



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)

Gamma Omega

Mississippi State University

Chapter Name

Box 9571, Miss State, MS 39762

Institution Name

Chapter Address

Robert B. Reese April 19, 2010

Submitted by

Date

OFFICERS AND DATA

Officers	FALL SEMESTER 2009		SPRING SEMESTER 2010	
President	Maria Caroline Quijano		Maria Caroline Quijano	
Vice President	Jacob Bowen		Jacob Bowen	
Treasurer	Steven Cullen		Steven Cullen	
Recording Secretary	Matthew Galloway		Matthew Galloway	
Corresponding Secretary	open		open	
HKN Web Correspondent	open		open	
Faculty Advisor	Robert B. Reese		Robert B. Reese	
Chapter Statistics				
IMPORTANT – Chapter Size: No. of members currently at school at beginning of the semester	Unknown		Unknown	
No. of ECE students invited to join HKN	Undergrad:	Grad:	Undergrad:53	Grad:2
No. of students inducted	Undergrad:	Grad:	Undergrad:14	Grad:2
No. of ECE faculty <i>not</i> already in HKN				
No. of faculty Inducted				
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: Tax year not closed yet

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
Information Session	2	Spr	Inform recruits about HKN background, purpose
Interview Practice	3	Fall	To review seniors in Electrical and Computer Engineering on possible technical interview questions.

