



## 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.



# ANNUAL CHAPTER REPORT SHORT FORM

(See instructions for using this form)

Omega

Oklahoma State University

Chapter Name

Institution Name

**202 Engineering South, Stillwater, OK 74078**

Chapter Address

Lauren Stelzl

10/14/2010

Submitted by

Date

## OFFICERS AND DATA

Officers	FALL SEMESTER 2009		SPRING SEMESTER 2010	
President	David Stipe		Renato Pichilingue	
Vice President	Renato Pichilingue		Eric Jimenez	
Treasurer	Shannon Miller		Shannon Miller	
Recording Secretary	Sarah Helmbrecht		Daniel Nash	
Corresponding Secretary	Jarrett Teel		Jarrett Teel	
CEAT Representative	Jarrett Teel		Ryan Atkins	
Faculty Advisor	Dr. James Stine		Dr. James Stine	
<b>Chapter Statistics</b>				
<b>IMPORTANT – Chapter Size:</b> No. of members currently at school at beginning of the semester	21		22	
No. of ECE students invited to join HKN	Undergrad: 41	Grad: 0	Undergrad: 38	Grad: 0
No. of students inducted	Undergrad: 5	Grad: 0	Undergrad: 2	Grad: 0
No. of ECE faculty <i>not</i> already in HKN	7		7	
No. of faculty Inducted	0		0	
<b>IRS Reporting</b> 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: 10/15/2010 1:27:55 PM

## 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
Tutoring	225	Both	As a service to our college and department, some members and officers offer tutoring in physics, math, and engineering (general, electrical, and computer) courses.
Circuits Review	18	Both	As a service members and pledges help with a review the night before a general circuits exam which is open to any students enrolled in circuits.

ACTIVITY NAME	PERSON-HOURS FOR SCHOOL YEAR	FALL, SPRING, or BOTH	DESCRIPTION AND GOAL OF ACTIVITY
Habitat for Humanity	30	Fall	This was our main service event for the fall semester. Members participated in the metal recycling project.
Banquet	50	Fall	A banquet was held to honor the new and graduating members as well as to celebrate the end of the semester.
General Meetings	150	Both	One hour meetings were held bi-weekly. Usually a professor was invited to give a talk over a topic of their choice (usually related to EE).
Updates to HKN room	10	Spring	Members and pledges helped to clean the room HKN shares with IEEE. Officers bought and moved a couch into the room. The goal was to create a better environment for HKN members.
Ping Pong Tournament	10	Fall	Open to anyone in the ECE department. Goal was to have fun and promote HKN in the department.
Coin Wars	2	Fall	In order to fundraise for HKN, a contest was held in the department. Anyone could submit coins for a certain professor, and the professor with the most coins had to wear a Santa suit for one day during finals week.

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

HKN Headquarters  
 233 S. Wacker Drive, Suite 8400  
 Chicago, Illinois 60606-6338

Fax: 1-800-864-2051  
 E-mail: info@hkn.org