



ETA KAPPA NU
Electrical and Computer Engineering Honor Society

Instructions for the 2009-10 ANNUAL CHAPTER REPORT And the OUTSTANDING CHAPTER AWARD

All chapters are required to submit their Annual Chapter Report to HKN headquarters to document their activities. The report is also used for determining the recipients of the Outstanding Chapter Award (OCA). With metrics geared to chapter size, all chapters judged to have exemplary programs can win the OCA.

Information Needed in the Annual Chapter Report *(see attached form)*

Your report should cover all your activities, induction success, and chapter statistics for the school year, broken out as follows:

1. **Very Important: Chapter Size** -- Number of members attending school at the beginning of each semester.
2. **Very Important: Person-Hours (p-h)** -- The level of effort for each activity, expressed in person-hours (#persons x hours). Sample person-hour calculation for, say, tutoring:
$$2 \text{ sessions/wk} \times 3 \text{ hrs/session} \times 4 \text{ members/session} \times 10 \text{ wks/semester} \times 2 \text{ semesters} = 480 \text{ per-hrs.}$$
3. **Activity Description** – The scope, breadth, and depth of each activity, and who benefited from it.
4. **Induction Rate** – Number of students invited to join HKN, and the number you inducted. Number of ECE faculty not already in HKN that were inducted. The New Member Requisition Form MUST have been filed with HQ for inductees to be considered members of HKN.
5. **IRS Reporting** – Chapters whose Employee Identification Number (EIN) is part of HKN's group exemption must file either the IRS 990 (for gross receipts more than \$25,000) or IRS 990N (for gross receipts less than \$25,000.) This report is due October 15 for the previous fiscal year (July 1 – June 30). A copy of the confirmation email from the IRS must be sent to HQ. Insert the date submitted in the appropriate box (990 or 990N). If the chapter's EIN does not fall under HKN's group exemption, leave these fields blank.

Submit a Detailed Report or use the attached Annual Report Short Form

Chapters wishing to submit a brief annual report can use the attached *Annual Chapter Report Short Form*. To ensure consideration for an OCA, submit this same information in a more complete and detailed form. Detailed reports should be submitted in paper format, plus an electronic version for posting on our website (.doc or .pdf). Short Form-only reports can be in paper format. All reports can be in color and of any length.

How the Data and Information will be used and evaluated for the OCA

After reading all the reports, HKN headquarters forwards them to the OCA Committee, which determines the chapters most deserving of commendation for their activities.

In judging a chapter programs, activities of service carry the most weight. Level of effort, in the form of average activity hours per member (ratio of total person-hours to chapter size), can be directly compared to previous winners of the OCA and judged accordingly. Additional weight will be given for above average induction rates, as will participation in HKN Second Century Projects. Chapters meeting these criteria will be viewed as serious contenders for the OCA.

Your chances of winning an Outstanding Chapter Award have never been better. Take pride in your chapter by submitting a report that touts your accomplishments.



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ANNUAL CHAPTER REPORT SHORT FORM

(See instructions for using this form)

Beta Chi

South Dakota School of Mines and Technology (SDSM&T)

Chapter Name

Institution Name

501 East Saint Joseph Street, Rapid City, SD 57701-3995

Chapter Address

Submitted by

Date

OFFICERS AND DATA

Officers	FALL SEMESTER 2009		SPRING SEMESTER 2010	
President	Andrew Berg		Andrew Berg	
Vice President	Craig Oeding		Craig Oeding	
Treasurer	Joshua Fossum		Joshua Fossum	
Recording Secretary	Scott Fredrich		Scott Fredrich	
Corresponding Secretary	Andrew Rieman		Andrew Rieman	
HKN Web Correspondent	none		none	
Faculty Advisor	Thomas P. Montoya		Thomas P. Montoya	
Chapter Statistics				
IMPORTANT – Chapter Size: No. of members currently at school at beginning of the semester	19		25	
No. of ECE students invited to join HKN	Undergrad: 12	Grad: 0	Undergrad: 11	Grad: 0
No. of students inducted	Undergrad: 6	Grad: 0	Undergrad: 2	Grad: 0
No. of ECE faculty <i>not</i> already in HKN	Unknown		Unknown	
No. of faculty Inducted	Unknown		Unknown	
IRS Reporting for Chapters who are part of the HKN Group Exemption: Fiscal year July 1, 2009 – June 30, 2010	Chapter had <u>more than</u> \$25,000 in gross receipts and filed IRS form 990	Date Submitted:	Chapter had <u>less than</u> \$25,000 in gross receipts and filed IRS form 990N	Date Submitted: 10-14-2010

PROGRAM OF ACTIVITIES and PERSON-HOURS ... continue on additional sheets...

ACTIVITY NAME	PERSON-HOURS FOR SCHOOL YEAR	FALL, SPRING, or BOTH	DESCRIPTION AND GOAL OF ACTIVITY
High Plains Science Fair	46	Spring	Volunteered to help with set-up and tear-down for science fair activities with a goal of encouraging an



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ACTIVITY NAME	PERSON-HOURS FOR SCHOOL YEAR	FALL, SPRING, or BOTH	DESCRIPTION AND GOAL OF ACTIVITY
			interest in science and engineering by middle school and high school students
ECE Department Tutoring	36	Both	HKN members provide evening tutoring sessions for electrical & computer engineering students with a goal of encouraging achievement and learning.
Student Organization Appropriation Proposal (SOAP)	16	Fall	HKN officers prepared and presented proposal for funding with a goal of securing funding for chapter activities.
Open Lab Monitors	20	Spring	HKN members opened and monitored labs as well as provided assistance with the goal of providing students with additional access to ECE lab facilities
Tesla Coil Project	40	Both	HKN advisor and members built a Tesla Coil for the SDSM&T ECE Department for use in demonstrations for electrical & computer engineering students, middle & high school students/parents, and alumni with a goal of encouraging interest in Electrical and Computer Engineering and science in general.

Annual Chapter Reports are due by Oct. 15, 2010, for the 2009-10 school year and should be sent to:

HKN Headquarters
 445 Hoes Lane
 Piscataway, NJ 08854 USA

Fax: +1 732 465 5808
 Email: info@hkn.org