and regulations of your college or university. You must also adhere to their guidelines.

Business Development

SHPE Business Advancement Team provides strategic vision and direction for building and sustaining high-impact partnerships that advance the organization's mission and strategic initiatives. This includes cultivating relationships with corporate and individual partners, and securing support through private and public sector collaborations.

Email: **partnerships@shpe.org**
Website: **shpe.org/support**

External Relations manages the following:

- Individual and Corporate Giving
- Event & Program Sponsorships
- Industry Partnership Council
- Public and Private Foundation Grants

Corporate/Organization Partnership Options:

- **Partnership Opportunities Brochure**
- **SHPE Supporter Network**
- **Industry Partnership Council**
- **Academic Partnership Council**
- **ScholarSHPE**
- **Sponsor an Event**

Book time with an Business development team member for support in developing your chapter sponsorship opportunity.

Ways to Give

As a chapter leader, your commitment to SHPE's mission makes a lasting impact. When you're able, we encourage you to support SHPE through a personal contribution or by inspiring others to give. Every gift helps us expand opportunities and create meaningful change for the Hispanic community in STEM.

Email: donations@shpe.org to discuss fundraising opportunities for your chapter.

- **Donation Page**
- Social Media Fundraising
  - **Facebook**
  - **Instagram**

Government Relations

As the fastest-growing segment of the U.S. labor force, the Hispanic community will play a defining role in reshaping the future of STEM by driving innovation, becoming entrepreneurs, and solving some of the most complex challenges of our time as scientists, engineers, and tech professionals. SHPE's Government Relations team works to ensure that city, state, and federal government officials understand their contributions to society and the nation.

To accomplish this goal, our national team offers advocacy opportunities to members through chapter-led events, either by hosting government officials at local events or by coordinating full-day visits to government offices. Each interaction advances the same mission of raising awareness of the immense impact of chapters on K-12 STEM education access, college readiness, and professional development, while elevating our members' journeys and their real-world contributions to the economy.

By building relationships with decision-makers who represent large Hispanic constituencies, lead key committees on education and workforce development, or are positioned to move policies that influence the STEM pipeline, we ensure that our community's innovation, entrepreneurship, and talent become a foundation for lasting investment.

That investment starts with your participation. As the largest association of Hispanic STEM professionals in the nation with over 50 years of experience growing the talent pipeline, our members' voice, story, and presence in these conversations are what make our seat at the table possible.

Initiatives:

- ☑ YOU Belong in STEM
- ☑ SHPE White House Briefing on "Building the Next Generation of Hispanics in STEM"
- ☑ Public Service Recognition Week Celebration
- ☑ 2026 Fireside Chat Celebrating Women & Girls in STEM
- ☑ Virginia Commonwealth University Chapter Hosts U.S. Senator Tim Kaine at Día de Ciencias
- ☑ SHPE and Compass Academy Partner to Empower Denver's Next Generation of STEM Leaders Through Noche ..... de Ciencias
- ☑ SHPE DC Professionals Launch National State Advocacy Strategy at the Virginia State Capitol
- ☑ STEM for the Bold: Indianapolis Advocacy Day
- ☑ Bringing 50 Years of Impact & Workforce Solutions to Capitol Hill

Email: **shpeonthehill@shpe.org**

Website: **shpe.org/resources/government-relations**

Blog: **shpe.org/source/shpe-on-the-hill**

Important Resources

- ---▸▸▸ **SHPE 2025 Quick Facts**
- ---▸▸▸ **Advocacy 101 - Toolkit**
- ---▸▸▸ **Government Relations Social Media Guidelines**

Make a Difference

Your STEM background and experience can contribute to SHPE's advocacy efforts. Email us to learn more about how you can make a difference: **shpeonthehill@shpe.org**

Events

The SHPE Events Team provides the platform that makes amazing experiences happen. We oversee the planning and logistics for all national SHPE events throughout the year. This includes venue procurement, program content and agenda management, experience engagement, logistics, budgeting, and all support needed to execute a successful event. Our goal is to make sure each and every member has a wonderful experience at SHPE events and walks away equipped with new knowledge and a renewed sense of Familia. The important objectives for the team are fiscally responsible events, fully engaged attendees, and great connections for attendees and sponsor companies.

Email

events@shpe.org (general events questions)
registration@shpe.org (for registration at events only)
housing@shpe.org (event housing questions)

Website

shpe.org/events

Available Chapter Resources

We're always available to answer events questions and support even if it is for a local chapter event that you are planning but not sure what to do. We offer a variety of templates to assist with your event planning including, but not limited to: Budget, Event Checklist, Event Timeline, Run-of-Show, and Room Set Ups.

Request assistance by emailing events@shpe.org

- - - ▸▸▸ **Event Templates**

National Convention

The SHPE National Convention serves as the country's largest annual gathering of Hispanic STEM students and professionals in the U.S. with a little over 10,300 attendees last year. All are welcome at the 2026 National Convention in Indianapolis on October 28 - October 31. Registration opens in the summer.

Participants are given the unique opportunity to advance their careers with expert panels, hands-on workshops, and an industry-leading Career Fair and the Graduate School Expo located in University Village. And networking, competitions, and signature events add to the excitement. The convention is life-changing for many of our attendees.

Important Links

- 2024 Wrap-Up Report
- Locations and Dates for Future Conventions
- 2026 National Convention Info

Support to Attend

Letter of support templates (academic and professional) for convention are posted to the website every summer when registration opens. Additionally, every Spring we open applications for members to request financial assistance to attend using funds provided by SHPE sponsors. Finally, we are also always available for questions to support financial requests to your academic institution or manager to facilitate your chapter and individual attendance.

Housing

Housing is available with SHPE negotiated rates for members on the website. Room blocks for chapters are also an option. It is critical that attendees use the SHPE room blocks. Otherwise, there are negative financial implications for the organization. Also, if you book outside the SHPE block, we are unable to assist if there are any problems that arise with the hotel where you are booked.

Volunteering

We always need event volunteers! Each year we have opportunities for long-term volunteers to serve on the Planning Committee, as well as, onsite volunteers during the event itself. Watch your inbox and follow us on social media for the chance to sign up.

Planning Committee members are also volunteers but with more expectations and time commitment involved. Some roles include a planning cycle that can span over a year and include working onsite for the event execution. It is a great way to network and give back to the organization while growing your skills. Applications usually open in the Fall and are announced in the SHPE newsletter.

Bulk Registration

Bulk registration is available for groups of five (5) or more attendees within the same chapter and is intended to support chapters or regions paying for multiple registrations under a single order. There is no discount for bulk registrations.

NEW! Chapters or regions that are still securing funding may submit a Bulk Registration Quote Request, which provides an estimate for planning and approval purposes only and does not reserve tickets or guarantee pricing.

UPDATE! Once funding is confirmed, a Bulk Registration Commitment (formally bulk registration requests/order) must be submitted. Submission of a commitment form initiates invoicing and is considered a final, non-refundable sale, with ticket quantities locked in at the time of submission.

After a bulk commitment is processed, attendees are required to complete individual registration using a provided promo code.

IMPORTANT! All bulk-related requests, including quotes , commitments, and support issues, must be submitted through the official SHPE registration forms which will be found on that events' website FAQs.

NILA

The National Institute for Leadership Advancement (NILA) is a two-part, multi-day leadership development conference designed to equip SHPE's chapter leaders with the skills and knowledge for success. Every participant will leave with practical, easy-to-apply leadership strategies, resources, and tools to lead their chapters and a network of peer chapter leaders to assist them in their new year.

Important Links

- NILA Webpage
- 2024 NILA Wrap-Up Video

NILA takes place in two parts every summer at the beginning of SHPE's new fiscal year -

CCLP (Certified Chapter Leaders Program)

Held virtually in June, ALL chapter board members are invited to attend the virtual CCLP event to earn their chapter leader certification. This event involves deep dives into chapter operations, available chapter support, and a chance for like chapters to collaborate on best practices.

Benefits include:

- Learning about chapter operational success through shared success sessions led by stellar chapter leaders and chapter working workshops led by regional leaders. The topics at hand include: Strategic Alignment | Chapter Management Tool, SWOT Analysis, SMART Goals, Measuring Success | Fundraising, Sponsorship, Grants, Budgeting | What it Means to be a Leader.
- Building network connections with over 500+ chapter leaders across the nation.
- Getting your chapter leadership questions answered by a collective of experienced staff, regional leaders, and your peers.

Presidents Summit

Usually held in-person in August, all chapter presidents are invited to attend the in-person Presidents Summit which involves leadership workshops, team building exercises, and networking with fellow chapter, regional, and national leaders.

Benefits include:

- Learning opportunities about leading chapter operations and e-board teams - Chapter Strategic Planning across 1-2yrs | Building a Chapter Value Proposition - and pivot leadership skillsets - Leading Multiple Personalities | The Art of Negotiation
- Building personal relationships with fellow chapter presidents.
- Honing your personal development as a servant leader.

Career Services

The SHPE Career Services team provides resources to increase the professional success and marketability of members throughout their career, and create engagement opportunities with industry leaders to network, learn, and grow.

Email: **careercenter@shpe.org**

Website: **careercenter.shpe.org**

Important Resources

Free Resume Review: Collect top resume experts' feedback for free on your resume through the SHPE job board.

Upload Your Resume: Hundreds of employers use the SHPE resume bank to search for the leading Hispanics in STEM to join their company.

SHPE Job Board: Search thousands of job and internship opportunities on **careercenter.shpe.org**

Finance

The Finance team is your source for all financial transactions at SHPE, including regional budgets, invoicing, and payments.

Department Email: finance@shpe.org

The Finance Department manages the following:

- Accounts Payable - payment to vendors and reimbursement to regions and chapters for expenses
- Processing scholarship award payments
- Accounts Receivable- Preparing and sending invoices to individuals and businesses, along with collections for past due invoices
- Processing bulk registrations for chapter groups that need one invoice for their school to make a payment on their behalf. (Submit a Bulk Registration Commitment via form listed on the event's website FAQs.) Note registration codes will not be released until the invoices have been paid, or a Purchase Order is received by Finance.
- Preparing and awarding professional chapter disbursements from membership share program
- Developing and maintaining regional budgets
- Processing chapter pass-through donations - Donation forms can be requested by sending an email to finance@shpe.org.
- Processing bulk membership requests for individuals or organizations requesting payment via a single invoice. (Request bulk membership by emailing membership@shpe.org) Membership

Important Note

Bill.com is used for payment processing. Any new vendor, chapter, or individual not currently in the system and linked to SHPE will be required to submit a W-9/W-8 to be added to the system before any payment or reimbursement can be processed/received. The SHPE fiscal year runs July 1st - June 30th.

---▸▸▸ **Annual Reports & Form 990s**

Information Technology

Student chapter leaders should reach out to their respective college or university's IT department to determine what resources are made available to them as a SHPE chapter.

This would include, but not limited to:

- An organizational university email address, i.e. shpe@usc.edu
- A dedicated collaboration workspace, such as Google Hangouts, Teams, Slack, or Zoom
- A cloud-based repository, such as Google Drive or Microsoft OneDrive
- A web page

If the college or university cannot procure these resources, they can reach out to **it@shpe.org** for recommendations or assistance.

For professional chapters, if you don't already have systems in place, you might consider using the free or basic paid productivity suites Google Suite (Gmail, Google Drive) or Microsoft 365 (Outlook, 365, Office 365) to set up systems.

- Create a **Gmail** account at **gmail.com**
- Create a **Microsoft** account at **office.com**

To sign up for Gmail, create a Google Account. You can use the username and password to sign into Gmail and other Google products like YouTube, Google Play, and Google Drive. The same applies for Microsoft products.

The more consistency in naming, the better - i.e. **president@shpela.org** and **shpela.org**. We recommend using **.org** so that you're easily identified as a nonprofit organization.

Mercado

The Mercado (**shpe.org/mercado**) is open year-round online and is the single source for your SHPE gear, stoles for graduation, and chapter or region-specific items. For National Convention you can pre-order your items to pick up onsite or visit the Mercado store onsite to purchase items during National Convention. Gift cards are also available through the store. If you have suggestions to share, please email them to us for consideration.

Support:

Joyce Fletcher, Manager, Events **joyce@merchenthusiast.com**

Custom Orders:

We ask that you order any promotional items and branded clothing for your chapters and regions through the Mercado, which is run in partnership with our supplier. Please email **joyce@merchenthusiast.com** to be connected to our supplier. When you email, let us know what you are looking for, so we can provide options and pricing. In many cases, we can price match if you find something you like elsewhere.

Brand Permissions:

Our goal is to raise awareness and brand recognition of SHPE by using consistent branding everywhere. But we also understand that chapters might have creative ideas for promotional items that stretch the boundaries of the brand. To get permission to use non-traditional branding on custom items, please email the design to **marketing@shpe.org**.

Important Resources

- **Brand Guidelines**

2026-2027 Industry Partnership Council

(as of 7/1/26)

3M Science. Applied to Life.™
accenture
Air Products
amazon
Amsted Industries
Ansys part of Synopsys
Apple
ASML
Bank of America
Bechtel
Boston Scientific
cadence
Capital One
Cargill
Caterpillar
the human energy company Chevron
Cummins
danaher
Delta
Dominion Energy
DuPont
Eaton Powering Business Worldwide
Edwards
Lilly
ExxonMobil
Ford
GE Aerospace
GE HealthCare
GE Vernova
gm
Goldman Sachs
Granite
Henkel
Honeywell
hp
intel
Jacobs
John Deere
Johnson&Johnson
Lam Research
Lenovo
Lockheed Martin
Medtronic
Merck
micron
Microsoft
Morgan Stanley
Mortenson
Nucor
P&G
PepsiCo
Rockwell Automation
Southern Company
Texas Instruments
Toyota
Trane Technologies
ups
USAA
Wabtec Corporation
Wells Fargo

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2026-2026 Academic Partnership Council

(as of 7/1/25)

Boise State University College of Engineering
California State University Chico
Cal State LA
Case School of Engineering Case Western Reserve University
Catholic University of America
College of Science & Engineering Central Michigan University
CSU Washkewicz College of Engineering
TCNJ The College of New Jersey
College of the Canyons
Columbia Engineering
Dartmouth Engineering
Duke Pratt School of Engineering
Embry-Riddle Aeronautical University
George Mason University College of Engineering and Computing
Georgia Tech College of Engineering
Houston Community College
JMU College of Integrated Science and Engineering
Johns Hopkins Whiting School of Engineering
Kansas State University Carl R. Ice College of Engineering
Lafayette College
Laredo College Est. 1947
Lehigh University P.C. Rossin College of Engineering and Applied Science
Opus College of Engineering Marquette University
MIT School of Engineering
Michigan Technological University
Minnesota State University, Mankato College of Science, Engineering & Technology
Missouri S&T
New Mexico Tech
NM State Be Bold. Shape the Future. College of Engineering
New York Institute of Technology College of Engineering & Computing Sciences
NC State Engineering
North Central College 1861
PNW Purdue University Northwest College of Engineering and Sciences School of Engineering
Purdue University College of Engineering
Rowan University Henry M. Rowan College of Engineering
SDSU San Diego State University
SJSU Charles W. Davidson College of Engineering
SBCC Santa Barbara City College
South Dakota Mines
SMU Lyle School of Engineering
St. Mary's University
Temple University College of Engineering
Texas State University
UC Merced
Berkeley College of Engineering
UCI Samueli School of Engineering University of California, Irvine
UC Riverside Marlan and Rosemary Bourns College of Engineering
UC San Diego Jacobs School of Engineering
UCF College of Engineering and Computer Science University of Central Florida
University of Colorado Boulder
Daniel Felix Ritchie School of Engineering & Computer Science University of Denver
University of Detroit Mercy
College of Engineering University of Georgia
UMBC
College of Engineering
College of Engineering University of Minnesota Twin Cities
University of North Carolina Charlotte
UNT College of Engineering
Engineering and Computing University of South Carolina
USC Viterbi School of Engineering
UTA College of Engineering
Texas Engineering
The University of Texas at Dallas Erik Jonsson School of Engineering and Computer Science
UTEP
The University of Texas Rio Grande Valley
UT Tyler College of Engineering
UVA Engineering
College of Engineering University of Washington
College of Engineering University of Wisconsin–Madison
Valparaiso University
Vanderbilt School of Engineering
Benjamin M. Statler College of Engineering and Mineral Resources
Wichita State University
WPI

Learn about *the APC*

Quick Resources

Contact Us

Career Services **careercenter@shpe.org**

Chapters **chapters@shpe.org**

Corporate Relations & Sales **partnerships@shpe.org**

Events **events@shpe.org**

Finance **finance@shpe.org**

Information Technology **it@shpe.org**

Marketing **marketing@shpe.org**

Membership **membership@shpe.org**

Member Engagement & Impact **research@shpe.org**

Registration **registration@shpe.org**

All Other Inquiries **shpenational@shpe.org**

National Convention Sales & Sponsorships **exhibits@shpe.org**

Connect With Us

Facebook **@SHPENational**

Instagram **@SHPENational**

LinkedIn **@Society of Hispanic Professional Engineers**

TikTok **@SHPENational**

YouTube **@SHPENational**

Useful Links

Chapter Resources shpe.org/membership/chapter-resources

Marketing Resources shpe.org/about-shpe/marketing-resources

Calendar shpe.org/engage/events/#calendar

Donate shpe.org/donate

Join shpe.org/membership/become-a-member

Subscribe shpe.org/about-shpe/news/shpe-nation

2026 National Convention shpe.org/2026

Any time you have an opportunity to

make a difference in this world

and you don't, then you are wasting your time on Earth.

- ROBERTO CLEMENTE

SHPE.ORG