CHIP Reporting

• CHIP Reports are the new reporting framework for 2017-2018, replacing the Chapter Data Collection Initiative (CDCI)

• Chapters interested in awards and recognition are required to participate in reporting.

• Chapters interested in support for their growth development are highly encouraged to participate.
Access to CHIP Information (including Reports)

Website: http://www.nsbe.org/Professionals/
- Under Resources -> Chapter Health Initiative for Professionals
- Requires Member Login (NSBE Connect) to view.

Access to all active elements of CHIP
- Functional Support
  - Toolkits
- Streamlined Reporting
  - Chapter Reports
- Recognition Framework
  - Description of CHIP Health Statuses
Chapter Reports (Three types)

1. Chapter Participation Form
   - Purposes:
     - To intake chapters into the CHIP program
     - To collect preliminary and basic health assessment data from chapters
     - To orient chapters around things they need to have in terms of their development
   - Submission Frequency:
     - Once per chapter for the year.

2. Chapter Event Report Form
   - Purpose:
     - To capture information/data on specific events being executed by chapters
   - Submission Frequency
     - One submission for each chapter event. (Submitted after event completion).

3. Chapter Quarterly Report Form
   - Purpose:
     - To capture information/data on the health and performance of the chapter during the quarter
   - Submission Frequency
     - Once per chapter each quarter (Aug-Oct, Nov-Jan, etc.)
Purpose of this form is to notify us that your chapter is active and has the fundamentals of chapter operations in place.
Chapter Reports (cont’d)

CHIP Chapter Event Report Form

• A report providing an assessment and read-out of singular events completed by the chapter.
• 36 questions; 5 pages
• Event Description/Categorization
  • Submitter info
  • Title
  • Date
  • Category
• Modes of Communication
  • Social Media and Other
  • Flyers, Videos, Audio Spots.
• Results
  • Attendance metrics
  • Goal/Mission Oriented Outcomes
  • Financials (Revenue/Expenses)
• Event Self Assessment
  • Chapter Constitution/Bylaws
  • Chapter Plan/Goal Document
  • Chapter Budget

This is our primary form of data collection on chapter activities. This information allows us to understand what chapters do that is (or is not) successful and can be leveraged out to assist struggling chapters.
Chapter Reports (cont’d)

CHIP Chapter Quarterly Form

- A report providing an assessment of the overall state of the chapter for the given quarter.
- Question count varies; 9 expandable sections
- Four quarterly reports annually:
  1. Aug-Oct (Due end of Nov)
  2. Nov-Jan (Due end of Feb)
  3. Feb-Apr (Due end of May)
  4. May-Jul (Due end of Aug)

This report is key to submit for the following reasons:

1. Allows you to share chapter administrative activities occurring outside of specific events.
2. Venue for the chapter to share its progress against its stated goals.
3. Location to spell out what support needs and requests the chapter has.
4. Place to lay out your chapter strategic vision and framework in action and in aggregate.
5. The quarterly submissions are the foundational material for chapter award assessments.
Questions on CHIP Reporting?