Date: August 25, 2017

TO: Associate Editors – local Chapter

RE: Instructions for Associate Editors

As the Associate Editor of your chapter, your job title should really something along the lines of Publicity Officer and Historian. Your task is to showcase chapter activities by capturing photos and preparing reports about your chapter’s activities. This information can be used to promote membership to new members, encourage alumni participation in chapter activities, solicit funding for events and share the wealth of the chapter’s experiences with all of the other chapters in our Society. This task is made easier because everybody has a camera! Additionally, many of the required reports will be prepared with the assistance of the Chapter Secretary.

At a minimum the Associate Editor is responsible for preparing Chapter Honor Member biographical sketches, Alumni News articles and the chapter’s Annual Report.

During the 2016 Conclave, the Awards and Scholarships Committee revised the Susan C. Brown award and modified presentation of the Chapter Annual Report. The following list provides the minimum requirements for the report.

Susan C. Brown Outstanding Chapter Award

The Susan C. Brown Outstanding Chapter Award recognizes top chapters at both the District and National Levels and will be based on qualitative review of the to be revised Chapter Annual Reporting requirements. The annual report must include, as a minimum, the following basic elements.

– School name
– Contact information
– Attendance (attendance vs membership numbers)

<table>
<thead>
<tr>
<th>Regular Meetings</th>
<th>Initiation Activities</th>
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<tbody>
<tr>
<td>Officer Meetings</td>
<td>Service Events</td>
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<tr>
<td>ASCE Meetings</td>
<td>Social Events, including Initiation Banquet</td>
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</tbody>
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– Alumni involvement
– Initiation of Chapter Honor Members
– Board of Trustees or board or visitors
– Nomination for teaching award
– Marketing to prospective students and/or sponsors
– Positive or Negative account balances (or dollar amounts)
– Fundraising numbers

<table>
<thead>
<tr>
<th>From school</th>
<th>General donations</th>
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<tbody>
<tr>
<td>From alumni</td>
<td>Other sources</td>
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<tr>
<td>From sponsors</td>
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– Development of annual Chapter Highlights video

Note: Points rubric to be developed – recommend using Chapter Effectiveness Self-Evaluation Rubric as your template. This document is located on the Communications Tab under the Miscellaneous heading.

Please note the chapter’s narrative must still include information about your new members, chapter honor members, and other chapter activities. Don’t forget to send your photos. These must be at least 1 MB or larger in size. Please don’t send thumbnails, we just can’t use them.

I hope you have a great time this year. If there is anything we can help you with, please don’t hesitate to contact us here in the national office. We stand ready to be of service.

Please send all material: the Chapter Report, Chapter Honor Member biographical sketches, and Alumni News directly to the Editor, via e-mail. My complete address is as follows:

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