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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Q4: Chapter Information

Please provide the following information about your chapter:

* 88. 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.
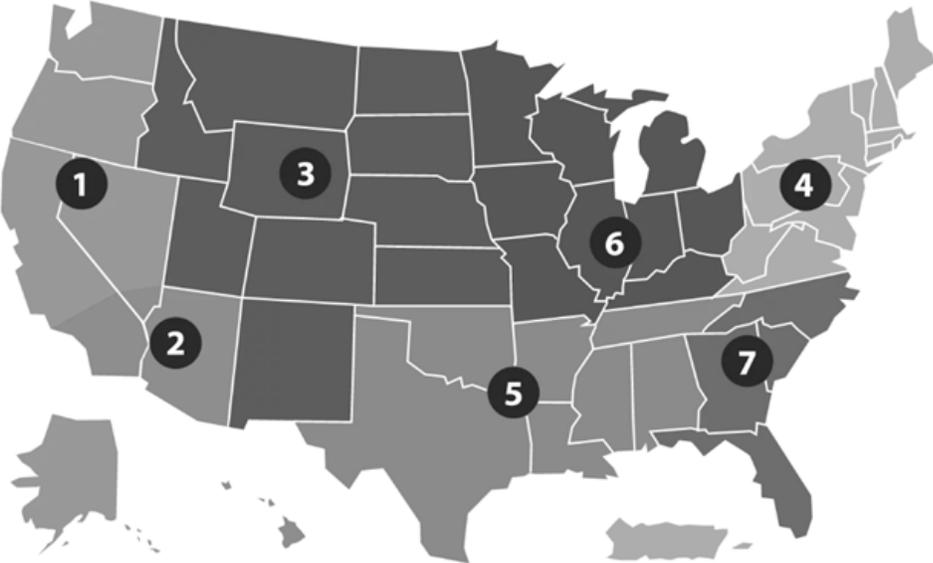
* 89. First Name

[   ]

* 90. Last Name(s)

[   ]

* 91. Email Address

[   ]

* 92. In which region is your chapter?

○ Region 1   ○ Region 5

○ Region 2   ○ Region 6

○ Region 3   ○ Region 7

○ Region 4

Regional Map for SHPE Chapters

* 93. What type of chapter are you?

○ Community College

○ University

○ Professional

○ Corporate (Professional)

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Q4: Chapter Operations Information

* 94. Do you currently have more than 10 paid members in your chapter?

◯ Yes

◯ No

◯ Maybe

◯ I don't know

* 95. Have you had your 2024-2025 chapter elections?

◯ Yes, and all leadership positions have been filled

◯ Yes, but some leadership positions have not been filled

◯ Not yet, but we've scheduled them

◯ Not yet, and we still need to scheduled them

* 96. How many active chapter leadership positions will you have for 2024-2025?

◯ 4   ◯ 7

◯ 5   ◯ 8+

◯ 6

* 97. Chapter Operations:

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

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

[   ]

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

[   ]

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

☐ Academic Support

☐ Scholarship(s)

☐ MentorSHPE

☐ Technical Projects

☐ Noche de Ciencias/Dia de Ciencias

☐ Local Outreach Efforts

☐ SHPEtinas

☐ Leadership Development

☐ Networking/Social Events

☐ Professional/Career Development

☐ Support a SHPE Jr Chapter

☐ Other (please specify)

[   ]

* 101. To the best of your knowledge, provide whole number estimates of the following activities for **Q4 (April 1- June 15).** *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)

[   ]

* 102. To the best of your knowledge, provide whole number estimates of the following **sources of funding** for **Q4 (April 1 -June 15).** *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)

* 103. Please list other **sources of funding <u>and</u> value** that your chapter received during **Q4 (April 1 -June 15) that were not captured in the above question.** *Please separate sources with a semi-colon. For example: Xyz $2000; FIT $123*

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

☐ Member Recruitment

☐ Member Engagement

☐ Member Retention

☐ Communicating with Members

☐ Finding an Active Chapter Advisor

☐ Updating Chapter Bylaws

☐ Annual Chapter Plan (Board meetings, events, partnerships, etc)

☐ Chapter Management Tool

☐ Other (please specify)

☐ Creating a Budget

☐ Fundraising

☐ Succession Planning

☐ Elections (Planning or Execution)

☐ E-board Meetings (Planning or Execution)

☐ Community Outreach (Planning or Execution)

☐ Creating survey tools for member feedback

☐ None of the above

* 105. 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)

☐ Member Recruitment

☐ Member Engagement

☐ Member Retention

☐ Communicating with Members

☐ Finding an Active Chapter Advisor

☐ Updating Chapter Bylaws

☐ Annual Chapter Plan (Board meetings, events, partnerships, etc)

☐ Chapter Management Tool

☐ Other (please specify)

☐ Creating a Budget

☐ Fundraising

☐ Succession Planning

☐ Elections (Planning and/or Execution)

☐ E-board Meetings (Planning and/or Execution)

☐ Community Outreach Events (Planning and/or Execution)

☐ Creating survey tools for member feedback

106. *Optional* Provide a link to Report 2. *Verify that the link is shareable and provides viewing access. The template can be found here under Chapter Reporting: Report Template. Make sure to follow the file instructions (PDF only and naming convention) provided in the template.*

* 107. 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.