

Chapter Activity Recording Sheet (CARS)

The goal of a Chapter Activity Recording Sheet (CARS) is to record a chapter's activity and to allow feedback to be documented. Chapters are to report the type of engagement and provide basic demographics as stated on the sheets. The recording sheets will be used to monitor chapter involvement, growth, and development. Several activities and/or events should be held each year by a chapter to strengthen the chapter-industry relationship. These reports can serve as templates for future officers and members to follow to lead the chapter. More chapter involvement on an individual level will contribute to the overall strength and stature of BMES. Incentives will be provided to the chapters that conduct the most engaging and beneficial activities and/or events throughout a given school year.

Activities are required to have an industry presence to encourage people to pursue a career in biomedical engineering. For example: company tours, company personnel visit, industry panel, resume workshop/critique, career fairs, etc.

The recording sheet template is pictured below:

EVENT TITLE:

Contact Person:	Location:
Email:	Date:

PURPOSE OF ACTIVITY:

What was the purpose of the activity?

HISTORY:

Has this event previously been held? What were past results?

STATISTICS: Provide member numbers

BMES Members	Non-BMES Members	Undergraduate	Graduate	Industry

COST OF ACTIVITY:

Types of expenses. Please state if this was a sponsored event.

DESCRIPTION OF ACTIVITY:

Briefly describe the activity.

EVALUATION:

Provide feedback, suggestions, and self-evaluate activity.