

SPE Student Chapter Annual Report 2017







IMPORTANT:

- To submit your report, select the "Review" tab on the top toolbar and click "Submit". The president, faculty advisor, and section chair will receive a confirmation email once submitted.
- All student chapters are required to submit by **1 April** in order to be compliant with [SPE policy](#).
- All active SPE chapters that submit by **1 April** will be considered for the [Outstanding Student Chapter Award](#). The award recognizes student chapters that display exemplary efforts.

Where applicable, please distinguish between ongoing events or programs and those that were new for the past year.

Student Chapter Name *	<input type="text"/>
Student Chapter Number *	<input type="text"/>
Establishment Date	<input type="text"/>
Compliance Status *	<input type="text"/>
SPE Region *	<input type="text"/>
Country *	<input type="text"/>
Sponsoring Section *	<input type="text"/>
2016 Student Membership	<input type="text"/>
2016 Retention	<input type="text"/>
2016 Growth	<input type="text"/>

If any of the officers below are incorrect, email an [updated roster](#) to chapters@spe.org.

Student Chapter President *	<input type="text"/>	
Student Chapter President Email *	<input type="text"/>	
Student Chapter Faculty Advisor *	<input type="text"/>	
Student Chapter Faculty Advisor Email *	<input type="text"/>	
Sponsoring Section Chair *	<input type="text"/>	
Sponsoring Section Chair Email *	<input type="text"/>	
SPE Regional Support *	<input type="text"/>	
SPE Regional Support Email *	<input type="text"/>	

Username

Password

University Department Head

Student chapters are required to submit the head of the corresponding university department on the officer roster. Just like faculty advisors, membership dues for the university department head will be complimentary. This is to ensure all student chapters have support and awareness within the university.

First (Forename) Name *

Last (Family) Name *

Title/Position *

University Department *

SPE member number, if applicable

Email *

University Degree Program Details

Please answer the following questions with the degree program most applicable to your student chapter's members.

Primary Degree Program *

If other, what program? *

Primary Degree Program Type *

If other, what program type? *

Primary Degree Length in Years *

Financial Details

From where does your student chapter receive funding for operations? Select all that apply. *

- University
- Department
- Company donations
- Sponsoring section
- Student fundraising
- Member dues
- Other

From what other source(s)? *

Please download and complete the [financial statement](#) to determine answers for the questions below. All student chapters are required to upload the file. Please report your financials from 31 December 2015 through 31 December 2016.

Upload Financial Statement *

(maximum size 300MB)

General Income in USD *

 ?

Advertising Income in USD *

 ?

What was the total income in USD your student chapter received this year? (from events, sponsors, sponsoring section, etc.) (numbers and decimal only- example: 1234.12)

Total Income in USD *

 ?

What were the expenses your student chapter incurred from each of the activities listed below? Enter "0" if none.

Social event expenses in USD *

 ?Meetings and technical event expenses
in USD * ?Educational courses, symposia expenses
in USD * ?

Scholarships in USD *

 ?

Donations - Industry related in USD *

 ?Donations - Non-industry related in
USD * ?

Advertising Expenses in USD *

 ?

Operating Expenses in USD *

 ?

All other expenses in USD *

 ?

What were the total expenses your student chapter incurred this year? (numbers and decimal only- example: 1234.12)

Total Expenses in USD *

 ?

What is the total amount in your bank account your student chapter holds as of 31 December, 2016? (numbers and decimal only- example: 1234.12)

Cash in USD *

 ?

Do you hold any additional cash or
investment accounts? *

- Yes
 No

How much in additional cash or investments? *

 ?

Does your student chapter donate more than USD 5000 to any person or organization? *

- Yes
 No

List organization(s) and amount given. *

0/50

Does your student chapter give scholarships? *

- Yes
 No

Please download and complete the [scholarship information](#) form.

Upload scholarship details *

(maximum size 300MB)

Total number of scholarship recipients. *

Total dollar amount of scholarships given. *

 ?

Executive Summary

In 200 words or less, summarize your student chapter's year. Include why you believe your student chapter is an [Outstanding Student Chapter](#). Think of this like a paper abstract or cover letter. This is critical in determining [award winning chapters](#).

Executive Summary *

0/200: 40

Needs and Challenges

Other than financial support, in what area do you feel your chapter needs the most support? (For example: events, meetings, elections, membership, etc.) Please explain. *

0/100

Are there any political, environmental, socio-economical, or financial circumstances or challenges of which you feel we should be aware? (For example, natural disasters, riots, wars, etc.)

0/100

Describe the industry in your area.

0/100

Technical Activities

These activities enhance the technical competence of your student chapter members.

Did your student chapter organize and/or host any of the following technical events? Select all that apply. *

- Field trips
- Technical presentations
- Training courses
- Symposiums (full day events or longer)
- Webinars/online events
- Research programs
- Internship programs
- Paper or poster contests
- Quiz/Team competitions
- Other

How many field trips? *

What was the average attendance? *

How many technical presentations? *

What was the average attendance? *

How many training courses? *

What was the average attendance? *

How many symposiums? *

What was the average attendance? *

How many webinars/online events? *

What was the average attendance? *

How many students were impacted by the research program? *

How many students were impacted by the internship program? *

How many students participated in the paper/poster contest(s)? *

How many students participated in the quiz or team competition(s)? *

What other technical event(s) did your student chapter organize and/or host? *

How many of these other technical events? *

What was the average attendance? *

Consider the best technical event of the year. Describe the impact it had on your members.

0/250

Professional Activities

These activities enhance skills which help your student chapter members succeed in the professional world. Examples include career fairs, paper contests, resume workshops, etc.

Did your student chapter organize and/or host any of the following professional activities? Select all that apply. *

- Networking / fundraising / social events
- Presentations from a young professional on career development (Ambassador Lecturer visits)
- Career events (i.e. career fairs, resume workshops, recruiting fairs)
- Soft skills; non-technical skills related to leadership such as public speaking, English practice, presentation skills, etc.
- Mentor programs
- Other

How many networking / fundraising / social events? *

What was the average attendance? *

How many presentations from a young professional on career development (Ambassador Lecturer visits)? *

What was the average attendance? *

How many career events? *

What was the average attendance? *

How many soft skills events? *

What was the average attendance? *

Briefly describe the mentor program. *

0/50

What other professional event(s) did your student chapter organize and/or host? *

How many of these other professional events? *

What was the average attendance? *

Consider the best professional event of the year. Describe the impact it had on your members.

0/250

Community Activities

These events educate the community about the petroleum industry.

Did your student chapter organize and/or host any of the following community events? Select all that apply. *

- Community education
- Pre-university student education
- Charitable activity (SPE Cares)
- Engineering Week
- Other
- Did not organize any community events

Did you use Energy4me resources? *

- Yes
- No

What other community outreach events did your student chapter organize and/or host? *

How many TOTAL community events did your student chapter organize and/or host? *

Consider the best community outreach event of the year. Describe the impact it had on your members and how it relates to SPE's mission.

0/250

Operations

Month Academic Year Starts *

Month Academic Year Ends *

Upload your student chapter's bylaws in English. * (maximum size 300MB) ?

Does your student chapter pay for the expenses for your members to attend SPE meetings not located at the university?
 Yes
 No

How are the students selected?

 0/100

- In what ways does your sponsoring section support your student chapter? Select all that apply. *
- Reviews and approves budget
 - Helps set goals
 - Provides speakers
 - Operating advice
 - Reviews operating plan
 - Assists with field trips
 - Provides professional development opportunities such as internships
 - Student chapter members attend section meetings/events
 - Section members attend student chapter meetings/events
 - Provides student volunteer opportunities at section events
 - Provides financial resources
 - Other

- For what does the section provide financial support? *
- Travel to section meetings
 - Reduced cost for section events
 - Travel to SPEI meetings or events (ex. ATCE, SPC, etc.)
 - OnePetro subscription fees
 - Participation in fundraisers
 - General donations for unspecified cause
 - Other

What other type of financial support does the sponsoring section provide? *

What other way does the sponsoring section support your student chapter? *

 0/50

How often do you communicate with your sponsoring section? *
 Twice per week
 Weekly
 Every two weeks
 Monthly

- Quarterly
- Other

How often do you communicate with your sponsoring section? *

In what ways could the section support be improved?

0/50

Communications

What methods does your student chapter use to communicate with your members? Select all that apply. *

- Flyers or posters on campus
- Announcements during class
- Mailings by post
- Newsletter
- Printed or Electronic Magazine
- Email
- SMS / Text messages (Including WhatsApp, LINE, Viber, etc.)
- Website
- Other

How often do you send mailings by post?

- Twice per week
- Weekly
- Every two weeks
- Monthly
- Quarterly
- Other

How often do you send mailings by post? *

How often do you send your newsletter? *

- Twice per week
- Weekly
- Every two weeks
- Monthly
- Quarterly
- Other

How often do you send your newsletter? *

What is the title of your magazine? *

To whom is the magazine distributed? *

Describe the type of content that is included in the magazine. *

Who creates the content for the magazine? *

How often do you send your emails? *

- Twice per week
- Weekly
- Every two weeks
- Monthly
- Quarterly
- Other

How often do you send your emails? *

Website URL *

What other method of communication (excluding social media) *

How often does your student chapter use this other method? *

- Two or more times per week
- Weekly
- Every two weeks
- Monthly
- Quarterly or less

What social media methods does your student chapter use to communicate with your members?

- Twitter
- Facebook
- Instagram
- LinkedIn
- YouTube
- Other

Please include the full URL. (For example: <https://www.facebook.com/spemembers/>).

Twitter URL *

Facebook URL *

Instagram URL *

LinkedIn URL *

Youtube URL *

What other social media? *

Goals

Describe your student chapter's goals for the past year and what progress was made.

0/200

What goals have been established for next year?

0/100

Who was involved in setting your student chapter's goals? Select all that apply.

- Department head
- Faculty advisor
- Officers from sponsoring section
- Student members
- Other

Who else was involved in setting your student chapter's goals?

Succession Planning

In what month is the board (officers) elected? *

How many months are the board terms? *

Do you use committees to help complete the work of the board? *

- Yes
- No

How often does your board meet? *

- Twice per week
- Weekly
- Every two weeks
- Monthly
- Quarterly
- Other

How often does your board meet?

Who regularly attends your student chapter's board meetings? Select all that apply.

- Officers
- Committee chairs
- Faculty advisor
- Department head
- Officers from sponsoring section
- Alumni / Recent graduates
- Other

Who else attends the board meetings?

Describe your student chapter's election process. *

0/200

How do you transition information to new officers?

0/200

Membership Programs

Does your student chapter have specific plans for any of the following? Select all that apply.

- New member welcome
- Member recruitment
- Member retention
- Alumni involvement
- Volunteer recognition
- Sponsor appreciation
- None of the above

Involvement

How is your faculty advisor involved with your student chapter? Select all that apply. *

- Attends board meetings
- Finds speakers
- Fundraising
- Goals
- Oversees operations
- Other

In what other ways is your faculty advisor involved? *

Do you work with other university organizations to coordinate speakers or events?

- Yes
- No

Which organizations?

Additional Information

Optional: You may provide up to three of the best photos of your student chapter. Photos may be used in recognition ceremonies, so please consider the content and resolution.

Upload photo 1	<input type="text"/>	(maximum size 300MB)
Upload photo 2	<input type="text"/>	(maximum size 300MB)
Upload photo 3	<input type="text"/>	(maximum size 300MB)

SPE Student Chapter Annual Report

Our student chapter board (officers) has reviewed and accepts the [SPE Conflict of Interest Policy](#).

Click here to confirm. * Agreed

To submit your application, agree to the below, then select **Next** or **Submit**. Review the whole report, then scroll to the bottom and click **Submit**. You will receive an on-screen confirmation after the report is successfully submitted.

We hereby certify, to the best of our knowledge, that the information provided in this report is accurate. We agree to have this report or portions of it available to other SPE student chapters.

Click here to confirm. * Agreed

Award Winner