



Student Chapter Activity Report

Introduction

Dear Faculty Advisor & Student Chapter Officers,

This valuable information collected helps keep INFORMS appraised of your chapter's communication channels and activities.

To help INFORMS serve and support student chapters, it is important that a designed officer (preferably the President and/or Secretary) from your student chapter complete the Student Chapter Activity Report. Please complete this report as thoroughly as possible.

Completed Student Chapter Activity Reports are due on or before May 31. Activity reports received after May 31 will not be eligible for seed grant or award consideration.

To qualify for seed grant and student chapter award consideration, the report must be submitted by deadline, the chapter's officer roster must be up to date, and the Faculty Advisor and all chapter officers must be current INFORMS members.

Student chapters that submit their activity reports prior to the deadline will be eligible to receive a \$150 seed grant in August 2020 to help fund planned activities for the upcoming academic year. In addition these student chapters are also eligible for the INFORMS Student Chapter Award Program. Winning chapters are decided by a committee based on established criteria including, reporting of operations and activities on Activity Reports and INFORMS membership trend data.

If you have any questions about the Activity Report, please contact India Williams, INFORMS Community Relations Associate. Thank you for your commitment to student chapter excellence. We look forward to more great accomplishments from your student chapter in the years ahead.



Student Chapter Activity Report

Student Chapter Information

1. Name of Student Chapter

* 2. Enter the name and email address of reporting officer

First and last name

Email Address

* 3. Title of reporting officer

- President/Chair
- Vice-President/Vice-Chair
- Secretary
- Treasurer

Student Chapter Activity Report

Membership Information

* 4. How many student chapter members are in your chapter?

* 5. How many undergraduate students are in your chapter?

* 6. Roster of Student Chapter Members (provide first and last name, email address, phone number)

Upload a member roster with the above information

Choose File

Choose File

No file chosen

* 7. Chapters interaction with INFORMS national office

- | | |
|---|-----------------------------------|
| <input type="radio"/> A great deal | <input type="radio"/> A little |
| <input type="radio"/> A lot | <input type="radio"/> None at all |
| <input type="radio"/> A moderate amount | |

* 8. Chapters interaction with professional OR/MS/Analytics community

- | | |
|---|-----------------------------------|
| <input type="radio"/> A great deal | <input type="radio"/> A little |
| <input type="radio"/> A lot | <input type="radio"/> None at all |
| <input type="radio"/> A moderate amount | |

* 9. Chapters interaction with the campus community

- | | |
|---|-----------------------------------|
| <input type="radio"/> A great deal | <input type="radio"/> A little |
| <input type="radio"/> A lot | <input type="radio"/> None at all |
| <input type="radio"/> A moderate amount | |

* 10. Chapters interaction with off campus/public community

A great deal

A little

A lot

None at all

A moderate amount



Student Chapter Activity Report

Communications Information

* 11. Enter the link(s) to your chapter's social media and/or web presense. If a category does not apply, please add N/A.

Facebook

Instagram

Twitter

Linkedin

Chapter Website

INFORMS Connect

Blog/Newsletter



Student Chapter Activity Report

Faculty Advisor

* 12. Enter the name and email of your student chapter's faculty advisor.

First and last name

Email Address

* 13. In what ways is he/she involved in the overall operation of your chapter? Please select all that apply.

- Leads our meetings
- Helps arrange our meetings (reserving rooms, providing food, etc.)
- Attends our meetings
- Attends our other events
- Checks in with us occasionally
- Suggests activities
- Provides financial support
- Does not play an active role, but assists when asked

Please list any other ways your chapter advisor gets involved.

* 14. Faculty Advisor Summary

The faculty advisor needs to complete a brief summary on the status of the student chapter to demonstrate they are involved and aware of the Chapter activities. Max 200 words.

Choose File

Choose File

No file chosen



Student Chapter Activity Report

Operations

* 15. How many E-Board meetings were held this academic year?

* 16. How many business meeting were held this academic year?

* 17. Upload minutes from at least one business meeting or e-board meeting in formal format.

Choose File

Choose File

No file chosen

* 18. When was your last election?

Date

Date

MM/DD/YYYY

* 19. Were the next set of officers provided onboarding materials? (i.e. review the events of the past years with your predecessor, who should hand over the file of INFORMS newsletters, correspondence, annual activity report, and pending business, and a general outline of how the student chapter affairs were conducted.)

Yes

No

* 20. Name, email address, and phone number of an incoming officer for the next academic year

Name

Email Address

Phone Number



Student Chapter Activity Report

Special Events and Initiatives

* 21. Describe your chapter outreach activity/activities led by your INFORMS Student Chapter (i.e. event at a high school or another group in the community)

* 22. Describe a special event your chapter hosted or assisted with during the academic year. (i.e. Welcome Back Social: Each semester INFORMS welcomes new students and returning members with a social event. We start with a brief discussion about the INFORMS student chapter then provide time for networking activities.)

* 23. Describe any "Above and Beyond" events. An activity/event that exceeded expectations or requirements.



Student Chapter Activity Report

Non-Financial Report

* 24. How much are your membership dues?

* 25. How much total revenue did your student chapter collect this academic year (dues, fundraising, grants, etc.?)

* 26. What is the balance in your INFORMS student chapter financial account maintained through the university bursar's office?

* 27. If your chapter received the \$150.00 seed grant during the past academic year, how did you use the funds? Please be specific.



Student Chapter Activity Report

Other Feedback

* 28. How useful was the information and promotional materials sent in your SEED kit?

- Very useful
- Somewhat useful
- Not very useful
- No opinion/Did not receive

If information/materials were not useful, please elaborate.

* 29. What is your chapter's biggest challenge right now?

* 30. What additional resources or information would you like to see offered to help manage your student chapter?



Student Chapter Activity Report

Thank you

Please follow up with India Williams (iwilliams@informatics.org) or 443-776-8300, if there are any questions or concerns.

Thank you for submitting your Activity Report.

* 31. The below information will be used for universities that are eligible to receive the seed grant and promotional items. **Keep in mind that the seed grant and promotional material will be mailed in August/September.**

Make check payable to:

Attn: (first and last name)

Address:

Phone number:

Email address: