

# Spectra Student Chapter Welcome Document

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Welcome to Spectra! We are very excited to work with and support your student chapter this academic year. Included in this document are a few things that you must record and keep track of throughout the year. The point of contact for your student chapter is required to submit an end-of-year report detailing your chapter's activities over the year. The end-of-year report will be due by **June 15th**, and we will email your point of contact a reminder in mid-late May.

If you have any questions or concerns, please email the Spectra Membership Committee Chair at [membership@lgbtmath.org](mailto:membership@lgbtmath.org).

## Things to Record Throughout the Year

- For each **general chapter meeting**, please record the following information:
  - Date
  - Number of attendees
  - Points of discussion at the general meeting
- For each **student chapter activity**, please record the following information:
  - Date
  - Number of attendees
  - Details of the activity
- Keep an electronic record of your student chapter's members. Please read the next section.

## Keeping Track of the Chapter Membership

Please keep an electronic record (e.g., a spreadsheet) of your student chapter's members. We encourage you to use our [student chapter membership spreadsheet template](#). It is important to keep this information up-to-date since it helps Spectra know who is entitled to the Individual Membership benefits. The Individual Membership will expire after a year and will only be renewed if they remain an active member.

Record the following information in your shared spreadsheet:

- Date joined

- Status (active or inactive member); **DO NOT** delete or remove their name. It is easier for our bookkeeping if we know which students are no longer active members.
- Name
- Email
- College level (undergraduate or graduate)

**Please share the spreadsheet of your student chapter's members to [membership@lgbtmath.org](mailto:membership@lgbtmath.org).**

## Renewing Your Student Chapter Status

When you complete the end-of-year report, you will have the option to renew your student chapter status as “active.” Failure to submit an end-of-year report will result in your student chapter being “dormant.” It will remain in this dormant status for one year, after which the student chapter status will be changed to “inactive.”