



BMES Student Chapter Development Report Guidelines

Overview

The BMES Chapter Development Report (CDR) is a tool for BMES student chapters to monitor and assess their progress on an annual basis. This tool acts also as a measure for BMES to award student chapters for their successful operations, activities, and programs. As such, the CDR guidelines outlined below are designed to maximize each submitted CDR's award potential.

We strongly encourage chapters to create CDR's as a living record of their chapter's ongoing activities. Continuously updating your Chapter Development Report will ensure that your chapter records are accurate and up to date and will assist next year's leadership with track previous year's programs.

While the creation of a CDR is optional, there are several benefits to submitting one annually:

- One free BMES student membership
- The option for your successful program to be published in the student chapter playbook
- Eligibility to apply for 2019-2020 student chapter grant funding

High scoring CDRs are also considered for the following awards:

- Outstanding Chapter Award
- Commendable Achievement Award
- Outstanding Outreach Award
- Outstanding Mentoring Program
- Outstanding Chapter-Industry Program

There is no maximum page limit when writing your CDR, but we do request you be succinct in your submission; BMES encourages you to meet the requirement minimums while still being free to elaborate program details when necessary.

All CDR's must be emailed by June 1st to Ryan@bmes.org in a single .pdf document

Format Requirements

Your CDR should be formatted into sections as outlined below to receive the minimum point allocations for award consideration; if your CDR does not contain each section or it doesn't adhere to the guidelines, you will not be allocated points for that section/s. Moving forward, CDR's will be returned with their total averaged point allocations after the review period.

I. Cover Page

- a. Chapter Name
- b. Year
- c. Contact Information of Submitting Party
- d. Minimum 200-Word CDR Summation

II. Cover Letter

- a. One-Page Chapter Summation from the Faculty Advisor

III. Table of Contents

IV. Administrative Report

- a. 200 Word Abstract
- b. Chapter Officer Information
- c. Membership Breakdown
- d. Chapter Meeting Dates and Agendas

V. Treasury Report

- a. 200 Word Abstract
- b. Chapter Balance Sheet

VI. Chapter Activities

- a. Abstract of all Chapter Activities

VII. Social or Other Activities

- a. 200 Word Abstract
- b. List of Social, Networking, or Other Chapter Activities
- c. Breakdown of Attendance and Cost

VIII. Inter-Chapter Activities

- a. 200 Word Abstract
- b. List of any Chapter Activities Coinciding with another BMES Student Chapter
- c. Breakdown of Attendance and Cost

IX. Outreach Activities

- a. 200 Word Abstract
- b. List of any Outreach Activities
- c. Breakdown of Attendance and Cost

X. Mentoring Activities

- a. 200 Word Abstract
- b. List of any Mentoring Activities
- c. Breakdown of Attendance and Cost

XI. Industry and Professional Development Activities

- a. 200 Word Abstract
- b. List of any Industry or Professional Development Activities
- c. Breakdown of Attendance and Cost

XII. National BMES Meeting

- a. Summation of Past Experiences or Future Expectations/Goals for Attending the Annual Meeting

XIII. Future Direction

- a. Summation of Next Year's Chapter Goals
- b. Outline of Goal Achievement Strategy

Content, In Detail

I. Cover Page

- a. Your report must include a cover page that contains the chapter name, year of submission, contact information for the corresponding authors as well as the faculty advisor (name, phone number, email address), and a 200-word summation highlighting your chapter's activities.

II. Cover Letter

- a. Your report must contain a one-page cover letter from your faculty advisor, giving an overview of operations and achievements. We recommend the focus be on both successes as well as areas where growth is necessary.

III. Table of Contents

IV. Administrative Report

- a. Your administrative report must provide an abstract of the administrative report.
- b. Your administrative report must contain a list or diagram outlining the chapter leadership roles and responsibilities.
- c. Your administrative report must include a list or diagram outlining the total student membership, including a breakdown of how many are national members.
- d. Your report must include a list or diagram outlining the executive and general body meetings for the year, including dates and agenda.

V. Treasury Report

- a. Your treasury report must contain an abstract of the treasury report.
- b. Your treasury report must contain a list or diagram outlining the chapter expenses breakdown, including withdrawals and deposits.
- c. Your treasury report must contain information on fundraising events and funds (if any) provided by your University or national BMES.

VI. Chapter Activities

- a. Your chapter activities report must contain an abstract of chapter activities, as a whole.

- b. ***SAMPLE BELOW OF ACTIVITIES REPORT***

VII. Social or Other Activities

This is any activity that is meant to provide fun, social engagement, or membership bonding.

- a. Your social activities report must contain an abstract of social activities.
- b. Your social activities report must contain informative information, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.
- c. Your social activities report should contain pictures or supplemental materials.

VIII. Inter-Chapter Activities

This is an event that joins two BMES student chapters together

- a. Your inter-chapter activities report must contain an abstract of inter-chapter activities
- b. Your inter-chapter activities report must contain informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.
- c. Your inter-chapter activities report should contain pictures or supplemental materials

IX. Outreach Activities

This is an event or program geared towards helping the community through volunteerism

Including this section will automatically render you eligible for the Outstanding Outreach Program Award

- a. Your outreach activities report must contain an abstract of community outreach activities
- b. Your outreach activities report must contain informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.
- c. Your outreach activities report should contain pictures or supplemental materials

X. Mentoring Activities

This is an event or program created to mentor BMES student chapter members OR any event or program designed to mentor a BMES high school student chapter

Including this section will automatically render you eligible for the Outstanding Mentoring Program Award

- a. Your mentoring activities report must contain an abstract of your mentoring activities
- b. Your mentoring activities report must contain informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.
- c. Your mentoring activities report should contain pictures or supplemental materials
- d. If you mentored a BMES high school student chapter, please include their chapter name and describe the events or ways your chapter has guided theirs

XI. Industry or Professional Development Activities

This is an event or program designed to foster a partnership between the STEM industry and your chapter members OR any event or program designed to promote the professional growth of your members

Including this section will automatically render you eligible for the Outstanding Industry Program Award

- a. Your industry or professional development activities report must contain an abstract of your industry activities
- b. Your industry or professional development activities report must contain informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.
- c. Your industry or professional development activities should contain pictures or supplemental materials

XII. National BMES Meeting

Including this section will automatically render you eligible for the Student Chapter Travel Award

- a. Your report must include a summation of past experiences at the Annual Meeting if any
- b. Your report must include a summation of expectations and goals for attending future Annual Meetings
- c. Your report should include if your chapter or members presented or awarded in previous meetings
- d. Your report should include pictures or supplemental materials

XIII. Future Direction

- a. Your report must include a summation of goals achieved this year
- b. Your report must include an outline of chapter or leadership expectations for next year
- c. Your report should include pictures or supplemental materials

Sample University BMES

CDR 2018-2019

VII. Social or Other Activities

Abstract

Our BMES chapter is committed to providing its members with opportunities to connect and relax after the stress of a strenuous school day. By hosting events such as ice cream socials, pumpkin carving, board game nights, and frisbee golf tournaments, we allow our members to enjoy their free time and provide an outlet to release steam.

Ice Cream Social:

Student Chapter BMES hosted an ice cream social to help new members become acquainted with the members already a part of our chapter. The ice cream social also allowed them to meet the executive board before any of our events for the next general meeting.



Date	Audience	Attendance	Cost
10/01/18	BMES Members	20 Undergraduate Students	\$20.50

Board Game Night:

Student Chapter BMES hosted a board game night to promote undergraduate/graduate student interaction. Members brought in their favorite board games, and the executive members provided snacks to keep the energy and competitive spirit high.

Date	Audience	Attendance	Cost
10/15/18	BMES Members	7 Undergraduate Students 10 Graduate Students	\$15.25

Pumpkin Carving Night:

Our chapter held a pumpkin carving event in the courtyard of our Engineering building, where we provided pumpkins of all sizes for people to carve. Once carved we displayed the finished pumpkins during Halloween festivities on campus.

Date	Audience	Attendance	Cost
10/21/18	BMES Members	15 Undergraduate Students	\$37.25

XI. Industry and Professional Development Activities

Abstract

Our BMES chapter partnered with BioMedStart to bring BME professionals together with our student members in an effort to grow their resumes and provide real-life work experience. We have been able to arrange tours of various medical facilities to get hands on knowledge of surgery, clinical engineering, and neurology facilities. We also have an ongoing partnership with GEBMEFix to provide an internship to one of our BMES student members every year.

GEBMEFix Internship:

We have a partnership with a local BME company called GEBMEFIX where our BMES members are the sole candidates for a yearly internship in their med-device department. In order to apply each applicant must be both a national member as well as a chapter member in good standing, in their junior year of undergraduate, maintain a 3.5 GPA or above, and write a personal essay on how this internship will help develop their passion for BME.

Date	Audience	Attendance	Cost	Industry Involvement
Application Date Open July-November	Junior BMES w/ 3.5 GPA	1 Student Member	\$0	Internship

Industry Tours:

We arrange 2-6 tours of local BME industries to foster involvement in the student chapter as well as to encourage interest in different facets of BME.

Please see the attached document to view our Industry Tour request flyer [0](#)

Date	Audience	Attendance	Cost	Industry Involvement
10/7/18	BMES Members	7 Undergraduate	\$0	StarkBMEndk
12/21/18	BMES Members	13 Undergraduate	\$0	MedJinkx
3/21/19	BMES Members	5 Graduates	\$0	GEBMEFix

Industry Networking Events:

We arrange 2-6 networking events where we invite local industry leaders to meet with and pow-wow with our student members; this leads to greater relationships with industry.

Date	Audience	Attendance	Cost	Industry Involvement
9/15/18	BME Majors	27 Undergraduate	\$42 – Pizza + Drinks	Toynka Harris (StarkBMEndk) Jiselle Davis (StarkBMEndk) Jonathon Stuart (GEBMEFix)
4/29/19	BME Majors	32 Undergraduate	\$42 – Pizza + Drinks	Toynka Harris (StarkBMEndk) Walter Davenport (FakeUniv BME Prof) Timothy Dalton (GGPrep BME Prof) Le-Ong Sun (MedJinkx)