



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:

Advisor

First Name	Last Name	Member ID	Title/Role	Email

10 Paid Members

First Name	Last Name	Member ID	Region	Email

Officers

First Name	Last Name	Member ID	Region	Email

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