



American Indian Science & Engineering Society Professional Chapter Quarterly Report

Please print or type clearly. Complete all sections, and attach additional sheets if necessary.

Professional Chapter Profile:

Chapter Name: _____

Chapter's Business Address: _____

City: _____ State: _____ Zip: _____

Report Completed by: _____ Date: _____

Total # of Members: _____ Total # of American Indian/Alaska Native Members in Chapter: _____

Quarterly Report # _____

See below table for more information.

Quarterly Report #	Period Covered	Due no later than	Sections to Include	Note
Q1	January 1-March 31	April 30 th	3, 4	Include any new officers (Section 1) or new members (Section 2) if they were not included in preceding report.
Q2	April 1-June 30	July 31 st	3, 4	
Q3	July 1-September 30	October 31 st	3, 4	
Q4	October 1-December 31	January 10 th	1, 2, 3, 4	Should include all sections

SECTION 1: Chapter Officers

Chapter President

	Current Year
Name:	
*President's Term:	
Mailing Address:	
Telephone:	
Email:	
Employer:	
Title:	

**President may only serve two consecutive terms in the same position and must be an AISES General Member.*

Vice President

	Current Year
Name:	
*Vice President's Term:	
Mailing Address:	
Telephone:	
Email:	
Employer:	
Title:	

**Vice President may only serve two consecutive terms in the same position.*

Secretary

	Current Year
Name:	
Mailing Address:	
Telephone:	
Email:	
Employer:	
Title:	

Treasurer

	Current Year
Name:	
Mailing Address:	
Telephone:	
Email:	
Employer:	
Title:	

Other Chapter Officer

	Current Year
Name:	
Mailing Address:	
Telephone:	
Email:	
Employer:	
Title:	

SECTION 2: Chapter Members

Please print or type clearly. Attach additional sheets if necessary.

Member #	Member Name	Type of Membership <small>Associate or General</small>	Email Address	Employer	Title	Tribal Affiliation <small>If applicable</small>	Current National AISES Member? <small>Yes or No</small>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

NOTE: The Member # will be used in Section 3. "Current" membership is defined as a member whose national membership is currently up to date.

SECTION 3: Chapter Activities

Chapter Activities

List briefly chapter activities, seminars/workshops held, invited speakers, mentoring/tutoring programs, community service, fundraising activities, and special honors your chapter is planning or has already held for the current quarter. *Please use a separate document if necessary.*

Special Recognition

Highlight chapter and individual member's special honors, awards, etc. *(If applicable)*

Have any of your members ever participated in any of the following AISES events?

List the number of members who have participated.

2012 AISES National Conference:

Attendee Volunteer Speaker Exhibitor

2013 AISES Leadership Conference:

Attendee Volunteer Speaker

2013 Regional AISES Conference:

Attendee Volunteer Speaker

2013 National American Indian Science & Engineering Fair (NAISEF):

Participant Judge Volunteer EXPO

Have any of your members ever participated in any of the following AISES programs?

Check all that apply and list the Member # (Section 2) of those who were in the corresponding AISES program.

- AISES Scholarship Recipient: _____
- AISES Internship: _____
- Student Representative: _____

How many of your members are first-generation college graduates? _____

Are any of your members also a member of another professional society?

Yes

If yes, please list the Member # (Section 2) and the society.

No

Member #	Society

SECTION 4: Chapter Financials

Chapter Name: _____ Quarter Ending: _____

- Line A** – Beginning of Quarter Cash Balance should be Ending Cash Balance from previous quarter
- Line B** – Funds Received is Funding generated through chapter activities, i.e. taco sales, donations, grants, etc.
- Line C** – Expenditures should be grouped by activity or category. An individual itemization is not necessary.
- Line D** – End of Quarter Cash balance (includes checking accounts, petty cash, etc.)

Line		Previous Quarter Ended <i>(insert date)</i>	Current Quarter Ended <i>(insert date)</i>	Line
A	Beginning of the Year Cash Balance	\$	\$	A
	Funds Received:			
B	Total Funds Received	\$	\$	B
	Expenditures:			
C	Total Expenditures	\$	\$	C
D	Ending of Year Cash Balance (A+B-C)	\$	\$	D

Attach additional sheets if necessary.

Quarterly Report Checklist

Quarterly reports should include:

- Completed Professional Chapter Quarterly Report
- Bank statements covering the period of the quarter
- \$50 quarterly professional chapter dues, made payable to: AISES
- Meeting minutes covering the period of the quarter

Quarterly reports should be sent to AISES Information Services Coordinator:

Postal Mail: PO Box 9828, Albuquerque, NM 87119
or fax: (505) 765-5608 or email: liz@aises.org

Quarterly reports should be received no later than the end of the next month, except for December.

The December 31st quarterly report must be received no later than January 10th