NEW SHPE CHAPTER REQUIREMENTS

Minimum Requirements

1. Ten Founding Members
   All members must register on https://shpeconnect.org/ and pay the membership fee. Contact membership@shpe.org if you have any questions about this process.

2. One Committed Chapter Advisor
   Advisor must be a school employee.

3. Bylaws
   You may use our bylaw template.

4. School Agreement
   Find the school agreement template included in “New Chapter Info Submission”.

5. Completed Chapter Form Online
   Visit this webpage to complete the form and provide all information/documents listed above.

Checklist:

- Host Informational Session/Meeting
- Recruit 10 Paid Members
- Identify an Advisor
- Create a chapter email address
- Submit Application
  - Submit Bylaws
  - Submit Budget
  - Submit School Letter of Recognition
Submit 10 Paid Members + Advisor Info:

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<tr>
<th>Advisor</th>
<th>First Name</th>
<th>Last Name</th>
<th>Member ID</th>
<th>Title/Role</th>
<th>Email</th>
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<th>10 Paid Members</th>
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Submit to membership@shpe.org

Note: Professional Chapter applications need not include an advisor.
For Jr & Student Chapters:

School Agreement/Acknowledgement Letter Template

[MUST BE ON SCHOOL LETTER HEAD & LOGO]

October 14, 2020

To Society of Hispanic Professional Engineers,

I hereby certify that the SCHOOL NAME SHPE Chapter is recognized as an official student organization by SCHOOL NAME.

Sincerely

PRINTED SIGNATURE OR E-SIGNATURE

NAME
TITLE
SCHOOL NAME
ADDRESS
PHONE NUMBER
EMAIL

PRINTED SIGNATURE OR E-SIGNATURE

NAME of ADVISOR
TITLE
SCHOOL NAME
PHONE NUMBER
EMAIL