

I AM A

CHAPTER
LEADER



SHPE

Leading Hispanics in STEM.

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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,

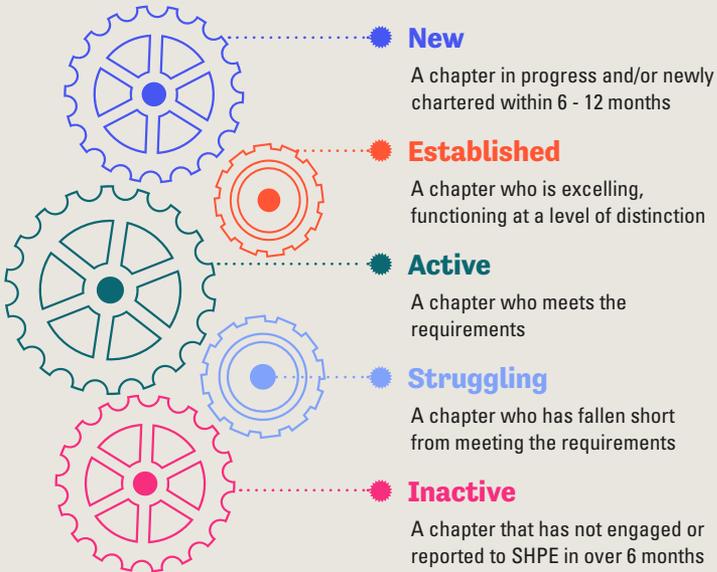
♡ **Suzanna Valdez Wolfe, CEO** ♡



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:



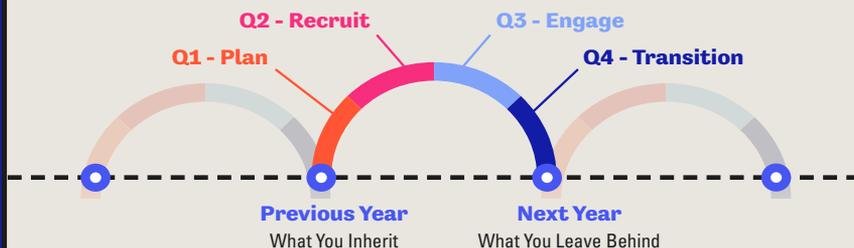
Requirements for a chapter to stay in good standing/active status:

- **Submit** 4 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
July 18-19

Chapter Contacts Due

August 1

NILA Presidents Summit

Aug 7-10

Chapter Leader Training: Marketing & Recruitment

September 16

Q2 (Oct, Nov, Dec)

Convention Registration

Q1 Check-in

October 15

Chapter Leader Training: Member Engagement

October 21

Convention 2025

Oct 29 - Nov 1

Chapter Leader Training: Chapter Reports

December 16

Q3 (Jan, Feb, March)

Q2 Check-in with Space for Report 1

January 15

Chapter Leader Training: Retention

February 17

Chapter Leader Training: Elections

March 17

Q4 (April, May, June)

Chapter Elections by April 15

Q3 Check-in April 15

SHPE Elections April/May

Chapter Leader Training: Transition April 21

Q4 Check-in with Space for Report 2 June 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



We're working to solve the 'and' equation:

meeting society's needs for energy and essential products *and* reducing emissions to support a brighter future.



[Full-time employment opportunities](#)

Connect with us



[Internships and co-ops](#)



How to Contact Us

BOARD CHAIR

[**boardchair@shpe.org**](mailto:boardchair@shpe.org)

CAREER SERVICES

[**careercenter@shpe.org**](mailto:careercenter@shpe.org)

CEO

[**suzannavw@shpe.org**](mailto:suzannavw@shpe.org)

CHAPTER SUPPORT

[**chapters@shpe.org**](mailto:chapters@shpe.org)

CORPORATE RELATIONS

[**partnerships@shpe.org**](mailto:partnerships@shpe.org)

EVENTS

[**events@shpe.org**](mailto:events@shpe.org)
[**registration@shpe.org**](mailto:registration@shpe.org)

FINANCE

[**finance@shpe.org**](mailto:finance@shpe.org)

GOVERNMENT RELATIONS

[**shpeonthehill@shpe.org**](mailto:shpeonthehill@shpe.org)

INFORMATION TECHNOLOGY

[**IT@shpe.org**](mailto:IT@shpe.org)

MARKETING

[**marketing@shpe.org**](mailto:marketing@shpe.org)

MEMBERSHIP

[**membership@shpe.org**](mailto:membership@shpe.org)

MERCADO

[**mercado@shpe.org**](mailto:mercado@shpe.org)

RESEARCH & IMPACT

[**research@shpe.org**](mailto:research@shpe.org)



A full list of staff
is available
here

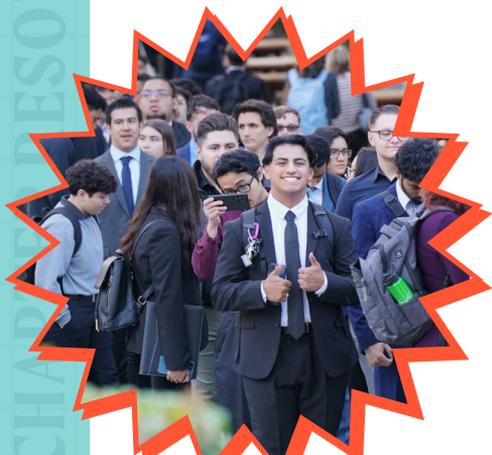


Meet the National Board of Directors and Regional Leadership

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.



2025-2026 Board of Directors



Will Davis
Board Chair



Natalie Davila-Rendon
Vice Chair
Sierra Nevada Corporation



Francesca Escoto
Board Member
Visionary Integration Professionals



Michael Wangen
Treasurer
IBM



Joaquin Gamboa
Board Member
Everly Health



Isaac Rodriguez, PhD
Secretary
Sweet Bio



Diana Gomez
Board Member
HNTB Corporation



Maria Belen Rodriguez
Board Member
Univ. of Southern California



Alejandra Leija
Board Member
Eaton



Kaylee Diaz
Board Member
University of Miami

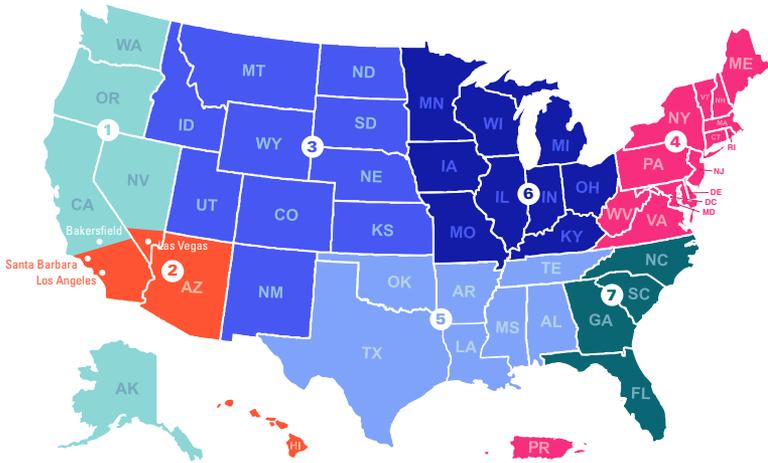


David Reynoso
Board Member
Univ. of Texas at Arlington



Melissa Drake
Board Member
Women Techmakers

How to Contact Regional Leadership



- | | | |
|---|---|---|
| 1 Northern CA, Northern NV, AK, OR, WA | 3 CO, ID, KS, MT, ND, NE, NM, SD, UT, WY | 5 AL, AR, LA, MS, OK, TN, TX |
| 2 AZ, HI, Southern CA, Southern NV | 4 CT, PA, DC, PR, DE, RI, MA, VA, MD, VT, ME, WV, NH, NJ, NY | 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 2025-2026
Regional Leaders
by clicking on the
map on page 11.





JOHN DEERE

We're so excited to meet you!

Aug 7-10: NILA in Rosemont, IL

Oct 29-Nov 1: SHPE in Philadelphia, PA

JOIN US: [JohnDeere.com/Careers](https://www.johndeere.com/Careers)



SHPE Overview

What is SHPE all about?

Mission

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Vision

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers.

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/Monthly Training:

Sept – Marketing & Recruitment

Dec – Chapter Report(s)

March – Elections

Oct – Member Engagement

Feb – Retention

April – Transition

--->>> **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
- Host at least 1 meeting/event & 1 elections process (meeting or online)
- Submit 4 Chapter Check-ins

For Professional Chapters

Professional chapter profit share disbursements happen twice a year. Please reach out to finance@shpe.org to ensure that we have the correct payment information for your chapter.

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

Membership
& Chapter
Frequently Asked
Questions
FAQs



Research & Impact

SHPE's Research & Impact team advances the design and implementation of SHPE programs that align with member, community, and industry needs. Our team aims to ensure that SHPE achieves its mission of "changing lives by empowering members to realize their fullest potential" by creating programs focused on STEM awareness, access, support, and development.

The Research & Impact Department manages the following:

- Research-based program design through collaboration with key partners and funders
- Implementation of innovative programs to ensure effective delivery to SHPE members
- Evaluation & continuous improvement of existing programs to ensure they meet the needs of SHPE members
- Research the Hispanic experience in engineering and STEM and share with external stakeholders, members of the Government, and the broader 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 is a program offered in English and Spanish designed to provide the parents of first-generation-to-college, Hispanic students 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.



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.



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.

Chapter Leader MentorSHPE --->>>

New Chapter Presidents and Vice Presidents are invited to participate in a virtual event mentoring experience. In the fall semester experienced mentors who have served in these roles will host a series of events to pass on support and knowledge to new leaders. Events are designed for large group content and small breakout discussions based on roles and regions.

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.

Professional MentorSHPE --->>>

Peer mentoring groups for Professional members only. This track is designed to be a 6-month long connection to work on personal professional goals while receiving peer support and accountability from the group.



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 --->>>

A webinar series offered in the spring semester, focusing on support for the graduate school application process. Webinars feature content related to the application process, finding a graduate school advisor and funding your degree.



During the 2024–2025 academic year, the ScholarSHPE Program awarded over \$1.2 million in scholarships to more than 350 members. The program also provides live Q&A sessions and webinars designed to help members successfully navigate the application process and improve the quality of their essays for future opportunities.



These pre-college offerings provide K-12 students access to a variety of opportunities and experiences that spark excitement for science, technology, engineering, and math!

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
- Text Messaging
- 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

NEW! We've added in new brand colors and fonts for more flexibility in appealing to a wider range of audiences. 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
#001F5B



Powder Blue
#72A9BE



Bright Blue
#0070C0



Orange
#FD652F



Red
#D33A02



Grey
#626366

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



Secondary Brand Hex Colors



Iris
#4756F1



Hot Pink
#F72D7E



Tangerine
#FF5534



Ice Blue
#80A2F9



Aqua
#8BD7D7



Creamsicle
#FFA017



Cobalt
#131CA7



Lime
#D0EF4D



Teal
#0B6772



Black
#1C1C1C



Frost
#E9E6DF



Indigo
#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.



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



@SHPENational



@SHPE



@Society of Hispanic
Professional Engineers



@SHPENational

Popular SHPE Hashtags

#SHPE

#SHPE[year]
(for National
Convention)

#WeAreFamilia

#SHPEFamilia

#STEM

#SHPEtinias

#NILA[year]
(for NILA)

#YOUBelongInSTEM

#SHPEGrad

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](http://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.

External Relations

SHPE External Relations 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
- Industry Partnership Council
- Event & Program Sponsorships
- 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 external relations 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

Hispanic individuals are among the fastest growing groups in the labor force, making their inclusion in STEM fields crucial for the nation's economic growth and innovative development. SHPE's Government Relations team works on promoting their needed participation in the STEM workforce by facilitating meaningful interactions with members of Congress and the Executive branch.

During these discussions, we emphasize the significant contributions of the Hispanic community in both local and national economies, advocate for their role in addressing the increasing demand for STEM professionals in the U.S., and offer evidence-based pathways proven to attract and retain Hispanic students and professionals in STEM fields. When engaging with Members of Congress, we identify those with Hispanic heritage, represent large Hispanic constituencies, or hold leadership positions that enable them to push relevant legislation forward.

As the largest association representing Hispanics in STEM, our goal is to bridge the gap between the number of engineering and tech degrees earned by Hispanics and their representation in the workforce, well before the estimated projection year of 2060.

The Government Relations team also works with STEM-focused government agencies to involve SHPE members in important discussions where their expertise can make a difference. Additionally, we inform our members about research and federal funding opportunities, positioning SHPE as a valuable partner and resource.





Initiatives:

- [SHPE Members on Capitol Hill to Advocate for Hispanics in STEM](#)
- [SHPE Presents in Public Meeting Before President's Advisory Commission on Advancing](#)
- [Educational Equity, Excellence, and Economic Opportunity for Hispanics](#)
- [YOU Belong in STEM](#)
- [SHPE White House Briefing on "Building the Next Generation of Hispanics in STEM"](#)
- [Fireside Chat: Honoring International Day of Women & Girls in STEM](#)
- [Public Service Recognition Week Celebration](#)
- [2025 Fireside Chat Celebrating Women & Girls in STEM](#)

Email: shpeonthehill@shpe.org

Website: shpe.org/resources/government-relations

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

Important Resources

- >>> [SHPE 2024 Quick Facts & Policy Priorities](#)
- >>> [Advocacy 101 - Toolkit](#)
- >>> [Government Relations Social Media Guidelines](#)

Want to Get Involved?

Great! Reach out to marianaa@shpe.org or fill out the form on our [Government Relations page](#)

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)

travel@shpe.org (event travel related 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 close to 15,000 attendees last year. All are welcome at the 2025 National Convention in Philadelphia on October 29 – November 1. 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 (new for 2025 in Philadelphia!). 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](#)
- [2025 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.



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 to facilitate groups of five (5) or more registering for an event with one single payment. There is no discount for bulk registrations. An invoice is processed by our finance team and sent to the requester for payment. Attendees will still be required to register individually with a promo discount code provided. All requests can be made by emailing registration@shpe.org.

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.

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

CCLP (Certified Chapter Leaders Program)

Usually held virtually in July, 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 operations through workshops & breakout sessions covering succession planning, marketing, the chapter management tool, fundraising, member retention, and accountability as a SHPE 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.

Important Links

- [NILA Webpage](#)
- [2024 NILA Wrap-Up Video](#)

Presidents Summit

Usually held in-person in August, all chapter presidents and vice 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 about session topics like creating a compelling value proposition, strategic program development, persuasive communication, and data-driven decision making.
- 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.

SHPE Job Board: Upload and update your resume to employers specifically searching for leading Hispanics in STEM to join their company. Visit careercenter.shpe.org

Career Resources: Learn about personal branding, leveraging LinkedIn, and more...through curated content aimed to elevate your professional image and increase your career IQ.

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. (Request bulk registrations by emailing registration@shpe.org) 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 codes will not be released until the invoice has been paid.

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](https://www.gmail.com)
- Create a **Microsoft** account at [office.com](https://www.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.

Coming Soon! We're working now to launch a new membership platform that will include community discussion pages and microsite opportunities for chapters. If you're considering starting a website for your chapter, please reach out to marketing@shpe.org to learn more about using this new platform for your chapter site.

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.

Staff Lead:

Rebecca Pebley, Manager, Events mercado@shpe.org

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 mercado@shpe.org 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

- >>> [Mercado FAQs](#)
- >>> [Chapter-Branded Items](#)
- >>> [Brand Guidelines](#)

2025-2026 Industry Partnership Council

(as of 7/1/25)



2025-2026 Academic Partnership Council

(as of 7/1/25)



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

Mercado mercado@shpe.org

Research research@shpe.org

Registration registration@shpe.org

Travel travel@shpe.org

All Other Inquiries shpenational@shpe.org

Connect With Us

Facebook [@SHPENational](https://www.facebook.com/SHPENational)

Instagram [@SHPENational](https://www.instagram.com/SHPENational)

LinkedIn [@Society of Hispanic Professional Engineers](https://www.linkedin.com/company/Society_of_Hispanic_Professional_Engineers)

TikTok [@SHPENational](https://www.tiktok.com/@SHPENational)

YouTube [@SHPENational](https://www.youtube.com/@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

2025 National Convention shpe.org/2025



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