



**SOCIETY OF HISPANIC PROFESSIONAL  
ENGINEERS**

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SHPE Jr. Chapters

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Society of Hispanic Professional Engineers  
May 2012

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# SHPE Foundation

## SHPE JR. CHAPTER AND AT-LARGE MEMBERSHIP

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# Summary

The Society of Hispanic Professional Engineers, Inc. (SHPE) firmly believes in both enhancing the education of Hispanic students and positively influencing them to become tomorrow's science and technology leaders. To that extent, SHPE Foundation, a 501(c)(3) non-profit organization, was created to support student educational programs and provide scholarships in science, engineering and technology fields to college students, primarily Hispanics. The organization carries out its programs through donations from private organizations and support from governmental agencies. The major role of SHPE is to provide scholarships for Hispanic students in science and technology. SHPE continues to communicate with an extensive network of academic institutions, and locate, evaluate, and select qualified student candidates for scholarships.

Today, the SHPE network includes a new formal level of membership - SHPE Jr. High School Chapters (hereafter referred to as SHPE Jr.) to augment the success of pre-college students by providing scholarships, mentors, tutors and other resources to overcome persistent educational barriers and encourage students to pursue science, technology, engineering and math (STEM). SHPE Jr. encourages and facilitates opportunities to attend the SHPE Foundation Pre-College Symposia, academic and engineering summer camps, and compete in events such as the National Science Bowl<sup>®</sup>, local science fairs, and other engineering competitions. The ultimate goal of SHPE Jr. is to increase the presence of Hispanics studying science and engineering.

The SHPE Foundation manages the SHPE Jr. Chapters. The SHPE Foundation monitors SHPE Jr. members in conjunction with the academic institution's faculty advisors and program coordinators. The SHPE Foundation maintains records for each SHPE Jr. member and obtains appropriate permissions to share that information with sponsoring companies/agencies. This allows the Foundation to evaluate and assess the impact of the SHPE Jr. Chapters Program. The SHPE Foundation conducts annual program assessments and is responsible for preparing and disseminating reports and papers discussing the impact of the SHPE Jr. High School Chapters Program.

Through Advancing Careers in Engineering (ACE) Program grants, SHPE college students and professionals will be able to perform pre-college outreach activities with the SHPE Jr. Chapters in communities throughout the SHPE regions. ACE mini-grants provide the opportunity for SHPE members to serve as role models and mentors to the youth, while enhancing their own leadership and academic skills.

Upon graduating from high school the SHPE Foundation will encourage students to continue their SHPE membership in college. To that extent, SHPE recognizes that community organization-based programs are among the most significant tools to influence the interest and capabilities of students in maximizing the educational benefits, which academic institutions provide.

This packet is designed to provide information on 1) developing and maintaining a SHPE Jr. Chapter; 2) SHPE Jr. Chapter policies; and 3) SHPE Jr. membership requirements for At-Large Membership.

## 1. Introduction

SHPE Jr. focuses on both enhancing the education of Latino pre-college students and positively influencing them to become tomorrow's science and technology leaders. Specifically, SHPE Jr. aims to augment the success of pre-college students through the following objectives:

- Build self-esteem
- Convey a positive attitude towards academic excellence
- Encourage and support parental commitment of their children's education
- Increase awareness about engineering and science careers
- Provide support throughout the college application process
- Increase college access of Latino/a students
- Increase college entrance of Latino/a students
- Increase cultural awareness of Latino/a contributions to STEM

## 2. Needs/Problems

According to the 2000 Census, Hispanics numbered over 35.3 million representing 12.5 percent of the overall U.S. population. The Pew Hispanic Center (2005) indicated that from 1980 – 2000, the Hispanic population grew from 14.6 million to 35.3 million and projects a growth to 47.7 million by 2010 and 60.4 million by 2020. U.S. Census Bureau (Bernstein & Edwards, 2008) projects the Hispanic population to nearly triple from 2008 – 2050, from 46.7 million to 132.8 million, thus doubling its percent of the total U.S. population from 15 percent to 30 percent. Thirty-nine percent of the nation's children are projected to be Hispanic. In sum, the U.S. Census projects that nearly one in three U.S. residents would be Hispanic, by 2050. Yet, the growth of the Latino population is not echoed representatively throughout the educational pathway. In fact, it is an undisputed fact that Hispanics, as well as other minority groups, are not participating in STEM fields in numbers commensurable with their representation in our society and the Hispanic population is increasing at a faster rate than their increase in those fields.

Data from the U.S. Department of Education (2007) indicates the percent of high school students that completed the requirements of a college-bound curriculum - 4 English, 3 social studies, 3 science, 3 math, ½ computing and 2 foreign languages courses – indicated that 33 percent of Hispanic high school graduates in 2005 completing this course schedule, compared to 36 percent of whites and 40 percent of black students (U.S. Department of Education, 2007). The most recent data from the U.S. Department of Education (Knapp, Kelly-Reid, & Ginder, 2008) regarding degrees conferred in 2007, indicated Hispanics earned 11 percent of the associate degrees, 7 percent of the total bachelor degrees, 5 percent of the masters degrees, and 6 percent of the doctoral degrees.

Data from the National Science Foundation (Hill, 2002; Hill & Johnson, 2004) on baccalaureate degree earnings in engineering, the natural sciences, and biological sciences between Hispanics and other racial/ethnic groups indicate a disparity between Hispanics and whites and Asian Pacific Americans in attaining baccalaureate degrees. What is immediately noticeable in the trend data is that the degree earning rates among whites in engineering, the natural sciences, and the biological sciences decreased substantially. Yet, the degree earning rates of Hispanics have not increased at the same rate. In 2001, Hispanics earned 7.3 percent of the baccalaureate engineering degrees awarded to U.S. citizens and legal residents.

### 3. Goals/Objectives

The overarching goal is to increase the presence of Latinos/as enrolled in STEM fields of study in higher education. SHPE Jr. intends to expose high school students to the broadest of STEM career opportunities and perpetuate interest in education by serving as the backbone in academic excellence.

By targeting pre-college students through creative and educational SHPE programs via ACE mini-grants, scholarships, and mentoring, there is a greater potential for:

- Sparking curiosity in STEM-related fields
- Mitigating the Hispanic high school drop-out rate
- Preparing students to pursue undergraduate studies
- Promoting the pursuit of advanced degrees

Fundamental principles such as teamwork, problem solving, integrity, ethics, respect, leadership, communication, organization, and planning are the key elements to a successful project and are the ingredients for tomorrow's leaders.

### 4. Procedures/Scope of Work

The SHPE Foundation oversees the SHPE Jr. Chapter charter process including the recruitment, enrollment and retention of pre-college students as At-Large SHPE Jr. Members.

A complete SHPE Jr. Chapter charter application must be submitted to the SHPE Foundation in order to be recognized as an official chapter eligible for SHPE Jr. Chapter benefits. The application must include **two (2) copies** of the following:

1. SHPE Jr. Chapter application with all necessary signatures
2. Ten (10) completed SHPE Jr. membership forms
3. Chapter bylaws

Upon receipt, the charter application package will be reviewed. If any changes need to be made, the SHPE Chapter Representative will be contacted and asked to make corrections. The SHPE Foundation will recommend the new chapter to the National Board of Directors for approval. Once approved, a notification will be sent to the new chapter.

## 5. Types of SHPE Jr. Chapters

The SHPE Jr. Chapters are classified into two categories – High School and Community-Based.

**SHPE Jr. Chapters – High School:** These chapters are established at accredited high schools in the United States or Puerto Rico. Student members must attend the high school where the chapter is chartered.

**SHPE Jr. Chapters – Community-Based:** These chapters are established at local churches or community/civic centers. Student members may come from various high schools in and from the surrounding vicinity. Student members may not come from schools with an existing SHPE Jr. Chapter. Community-based chapters must present additional evidence of consistent meeting space in the charter location.

## 6. Governance

### I. SHPE Foundation

- a. Oversees the SHPE Jr. chapters
- b. Provides guidelines under which these programs will be carried out
- c. Recommend charters for SHPE Jr. Chapters
- d. Responsible for coordinating the efforts of all national programs for pre-college students
- e. Maintain network of At-Large SHPE Jr. members

### II. Hosting SHPE Chapter Representative

- a. Each sponsoring student or professional chapter must elect a representative to the SHPE Jr. Chapter. This representative may or may not be a member of the current SHPE chapter executive board.
- b. The representative is a crucial element to sustaining SHPE Jr. Chapters. Therefore, this individual must be able to fully undertake the responsibilities to sustain the program beyond its charter year.
- c. The responsibilities are:
  - i. Directly oversee the SHPE Jr. Chapter
  - ii. Initiate and maintain contact with high school administrators for chapter activity continuity
  - iii. Identify a member of the high school faculty to serve as the SHPE Jr. Chapter Advisor for high school-based chapters

- iv. Identify a member of the active community to serve as the SHPE Jr. Chapter Advisor for community-based chapters
- v. Follow all national guidelines to file SHPE Jr. Chapter charters
- vi. Establish a SHPE Jr. Committee to assist with programs and to serve as role models for SHPE Jr. members
- vii. Maintain ongoing contact with school administrators, community and SHPE Jr. chapters
- viii. Disseminate information to chapter members
- ix. Participate in SHPE Jr. activities
- x. Submit annual reports to the SHPE Foundation as requested

### III. SHPE Jr. Chapter Executive Board

The chapter executive board must be composed of, at minimum, four members in good academic standing. **Officers must have a minimum of a 3.00 GPA (B average) on all courses at the end of each grading period.**

The executive board must also include the Hosting SHPE Chapter Representative and a SHPE Jr. Chapter Advisor.

#### a. President

- i. Serves as the chief executive officer of the chapter
- ii. Chairs all general and executive board meetings
- iii. Serves as the designated spokesperson for the chapter
- iv. Responsible for all chairpersons and for the coordination of all committee activities and educational programs
- v. Responsible for submitting the End-of-the-Year Report
- vi. With approval of the SHPE Jr. Chapter Representative and/or Advisor, appoint vacancies in any executive board office
- vii. Along with the treasurer, be responsible for providing an annual budget for the SHPE Jr. Chapter

#### b. Vice-President

- i. Assume presidential responsibilities in the absence of the president
- ii. Responsible for membership recruitment
- iii. Assist the president with duties assigned

#### c. Treasurer

- i. Maintain accurate, up to date records of all financial transactions incurred by the chapter
- ii. Responsible for handling all funds affecting the financial status of the chapter
- iii. Required to submit a financial report to the SHPE Jr. Chapter President and the SHPE Chapter Representative

**d. Secretary**

- i. Responsible for recording and providing the minutes of all executive board and general body meetings
- ii. Responsible for documenting of all SHPE Jr. sponsored events, fundraisers, etc.
- iii. Responsible for maintaining a current roster of SHPE Jr. officers and members consisting of contact information and program anticipation

## 7. Membership Types

SHPE Jr. membership is open to all motivated and dedicated high school students. The objective is to advance Hispanic excellence in technology, engineering, math, and science. SHPE Jr. will engage students beyond the typical after-school program on to a national drive for future engineers and scientists.

It is highly recommended that students who are motivated and interested in making a strong commitment to the advancement of the Hispanic community and who are willing to volunteer their time to support the goals and objectives of SHPE Foundation enroll in the program.

Members must be current high school students making satisfactory progress (**minimum 2.00 GPA/C average**) toward graduating from high school.

**SHPE. Jr. Chapter Membership** – If a chapter exists at the local high school or community, students are encouraged to join that chapter and participate in the events therein. Students attending high schools or living in a community without SHPE Jr. chapters are encouraged to charter a SHPE Jr. Chapter according to these the guidelines.

**SHPE Jr. At-Large Membership** – Affiliation to an established SHPE Jr. chapter is not a requirement for membership. If a chapter cannot be established at a school for any reason (such as the inability to meet any of the chapter chartering requirements), students can apply for membership as “At-Large SHPE Jr. Members.” Students must complete the SHPE Jr. Membership Package, which includes the SHPE Jr. Member Application and Student Demographic Form.

## 8. SHPE Jr. Dues

**SHPE. Jr. Chapter Membership** – National dues are not required by the SHPE Foundation Office. However, the chapter may collect dues not to exceed \$20 a year for members. These dues may be used to fund local chapter activities. Chapters are required to submit information on dues collected (See Budget Section).

**SHPE Jr. At-Large Membership** – At-Large members are required to pay \$5.00 annual dues to the SHPE Foundation Office. These funds will be used to support the national efforts of the SHPE Jr. Program.

## 9. SHPE Jr. Benefits

Benefit	Chapter Benefits	At-Large Benefits
Special consideration on SHPE Foundation scholarship application, awards, and summer programs	X	X
Eligible for support to attend the annual SHPE Foundation Pre-College Symposia	X	
Access to scholarship and summer program opportunities	X	X
Competitions – Regional Science Bowl	X	X
Access to SAT/ACT discounts from The Princeton Review	X	X
SHPE Jr. Graduation Stoles	Free	Low Cost
SHPE Jr. Newsletter	X	
SHPE Magazine	X	X
Eligible to be highlighted in SHPE Jr. Web site and Newsletter	X	X
Graduating seniors receive a membership fee waiver to join SHPE college/university chapter	X	X
Network with students across the U.S.	X	X

## 10. Chapter Status

***To be officially recognized and be eligible for SHPE Foundation funding, the SHPE Jr. Chapter must maintain a consistent and active membership of at least ten (10) members. SHPE Jr. Chapters which fail to maintain an active membership or active communication with the SHPE Foundation Office, will be placed on probation. Continued inactivity will result in a warning and eventual revocation of the charter.***

To remain in good standing, SHPE Jr. chapters must comply with the following items. Typical timelines listed in *italics*.

- a. Annually submit updated roster of chapter officers – *Aug/Sep*.
- b. Semi-annually submit updated roster of active members – *Aug/Sep and Feb*.
- c. End-of-Year Reports – *Apr/May*.

Communication between the SHPE Foundation Office and the SHPE Jr. chapter is crucial to maintain good standing. The format for the aforementioned updates and reports is open-ended.

Categories of Chapter Status:

1. Good Standing – Chapters who comply with all communication items as listed above.
2. Probation – Chapters who fail to communicate for 6 consecutive months.
3. Inactive – Chapters who fail to communicate for 12 consecutive months.
4. Revocation – Chapters who fail to communicate for 18 consecutive months.

Chapters can recover their good standing by completing any and all pending communication items.

Only chapters in good standing are eligible for SHPE Foundation funding.

## 11. SHPE Jr. Graduation Stoles

SHPE Jr. Chapters in Good Standing may request SHPE Jr. graduation stoles for their graduating seniors. SHPE Jr. At-Large Members, who are graduating may purchase the stoles for a minimal cost. These stoles may be worn over their graduation gowns during their commencement exercises. The complete policy and order form is available at [www.shpefoundation.org](http://www.shpefoundation.org). Orders and requests must be received by May 1 to ensure timely delivery.

## 12. End-Of-The-Year Reports

Each SHPE Jr. Chapter is required to submit an annual End-Of-Year Report (EOYR) **30 days before the end of the school year**. Failure to submit a report will preclude the chapter from being able to apply or receive funding from the SHPE Foundation or SHPE, Inc. The reports are used for the following purposes:

1. Record chapter activities.
2. Provide feedback to the student chapter to conduct better activities.
3. Demonstrate to sponsors how their support is being utilized.
4. Provide an opportunity for chapters to showcase their accomplishments.

## 13. Financial Support

### I. Seed Money

To qualify for seed money, newly approved SHPE Jr. Chapters must submit a seed money proposal to the SHPE Foundation to be received no later than thirty (30) days from notice of approval.

Seed money proposals must be typed in 12 pt, Times New Roman. It must include a statement formally requesting a proposed amount of money and a detailed purpose for which it will be used. The proposed amount of money should be based and supported by a table outlining an estimated yearly budget, including sources of income and expenses. (A sample proposal for seed money is included in this packet).

Upon receipt, the proposal will be reviewed and based on the amount of budget allocated for seed money by the National Board of Directors. The SHPE Foundation will approve an appropriate amount of the request. The chapter will be informed of the final decision regarding the submitted proposal.

Seed money funds can be used to assist SHPE Jr. raise additional funds in support the program, membership drives, or attendance at SHPE or SHPE Foundation events. ***Funds shall not be used for any social events or scholarship funds.***

## II. ACE Funding

SHPE Jr. Chapters in Good Standing may submit funding proposals via the ACE Mini-Grant Program. Funds may be used to support educational events such as SAT workshops, college Shadow Days, competitions, college tours, etc. ACE Mini-Grant proposals are due April 15 each year. Visit the SHPE Foundation Web site for the complete ACE Mini-Grant guidelines, policies and procedures.

# 14. Evaluation

An annual assessment will be compiled from the End-of-Year Reports submitted to the SHPE Foundation Office. In addition, an annual report will be prepared to demonstrate the diversity and impact SHPE Jr. Chapters have within the Hispanic communities. In addition, chapter information will be made available to our corporate sponsors.

# 15. Endorsements

**SHPE Jr, must seek endorsement from either a SHPE student or professional chapter.** In addition, the SHPE Jr. Chapter must have endorsement from the high school administration and have a high school advisor or a community-relations personnel. The advisor can be a math, science, and technology educator.

SHPE Jr. Chapters unaffiliated with a particular high school must provide a signed agreement between the hosting facility (community center) and the Hosting University or Professional SHPE Chapter.

Additional endorsements are encourage but not required. The additional endorsements can be from corporations and/or government agencies in the local

community. The additional endorsements can provide additional mentors, tutors, and possible funds local educational outreach activities.

## 16. Next Steps

In order to start a SHPE Jr. Chapter you must complete the following steps:

1. Recruit 10 students interested in becoming SHPE Jr. members.
2. Obtain a high school advisor.
3. Obtain high school approval/endorsement.
4. Obtain support from a local SHPE university student or professional chapter.
5. Submit required documentation to the SHPE Foundation for SHPE Jr. Chapter recognition. (See appendix, sample forms.)

The attached documents can be used to start your SHPE Jr. Chapter. If you require additional information contact the SHPE Foundation.

## 17. Appendices

- 1 – SHPE Jr. Chapter Bylaws Checklist
- 2 – SHPE Jr. Chapter Charter Application
- 3 – Student Demographic Form
- 4 – Liability Release, Parent Permission and Emergency Contact Form
- 5 – Photograph Release and Consent Form
- 6 – Sample Letter to School Administrators
- 7 – Sample Agreement with Hosting Community Center
- 9 – Sample Letter to Parents and Guardians (Spanish)
- 10 – Sample Seed Money Proposal
- 11 – Sample Hosting SHPE Chapter Sponsor Letter
- 12 – Sample Bylaws
- 13 – Membership Application Form
- 14 – Sample Administrative Budget
- 15 – SHPE Jr. Chapter End-of-Year Report Guidelines



## SHPE Foundation SHPE JR. CHAPTER BYLAWS CHECKLIST

The following is a checklist to help guide the development of your SHPE Jr. bylaws.

- 1. Name of Organization
- 2. Purpose/Objective
- 3. Affiliation with SHPE Inc. Clause
- 4. Non-Discrimination Clause
- 5. Membership
  - Various membership classes/types
- 6. Ruling Body Structure
  - Officers
  - Duties (Terms of Office)
- 7. Election/Voting
  - When
  - Procedures/Requirements
- 8. Meetings/Definition of Quorum
- 9. Grievances/Resignations/Impeachments
- 10. Amendments/Additions
- 11. Signature Page (Student Chapter President, Vice President, Secretary, Treasurer, Advisor, SHPE Membership Coordinator (MC), SHPE Chapter Representative, SHPE National President)
- 12. Page numbers centered at the bottom, and date typed at the bottom right corner

### OPTIONAL

- 13. Committees
- 14. Dues



## SHPE Foundation SHPE JR. CHAPTER CHARTER APPLICATION

---

School Name

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SHPE Jr. High School Chapter Mailing Address, City, State, Zip

Chapter Phone: \_\_\_\_\_

Chapter Fax: \_\_\_\_\_

Chapter Email: \_\_\_\_\_

Chapter Web site: \_\_\_\_\_

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Primary SHPE College/University Chapter \_\_\_\_\_

Primary SHPE Professional Chapter: \_\_\_\_\_

Region (circle one):    1        2        3        4        5        6        7

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President (First, Last Name)

Vice President (First, Last Name)

---

Treasurer (First, Last Name)

Secretary (First, Last Name)

---

---

### Advisor Information

---

(First, Last Name)

Job Title

---

Address, City, State, Zip

---

Phone

Email

---

---

### SHPE Professional/University Chapter Representative

---

(First, Last Name)

Job Title

---

Address

---

Phone

Email

---

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Academic Calendar:  Semester  Quarter

\_\_\_\_\_  
Academic Year Begins (mm/dd/yy)                      Academic Year Ends (mm/dd/yy)

Christmas Break (mm/dd/yy - mm/dd/yy) \_\_\_\_\_

Spring Break (mm/dd/yy - mm/dd/yy) \_\_\_\_\_

Other Semester Breaks (mm/dd/yy - mm/dd/yy) \_\_\_\_\_

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Membership: Total: \_\_\_\_\_ Active: \_\_\_\_\_

Estimated Annual Operating Budget: ATTACH ON A SEPARATE SHEET

Calendar of Events: ATTACH ON A SEPARATE SHEET

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**As officers of the SHPE Jr. High School Chapter, we verify that all documentation submitted in this packet has not been falsified and has been approved in good faith by the parties below.**

Bylaws Approved by SHPE Jr. Student Chapter general membership on (mm/dd/yy) \_\_\_\_\_

---

\_\_\_\_\_  
*Signature, President, SHPE Jr.*

\_\_\_\_\_  
*Signature, Vice President, SHPE Jr.*

\_\_\_\_\_  
*Signature, Secretary, SHPE Jr.*

\_\_\_\_\_  
*Signature, Treasurer, SHPE Jr.*

\_\_\_\_\_  
*Signature, Advisor, SHPE Jr.*

\_\_\_\_\_  
*Signature, SHPE Professional/University Chapter Representative*

**The signatures below serve as proof that the above student chapter has been approved by SHPE, Inc as an official student chapter of the organization.**

Bylaws Approved by SHPE, Inc. National Board of Directors on \_\_\_\_\_  
*Date*

---

\_\_\_\_\_  
*Signature, SHPE Foundation*

\_\_\_\_\_  
*Signature, SHPE National President*



## SHPE Foundation STUDENT DEMOGRAPHIC FORM

I am in **GRADE:** 9 10 11 12

I am a: \_\_\_ Male \_\_\_ Female

My **AGE** is: 14 15 16 17 18 19 20 21+

The **NAME** of my **SCHOOL** is: \_\_\_\_\_

The **CITY** and **STATE** of my **SCHOOL** is: \_\_\_\_\_

**I am (Choose ALL That Apply):**

\_\_\_ Central/South American      \_\_\_ Cuban      \_\_\_ Mexican American      \_\_\_ Puerto Rican  
 \_\_\_ African American      \_\_\_ Asian American      \_\_\_ Native American      \_\_\_ White  
 \_\_\_ Other: \_\_\_\_\_

**My MOTHER'S HIGHEST EDUCATION is (Choose only ONE)**

\_\_\_ Less than 8<sup>th</sup> grade      \_\_\_ Some high school      \_\_\_ High school diploma      \_\_\_ GED  
 \_\_\_ Some College      \_\_\_ Associates degree      \_\_\_ Bachelors degree      \_\_\_ Masters degree  
 \_\_\_ Doctorate/Professional      \_\_\_ I don't know      \_\_\_ I don't have a mother/stepmother

**My FATHER'S HIGHEST EDUCATION is (Choose only ONE):**

\_\_\_ Less than 8<sup>th</sup> grade      \_\_\_ Some high school      \_\_\_ High school diploma      \_\_\_ GED  
 \_\_\_ Some College      \_\_\_ Associates degree      \_\_\_ Bachelors degree      \_\_\_ Masters degree  
 \_\_\_ Doctorate/Professional      \_\_\_ I don't know      \_\_\_ I don't have a father/stepfather

I have brothers or sisters in college \_\_\_ Yes \_\_\_ No

I have brothers or sisters who graduated from college \_\_\_ Yes \_\_\_ No

For **LUNCH** at **SCHOOL**, I usually: \_\_\_ pay regular price \_\_\_ pay a reduced price \_\_\_ get a free lunch ticket

**I have taken or am taking the following MATH classes (Choose ALL That Apply):**

\_\_\_ General Math      \_\_\_ Pre-Algebra      \_\_\_ Algebra      \_\_\_ Geometry      \_\_\_ Algebra II  
 \_\_\_ Trigonometry      \_\_\_ Pre-Calculus      \_\_\_ Calculus I      \_\_\_ Calculus II      \_\_\_ Statistics  
 \_\_\_ Other: \_\_\_\_\_

**I have taken or am taking the following SCIENCE classes (Choose ALL That Apply):**

\_\_\_ General Science      \_\_\_ Earth/Physical Science      \_\_\_ Integrated Science/Lab      \_\_\_ Biology I  
 \_\_\_ Biology II      \_\_\_ Chemistry I      \_\_\_ Chemistry II      \_\_\_ Physics (not physical sci.)  
 \_\_\_ Physiology      \_\_\_ Intro Computer Science      \_\_\_ Computer Programming  
 \_\_\_ Other: \_\_\_\_\_

I like **MATH:** \_\_\_ Very Much \_\_\_ Much \_\_\_ Some \_\_\_ Very little \_\_\_ Not at All

I like **SCIENCE:** \_\_\_ Very Much \_\_\_ Much \_\_\_ Some \_\_\_ Very little \_\_\_ Not at All

I want to go to college: \_\_\_ Yes \_\_\_ No \_\_\_ I Don't Know

If you want to go to college, where do you want to go? \_\_\_\_\_

If you want to go to college, what do you WANT TO STUDY? \_\_\_\_\_

What type of job/career do you want to work? \_\_\_\_\_

**BEFORE TODAY**, how many SHPE activities have you attended? \_\_\_\_\_

**TURN THE PAGE OVER**

**If you are in grades 9 – 12 completed this section.**

**CHOOSE ONE:** \_\_\_ I have taken the PSAT    \_\_\_ I plan to take the PSAT    \_\_\_ I will not take the PSAT

**The number of AP classes I have taken is:** 0 1 2 3 4 5 6 7 8 9 10+

**The number of AP MATH classes I have taken is:** 0 1 2 3 4 5+

**The number of AP SCIENCE classes I have taken is:** 0 1 2 3 4 5+

**The number of Honors classes I have taken is:** 0 1 2 3 4 5 6 7 8 9 10+

**The number of Honors MATH classes I have taken is:** 0 1 2 3 4 5+

**The number of Honors SCIENCE classes I have taken is:** 0 1 2 3 4 5+

\_\_\_ Yes \_\_\_ No    **I give SHPE permission to place me on their mailing list and/or email list to receive information about college opportunities including scholarships. Please include your name, email address, and mailing address:**

Name	Email Address
Street	City
	ST
	Zip

**If you are in 12<sup>th</sup> grade, complete this section.**

**CHOOSE ONE:** \_\_\_ I have taken the ACT    \_\_\_ I plan to take the ACT    \_\_\_ I will not take the ACT

**CHOOSE ONE:** \_\_\_ I have taken the SAT    \_\_\_ I plan to take the SAT    \_\_\_ I will not take the SAT

**CHOOSE ONE:** \_\_\_ I have submitted the FAFSA    \_\_\_ I plan to submit the FAFSA    \_\_\_ I will not submit the FAFSA

**My approximate high school GRADE POINT AVERAGE is:**

___ 95 – 100 (A+ or 4.00)	___ 90 – 94 (A or 4.00)	___ 85 – 89 (B+/B- or 3.50 – 3.99)
___ 80 – 84 (B or 3.00 – 3.49)	___ 75 – 79 (C+/B- or 2.50 – 2.99)	___ 70 – 74 (C or 2.00 – 2.50)
___ 65 – 69 (D+/C- or 1.50 – 1.99)	___ 60 – 64 (D or 1.00 – 1.49)	___ 59 and below (F or below 1.00)

**I APPLIED to the following COLLEGES/UNIVERSITIES:**

---

**I have been ACCEPTED to the following COLLEGES/UNIVERSITIES:**

---

**I would PREFER to ATTEND this ONE COLLEGE/UNIVERSITY:** \_\_\_\_\_

\_\_\_ Yes \_\_\_ No    **I give SHPE permission to contact me for additional information. If, YES, please include your name and mailing address in the section above.**



## SHPE Foundation LIABILITY RELEASE, PARENT PERMISSION AND EMERGENCY CONTACT FORM

I hereby state that I, \_\_\_\_\_, am the custodial parent or  
**parent/legal guardian (please print)**

legal guardian of \_\_\_\_\_, a minor. I therefore, grant permission for this  
**student (please print)**

student to attend/participate in any sponsored field trips or to attend any authorized activities as part of the SHPE Jr. Chapter Program.

I understand that the Society of Hispanic Professional Engineers, Inc. (SHPE) and its affiliated staff will not be liable for any unauthorized leave by the above named student. I further understand that such unauthorized leave will be the responsibility of the student and the parent or the legal guardian as the signatory below.

I, \_\_\_\_\_, release and save harmless SHPE and any and all of its  
**parent/legal guardian (please print)**

employees or volunteers from any and all liability for any and all harm arising to my son/daughter as a result of the field trips and/or activities, and waive any claims against them.

In the event of an emergency and if neither emergency contact can be reached; I, the undersigned, authorize SHPE to take any emergency medical measures deemed necessary for the care and protection of my child. This includes, if necessary, treatment by a physician, paramedic, and/or transfer to the hospital. I give permission for limited treatment for minor illness and/or injuries. In case of emergency, the student will be referred to the nearest medical facility for care at the expense of the parent or under insurance provided by the student's insurance.

Students should immediately report any injury or illness symptom to the chaperone or SHPE. Failure to report such a condition would be the sole responsibility of the student, and SHPE would not be held responsible in case the situation worsens.

**In case of emergency, please contact the following:**

Emergency Contact #1	Emergency Contact #2
Name _____	Name _____
Relationship _____	Relationship _____
Home Phone (____) _____	Home Phone (____) _____
Work Phone (____) _____	Work Phone (____) _____

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student (PLEASE PRINT)

\_\_\_/\_\_\_/\_\_\_  
Date of Birth

\_\_\_\_\_  
Age of Student

Name of School \_\_\_\_\_



**SHPE Foundation**  
**PHOTOGRAPH RELEASE AND CONSENT FORM**

Name of Student: \_\_\_\_\_

Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

I, \_\_\_\_\_

\_\_\_\_\_ hereby, give  
permission to the

**Parent/legal guardian (please print)**

Society of Hispanic Professional Engineers, Inc. (**SHPE**) to photograph my child,  
\_\_\_\_\_

**student (please print)**

Program. I further give permission to use their photographs and statements featuring their involvement in SHPE Jr. pre-college day activities; for SHPE publication purposes during or after this event.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Parent/Guardian Telephone: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

\_\_\_\_\_  
*Please note: When photographs or quotes are used in SHPE's publications a copy of the publication is sent to the school.*



**SHPE Foundation**  
**SAMPLE LETTER TO SCHOOL ADMINISTRATOR TO CHARTER**  
**SHPE JR. HIGH SCHOOL CHAPTER**

Date

Name of School Administrator

Address

City, State, Zip

Dear Mr/Mrs. \_\_\_\_\_,

The Society of Hispanic Professional Engineers, Inc. (SHPE) has rewarding and exciting opportunity to offer your pre-college students who are interested in pursuing careers in engineering and science. SHPE is a non-profit organization dedicated to promote the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equity. In more than 30 years of existence, SHPE has been represented by more than 150 universities and solid programs that encourage academic excellence, professional development, outreach and community service, chapter development, and leadership development.

SHPE strives to stimulate student interest in technical fields such as engineering and science. In response to the lack of Hispanics pursuing degrees in these areas, we serve as a source of support to encourage students to attend college and pursue degrees.

For more information please visit [www. SHPEFoundation.org](http://www.SHPEFoundation.org). If you have any questions, please contact the SHPE Foundation at (703) 373-7930.

Sincerely,

Sender Name, Title

Address, City, State, Zip

Phone Number



**SHPE Foundation**  
**SAMPLE AGREEMENT WITH HOSTING COMMUNITY**  
**CENTER TO CHARTER SHPE JR. CHAPTER**

**Date:**

**To:** Name of Community Center  
Address, City, State, Zip

**Attn:** Mr/Mrs. \_\_\_\_\_,

**Subject:** Facilities Usage Agreements

The Society of Hispanic Professional Engineers, Inc. (SHPE) has rewarding and exciting opportunity to offer local pre-college students interested in pursuing careers in engineering and science. SHPE is a non-profit organization dedicated to the promotion of the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equity. In more than 30 years of existence, SHPE has been represented by more than 150 universities and solid programs that encourage academic excellence, professional development, outreach and community service, chapter development, and leadership development.

SHPE strives to stimulate student interest in technical fields such as engineering and science. In response to the lack of Hispanics pursuing degrees in these areas, we serve as a source of support to encourage students to attend college and pursue degrees.

The (*U.S. City*) Professional SHPE Chapter is very grateful for your generosity in granting us access to your facilities. As a requirement for charter, an agreement must be signed for a period of one year, beginning on the date above, with options to renew at least one additional year. By signing below, you agree to provide facilities for activities and periodic meetings of the (*Local*) SHPE Jr. chapter. The chapter agrees to be mindful and respectful of the property and liable for any evident damage.

**Signatures of Agreement:**

\_\_\_\_\_  
SHPE Jr. Chapter Advisor Date

\_\_\_\_\_  
Community Center Officer Date



**SHPE Foundation**  
**SAMPLE LETTER TO PARENTS & GUARDIANS**

Date

Name of Parent/Guardian  
Address  
City, State, Zip

Dear Mr./Mrs. \_\_\_\_\_,

The Society of Hispanic Professional Engineers, Inc. (SHPE) has a rewarding and exciting opportunity to offer your pre-college students who are interested in pursuing careers in engineering and science. SHPE is a non-profit organization dedicated to promote the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equity. In more than 30 years of existence, SHPE has been represented by more than 150 universities and solid programs that encourage academic excellence, professional development, outreach and community service, chapter development, and leadership development.

SHPE strives to stimulate student interest in technical fields such as engineering and science. In response to the lack of Hispanics pursuing degrees in these areas, we serve as a source of support to encourage students to attend college and pursue technical degrees.

For more information please visit [www.shpefoundation.org](http://www.shpefoundation.org). If you have any questions, please contact the SHPE Foundation at (703) 373-7930.

Sincerely,

Sender Name, Title  
Address, City, State, Zip  
Phone Number



## SHPE Foundation SAMPLE LETTER TO PARENTS & GUARDIANS

Fecha

Nombre del Padre ó Tutor Legal  
Domicilio  
Ciudad, Estado, Código Postal

Estimado(a) Sr/Sra. \_\_\_\_\_,

La Sociedad de Ingenieros Profesionales Hispanos (SHPE – por sus siglas en inglés) ofrece una oportunidad recompensante y exitante a los estudiantes de prepreparatoria (high school) que estén interesados en seguir una carrera en ingeniería y ciencias. SHPE es una organización sin fines de lucro dedicada a promover el desarrollo de los Hispanos en ingeniería, ciencias, matemáticas y otras profesiones técnicas para fomentar la excelencia en educación, oportunidades económicas y equidad social. En nuestros más de 30 años de existencia, SHPE ha sido representada por mas de 200 universidades y programas que animan a nuestros estudiantes a la excelencia académica, desarrollo profesional, servicio comunitario, desarrollo de delegaciones, y desarrollo de liderazgo.

SHPE se esfuerza por estimular el interés de los estudiantes en estudios técnicos como lo son los campos de ingeniería y ciencia. En respuesta a la escasez de estudiantes Hispanos buscando carreras en éstas áreas, nosotros servimos como una fuente de apoyo para animar a estudiantes Hispanos a continuar sus estudios superiores, ir a la Universidad y conseguir una carrera.

Para mas información visite el sitio de internet [www.shpefoundation.org](http://www.shpefoundation.org). Si usted tiene preguntas acerca de este programa, por favor contacte la oficina de SHPE Foundation al teléfono (703) 373-7930.

Sinceramente,

Nombre, Titulo  
Direccion  
Ciudad, Estado, Area Postal  
Numero de Telefono



## SHPE Foundation SAMPLE SEED MONEY PROPOSAL

Date

SHPE Foundation  
1444 Duke Street  
Alexandria, VA 22314

Dear:

In accordance to the chapter approval guidelines in the new chapter handbook we, the interested chapter, are submitting our administrative budget proposal for the seed money to be allocated and submitted to our chapter. Our student chapter application has been approved.

The following pages outline our administrative budget in two parts:

1. Expenses
  - a. Out-of-pocket expenses that our members have already made.
  - b. Expected expenses for up to one year.
  
2. Income
  - a. Earned Income to date.
  - b. Planned solicitations for up to one year.
  - c. Planned student contributions for up to one year.
  - d. Proposed fundraising events for up to one year.

Thank you for your attention regarding this matter and we hope for a prompt positive response.

Sincerely,

President  
SHPE Jr. Student Chapter Name



**SHPE Foundation**  
**SAMPLE HOSTING SHPE CHAPTER SPONSOR LETTER**

Date

SHPE Foundation  
1444 Duke Street  
Alexandria, VA 22314

Dear SHPE Foundation:

In accordance to the chapter approval guidelines in the new chapter handbook, we are endorsing the SHPE Jr. Chapter at \_\_\_\_\_ . We have coordinated with school administration and have a tentative schedule for the \_\_\_\_\_ school year activities. We have assisted students in completing membership forms, prepared the annual budget and have answered question regarding the SHPE organization.

Thank you for your attention regarding this matter and we hope for a prompt positive response.

Sincerely,

President Name  
Student/Professional Chapter Name

BYLAWS OF  
THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS, Jr.  
STUDENT CHAPTER

(School's Name) HIGH SCHOOL

ARTICLE I  
NAME OF ORGANIZATION

The name of this organization shall be The Society of Hispanic Professional Engineers SHPE Jr. Student Chapter.

ARTICLE II  
PURPOSE/OBJECTIVE

Tailor this article to suit your chapter's needs. Open this article with a statement similar to the following clause:

"The purpose of this Jr. student chapter is to:"

Outline each objective. For example:

1. Increase the number of Hispanic pre-college students at (Name of School) High School
2. Promote the advancement of Hispanic pre-college students as engineers and scientists in employment and education.
3. Develop and participate in programs with industry and the university, which benefit students seeking technical degrees.
4. Improve the retention of Hispanic pre-college students to enroll in engineering and science.
5. Provide a forum for the exchange of information pertinent for Hispanic pre-college students enrolled in (Name of School) High School.
6. Etc.

ARTICLE III  
ASSOCIATION

SECTION 1. AFFILIATION

The SHPE Jr. student chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers Inc. (SHPE Inc.). The organization possesses the right to adopt its own rules and procedures within the framework of SHPE's rules and regulations and the (Name of School) High School's rules and regulations. This Jr. student chapter will be part of the "local" as defined by the Regional SHPE Jr. Chapter Chair and the local SHPE Chapter Representative.

SECTION 2. NON-DISCRIMINATION

No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religious affiliation or belief, etc.... even though the name of club was chosen.

## ARTICLE IV MEMBERSHIP

In this article, as an introduction to the different sections, discuss privileges and services available to all members. Discuss responsibilities or requirements for maintaining membership status, e.g. "...members are eligible to serve on any committee...", "members may participate in the election of officers..."

### SECTION 1. REGULAR MEMBERSHIP

1. "Regular members shall be...." Define various criteria for becoming a regular member, for instance:

- students in search of college information intending to enter a technical career or obtain a Bachelor of Science degree...

State any requirements for maintaining regular membership beyond those stated before section 1; e.g. "... must attend (number of meeting) meetings each (semester/quarter)...."

### SECTION 2. ASSOCIATE MEMBERSHIP

Associate members shall be.... Usually called associate membership, this section state who else can belong to this organization. Perhaps other students, professors, industry representatives, and high school staff who do not meet requirements for regular membership, but who support the purpose(s) and objective(s) of this chapter. State whether they are eligible to vote (on what?, when?) or to hold office. Define any other rights or responsibilities this type of member has.

### SECTION 3. SPECIAL MEMBERSHIP

Special members shall be.... Have this section if:

- a) You want to extend certain privileges (e.g. voting) to certain Section 2 members.
- b) There are people who want to belong to your organization but don't fall into section 1 or 2.
- c) You want to recognize unusual support or commitment (Private or corporate gifts, for instance). These people or groups may be called "Honorary members", "Honorary voting members", "Corporate members", etc.

## ARTICLE V OFFICERS/EXECUTIVE BOARD

The following is an example of a well-structured Executive Board. Tailor this article to suit your chapter's needs.

### SECTION 1.

Officers shall consist of a President, Vice President, Secretary, and Treasurer. The term of office is for the 2011/2012 school year.

### SECTION 2. PRESIDENT

The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall have full power in the management and business of the chapter and shall set and establish all policy of the chapter and/or other functions or activities under the direction of this chapter. The President shall also be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter. (Describe the term of office here if it is not already stated in Section 1.)

### SECTION 3. VICE PRESIDENT(S)

The Vice President shall assist the President in all business concerning the chapter and shall act as a President Pro Tem in the latter's absence. The Vice President will also be in charge of the external affairs of the chapter (industrial relations, company tours, etc.).

### SECTION 4. SECRETARY

The Secretary will take the minutes of the meeting and post them. The Secretary will also be in charge of the bulletin board. He/she will be responsible for registering the organization with the university each academic year and for tallying the election votes.

### SECTION 5. TREASURER

The Treasurer will keep books and records on money received and disbursed. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer's responsibility to present annual budget and complete financial report to the Executive Board.

### SECTION 5. COMMITTEE/COMMITTEE CHAIR

The Committee/Committee Chair will be in charged of their respective committees, such as membership drive, marketing or media. He/she will be responsible for coordinating membership drive activities or events. Each committee chair will be responsible for coordinating their particular event and ensuring a success program.

## ARTICLE VI ELECTIONS/VOTING

### SECTION 1. NOMINATIONS

- 1.1. State when and where nominations are to be held. Be specific, e.g. "...fifth week of last semester at a general membership meeting...."
- 1.2. Who is eligible for nomination? Indicate type of member who is eligible, e.g. "regular (honorary or associate) member in good academic standing...." Does the nomination have to be seconded?
- 1.3. May candidate be nominated for more than one office? Run for more than one office?

### SECTION 2. VOTING

- 2.1 State when and where elections are to be held. Be specific. for example "... (April) month of each academic year...."
- 2.2 Indicate who is eligible for voting.

- 2.3 What is the procedure for voting? E.g. secret ballot, show of hands, yah/nay, etc. What constitutes a winning vote? E.g. simple majority, some percentage of the voting membership?
- 2.4 Explain the procedure for absentee voting.
- 2.5 Votes must be tallied in some fashion. State who is responsible for this procedure.
- 2.6 When do winning candidates assume office?

The following are examples of Sections 1 and 2.

SECTION 1.

All persons who have become active regular members of the organization at least thirty (30) days prior to the annual election shall be eligible to vote. The chapter shall hold elections annually during the last general membership meeting in April. Nominations of the officers shall be submitted two weeks prior to the election. All ballots must be personally deposited into the election box. Newly elected officers shall hold office for the period of one year.

SECTION 2.

Absentee ballots shall be sent to the Secretary and counted separately. Absentee ballots shall be obtained from the Secretary and must be sealed in an envelope, which shall be signed and dated. Absentee ballots must be submitted to the Secretary at least twenty-four (24) hours prior to the scheduled beginning of the annual election.

ARTICLE VII  
MEETINGS

SECTION 1. DEFINITION OF QUORUM

In this section state what constitutes a quorum. Specify a minimum number of members and officers required to form a quorum. For example: "a quorum shall consist of X/Y active members (or 5 members, 10 members...etc.) and Z officers...."

SECTION 2. GENERAL MEETINGS

State how often general membership meetings shall take place. Be specific. For example, "General membership meetings shall be held on the first and third week of each month during the academic year...."

SECTION 3. ELECTION MEETINGS

If officer elections are held at a special meeting, be sure to explain when this meeting will take place [e.g. (\_\_\_\_) month of each academic year]. Be consistent with Article VI, Section 2, and Voting.

SECTION 4. SPECIAL MEETINGS

Specify if the Board has the privilege of calling special membership meetings, and the amount of notice necessary to inform the membership.

ARTICLE VIII RESIGNATIONS AND  
IMPEACHMENTS

## SECTION 1. RESIGNATIONS

- 1.1. Any person willing to resign from office at least a week before the next chapter meeting shall submit a letter of resignation to the President or vice President.
- 1.2. During a meeting when a resignation is presented, nominations will be taken to fill the office. The group shall elect a person during the following week by secret ballot.

## SECTION 2. IMPEACHMENTS

- 2.1 When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the rest of the officers to meet within the next week to discuss/resolve the matter.
- 2.2 During the impeachment proceedings, the case will be presented. The officer under investigation will be given the opportunity to present his/her defense before the officers' vote.
- 2.3 A majority of the officers (X/Y) will decide whether the impeachment will be carried out. A new officer will be nominated and elected as described under article XXX, Sections 1 & 2.

## ARTICLE IX AMENDMENTS TO BYLAWS

In this article describe the procedure for making amendments to your student chapter bylaws.

1. How is the amendment introduced to the chapter? For example, "Proposed amendments shall be submitted in writing to the membership at a general meeting...."
2. A favorable vote of X (e.g. 2/3) of the members on the issue is required for amendment passage.
3. The amendment shall be submitted to the SHPE Membership Coordinator (MC) for approval.



**The Society of Hispanic Professional Engineers**

1444 Duke Street Alexandria VA 22314  
 office: (703) 373-7930 fax: (703) 773-7786  
 www.shpefoundation.org

**MEMBERSHIP APPLICATION FORM**  
 (July 1 through June 30)

<b>APPLICATION TYPE</b>		
<input type="checkbox"/> New Member <input type="checkbox"/> Renewal: Have been a member since _____ <input type="checkbox"/> Address Change <input type="checkbox"/> Chapter Transfer		
<b>MEMBERSHIP TYPE (See reverse side for qualifications for each type)</b>		
<input type="checkbox"/> SHPE Jr. Chapter <input type="checkbox"/> At-Large Member		
Chapter Affiliation (School Name): _____		
If you are currently a SHPE Officer, please indicate your position:		
<b>CONTACT INFORMATION</b>		
Name: _____		Birth Date (mm/dd/yy) _____
First	MI	Last
Current Address: _____		Home Phone: _____
_____		E-mail Address: _____
_____		_____
<b>EDUCATIONAL BACKGROUND</b>		
Grade Level: <input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9		
Name of High School: _____		
High School Address: _____		
Honor Courses Completed or Currently Enrolled: _____ _____ _____ _____ _____ _____	AP Courses Completed or Currently Enrolled: _____ _____ _____ _____ AP Exam Type and Score _____ _____	College Credits Earned to Date: _____ _____ _____
Regular GPA (On a 4.00 scale) <input type="checkbox"/> 4.00 <input type="checkbox"/> 3.99-3.50 <input type="checkbox"/> 3.49-3.00 <input type="checkbox"/> 2.99-2.50 <input type="checkbox"/> 2.49-2.0 <input type="checkbox"/> <2.00		
Honors/AP GPA (On a 5.00 scale) (Only if you have taken Honors or AP courses) <input type="checkbox"/> 5.00 <input type="checkbox"/> 4.99-4.50 <input type="checkbox"/> 4.49-4.00 <input type="checkbox"/> 3.99-3.50 <input type="checkbox"/> 3.49-3.00 <input type="checkbox"/> 2.99-2.50 <input type="checkbox"/> 2.49-2.00 <input type="checkbox"/> <2.00		
<b>EDUCATION PLANS</b>		
College(s)/University(ies) You Would Like to Attend: _____ _____		
What Would You Like To Study/Major in College: _____	Date Expect to Enter College (mo/yr): _____	
<b>INFORMATION RELEASE</b>		
May we include your email address in the SHPE-JR listserv for information on scholarships, colleges, etc		<input type="checkbox"/> Yes <input type="checkbox"/> No
May we include your contact information in the SHPE Internal Directory?		<input type="checkbox"/> Yes <input type="checkbox"/> No
May we release your contact information outside of SHPE?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Signature: _____		Date: _____
<b>If student is under the age of 18, application must include parent's/legal guardian's signature</b>		
Parent/Legal Guardian Signature: _____		Date: _____

<b>MEMBERSHIP BENEFITS</b>	
<ul style="list-style-type: none"> <li>• Membership certificate</li> <li>• Complimentary SHPE Magazine for High School</li> <li>• Local Chapter Benefits – discounts at meetings</li> <li>• Eligible for national awards</li> <li>• Eligible to nominate recipients for national awards</li> <li>• Receive registration discounts at our annual National Technical and Career Conference (NTCC).</li> <li>• Leadership training and career awareness</li> <li>• Networking opportunities at conferences and seminars</li> <li>• Information on employment and professional advancement</li> <li>• Access to Internships and Scholarships</li> <li>• Opportunity to enter Technical competitions</li> <li>• Registration discounts at regional events (ETCC/WCCE/ME)</li> </ul>	
<b>REQUIREMENTS FOR MEMBERSHIP</b>	
<p><b><u>Regular/Professional Members (\$45/year or \$500/lifetime)</u></b>  A Regular/Professional member shall be a person who at a minimum holds an engineer-in-training certificate or a bachelor’s degree in any discipline of engineering, engineering technology, mathematics, physical science or a mathematically based science or technical field*. Six years of experience as an engineer or in a mathematically based science or technical field* or engineering educator may be substituted for the bachelor’s degree. Regular/ Professional members shall be entitled to cast one vote in elections of officers and all business that the Board of Directors refers to the membership. Regular/Professional members may hold a National Board position.</p> <p><b><u>Regular/Professional Members – Recent Graduate (no fee)</u></b>  For persons who qualify for regular membership and have graduated less than six (6) months ago. This person will receive a one-year (July 1-June 30) free membership and is entitled to all mentioned benefits above.</p> <p><i>Recent Graduate Requirement:</i> On the application the sections for Major, Last Graduation Date, Degree, and University Name/Location <b><u>must</u></b> be filled out.</p>	<p><b><u>Associate Members (\$35/year or \$400/lifetime)</u></b>  An associate member shall be a person who believes and supports the purpose of this organization. He/She shall not be entitled to nominate, vote or hold a position in the National Board. Associate members shall be extended all privileges of a Regular/ Professional member less those exempted above.</p> <p><b><u>University Student Members (\$5/year)</u></b>  Student members shall be students enrolled in a curriculum leading to a degree in engineering, engineering technology, mathematics, physical science or a mathematically based science or technical field*. Student members shall be entitled to nominate, vote and hold positions on the National Board to the extent expressly set forth in Section 15, 20.5 or elsewhere in the SHPE National Bylaws.</p> <p><b><u>Jr. SHPE Members – (no fee)</u></b>  Student members shall be students enrolled in a high school and interested in pursuing a degree in engineering, engineering technology, mathematics, physical science or a mathematically based science or technical field.</p> <p><b><u>Other memberships within SHPE include:</u></b>  Honorary, Guild and Industrial Partnership Council. Please visit our website for more information on these membership types.</p> <p>*Please visit our website at <a href="http://www.shpe.org">www.shpe.org</a> for a complete list of qualifying discipline/degrees for regular membership.</p>
<b>CODE OF ETHICS</b>	
<p>Members of the Society of Hispanic Professional Engineers shall uphold and advance the integrity, honor and dignity of SHPE by: being honest and impartial and serving with fidelity our organization and our community; striving to increase the development of Hispanics in engineering, math, science, and other technical professions; and using their knowledge and skills for the advancement of Hispanics to achieve educational excellence, economic opportunity and social equity. To achieve these goals, members shall:</p> <ol style="list-style-type: none"> <li>1. Act in a professional manner maintaining integrity and truthfulness and avoiding conflicts of interest.</li> <li>2. Respect and protect the privacy, rights and dignity of others and maintain confidentiality when required.</li> <li>3. Issue statements or present information only in an objective and truthful manner.</li> <li>4. Treat fairly all colleagues and co-members, recognizing their unique contributions and capabilities.</li> <li>5. Present a professional image in dress as well as behavior at all SHPE functions or while wearing the SHPE name and/or logo.</li> <li>6. Call attention to unprofessional, unethical or inappropriate behavior and notify the appropriate leadership or authority if such behavior continues or threatens the safety or welfare of others.</li> <li>7. Accept responsibility for their actions and recognize the contributions of others; seek critical review of their work and offer objective criticism of the work of others.</li> <li>8. Continue their professional development throughout their careers, and provide opportunities for the professional development of those that follow them.</li> <li>9. Be fiscally responsible with SHPE funds by spending within approved budgets and following financial guidelines set by the SHPE Inc. National Board of Directors, Local Region, Local Chapter, etc., as appropriate.</li> <li>10. Abide by the National Bylaws, policies, procedures and guidelines as established by SHPE Inc.</li> </ol> <p>Please visit our website for more information on the SHPE Code of Ethics and Judiciary Process.</p>	



## SHPE Foundation ADMINISTRATIVE BUDGET

Start Date:

End Date:

Expenses:

Food	\$	.00
Telephone	\$	.00
Fax	\$	.00
Postage	\$	.00
Printing	\$	.00
Supplies	\$	.00

Total Expenses: \$ .00

Income:

Earned Income:

Total Earned Income \$ .00

Planned solicitations:

Total Planned solicitations \$ .00

Planned student contributions:

Total Planned student contributions \$ .00

Proposed fundraising events:

Total Proposed fundraising events \$ .00

Total Income \$ .00



**SHPE Foundation**  
**SHPE JR. CHAPTER**  
**END-OF-YEAR REPORT GUIDELINES**

Each SHPE Jr. Chapter is required to submit an annual End-Of-Year Report (EOYR) no later than 30 days before the end of the school year. Failure to submit a report will preclude the chapter from being able to apply or receive funding from the SHPE Foundation or SHPE, Inc.

Chapters must submit by mail one {1} hard copy of the report as well as one (1) copy on a CD. The file format must be in Microsoft Word.

Mail to:

SHPE Foundation  
c/o SHPE Jr. End-of-Year Report  
1444 Duke Street  
Alexandria, VA 22314

Reports (including Appendix) must not exceed 20 pages.

To prepare the End-of-the-Year Report you **must** use the official template provided in the SHPE Jr. Chapter End-of-Year Report Guidelines.