



## 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\*



## FY25 Quarterly Check-In

### Q2: Chapter Information

**Please provide the following information about your chapter:**

\* 32. Select your chapter name from the menu options below. Please reach out to [chapters@shpe.org](mailto: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.**

\* 33. First Name

\* 34. Last Name(s)

\* 35. Email Address

\* 36. In which region is your chapter?

Region 1

Region 2

Region 3

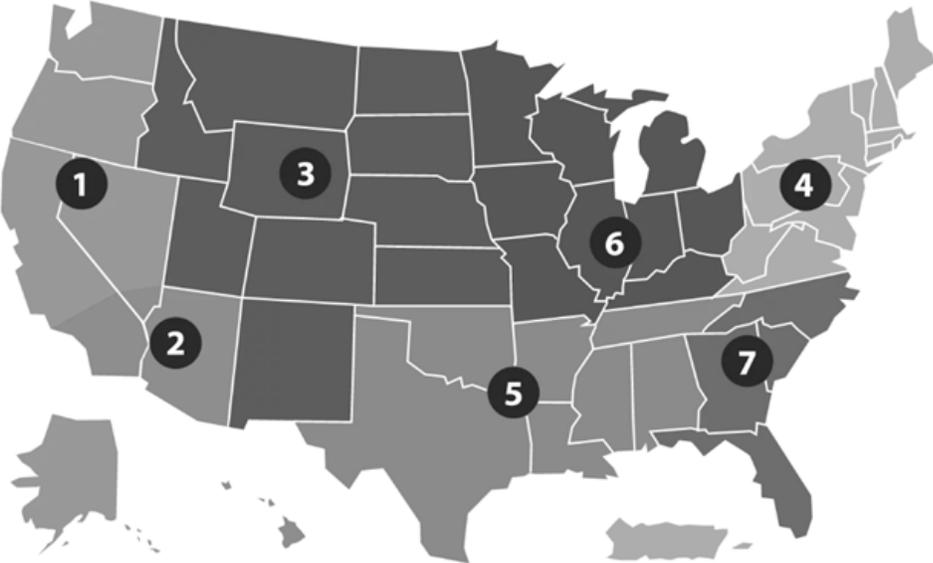
Region 4

Region 5

Region 6

Region 7

Regional Map for SHPE Chapters



\* 37. What type of chapter are you?

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

\* 38. 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



## FY25 Quarterly Check-In

### Q2: Chapter Advisor Information

\* 39. Please provide the name and contact email of your chapter advisor.

Advisor Full Name

Advisor Email

\* 40. How active is your chapter advisor?

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



## FY25 Quarterly Check-In

### Q2: Chapter Advisors Information

\* 41. Please provide the name and contact email of your chapter advisors.

Advisor 1 Name

Advisor 1 Email

Advisor 2 Name

Advisor 2 Email

\* 42. How active is the \*first\* chapter advisor you listed above?

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

\* 43. How active is the \*second\* chapter advisor you listed above?

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



FY25 Quarterly Check-In

Q2: Chapter Operations Information

\* 44. Governance and Structure

	Yes	Partially	Barely	No	N/A
Are chapter elections scheduled before April 15?	<input type="radio"/>				
Have you identified potential candidates for leadership positions for next year?	<input type="radio"/>				
Do you have your chapter board meetings scheduled for 2024?	<input type="radio"/>				

\* 45. Chapter Operations: How are they going?

	Great	Getting the hang of it	Struggling	Help Needed	We don't do it
Annual Chapter Plan (board meetings, events, partnerships, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How are officers getting along?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How is the CMT helping you plan the year?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How is fundraising going so far?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How engaging have your members been with social media?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is turnout as expected for your events?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How are your officers executing their tasks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you raised any money based off of your sponsorship packet?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 46. Rank in order of budget importance for 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

\* 47. Select **all** of the programs, offerings, or services offered by your chapter during **Q2 (Oct 1 -Dec 31)**?

- 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)

\* 48. To the best of your knowledge, provide whole number estimates of the following activities for **Q2 (October 1- December 31)**. 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)

\* 49. To the best of your knowledge, provide whole number estimates of the following **sources of funding** for **Q2 (October 1 -December 31)**. 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)

\* 50. Please list other **sources of funding and value** that your chapter received during **Q2 (October 1 -December 31)** that were not captured in the above question. Please separate sources with a semi-colon. For example: Xyz \$2000; FIT \$123

\* 51. 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)

\* 52. 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

\* 53. 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"/>				

\* 54. How often do you communicate with your members across all your communication methods (email, messaging, social media, etc)?

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

\* 55. How do you receive member feedback? (Select all that apply)

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

\* 56. 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



\* 58. What area(s) would your chapter like additional help? (Select all that apply)

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

- None of the above

\* 59. SHPE teaches SHPE is a powerful way to share best practices to empower and elevate chapters across SHPE nation! Is there anything your chapter is doing well with which you'd like to help other chapters? (Select all that apply)

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

60. \*Optional\* Provide a link to Report 1. *Verify that the link is shareable and provides viewing access. The template can be found [here](#) under Chapter Reporting: Report Template. Make sure to follow the file instructions (PDF only and naming convention) provided in the template.*

\* 61. Is there anything else you'd like to share with SHPE staff that wasn't captured in this check-in? Please type N/A if you do not have anything additional to add.