



Instructions for the 2005-06 ANNUAL CHAPTER REPORT and the OUTSTANDING CHAPTER AWARD

All chapters are **REQUIRED** to submit their 2005-06 Annual Chapter Report to HKN headquarters to document their activities. It is also used as the basis for determining the recipients of the Outstanding Chapter Award (OCA). With new Award metrics that allow both small and large chapters to win, documenting your activities can reap big rewards.

True to its name, the Annual Chapter Report summarizes what your chapter did in the school year just completed. It documents your chapter's accomplishments and your success in meeting the goals of HKN. The report is also used for selecting Outstanding Chapter Award recipients. These instructions will explain what should be in your annual report and why.

Information Needed in the Annual Chapter Report

Inducting qualified ECE students and graduates is an overarching goal of HKN. However, given the standard of scholarship and the qualities of leadership that characterize its members, college chapters do more. Ideally, your chapter report should cover all your activities and induction success, broken out as follows:

Chapter Statistics – Not all students invited to join HKN do so. In fact, the percentage that joins has been as low as 50% in some chapters. Additionally, ECE graduate students and faculty who are not already members of HKN should, by their very nature, be inducted. For *each* semester the following data is required:

- Number of ECE undergraduate and graduate students you invited to join HKN and the number you inducted.
- Number of ECE faculty not already in HKN and the number you inducted. If all were already members, great!
- Number of chapter members who attended school that semester who were inducted in a *previous* semester. The average of the two semesters is the size of your chapter.

Chapter Activities – The most effective way to characterize activities is by a description of each and its level of effort. Activities should be covered for the full school year.

- Description of each activity covers the scope, breadth, and depth of the activity, and who benefited from it. The more detail, the better.
- Person-hours are a common measure of effort. It's simply the number of *persons* \times *hours* expended on the activity. Person-hours must be given for each activity.

The Annual Chapter Report-Short Form vs. a Detailed Report

Chapters wishing to submit a brief annual report can use the revised *Annual Chapter Report-Short Form* (attached). Although all the information needed for a brief report comes together in this form, chapters wishing to be considered for the OCA should submit a lengthier report that includes this same information, but in a more complete form. Detailed reports should contain good, clear writing, with visual aids such as photographs and diagrams, all presented in a logical, attractive format. All reports can be in color and of any length. Detailed reports should be submitted in paper format (2 copies) plus a *.doc* or *.pdf* version on CD-ROM (for use on our website). Short Form-only reports can be in paper format.

How the Data and Information will be Evaluated for the OCA

HKN headquarters reads each report to learn what's happening in your chapter. Reports are then forwarded to the OCA Committee for consideration in the Outstanding Chapter Award program. To compare chapters equally, the committee converts candidates inducted data to percentages, and the sum of all your person-hours is divided by the size of your chapter to get your average *activity-hours per member*.

To evaluate the percentages inducted, significant weight will be given to chapters that successfully improve their rate of inducting ECE undergraduate students, graduate students, and faculty. For activities, those of service to others carry the most weight, as will participation in Student Chapter Projects offered by HKN headquarters. Average activity-hours per member will be compared to past winners of the OCA. Of these, small chapters averaged 20 or so hrs/member, while larger chapters average 40 or more hrs/member. Chapters within this range will be viewed as serious contenders for the OCA.

Whatever the size of your chapter, or the extent of your activity program, take pride in your accomplishments, large or small, and submit an annual chapter report that does justice to all of your hard work.

by Alan Lefkow – National Chair, Outstanding Chapter Award (lefkal@optonline.net)



ANNUAL CHAPTER REPORT-SHORT FORM 2005-2006 School Year

(See instructions for using this form)

Kappa Delta

Florida International University

Chapter Name

Institution Name

10555 W. Flagler Street, Miami, FL 33172

Chapter Address

OFFICERS AND DATA

ITEM	FALL SEMESTER 2005		SPRING SEMESTER 2006	
President	Yolimar Doccttel		Carlos Cabrera	
Vice President	Sung Hoon Yun		David Castillo	
Treasurer	Jhonathan Franco		Jorge Mercado	
Recording Secretary	Bertrond Duthiers		Bertrond Duthiers	
Corresponding Secretary	David Castillo		Andrea Hidalgo	
HKN Web Correspondent	Gabe Ortiz		Gabe Ortiz	
Faculty Advisor	Dr. Malek Adjouardi		Dr. Malek Adjouardi	
No. of chapter members currently at school (at beginning of semester)	83		95	
No. of qualified ECE students invited to join HKN No. of students inducted	Undergrad: 100	Grad: 23	Undergrad: 42	Grad: 16
	Undergrad: 18	Grad: 7	Undergrad: 15	Grad: 5
No. of ECE faculty <i>not</i> already in HKN No. of faculty Inducted	23		23	
	8		8	

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PROGRAM OF ACTIVITIES

ACTIVITY	PERSON-HOURS	FALL and/or SPRING	DESCRIPTION OF ACTIVITY
Workshop	15 – 2hrs	Fall	Date: 10/17/2005 The Pepsi Bottling Group
Workshop	13 – 2hrs	Fall	Date: 10/18/2005 IBM Informational Session
Social Event	34 – 5hrs	Fall	Date: 10/22/2006 Barbecue at the Beach
Community Event	18 – 2.5hrs	Fall	Date: 10/24/2005 Target: Inside Out
Workshop	35 – 2 hrs.	Fall	Date: 11/7/2005 Microsoft Corporation Informational Session
Social Event	46 – 4 hrs	Fall	Date: 10/26/2005 End of year celebration at Chevy's
Drive	7 - 15 days	Spring	Date: 01/24/2006 – 02/08/2006 Canned Food and School Supplies Drive
Information Session	7 – 5hrs each	Spring	Date: 02/07/2006 IBM information session held by chapter
Mentoring Program	20 – 16hrs each	Spring	Date: 02/21/2006 and 02/23/2006 Freshman Mentoring
Social Event	24 – 4hrs each	Spring	Date: 02/22/2006 Karaoke night with SHPE
Community Event	47 – 7hrs each	Spring	Date: 02/24/2006 Engineering Gala Balsa wood bridge competition
Social Event	15 – 3hrs	Spring	Date: 02/25/2006 Ice Skating Social
Social Event	35 – 4hrs	Spring	Date: 02/26/2006 Beach Barbecue
Social Event	28 – 3.5hrs	Spring	Date: 03/15/2006 Winning team in IBM brain bowl sponsored by Computer Science
Induction Ceremony	27 – 15hrs each	Spring	Date: 4/29/2006 Induction Ceremony for new members.

Annual Chapter Reports are due by October 15, 2006 for the 2005-06 academic year and should be sent to:

HKN Headquarters
300 West Adams, Suite 1210
Chicago, Illinois 60606-511

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