



## Society of Hispanic Professional Engineers

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Tel: 323.725.3970 • Web: [www.shpe.org](http://www.shpe.org) • Email: [k12@shpe.org](mailto:k12@shpe.org)

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### SHPE Jr. Chapter Program

Thank you for your commitment to SHPE's Mission and Vision through your participation in the SHPE Jr. program. Please read this instructional handout thoroughly to ensure you submit an accurate, qualifying application in order to establish your SHPE Jr. chapter.

Please allow for one month to hear from SHPE National. Email [K12@shpe.org](mailto:k12@shpe.org) should you have any questions regarding your application.

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### **NEW SHPE JR. CHAPTER REQUIREMENTS**

#### **Minimum Requirements**

**1. Ten Founding Students**

*Students must be in 6-12 grade to be eligible for SHPE annual membership. All students must register on <https://shpeconnect.org/> and pay the \$5 fee. Contact [membership@shpe.org](mailto:membership@shpe.org) if students are under the age of 13 or if you have any questions about this process.*

**2. One Committed Jr. Chapter Advisor**

*Advisor must be a school district employee.*

**3. Bylaws**

*You can use our bylaw template [here](#).*

**4. School Agreement**

*Find the school agreement template [here](#).*

**5. Completed Chapter Form Online**

*Visit this [webpage](#) to complete the form and provide all information/documents listed above. Details of what the form requires is found below.*

### **SHPE JR. CHAPTER FORM INSTRUCTIONS**

#### **Chapter Information**

**1. Sponsoring chapter**

*Sponsoring chapter can be a university or professional SHPE chapter that supports your 6-12 students. A sponsoring chapter is not required if there is a committed and active advisor but is highly recommended. Contact [membership@shpe.org](mailto:membership@shpe.org) if you need help finding a chapter in your area.*

**2. Chapter Name**

*The chapter name must include your school name and "SHPE Jr." Example: XYZ High School SHPE Jr. Chapter*

**3. School Name**

**4. Region**

*Your chapter's region*

**5. Chapter Address**

*\*\*Please Note: This address will be used for grant checks IF funding is awarded.\*\**

**6. Chapter Phone Number**

*Optional*

**7. Chapter Email Address**

*Can provide an email specific to chapter leaders*

## **8. Chapter Website**

Optional

## **9. Major Activities or Events**

Provide a description of events you plan to attend or organize that align with SHPE's K-12 strategy.

## **10. Total Members**

*Number of student members starting your SHPE Jr. Chapter.*

## **Social Media Information (Optional)**

*Provide links to your social media pages.*

- 1. Facebook**
- 2. Instagram**
- 3. LinkedIn**
- 4. Snapchat**
- 5. Twitter**

## **SHPE Chapter Leadership Information**

*Please provide information for your chapter president, vice president, treasurer and secretary.*

- 1. Name**
- 2. Email**
- 3. Member ID**

*Found on <https://SHPEConnect.org> once students have completed registration*

## **Student Chapter Information**

- 1. Chapter Advisor Name**
- 2. Chapter Advisor Title**
- 3. Advisor Mailing Address**
- 4. Advisor Email**
- 5. Chapter Representative Name**

The chapter representative is the main point of contact from the sponsoring SHPE chapter.

- 6. Chapter Representative Mailing Address**
- 7. Chapter Representative Phone Number**
- 8. Chapter Representative Email**
- 9. Student Member Information**

Do NOT include chapter leadership information.

- a. Name**
- b. Member ID Number**

Found on student SHPEConnect account.

## **Authorization Page**

- 1. Date**
- 2. Bylaws**  
Download template [here](#).
- 3. Budget**  
Optional, template example coming soon.
- 4. School Agreement**  
Download template [here](#).