ITE – A Community of Transportation Professionals

ANNUAL REPORT OF ITE STUDENT CHAPTER ACTIVITIES

INSTRUCTIONS

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

- Chapter Administration
- Networking Events
- Leadership Development
- K-12 STEM Outreach
- Application of Technical Knowledge
- New Member Recruitment
- Diversity and Inclusion
- Training/Professional Development
- Field Trips/Technical Tours
- Service Projects

The report should be no more than five (5) pages in length to describe the activities, administration, events and program of the chapter. This especially important if the report is also being submitted for consideration for the District and International ITE Student Chapter Activities Award. 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:

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 Support Grant from Midwestern District
7. Chapter membership roster

A template for this sheet is below.

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

The Midwestern District will provide a support grant to each chapter submitting their annual report by no later than April 1st of each year. For the check for the support grant to be written, the chapter MUST indicate in their report cover sheet to what entity at their school the check should be made payable (i.e. student chapter or school) and the mailing address for the check to be sent. Checks will not be written to an individual.

Please submit report and any supplementary materials to the Midwestern District’s Vice President.

Michael McCarthy | (414) 347-1607 | mmccarthy@emcsinc.com

February 2, 2020
ANNUAL REPORT OF ITE STUDENT CHAPTER ACTIVITIES
From (DATE) to (DATE)

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: ______________________________ (Faculty Advisor)
Email: ______________________________
Date: _______________________________

6. INFORMATION FOR DISTRICT SUPPORT GRANT CHECK TO CHAPTER
Include the name of the entity that the support grant to the chapter should be made payable and the name and mailing address of the individual who should receive the check.
Chapter support grant check from the Midwestern District should be made out 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.