



FY25 Quarterly Check-In

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.

PLEASE NOTE: You are unable to save your progress once you start. Please review the PDFs of the check-in questions found on the Chapter Resources page ([here](#)) before starting.

* 1. Which quarter check-in are you submitting?

- Q1 (Covers July, August, September)- Deadline 10/15 *Includes submission space for CMT*
- 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*



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Q1 Chapter Information

Please provide the following information about your chapter:

* 2. Select your chapter name from the menu options below. 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.

* 3. First Name

* 4. Last Name(s)

* 5. Email Address

* 6. In which region is your chapter?

Region 1

Region 2

Region 3

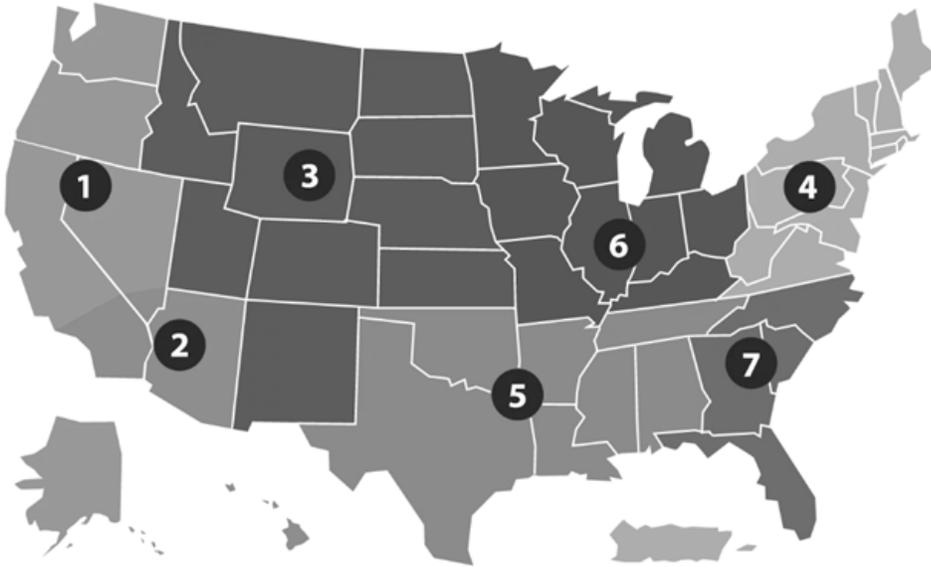
Region 4

Region 5

Region 6

Region 7

Regional Map for SHPE Chapters



* 7. What type of chapter are you?

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

* 8. Do you have chapter advisor(s)?

- Yes, we have 2
- Yes, we have 1
- Yes, but we'd like to switch advisors
- Unsure
- No, we do not have a chapter advisor

9. If you a college/university chapter, do you have a dedicated space for your chapter and/or members on-campus?

- Always
- Usually
- Sometimes
- Rarely
- Never
- Unsure
- N/A- Professional or Corporate Chapter



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Q1 Chapter Advisor Information

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

Advisor Full Name

Advisor Email

* 11. How active is your chapter advisor?

- Not at all active
- Somewhat active
- Very active
- Extremely active



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Q1 Chapter Advisors Information

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

Advisor 1 Name	<input type="text"/>
Advisor 1 Email	<input type="text"/>
Advisor 2 Name	<input type="text"/>
Advisor 2 Email	<input type="text"/>

* 13. How active is the *first* chapter advisor you listed above?

- Not at all active
- Somewhat active
- Very active
- Extremely active

* 14. How active is the *second* chapter advisor you listed above?

- Not at all active
- Somewhat active
- Very active
- Extremely active



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Q1 Chapter Operations Information

* 15. Governance and Structure

	Yes	Partially	Barely	No	N/A
Did you update, or plan to update, your chapter bylaws this year?	<input type="radio"/>				
Did you collect local chapter dues?	<input type="radio"/>				
Are chapter elections scheduled before April 15?	<input type="radio"/>				

* 16. Chapter Operations: Does your chapter have the following operations established?

	Yes	Partially	Barely	No	What is that?	N/A
Annual Chapter Plan (board meetings, events, partnerships, etc)	<input type="radio"/>					
All Officer Positions Filled	<input type="radio"/>					
Chapter Management Tool	<input type="radio"/>					
File Management System (Google drive, Dropbox, etc)	<input type="radio"/>					
Annual Budget	<input type="radio"/>					
Social Media Accounts (LinkedIn, Instagram, Facebook, TikTok, etc)	<input type="radio"/>					
Chapter Calendar of Events Visible to Members	<input type="radio"/>					
Fundraising Plan	<input type="radio"/>					
Bank Account	<input type="radio"/>					
Bill.com Account Set-up or Another Portal for SHPE to Send Payments	<input type="radio"/>					

* 17. Rank in terms of budget importance to your chapter with the top being the most important.

- Chapter Travel/Registration to Convention
- Chapter Travel/Registration to RLDC (Regional, Spring events)
- Chapter Programming (development, speakers, etc)
- Community Service
- Events (socials, networking, pizza parties, etc)
- Scholarships
- Other

* 18. Select **all** of the programs, offerings, or services offered by your chapter during **Q1 (July 1 -Sept 30)**?

- 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)

- None of the above

* 19. To the best of your knowledge, provide whole number estimates of the following activities for **Q1 (July 1- September 30)**. Please see [here](#) for examples and notes on how to calculate the values requested. Please do not include decimals or commas in your responses.

Number of Events/Programs

Number of Hours Supporting SHPE's Mission

Number Outreach Visits (In-person or virtual) to K12 Schools

Number of Community Outreach Hours

Number of K12 Students Impacted via Outreach Visit(s)

Number of Parents Impacted via Community Outreach

Number of Mentors Participating in MentorSHPE within your Chapter

Number of Mentees Participating in MentorSHPE within your Chapter

Scholarship Dollars Awarded by your Chapter to your Members

Financial Support Dollars Awarded by your Chapter to your Members (i.e. support travel to National Convention)

* 20. To the best of your knowledge, provide whole number estimates of the following **sources of funding** for **Q1 (July 1 -September 30)**. Please see [here](#) for examples and notes on how to calculate the values requested. Please do not include decimals or commas in your responses.

Total Amount of
Funding Received
from
Philanthropy/Individual Donors

Total Amount of
Funding Received
from
College/University
(Put 0 if you're a
professional chapter)

Total Amount of
Funding Received
from ERG (Put 0 if
you're a student
chapter)

Total Amount of
Funding Received
from Corporate
Sponsorships

Total Amount of
Funding from
Fundraising Event(s)

* 21. Please list other **sources of funding and value** that your chapter received during **Q1 (July 1 - September 30)** that were not captured in the above question. Please separate sources with a semi-colon. For example: *XYZ \$2000; FIT \$123*

* 22. Select all of the programs, offerings, or services you plan to offer in the future?

- Academic Support
- Scholarship(s)
- MentorSHPE
- Technical Projects
- Noche de Ciencias/Dia de Ciencias
- Local Outreach Efforts
- SHPEtinias
- Leadership Development
- Networking/Social Events
- Professional/Career Development
- Support a SHPE Jr Chapter
- Other (please specify)

* 23. Are you using your official SHPE chapter logo?

Logos can be found [here](#) under SHPE Branding:

SHPE Chapter & Region Specific Logos

- Yes
- No
- I don't know

* 24. Marketing/Communications

	Yes	Partially	Barely	No	N/A
Do you have a chapter website?	<input type="radio"/>				
Do you have a chapter newsletter?	<input type="radio"/>				
Do you have a communications portal with members? (slack, discord, whatsapp, etc)	<input type="radio"/>				
Do you have chapter social media account(s)? (LinkedIn, Instagram, Facebook, TikTok, etc)	<input type="radio"/>				

* 25. How often do you communicate with your members across all your communication methods (email, messaging, social media, etc)?

- Daily
- Weekly
- Monthly
- Seasonal
- Yearly
- Never

* 26. How do you receive member feedback? (Select all that apply)

- Surveys
- Verbal Feedback
- Group Chat
- We do not receive feedback
- Other (please specify)

* 27. 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

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

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

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

* 31. Please provide a link to your chapter management tool (CMT). *Verify that the link is shareable and provides viewing access. The template can be found [here](#) under Chapter Reporting: Chapter Management Tool.*