



BMES Student Chapter Development Report Guidelines

Overview

The BMES Chapter Development Report (CDR) is an essential tool for BMES student chapters to track and evaluate their progress on an annual basis. It serves as the official means for chapters to renew their charter and maintain national recognition.

Additionally, the CDR acts as a benchmark for BMES to recognize and reward chapters for their achievements in operations, activities, and programs. The guidelines below are designed to help chapters maximize their chances of earning the prestigious Outstanding Award(s):

- **Outstanding Achievement Award**
- **Commendable Achievement Award**
- **Outstanding Outreach Award**
- **Outstanding Mentoring Program Award**
- **Outstanding Chapter-Industry Program Award**
- **Outstanding Societal Impact Award**
- **Up and Coming New Student Chapter Award**
- **Outstanding High School Chapter Award**

We highly encourage chapters to submit CDRs as a comprehensive record of their ongoing efforts. Regularly updating your Chapter Development Report ensures that your chapter's records are accurate, current, and helps guide the leadership team by reflecting on the previous year's programs.

Submitting a CDR is a REQUIREMENT, but chapters have the flexibility to decide how many sections (and, consequently, Outstanding Awards) they wish to submit for. Furthermore, each CDR provides space to include details for your chapter's one FREE BMES Student Membership as a reward for your chapter's commitment to maintaining annual compliance with the CDR.

There is no maximum page limit for your CDR submission, however, remain concise.

Breakdown of the Chapter Awards

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| <p>Outstanding Achievement Award</p> | <p>This award is given in recognition of outstanding leadership and immeasurable growth. Chapters who demonstrate they lead the field in social activities, fundraising, mentorship, community outreach, and industry partnership will be considered for the student chapter Outstanding Achievement award.</p> |
| <p>Commendable Achievement Award</p> | <p>This award follows the Outstanding Achievement award and will go to the chapter who demonstrates they are second to only one; a chapter who has unlimited opportunities for growth and success and has demonstrated the ability to lead in many different facets.</p> |
| <p>Outstanding Outreach Program Award</p> | <p>This award will go to those chapters who demonstrate leadership in community outreach, service, and STEM volunteerism; winning chapters show the positive impact their programs have brought to the community.</p> |
| <p>Outstanding Mentoring Program Award</p> | <p>This award will go to those chapters who demonstrate leadership in mentorship among their chapter members; winning chapters provide a step-by-step guide on how their mentorship program was set up, how it was encouraged throughout the year, and the impact it had. Special consideration will be shown to those collegiate student chapters who mentor high school student chapters in a tangible way.</p> |
| <p>Outstanding Chapter Industry Program Award</p> | <p>This award will go to those chapters who demonstrate outstanding partnership with industries in their community; chapters who go above and beyond by creating joint programs with academic and industry leaders in the BME field in order to give their members a head start upon graduation.</p> |
| <p>Outstanding Societal Impact Award</p> | <p>This award will go to those chapters who endeavored to highlight and solve a real-world medical problem within their immediate community.</p> |
| <p>Up and Coming New Student Chapter Award</p> | <p>For new Student Chapters whose charter was approved within the same calendar year as their CDR submission.</p> |
| <p>Outstanding High School Student Chapter Award</p> | <p>For High School Student Chapters in recognition of outstanding leadership and immeasurable growth. High School Chapters who demonstrate that they lead the field in social activities, fundraising, mentorship, community outreach, and industry partnership will be considered for the student chapter Outstanding Achievement award.</p> |

CDR Format Requirements

The only **mandatory** page for submission is the first page, the Renewal Document. If you are applying for awards, it is recommended that you include all additional pages listed.

To ensure you receive the minimum point allocations for award consideration, your CDR must be formatted into sections as outlined below. Failure to include all required sections or adhere to the guidelines will result in the loss of points for those sections.

I. Renewal Document (Required)

- a. Faculty Advisors Information
 - i. Name (Current BMES Professional Membership Required)
 - ii. Email Address
- b. Ten core Student Members Information
 - i. Name of Ten Students (Current BMES Student Membership Required)
 - ii. Chapter Positions (if applicable)
- c. Student Chapter/Department Website Link
- d. One Free Student Membership Information (Only applicable if the Chapter meets the minimum requirements for renewal (Sections A, B))

II. Cover Page

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

III. Cover Letter

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

IV. Table of Contents

V. Administrative Report

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

VI. Treasury Report

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

VII. Chapter Activities

- a. Abstract of all Chapter Activities

VIII. Social or Other Activities

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

IX. 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

X. Outreach Activities

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

XI. Mentoring Activities

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

XII. Industry and Professional Development Activities

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

XIII. Societal Impact Activities

- a. 200 Word Abstract
- b. List of any published, created, or working projects that provide a real-world solution to medical issues affecting those in their community.
- c. Breakdown of Attendance and Cost

XIV. National BMES Meeting

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

XV. Future Direction

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

CDR Format Requirements, In Detail

I. Renewal Page

- a. Faculty Advisors Information
 - i. Name (Current BMES Professional Membership Required)
 - ii. Email Address
- b. Ten core Student Members Information
 - i. Name of Ten Students (Current BMES Student Membership Required)
 - ii. Chapter Positions (if applicable)
- c. Student Chapter/Department Website Link
- d. One Students Information for Free Membership with the Following:

| New Membership or Renewal | Name | Email | Graduation Year | Chapter Position (if applicable) |
|---------------------------|------|-------|-----------------|----------------------------------|
|---------------------------|------|-------|-----------------|----------------------------------|

II. 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.

III. 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.

IV. Table of Contents

V. 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 BMES members.

- d. Your report must include a list or diagram outlining the executive and general body meetings for the year, including dates and agenda.

VI. 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.

VII. Chapter Activities

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

VIII. 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.

IX. 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.

X. 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.

XI. 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.

XII. 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 Chapter 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.

XIII. Societal Impact Activities

This is research, a completed medical device, or a project created to provide working medical solutions for members of their community.

Including this section will automatically render you eligible for the Outstanding Societal Impact Award

- a. Your societal impact report must contain an abstract of the projects you have undertaken.
- b. Your societal impact report must contain informative facts, such as date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.
- c. Your societal impact report should contain pictures or supplemental materials.

XIV. National BMES Meeting

- 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.

XV. Future Direction

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