



BMES Chapter Development Report Guidelines

Overview

The BMES Chapter Development Report (CDR) serves as a tool by which student BMES chapters can monitor and assess their progress on an annual basis, as well as a mechanism for National BMES to monitor the operations and activities of student chapters throughout the Society. As such, the revised CDR Guidelines are designed to maximize the utility of the CDR to both the submitting chapter and the National BMES office. Completion of the revised CDR should be more intuitive and the resulting CDR should be concise and informative. We strongly encourage chapters to participate and submit their CDR at any time, typically based on their officer election schedule, but all CDRs must be submitted no later than June 1 to be considered for any BMES Student Chapter Awards for that year. While the submission of the CDR to National BMES is optional, submission of the CDR according to the guidelines will result in a free student membership for the submitting chapters within that year.

As a participating chapter, monitoring the criteria outlined below should naturally improve operations by encouraging efficient utilization of personnel, time, and resources. The revised CDR offers tools to help plan events, promote effective and meaningful programming, and assess chapter activity. By following the guidelines in the Formatting requirements and Contents sections, and modeling the CDR after the Sample, chapters should produce a succinct, thoughtful account of the organization's activities during the previous year. It is recommended that outgoing officers complete the CDR as both a guide for the new officers, but also as an update to National BMES.

To be eligible for any awards from National BMES, chapters must be in good standing. Submit all CDR and Award Applications to membership@bmes.org.

Format requirements

The CDR should be formatted into sections as outlined below to address distinct focus areas of chapter operations:

- I. Administration Report
- II. Treasury Report
- III. Chapter Activities
- IV. Social Activities
- V. Inter-chapter Activities
- VI. Other Initiatives and Activities
- VII. Future Direction
- VIII. Outreach Activities
- IX. Mentoring Activities
- X. Industry and Professional Development Activities
- XI. National BMES Meeting

To be considered for BMES Student Chapter Awards, a chapter must submit their CDR as a single .pdf file by June 1st of each year. Submissions should be sent to membership@bmes.org

- All pages should be single-spaced and numbered, with 12 pt. font and 1" margins.

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- Each section (I, II, IIIA, IIIB, etc.) must begin with a 200-word abstract summarizing the chapter's goals and strategies for effective operations in the given category.
- Each section (I, II, IIIA, IIIB, etc.) is limited to two pages.
- The content and organization of each section are at the chapters' discretion, but they should contain, at a minimum, the information detailed in the Contents section.

Contents

1. Cover page (1-page max)

The CDR must include a cover page that contains, at a minimum, the chapter name, year, contact information (name, phone number, email address) for the corresponding author to whom all inquiries will be directed, and a 200-word executive summary of the report that highlights the chapter's work.

2. Cover letter (1-page max)

The CDR must contain a one-page cover letter from the chapter president and faculty advisor that gives an overview of the chapter's operations during the previous year. Emphasis should be placed on the goals achieved and outline future goals. Areas in which the chapter was particularly successful should be noted and areas in need of continued growth should be thoughtfully discussed. The cover letter must contain an endorsement from the faculty advisor verifying the contents of the CDR.

3. Table of Contents

I. Administration Report (3 pages max)

This report should outline the officers, their contact information and responsibilities; a description of the total membership (including total membership as well as how many are national members); Executive and general body meetings for the year including dates and agendas.

II. Treasury Report (2 pages max)

This should include a financial summary and balance sheet.

III. Chapter Activities

For each sub-category below, provide the date(s) and a brief description of relevant events, target audience and attendance, goals and outcomes, and any other relevant information.

IV. Social Activities (2 pages max)

Networking and social activities within your chapter, department, college, or university.

V. Inter-chapter Activities (2 pages max)

Please describe any events you may have held between your chapter and other BMES student chapters.

VI. Other Initiatives and Activities (2 pages max)

Please use this space to describe any other activities the chapter has.

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VII. Future Direction (2 pages max)

What are your chapter goals and direction for the coming year?

Optional: In addition to awarding chapters for overall excellence, BMES has several categories of awards to which your chapter can apply. Completing the next categories as a part of your CDR will serve as your application for the Outstanding Outreach Program Award, Outstanding Mentoring Program, Outstanding Chapter-Industry Program Award as well as for the Chapter Travel Awards. Please note: Travel award checks (made to the winning chapter's university) will be sent after the annual meeting. Expenses should be covered by the chapter/student up front.

Application for the Outstanding Outreach Award

VIII. Outreach Activities (5 pages max)

Programs that impact a community outside of the local BMES student membership in a STEM-related way (e.g. organizing a Community Science Day at a K-12 school, introducing K-12 students to BME-related concepts, etc.).

For the purposes of this report, Outreach Programs are those that impact a community outside of the local BMES student membership in a STEM-related way. (e.g. organizing a Community Science Day at a K-12 school, introducing K-12 students to BME-related concepts, etc.).

Each award application should be able to stand alone as a “How-To” guide that other chapters could replicate to set up a similar Outreach or Mentoring program. Submissions that include sufficient details to facilitate inter-chapter distribution (i.e. a complete “Project-in-a-Box”) are preferred. The winning chapter will present a webinar after the annual meeting detailing the outreach activities that won the chapter the award.

Submissions may include pictures, protocols (for scientific outreach activities), and any other supplemental materials that demonstrate the outstanding nature and effectiveness of the Program.

Application for the Mentoring Program Award

IX. Mentoring Activities (5 pages max)

Programs that impact the local BMES chapter student membership (e.g. student/student mentorship, industry/student mentorship, etc.).

Mentoring Programs are those that impact the local BMES chapter student membership (e.g. industry/student mentorship, etc.).

Each award application should be able to stand alone as a “How-To” guide that other chapters could replicate to set up a similar Outreach or Mentoring program. Submissions that include sufficient details to facilitate inter-chapter distribution (i.e. a complete “Project-in-a-Box”) are preferred. The winning chapter will present a webinar after the annual meeting detailing the outreach activities that won the chapter the award.

Submissions may include pictures, protocols (for scientific outreach activities), and any other supplemental materials that demonstrate the outstanding nature and effectiveness of the Program.

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Application for Outstanding Chapter-Industry Program Award

X. Industry and Professional Development Activities (5 pages max)

Describe any and all industry involvement as well as professional development opportunities for your members.

For the purposes of this report, Chapter-Industry Programs are those that impact a community outside of the local BMES student membership in a STEM-related way. This report is to highlight the chapter's activities and outreach with local industry. The expectation is that in conjunction with the Outreach report, chapters will have established a relationship with local industry and will document their activities. Several activities and/or events should be held each year by a chapter to strengthen the chapter-industry relationship. Documentation should include a report on the type of engagement and provide basic demographics:

- Event title:
- Contact Person:
- Location:
- Date:
- PURPOSE OF ACTIVITY
 - Description of activity
 - Has this event previously been held? What were past results?
- STATISTICS
 - Number of people attending
 - BMES members attending
 - Undergraduates
 - Graduates
 - Industry
 - Community Guests
- COST OF ACTIVITY
 - Types of expenses. Please state if this was a sponsored event.
- SELF EVALUATION
 - Was the event successful? Explain why or why not.

Application for Chapter Travel Awards

New in 2019, three student chapters will be awarded \$2,000 each to supplement student chapter member travel to the annual meeting.

XI. National BMES Meeting (3 pages max)

- Please include the names and national BMES ID numbers of those in attendance at least year's meeting. What were the takeaways? If your chapter wins a travel award, what do you hope to do with those funds? Who would you send and what do you hope to learn this year? Anything you would ask the attendees to do differently? Did you have a student chapter booth? If so, what were your goals and were they accomplished?