BMES

BIOMEDICAL ENGINEERING SOCIETY

BMES Student Chapter Development Report Guidelines

Overview

The BMES Chapter Development Report (CDR) a tool for BMES student chapters to monitor and assess their progress on an annual basis. It is also the means by which chapters renew their chapter charter to stay nationally recognized.

This tool also acts also as a measure for BMES to award student chapters for their successful operations, activities, and programs. As such, the CDR guidelines outlined below are designed to maximize each submitted CDR's Outstanding award potential.

We strongly encourage chapters to create CDR's as a record of their chapter's ongoing activities. Updating your Chapter Development Report yearly will ensure that your chapter records are accurate and up to date and will assist next year's leadership by tracking the previous year's programs.

Submitting a CDR is now a requirement; however, it is up to the chapters how many sections (and thus how many Outstanding Awards) they wish to submit for. Additionally, each CDR will have space to include the information for your one FREE BMES Student Membership – consider it your chapter's compliance reward for submitting a yearly CDR.

High scoring CDRs are also considered for the following awards:

- Outstanding Chapter Award
- Commendable Achievement Award
- Outstanding Outreach Award
- Outstanding Mentoring Program Award
- Outstanding Chapter-Industry Program Award
- Up and Coming New Student Chapter Award
- Outstanding Societal Impact Award
- Outstanding High School Chapter Award

There is no maximum page limit when writing your CDR, but we do request you be succinct in your submission; BMES encourages you to meet the requirement minimums while still being free to elaborate program details where necessary.

All CDRs must be submitted via the 2024 CDR Submission form in a single .pdf document by May 1. Tinyurl.com/CDR-Submission

Format Requirements

The only required page is the first page, Renewal Document. If you are submitting for awards, it is suggested you include all other pages listed.

Your CDR should be formatted into sections as outlined below to receive the minimum point allocations for award consideration; if your CDR does not contain each section or it doesn't adhere to the guidelines, you will not be allocated points for that section/s. Moving forward, chapter scores will be provided upon request.

I. Renewal Document (Required)
   a. Faculty Advisors Information
      i. Name
      ii. Email Address
   b. Ten core Student Members Information
      i. Name of ten student BMES members
      ii. Email Address
      iii. Chapter Positions (if applicable)
   c. Student Chapter/Department Website Link
   d. One Free Student Membership Information
      i. Name
      ii. Email Address
      iii. Chapter Positions (if applicable)

II. Cover Page
   a. Year
   b. Contact Information of Submitting Party
   c. Minimum 200-Word CDR Summation

III. Cover Letter
   a. One-Page Chapter Summation from the Faculty Advisor

IV. Table of Contents

V. Administrative Report
   a. 200 Word Abstract
   b. Chapter Officer Information
   c. Membership Breakdown
   d. Chapter Meeting Dates and Agendas

VI. Treasury Report
   a. 200 Word Abstract
   b. Chapter Balance Sheet

VII. Chapter Activities
   a. Abstract of all Chapter Activities

VIII. Social or Other Activities
   a. 200 Word Abstract
   b. List of Social, Networking, or Other Chapter Activities
   c. Breakdown of Attendance and Cost

IX. Inter-Chapter Activities
   a. 200 Word Abstract
   b. List of any Chapter Activities Coinciding with another BMES Student Chapter
   c. Breakdown of Attendance and Cost

X. Outreach Activities
    a. 200 Word Abstract
    b. List of any Outreach Activities
    c. Breakdown of Attendance and Cost

XI. Mentoring Activities
    a. 200 Word Abstract
    b. List of any Mentoring Activities
    c. Breakdown of Attendance and Cost

XII. Industry and Professional Development Activities
    a. 200 Word Abstract
    b. List of any Industry or Professional Development Activities
    c. Breakdown of Attendance and Cost

XIII. Societal Impact Activities
    a. 200 Word Abstract
    b. List of any published, created, or working projects that provide a real world solution to medical issues affecting those in their community.
    c. Breakdown of Attendance and Cost

XIV. National BMES Meeting
    a. Summation of Past Experiences or Future Expectations/Goals for Attending the Annual Meeting

XV. Future Direction
    a. Summation of Next Year's Chapter Goals
    b. Outline of Goal Achievement Strategy

The Outstanding Chapter Award and Commendable Chapter Award will be determined by those two chapters with the highest averaged score.

The Up and Coming New Student Chapter Award will be determined by the chapter with the highest averaged score from those chapters whose charter was approved within one scholastic year of CDR submission.

The Outstanding High School Chapter Award will be determined by the chapter with the highest averaged score from the pool of High School Student Chapter CDR submissions.

Content, In Detail

I. Renewal Page
    a. Faculty Advisors Information
        i. Name
        ii. Email Address
        iii. Member ID
    b. Ten core Student Members Information
        i. Name of ten student BMES members
        ii. Chapter Positions (if applicable)
        iii. BMES ID Number
    c. Student Chapter/Department Website Link
    d. One Students Information for Free Membership with the Following:

II.   Cover Page
    a. Your report must include a cover page that contains the chapter name, year of submission, contact information for the corresponding authors as well as the faculty advisor (name, phone number, email address), and a 200-word summation highlighting your chapter's activities.

III.   Cover Letter
    a. Your report must contain a one-page cover letter from your faculty advisor, giving an overview of operations and achievements. We recommend the focus be on both successes as well as areas where growth is necessary.

IV. Table of Contents

V. Administrative Report
    a. Your administrative report must provide an abstract of the administrative report.

    b. Your administrative report must contain a list or diagram outlining the chapter leadership roles and responsibilities.

    c. Your administrative report must include a list or diagram outlining the total student membership, including a breakdown of how many are national members.

    d. Your report must include a list or diagram outlining the executive and general body meetings for the year, including dates and agenda.

VI.   Treasury Report
    a. Your treasury report must contain an abstract of the treasury report.

    b. Your treasury report must contain a list or diagram outlining the chapter expenses breakdown, including withdrawals and deposits.

    c. Your treasury report must contain information on fundraising events and funds (if any) provided by your University or national BMES.

VII.   Chapter Activities
    a. Your chapter activities report must contain an abstract of chapter activities, as a whole.

    b. **SAMPLE BELOW OF ACTIVITIES REPORT**

VIII. Social or Other Activities
This is any activity that is meant to provide fun, social engagement, or membership bonding.

    a. Your social activities report must contain an abstract of social activities.

    b. Your social activities report must contain informative information, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.

    c. Your social activities report should contain pictures or supplemental materials.

IX.   Inter-Chapter Activities
This is an event that joins two BMES student chapters together

    a. Your inter-chapter activities report must contain an abstract of inter-chapter activities

    b. Your inter-chapter activities report must contain informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.

    c. Your inter-chapter activities report should contain pictures or supplemental materials

X.   Outreach Activities
This is an event or program geared towards helping the community through volunteerism
Including this section will automatically render you eligible for the Outstanding Outreach Program Award

    a. Your outreach activities report must contain an abstract of community outreach activities

    b. Your outreach activities report must contact informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.

c. Your outreach activities report should contain pictures or supplemental materials

XI. Mentoring Activities

This is an event or program created to mentor BMES student chapter members OR any event or program designed to mentor a BMES high school student chapter
Including this section will automatically render you eligible for the Outstanding Mentoring Program Award

a. Your mentoring activities report must contain an abstract of your mentoring activities

b. Your mentoring activities report must contact informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.

c. Your mentoring activities report should contain pictures or supplemental materials

d. If you mentored a BMES high school student chapter, please include their chapter name and describe the events or ways your chapter has guided theirs

XII. Industry or Professional Development Activities

This is an event or program designed to foster a partnership between the STEM industry and your chapter members OR any event or program designed to promote the professional growth of your members
Including this section will automatically render you eligible for the Outstanding Industry Program Award

a. Your industry or professional development activities report must contain an abstract of your industry activities

b. Your industry or professional development activities report must contain informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.

c. Your industry or professional development activities should contain pictures or supplemental materials

XIII. Societal Impact Activities

This is research, a completed medical device, or a project created to provide working medical solutions for members of their community.
Including this section will automatically render you eligible for the Outstanding Societal Impact Award

a. Your societal impact report must contain an abstract of the projects you have undertaken

b. Your societal impact report must contain informative facts, such as; date(s), a brief description, cost and attendance breakdown, goals and outcomes, etc.

c. Your societal impact report should contain pictures or supplemental materials

XIV. National BMES Meeting

a. Your report must include a summation of past experiences at the Annual Meeting if any

b. Your report must include a summation of expectations and goals for attending future Annual Meetings

c. Your report should include if your chapter or members presented or awarded in previous meetings

d. Your report should include pictures or supplemental materials

XV. Future Direction

a. Your report must include a summation of goals achieved this year

b. Your report must include an outline of chapter or leadership expectations for next year

c. Your report should include pictures or supplemental materials

Sample University BMES

CDR 2018-2019

VII. Social or Other Activities

Abstract

Our BMES chapter is committed to providing its members with opportunities to connect and relax after the stress of a strenuous school day. By hosting events such as ice cream socials, pumpkin carving, board game nights, and frisbee golf tournaments, we allow our members to enjoy their free time and provide an outlet to release steam.

Ice Cream Social:

Student Chapter BMES hosted an ice cream social to help new members become acquainted with the members already a part of our chapter. The ice cream social also allowed them to meet the executive board before any of our events for the next general meeting.

Date	Audience	Attendance	Cost
10/01/18	BMES Members	20 Undergraduate Students	$20.50

Board Game Night:

Student Chapter BMES hosted a board game night to promote undergraduate/graduate student interaction. Members brought in their favorite board games, and the executive members provided snacks to keep the energy and competitive spirit high.

Date	Audience	Attendance	Cost
10/15/18	BMES Members	7 Undergraduate Students 10 Graduate Students	$15.25

Pumpkin Carving Night:

Our chapter held a pumpkin carving event in the courtyard of our Engineering building, where we provided pumpkins of all sizes for people to carve. Once carved we displayed the finished pumpkins during Halloween festivities on campus.

Date	Audience	Attendance	Cost
10/21/18	BMES Members	15 Undergraduate Students	$37.25

XI. Industry and Professional Development Activities

Abstract

Our BMES chapter partnered with BioMedStart to bring BME professionals together with our student members in an effort to grow their resumes and provide real-life work experience. We have been able to arrange tours of various medical

facilities to get hands on knowledge of surgery, clinical engineering, and neurology facilities. We also have an ongoing partnership with GEBMEFix to provide an internship to one of our BMES student members every year.

GEBMEFix Internship:

We have a partnership with a local BME company called GEBMEFIX where our BMES members are the sole candidates for a yearly internship in their med-device department. In order to apply each applicant must be both a national member as well as a chapter member in good standing, in their junior year of undergraduate, maintain a 3.5 GPA or above, and write a personal essay on how this internship will help develop their passion for BME.

Date	Audience	Attendance	Cost	Industry Involvement
Application Date Open July-November	Junior BMES w/ 3.5 GPA	1 Student Member	$0	Internship

Industry Tours:

We arrange 2-6 tours of local BME industries to foster involvement in the student chapter as well as to encourage interest in different facets of BME.

Please see the attached document to view our Industry Tour request flyer 📎

Date	Audience	Attendance	Cost	Industry Involvement
10/7/18	BMES Members	7 Undergraduate	$0	Stark**BME**nkd
12/21/18	BMES Members	13 Undergraduate	$0	MedJinkx
3/21/19	BMES Members	5 Graduates	$0	GEBMEFix

Industry Networking Events:

We arrange 2-6 networking events where we invite local industry leaders to meet with and pow-wow with our student members; this leads to greater relationships with industry.

Date	Audience	Attendance	Cost	Industry Involvement
9/15/18	BME Majors	27 Undergraduate	$42 – Pizza + Drinks	**Toynka Harris** (StarkBMEnkd) **Jiselle Davis** (StarkBMEnkd)
4/29/19	BME Majors	32 Undergraduate	$42 – Pizza + Drinks	**Toynka Harris** (StarkBMEnkd) **Walter Daventhraw** (FakeUniv BME Prof) **Timothy Dalton** (GGPrep BME Prof) (MedJinkx)

XI. Societal Impact

Abstract

Our BMES chapter created a waiting list for those hearing impaired and motion impaired who could not otherwise afford assistance and started producing hearing aids and motorized wheelchairs for those in our immediate community. We created this program to not only hone our technical skills and to provide an opportunity for our members to work together on med-device development, but to also ensure we used our knowledge to improve the community.

Date	Audience	Attendance	Cost	Industry Involvement
Ongoing Project	Open Waitlist	7 People on Waiting List for Hearing Aid	$112 per Hearing Aid	**Sponsored by WallInc**
Ongoing Project	Open Waitlist	3 People on Waiting List for Motorized Wheelchair	$214 per Wheelchair	**Sponsored by Lego**