



# ITE Great Lakes District

## Annual Report of Student Chapter Activities and Award Criteria

Application Deadline: March 1, 2026

### INSTRUCTIONS

Each year an ITE student chapter must submit an annual report to the ITE District's Board. The Great Lakes District will provide a **\$200** stipend for each chapter submitting their annual report.

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)

### Option 1: Annual Report / Outstanding Student Chapter Award

This report should not exceed five (5) pages in length (for text) and one additional page of photographs to describe the activities, administration, events, and program of the chapter. Based on the chapter annual reports received for *Option 1*, one student chapter will be selected for the *Great Lakes District Outstanding Student Chapter Award*. The winner of the Outstanding Student Chapter award will receive **\$500** for their Chapter and will have their application submitted to the ITE International Awards Committee for consideration for an International Student Chapter Award. Any student chapter including the Outstanding Student Chapter Award winner who submits under *Option 1* will receive a **\$200** stipend for each chapter submitting their annual report. Option 1 Template can be found [here](#).

### Option 2: Annual Report / Student Chapter Momentum Award

This report should not exceed two (2) pages in length (for text) and one additional page of photographs to describe the activities, administration, events, and program of the chapter. Based on the chapter annual reports received for *Option 2*, one student chapter will be selected for the *Great Lakes District Student Moment Chapter Award*. The winner of the Student Chapter Momentum Award will receive **\$500** for their Chapter and will have their application submitted to the ITE International Awards Committee for consideration for an International Student Chapter Award. Any student chapter including the Student Chapter Momentum Award winner who submits under *Option 2* will receive a **\$200** stipend for each chapter submitting their annual report. Option 2 Template can be found [here](#).

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/>

Student Chapters must submit their reports using the Google form found [here](#).

If there are questions or issues, contact the ITE Great Lakes Student Activities Chair **Cole Villalobos** | [CVillalobos@hrcengr.com](mailto:CVillalobos@hrcengr.com)

**SUBMISSION OF REPORTS:** The following are required for each submission and can be submitted using the google form linked above.

1. Student Chapter Report using one of the provided templates. The report file name must be in the following format "2026 **School Name** Student Chapter Annual Report" and be a PDF document.
2. Informational Cover Sheet found [here](#). The file name must be in the following format "2026 **School Name** Student Chapter Informational Cover Sheet" and be a PDF document.
3. Roster of student chapter members using the provide Excel spreadsheet [here](#).
  - a. The file name must be in the following format "2026 **School Name** Student Chapter Roster" and be an excel file.
  - b. Roster should be an alphabetized listing of the student chapter membership including students and faculty. For each member indicate their degree and expected graduation date. An asterisk should indicate those who are also Student Members of ITE International.