

Great Lakes District ITE



Annual Report of Student Chapter Activities and 2025 Student Chapter Award Criteria

Application Deadline: March 1, 2025

INSTRUCTIONS

Each year an ITE student chapter must submit an annual report to the ITE District's Board. A Student Chapter's Annual Report should address the following topics:

- Chapter Administration (15 pts)
- Networking Events (15 pts)
- Leadership Development (15 pts)
- K-12 STEM Outreach (10 pts)
- Application of Technical Knowledge (15 pts)
- New Member Recruitment (10 pts)
- Diversity and Inclusion (5 pts)
- Training/Prof. Development (5 pts)
- Field Trips/Technical Tours (5 pts)
- Service Projects (5 pts)

This report should be no more than six (6) pages (including pictures) to describe the activities, administration, events, and program of the chapter. Based on the chapter annual reports received, a student chapter will be selected for either the Great Lakes District Student Chapter Activities Award or the Great Lakes Student Chapter Momentum Award. Chapters may opt to apply for one of the awards or choose to have their format match both award requirements for better chances. Please denote which award the student chapter is applying for if only applying for one. The winners of each award will receive \$500 for their Chapter.

The report is due by March 1st to be submitted to the Google form below to be eligible for the GLITE district student chapter award. The winner of this award will be submitted by the District to be considered for the ITE International student chapter awards. The scoring criteria and additional information for the award is attached and can also be found at <https://www.ite.org/professional-and-career-development/awards/>

As a separate cover sheet to be included with the annual report, the following information is required to be submitted via the google form <https://forms.gle/NUjcrAbsch3Am78w7>:

1. Names and contact information for officers and advisors
2. Chapter membership figures
3. Information on student enrollment in transportation engineering and planning
4. Chapter mailing address
5. Approval statement from Faculty Advisor
6. Information for Chapter Stipend from Great Lakes District
7. Chapter membership roster

The cover sheet and membership roster do not count towards the page limit of the report.

The Great Lakes District will provide a \$200 stipend for each chapter submitting their annual report. For the stipend check to be issued, the chapter **MUST** indicate on their report cover sheet the entity at their school that the check should be made payable (i.e. student chapter or school) **and** the mailing address where the check should be sent.

Checks will not be written to an individual. Checks must be deposited by the end of the year awarded, otherwise they will be void.

Please submit the Chapter's Annual Report and any supplementary materials to the google form here <https://forms.gle/NUjcrAbsch3Am78w7> by **March 1st 2025**. If there are questions or issues, contact the Great Lakes Student Activities Chair Cole Villalobos | CVillalobos@hrcengr.com

ANNUAL REPORT INFO OF ITE STUDENT CHAPTER ACTIVITIES

(Submit here <https://forms.gle/NUjcrAbscH3Am78w7>)

From _____ to _____

STUDENT CHAPTER AT: _____

1. STUDENT CHAPTER OFFICERS AND ADVISORS

Show contact information for Chapter Officers and Faculty Advisor(s) (include name, mailing address, email address, and office phone number)

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other (please specify): _____

Faculty Advisor(s): _____

2. STUDENT CHAPTER MEMBERSHIP

Number of Student Chapter members: _____

Number of Student members of ITE International: _____

Number of Students eligible to be a Student member of the ITE International: _____

Number of faculty members who are current ITE International members: _____

3. INFORMATION ON TRANSPORTATION ENGINEERING AND PLANNING ENROLLMENT

Show the number of **undergraduate** students (Sophomore - Senior years) in your academic department. *If not or in addition to Civil Engineering, specify department(s):* _____

Full time: _____ Part time: _____

Does your curriculum allow an **undergraduate** student to major or minor in Transportation? ___ Yes ___ No

If "Yes," give number of **undergraduate** transportation majors _____ and minors _____

Number of **graduate** students in Transportation.

Full time: _____ Part time: _____

4. CHAPTER MAILING ADDRESS

Please include the mailing address of the chapter's faculty advisor. _____

5. APPROVAL OF FACULTY ADVISOR

Please include for the signature of approval by the chapter's faculty advisor.

| | |
|----------------------|-----------------------|
| Report submitted by: | Contents approved by: |
| Name: _____ | _____ |
| Email: _____ | (Faculty Advisor) |
| Date: _____ | |

6. INFORMATION FOR DISTRICT SUPPORT STIPEND CHECK TO CHAPTER

Include the name of the entity that the support grant to the chapter should be made payable and the mailing address of the individual who should receive the check.

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| Chapter support grant check from the Great Lakes District should be made out to: _____ |
| _____ and mailed to: _____ |
| _____ |
| _____ |

7. ROSTER OF STUDENT CHAPTER MEMBERS

Please attach an alphabetized listing of the student chapter membership including students and faculty. For each person indicate the degree for which they are enrolled and expected graduation date. An asterisk should indicate those who are also Student Members of ITE International.