

## Chapter Activity Grant Request Form - Example

<b>First Name</b>	Meg
<b>Last Name</b>	All
<b>Email Address</b>	<a href="mailto:mega@spie.org">mega@spie.org</a>
<b>Phone Number</b>	360-555-5555
<b>Elected position in Chapter</b>	President
<b>SPIE member #</b>	387598
<b>Name of Chapter</b>	Test Univ. Chapter
<b>Number of Chapter Members (students)</b>	16
<b>Number of Chapter Alumni</b>	2

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## Chapter Officer contacts

President - Meg All, [mega@spie.org](mailto:mega@spie.org)  
Vice-President - Dirk Fabian, [dirkf@spie.org](mailto:dirkf@spie.org)  
Secretary - Tasha Chicovsky, [tashac@spie.org](mailto:tashac@spie.org)  
Treasurer - Bonnie Peterson, [bonniep@spie.org](mailto:bonniep@spie.org)

## Chapter Activity Plan and Financial Support

### Amount requested from SPIE (eligibility based on membership)

\$700 (15-19 members)

### Academic Activities/Technical Talks

Bi-monthly Seminars - Every other week during the academic calendar, we hold a seminar and invite grad and PhD students to present their work in a friendly environment open to all. Anticipated average of 12 attendees per seminar. \$200 (\$20 for snacks and refreshments x 10 seminars in the academic year)

### Outreach Activities/Demonstrations

Outreach at Local Middle School - Each year, our chapter volunteers at a local middle school science fair to educate students about optical engineering concepts. Anticipated 150 participants. \$175 (Demo Supplies \$100, Transportation \$25, Snacks \$25, Giveaways \$25.)

STEM DAYS - Campus event open to local high schools. We host a booth with demonstration materials \$25 (Giveaways)

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<b>Professional Development Activities</b>	Building your Resume Workshop - We invited a career consultant to come speak to our chapter about effective resumes. Anticipated attendance 15 students. \$100 (\$25 for promotional materials and flyers, \$75 for food at the event)
<b>Social/Networking/Recruitment Activities</b>	Annual Fall Semester BBQ - We hold an annual BBQ to recruit new chapter members and network. \$100 (Food \$75, Giveaways \$25)
<b>Activities that Build Industry Connections</b>	Visiting Lecturer - We will use our SPIE Visiting Lecturer benefit this year to invite someone from industry to come talk about their experience. Anticipated 15 participants. We are requesting \$100 for pizza at the event.
<b>What is the anticipated total number of participants in all of your outreach activities in 2018?</b>	350
<b>Is your chapter combined with other organizations/societies?</b>	Yes
<b>If yes, please list any chapter activities funded by other organizations/societies.</b>	Industry Visit to SPECTRA, Inc. in the fall Spring Speed Networking KHET Game Tournament

## Chapter Activity Grant Request Form - Example

<b>Payment method for Activity Grant Funding</b>	International Bank Transfer (not available in Canada or USA)
<b>International Bank Transfer</b>	
<b>Preferred Currency</b>	AUD
<b>Primary Bank Name</b>	Bank of Meridian
<b>Full bank address</b>	1234 Test Ave., Ste. 201, Narnia, Australia 654786
<b>SWIFT code</b>	CTBAAU2S
<b>Name on account</b>	Meg All
<b>Account number / IBAN</b>	0044 0532 0130 00
<b>Routing Code</b>	123456789