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.

ETA KAPPA NU
Electrical and Computer Engineering Honor Society

ANNUAL CHAPTER REPORT SHORT FORM
(See instructions for using this form)

Kappa Epsilon	Binghamton University
Chapter Name	Institution Name

BU Box 14500, PO Box 6014, Binghamton, NY 13902
Chapter Address

	Einas Haddad	October 15th, 2010
	Submitted by	Date

OFFICERS AND DATA

Officers	FALL SEMESTER 2009		SPRING SEMESTER 2010	
President	**Einas Haddad**		**Einas Haddad**	
Vice President	**Ziyad Rouhana**		**Ziyad Rouhana**	
Treasurer	**Caleb Serafi**		**Caleb Serafi**	
Recording Secretary	**Jon Pantano**		**Jon Pantano**	
Corresponding Secretary	**Max Kostow**		**Max Kostow**	
HKN Web Correspondent	**Darshan Gopal**		**Darshan Gopal**	
Faculty Advisor	**Chris Twigg**		**Chris Twigg**	
Chapter Statistics				
IMPORTANT – Chapter Size: No. of members currently at school at *beginning* of the semester	48		48	
No. of ECE students invited to join HKN	Undergrad: NONE	Grad: NONE	Undergrad:40	Grad:41
No. of students inducted	Undergrad: NONE	Grad: NONE	Undergrad:13	Grad:3
No. of ECE faculty *not* already in HKN No. of faculty Inducted	NONE		NONE	
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:

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

ACTIVITY NAME	PERSON-HOURS FOR SCHOOL YEAR	FALL, SPRING, or BOTH	DESCRIPTION AND GOAL OF ACTIVITY
Tutoring	30	Fall	HKN members tutored students in need of help in core ECE classes such as Circuits, Electromagnetics and Digital System Design
Engineering Week Faculty Seminar	15	Spring	Hosted a seminar where faculty members to spoke to both the graduate and undergraduate students in the department about various ECE topics
Electrical & Computer Engineering Research Speaker Series	15	Fall	Three faculty members gave talks about their research to promote undergraduate research
Freshman and Sophomore Meet & Greet	12	Fall	An event where freshman and sophomore Engineering students can be introduced to Electrical & Computer Engineering faculty on a more personal level outside the classroom
IEEE Annual ECE Picnic	6	Spring	Helped IEEE organize their annual Electrical & Computer Engineering Picnic

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

HKN Headquarters   Fax: +1 732 465 5808
445 Hoes Lane   Email: info@hkn.org
Piscataway, NJ 08854 USA