



**SHRM**<sup>®</sup>

SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

# 2011-2012 Student Chapter Planning Workbook

SHRM Student Chapter Merit Award

Welcome to the 2011-2012 Student Chapter Merit Award Workbook. This document is intended to be a planning guide for your student chapter. It should be used in conjunction with the online application submission tool. The easy-to-navigate online tool will mirror the items that you see in Section 1 through Section 6 of this workbook and will be the measure of how you did. Student Chapters no longer complete a paper application form and submit hard copy documentation to SHRM. SHRM will not accept hard copy applications for the merit award.

All 2011-2012 Student Chapter Merit Award applications must be submitted on or before April 15, 2012. The online application tool will be available in fall 2011.

## PURPOSE

To develop more effective student chapters, and to promote outstanding activities and projects by student chapters in the following areas:

- Student Chapter Requirements
- Student Chapter Operations
- Chapter Programming and Professional Development of Members
- Support of the Human Resource Profession
- Partnership with SHRM

Each of the above categories includes specific activities, which are detailed accordingly throughout this application.

## INSTRUCTIONS

Use this workbook as a planning tool. As you review activities that you would like to complete during the 2011-2012 academic year, make a notation to the left of the item to indicate that it is part of your strategic plan. Use the Bonus area in Section 6 to include up to three items not already listed elsewhere in this application.

Once you've completed your review, add the number of checkmarks in each section to determine the potential points and your eligibility for an award based on the proposed activities and accomplishments. This is just one measure of your success in achieving a merit or superior merit award.

Although you will file your report electronically, keep this workbook within reach. It will serve as a handy reference as you complete the online report.

## PERIOD

The period covered is from April 1, 2011, through March 31, 2012. Although the submission deadline is April 15, 2012, all activities must take place by March 31, 2012. Any events or contributions falling outside this range will not receive credit.

## ELIGIBILITY

To be eligible for a merit or superior merit award, chapters must:

- Hold a student chapter charter
- Hold ratified bylaws that are reviewed yearly
- Elect chapter officers annually
- Have a chapter advisor who is a current SHRM member
- Submit the Student Chapter Information Form no later than September 30 each year
- Have a minimum of eight SHRM student members in the chapter as of November 30 each year

To submit your chapter's 2011 Student Chapter Information Form, please visit [www.shrm.org/Communities/StudentPrograms/Pages/studentchpt\\_infoform.aspx](http://www.shrm.org/Communities/StudentPrograms/Pages/studentchpt_infoform.aspx). This form must be submitted online by September 30, 2011.

## PROCEDURE

1. Complete your online application and submit required documentation electronically to SHRM. The application must be submitted no later than April 15, 2012.
2. Provide documentation only for those activities marked with a ★.
3. No "double dipping" is allowed. An activity or speaker may not be counted in more than one area.
4. In those sections that require a minimum number of participants, only SHRM student members may be counted. Local-only chapter members, professional members and chapter advisors will not count.
5. All award applications will be reviewed and evaluated by SHRM staff.
6. All awards will be mailed directly to the student chapter advisor on record unless SHRM is notified otherwise.

## INQUIRIES

Please visit the SHRM Student Programs website at [www.shrm.org/students](http://www.shrm.org/students), or contact us at [SHRMStudent@shrm.org](mailto:SHRMStudent@shrm.org) or 1-800-283-SHRM.

# SECTION 1 CHAPTER REQUIREMENTS

## Chapter Requirements

The following seven items are required of all student chapters. Completing these items will allow your student chapter to build a stronger foundation for success.

Items requiring documentation are marked with a ★.

1.1  ★ Create a Management by Objectives (MBO) statement with specific chapter goals and objectives for the award year.

1.2  Review current student chapter bylaws to ensure they still meet your chapter's needs.

Revisions may not be needed every year. However, an annual review will ensure the chapter is operating inside the approved governance structure and that when practice does not agree with policy, appropriate action will be taken. Well-structured bylaws will need changes infrequently. (Student chapters should check with their colleges/universities to ensure compliance with any university requirements regarding chapter bylaws.)

SHRM model student chapter bylaws are available online here. <http://www.shrm.org/Communities/StudentPrograms/Documents/Model%20Student%20Chapter%20Bylaws%20March%202011.doc>.

Date bylaws reviewed: \_\_\_\_\_

Date bylaws last ratified: \_\_\_\_\_

**Note: You do NOT need to submit your bylaws to SHRM each year unless you are proposing amendments for approval.**

1.3  Complete and submit a 2011 Student Chapter Information Form to SHRM headquarters to communicate student-chapter status and any changes in chapter leadership. (This form can be found online at <http://sapphire.shrm.org/SHRMCommunities/StudentChapterInfoForm.aspx>)

1.4  List the names and titles of officers for the 2011-2012 academic year:

---

---

1.5  Hold a minimum of four regular chapter meetings during the 2011-2012 academic year. Provide meeting dates:

---

---

1.6  ★ Create a recruiting plan for the chapter. This plan should list, as detailed as possible, the types of activities your chapter will undertake to recruit and retain members for the 2011-2012 academic year.

1.7  ★ Properly display the SHRM "AFFILIATE OF" logo on website, chapter letterhead, publications, and/or products. (Downloadable logo available at <http://www.shrm.org/Communities/VolunteerResources/graphicsguide/Pages/default.aspx>.) Attach samples.

\_\_\_\_\_ **TOTAL ACHIEVEMENTS IN SECTION 1 (7 MAXIMUM)**

# SECTION 2 CHAPTER OPERATIONS

**In order to receive any award, a chapter must complete at least 4 of the following 17 activities. Your student chapter does not have to complete all 17 items.**

Items requiring documentation are marked with a ★.

## Chapter Leadership

2.1  Adopt a Code of Ethics for the chapter. (A Code of Ethics toolkit is available at <http://www.shrm.org/about/Pages/code-of-ethics.aspx>.)

2.2  Hold a minimum of four executive committee or chapter planning meetings in addition to your regular student chapter meetings.

List meeting dates: \_\_\_\_\_

2.3  Create a fundraising plan for the chapter. This plan should list, in detail, the types of activities your chapter has undertaken for fundraising during the 2011-2012 academic year.

Provide a brief description of your fundraising activities:

---

---

---

2.4  Prepare an annual budget for the chapter. Consider various sources of funding, such as your university, chapter dues, fundraising activities, and your sponsoring professional chapter.

2.5  Develop or maintain position descriptions for chapter officers. (Examples can be found online at [http://www.shrm.org/Communities/StudentPrograms/Pages/CMS\\_009772.aspx](http://www.shrm.org/Communities/StudentPrograms/Pages/CMS_009772.aspx))

2.6  Provide each board member (chapter officer) with a copy of SHRM's Student Chapter Operations Manual (available online at [http://www.shrm.org/Communities/StudentPrograms/Documents/CMS\\_021355.pdf](http://www.shrm.org/Communities/StudentPrograms/Documents/CMS_021355.pdf))

2.7  Implement or maintain a succession plan to identify potential student chapter leaders. (A Succession Planning Toolkit is available online at [http://www.shrm.org/TemplatesTools/Toolkits/Pages/CMS\\_011372.aspx](http://www.shrm.org/TemplatesTools/Toolkits/Pages/CMS_011372.aspx))

## Chapter Communications and Web Presence

2.8  ★Publish a student chapter newsletter in print and/or electronic formats. Include one sample from each semester.

2.9  Post upcoming student chapter meetings and events on campus in print and/or electronic formats.

2.10  Maintain a student chapter website. Facebook, LinkedIn or MySpace pages do not qualify.

Web address:

---

*(Web info should be current. Website will be reviewed by Merit Award judges.)*

# SECTION 2 CHAPTER OPERATIONS

2.11  Provide links on chapter website to:

- SHRM website ([www.shrm.org](http://www.shrm.org))
- HR Certification Institute website ([www.hrci.org](http://www.hrci.org))
- SHRM Foundation website ([www.shrm.org/foundation/](http://www.shrm.org/foundation/))
- SHRM Student Programs website ([www.shrm.org/student](http://www.shrm.org/student))
- SHRM Student Awards & Scholarships website (<http://www.shrm.org/Communities/StudentPrograms/Pages/awards.aspx>)
- SHRM Student Career Center website (<http://www.shrm.org/Communities/StudentPrograms/Pages/careers.aspx>)
- Sponsoring SHRM Professional Chapter website (Ask your sponsor chapter for their web address.)

**Note: You must link to all of these in order to receive credit for this activity.**

2.12  List chapter leaders and their contact information on your website.

2.13  Provide internship and job openings to all student chapter members in print and/or electronic formats.

2.14  Create or maintain a social media platform for the student chapter using Facebook, LinkedIn, Twitter or similar tools.

Please list your student chapter's social networking web page address or Twitter handle:

---

*(Site will be reviewed and verified by Merit Award judges.)*

**By the way, if you're tweeting, consider using the #SHRMStudent hashtag!**

## Promotion of SHRM

2.15  Provide at least one update to existing/prospective members about SHRM student membership benefits each year. (A sample PowerPoint presentation is available online at [http://www.shrm.org/Communities/StudentPrograms/Documents/CMS\\_021356.ppt](http://www.shrm.org/Communities/StudentPrograms/Documents/CMS_021356.ppt))

2.16  Display SHRM banner at all official student chapter functions. (For information about obtaining a SHRM banner, e-mail [SHRMStudent@shrm.org](mailto:SHRMStudent@shrm.org).)

2.17  Promote SHRM activities such as local, state, regional or national conferences in chapter newsletter and/or on chapter website.

---

**TOTAL ACHIEVEMENTS IN SECTION 2 (17 MAXIMUM)**

# SECTION 3 CHAPTER PROGRAMMING AND PROFESSIONAL DEVELOPMENT OF MEMBERS

An integral part of student-chapter participation is supplementing one's classroom learning with real-world education/experience and increased opportunities for networking. **In order to receive any award, a chapter must complete a minimum of 10 of the following 21 activities.**

## Program Variety

- 3.1  Programs should cover a variety of subjects directly related to the human resource management (HRM) field or career development. These include educational sessions, guest speakers and panel discussions that are organized and led by the student chapter. Each program counts as a separate checkmark. (Your chapter may earn a maximum of eight checkmarks for this category.)

PROGRAM DATE	TOPIC	SPEAKER
<input type="checkbox"/> 1.	_____	_____
<input type="checkbox"/> 2.	_____	_____
<input type="checkbox"/> 3.	_____	_____
<input type="checkbox"/> 4.	_____	_____
<input type="checkbox"/> 5.	_____	_____
<input type="checkbox"/> 6.	_____	_____
<input type="checkbox"/> 7.	_____	_____
<input type="checkbox"/> 8.	_____	_____

## Workshops, Seminars or Conference Sponsorship

- 3.2  This section covers HRM-related events sponsored—in whole or in part—by the student chapter. Each event counts as a separate checkmark and must be at least two hours in length. (Your chapter may earn a maximum of four checkmarks for this category.)

PROGRAM DATE	TOPIC	SPEAKER	PROGRAM LENGTH
<input type="checkbox"/> 1.	_____	_____	_____
<input type="checkbox"/> 2.	_____	_____	_____
<input type="checkbox"/> 3.	_____	_____	_____
<input type="checkbox"/> 4.	_____	_____	_____

## Participation in Workshops, Seminars, Conferences, HRGames or SHRM Case Competition

- 3.3  Valid requirements for this category include 1) chapter members attending a SHRM local/state/regional conference, a local/state/regional seminar or workshop on HRM or a SHRM Student Conference or 2) preparing and sending a team to participate in an HRGames event or SHRM Regional Case Competition. A minimum of three student members must attend for credit. Only one HRGames or Case Competition team may be counted in this section.

PROGRAM DATE	PROGRAM	# STUDENTS ATTENDING
<input type="checkbox"/> 1.	_____	_____
<input type="checkbox"/> 2.	_____	_____
<input type="checkbox"/> 3.	_____	_____
<input type="checkbox"/> 4.	_____	_____

# SECTION 3 CHAPTER PROGRAMMING AND PROFESSIONAL DEVELOPMENT OF MEMBERS

## Internships, Mentoring and Career Development

- 3.4  Participation in a formal university-based internship or co-op program, or an independent chapter-organized internship or co-op program. A minimum of three student members must participate for credit.

List names of students who participated, dates of internships, and organizations they interned with below.

STUDENT NAME	DATES OF INTERNSHIP	EMPLOYER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

- 3.5  Provide company visits or job-shadow opportunities to chapter members. For credit, three student members from your chapter must visit at least one company together OR three student members must participate in a job-shadow program.

List company name, date visited, and number of members who visited the company below.

COMPANY NAME	DATE VISITED	# OF STUDENTS PARTICIPATING
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

- 3.6  Have a chapter-organized mentor program. A minimum of three student members must participate for credit.

List names of mentors (professionals) and protégés (students) below.

MENTOR	PROTEGE
1. _____	_____
2. _____	_____
3. _____	_____

- 3.7  Publish a student chapter resume book (CD-ROM or other electronic formats also acceptable), and distribute to your chapter's sponsoring professional chapter and/or local HR professionals.

## HR Leadership in the Community

- 3.8  Conduct chapter project(s) to benefit the community, such as collecting books for a literacy program, providing school supplies to a school, holding a coat or food drive, etc. A minimum of three student members must participate for credit.

List names of students who participated and provide a brief description of the activity:

---

---

---

---

\_\_\_\_\_ **TOTAL ACHIEVEMENTS IN SECTION 3 (21 MAXIMUM)**

# SECTION 4 SUPPORT OF THE HUMAN RESOURCE PROFESSION

Activities in this section demonstrate your chapter's support of the human resource profession. In order to receive any award, a chapter must complete a minimum of four of the following 15 activities.

Items requiring documentation are marked with a ★.

- 4.1  ★Conduct a research survey or special project for SHRM professional chapters, government or educational institutions, or local community organizations. Include an explanation of the project's purpose, scope, procedure and results, as well as the number of chapter members involved. A minimum of three student members must participate for credit. Research required for academic courses cannot be counted, and it must be a chapter project, not an individual or class project.
- 4.2  ★Provide an *HR Magazine* subscription to the college, university or community library. A copy of the gift letter, invoice or receipt is required to receive point credit. The gift must be submitted prior to March 31, 2012. You may also order a subscription online at <https://sapphire.shrm.org/Subscriptions/Subscription.aspx>
- 4.3  Select an article from *HR Magazine* and hold a discussion group with your student chapter, or students in your HR program or school of business to exchange ideas and strengthen your knowledge of current issues affecting HR practitioners.

List the article title, *HR Magazine* issue date, and the names of students who participated:

---

---

- 4.4  Reach out to alumni of your student chapter or your university's school of business to create a student chapter alumni network. Ask chapter alums to participate in chapter events, serve as chapter speakers, assist with fundraisers or serve as mentors.
- 4.5  Promote the human resource field to non-HR majors through presentations, workshops or activity fairs on campus. Workshops or seminars that were listed in Section 2 cannot be counted here. Events must specifically promote the human resource field.

Briefly describe the activity:

---

---

- 4.6  Promote careers in HR to local high school or middle school students through workshops, seminars or one-on-one mentoring.
- 4.7  Participate in other college or professional organizations. Each person may only be counted once, and at least three students must participate to claim credit in this category.

List names, offices held (if applicable) and organizations below.

STUDENT NAME	ORGANIZATION	OFFICE HELD (if applicable)
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

## Assurance of Learning Assessment Exam

- 4.8  Promote the benefits and value of the SHRM Assurance of Learning Assessment for Graduates of HR Degree Programs through presentations about the exam or through announcements of upcoming exam dates. Information about the exam is available at [www.shrm.org/assessment](http://www.shrm.org/assessment).
- 4.9  A minimum of three student members must sit for the Assurance of Learning exam between April 1, 2011, and March 31, 2012.

List students' names and testing dates:

---



---



---

## Legislative Activity

- 4.10  Letters must be sent to a local, state or national legislative body by student chapter members taking a stand on legislation affecting the HRM field. A minimum of three student members must participate for credit. Write your legislators online at <http://www2.shrm.org/government/writecongress.asp>

List names of students who submitted letters, to whom the letter was submitted, topic of letter and date of submission:

	STUDENT NAME	LETTER SENT TO	LETTER TOPIC	DATE SENT
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

## SHRM Foundation and Scholarships

- 4.11  ★Contribute to the SHRM Foundation. Chapters donating \$25-\$49 to the SHRM Foundation will receive one checkmark for this activity. Those chapters donating \$50 or more will receive two checkmarks for this activity

Indicate amount contributed: \$\_\_\_\_\_

Include a copy of the cover letter or check that was submitted with the contribution, or a receipt from your online donation. To donate, please visit <http://www.shrm.org/about/foundation/contributions/Pages/default.aspx>.

- 4.12  Promote the SHRM Foundation student scholarships to your chapter members. Scholarship details are available online at <http://www.shrm.org/Communities/StudentPrograms/Pages/awards.aspx>.

- 4.13  Contribute to a scholarship benefiting a student in the HRM field.

Name of scholarship recipient and amount of scholarship:

---



---



---

- 4.14  Nominate your student chapter advisor for the SHRM Foundation 2012 Advisor of the Year Award. Details are available online at <http://www.shrm.org/Communities/StudentPrograms/Pages/awards.aspx>. (Please note, if your advisor won this award within the last two years, he or she is not eligible to be nominated.)

\_\_\_\_\_ **TOTAL ACHIEVEMENTS IN SECTION 4 (15 MAXIMUM)**

# SECTION 5 PARTNERSHIP WITH SHRM

Student chapters can be successful by working with their sponsoring professional chapters, state councils and SHRM. In order to receive any award, a chapter must complete a minimum of four of the following nine activities.

## Support to Sponsoring Professional Chapter

- 5.1  Attend a minimum of two sponsoring professional chapter meetings. A minimum of three student members must participate within the year.

Name of sponsoring chapter: \_\_\_\_\_

Dates attended: \_\_\_\_\_

Students' names: \_\_\_\_\_

- 5.2  Attend a professional chapter meeting other than a sponsoring chapter meeting. A minimum of three student members must participate within the year. (A SHRM Chapter Directory is available at <http://www.shrm.org/Communities/SHRMChapters/ProfessionalChapters/Pages/default.aspx>.)

Name of sponsoring chapter: \_\_\_\_\_

Dates attended: \_\_\_\_\_

Students' names: \_\_\_\_\_

- 5.3  Assist sponsoring chapter with programs, including helping with the organization of a major program or project, serving as a registrar at a chapter meeting, etc. A minimum of three student members must participate within the year.

Describe the project and the nature of involvement:

\_\_\_\_\_  
\_\_\_\_\_

Students' names: \_\_\_\_\_

- 5.4  Organize and host a meeting for your sponsoring professional chapter.

Describe the project and the nature of involvement:

\_\_\_\_\_  
\_\_\_\_\_

Students' names: \_\_\_\_\_

- 5.5  Student chapter visit by SHRM chapter, state council volunteer or SHRM staff member. The individual that you choose to list below cannot be counted in Section 2. Examples include sponsoring chapter president, member of state council or member of the SHRM Board of Directors. (The SHRM State Council Directory is located at <http://www.shrm.org/Communities/SHRMRegions-StateCouncils-MAC/Pages/default.aspx>.)

List name, date and SHRM volunteer/staff title

\_\_\_\_\_

# SECTION 5 PARTNERSHIP WITH SHRM

## Chapter Activities

- 5.6  Sponsor a joint chapter activity with another SHRM student chapter or another student organization. You may include a joint chapter meeting. A minimum of three SHRM student members must participate for credit. (A directory of SHRM student chapters can be found online at <http://www.shrm.org/Communities/SHRMChapters/StudentChapters/Pages/default.aspx/>)

List activity, name of student group(s) involved, and date:

---

- 5.7  Promote chapter activities in local newspapers, college newspaper, sponsoring chapter newsletter and/or other community publications. For credit, this must be more than routine announcements.
- 5.8  Submit at least two articles for publication in the *SHRM Student Focus* newsletter. Articles must be written by members of your student chapter, and should not be research papers written for a class. Submission guidelines for acceptable articles are available online here <http://www.shrm.org/Communities/StudentPrograms/Pages/EditorialGuidelines.aspx>

List submission dates, article titles and authors' names:

---

---

---

## Chapter Membership

- 5.9  Conduct at least one chapter roster audit per year.

Student Chapters are asked to audit their roster at least once per year to ensure that the SHRM records match student chapter records. There are a variety of reasons we ask our student chapter affiliates to review their rosters and report missing members, students who do not belong to the chapter or students who have graduated:

- To ensure that SHRM is accurately tracking student chapter and student member-at-large membership numbers.
- To ensure that SHRM is effective in monitoring student membership eligibility. This helps SHRM to keep the cost of student membership low, as well as provide special student membership conversion pricing.
- To ensure that SHRM has the correct contact information and graduation dates on file, which allow us to deliver the digital *HR Magazine*, membership renewal invoices and student membership conversion offers.

To audit your roster, review the SHRM roster as compared to your chapter's own membership list, noting any errors or corrections needed.

E-mail a list of your requested changes to [SHRMStudent@shrm.org](mailto:SHRMStudent@shrm.org). This e-mail should include your chapter name and number (located on your roster) as well as a list of the updates you are requesting. Once the update process is complete, another roster is run and e-mailed back to the chapter advisor. The process typically takes 3-4 business days on average.

Please do not wait until the merit award application is due to submit roster updates and corrections. We do not want this to delay your award submission.

**You do NOT need to file your roster with SHRM when you submit your merit award application.**

List the number of SHRM student members in your chapter as of March 31, 2012: \_\_\_\_\_

---

**TOTAL ACHIEVEMENTS IN SECTION 5 (9 MAXIMUM)**

# SECTION 6 BONUS

## SECTION 6: BONUS

Chapters can receive up to three additional checkmarks for those activities not counted elsewhere in the merit award application. Please describe the activity below, including any essential dates or locations. Each activity will be eligible for one checkmark.

6.1  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.2  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.3  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **TOTAL ACHIEVEMENTS IN SECTION 6 (3 MAXIMUM)**

# TOTAL PROPOSED ACHIEVEMENTS FOR THE 2011-2012 MERIT AWARD

Indicate the total number of proposed achievements for each section.

- \_\_\_\_\_ Section 1: Chapter Requirements (7 checkmarks maximum)
- \_\_\_\_\_ Section 2: Chapter Operations (17 checkmarks maximum)
- \_\_\_\_\_ Section 3: Chapter Programming and Professional Development of Members (21 checkmarks maximum)
- \_\_\_\_\_ Section 4: Support of the Human Resource Profession (15 checkmarks maximum)
- \_\_\_\_\_ Section 5: Partnership with SHRM (9 checkmarks maximum)
- \_\_\_\_\_ Section 6: Bonus (3 checkmarks maximum)

\_\_\_\_\_ **TOTAL (72 Maximum)**

## AWARD ELIGIBILITY AND SCORING

SHRM recognizes student chapter achievement by awarding designations at three different levels.

To be eligible for a Superior Merit or Merit Award, your chapter must:

- Complete the 2011 Student Chapter Information Form by September 30, 2011.
- Meet the minimum affiliation requirements.
- Complete all seven required items in Section 1.
- Complete at least four of the chapter operations activities in Section 2.
- Complete at least 10 activities in Section 3.
- Complete at least four activities in Section 4.
- Complete at least four activities in Section 5.

## SUPERIOR MERIT AWARD

In addition to the award criteria listed above:

- Chapters with 8-20 student members must complete 39 or more activities to receive a superior merit award.
- Chapters with 21 or more student members must complete 50 or more activities to receive a superior merit award.

## MERIT AWARD

In addition to the award criteria listed above:

- Chapters with 8-20 student members must complete at least 29, but fewer than 39 activities, to receive a merit award.
- Chapters with 21 or more student members must complete at least 38, but fewer than 50 activities, to receive a merit award.

## HONORABLE MENTION

To be eligible for an honorable mention, your chapter must:

- Meet the minimum affiliation requirements.
- Complete all seven required items plus at least 10 additional activities.

Chapters with 8-20 student members that complete at least 17, but fewer than 29 activities, will receive an honorable mention.

Chapters with 21 or more student members that complete at least 17, but fewer than 38 activities, will receive an honorable mention.

Chapter Size	Honorable Mention	Merit	Superior Merit
Small (8-20 members)	17-28 activities	29 – 38 activities	39+ activities
Large (21+ members)	17-37 activities	38 – 49 activities	50+ activities

For assistance, please e-mail SHRM's Student Programs at [SHRMStudent@SHRM.ORG](mailto:SHRMStudent@SHRM.ORG), call 1-800-283-7476, or refer to the Student Programs webpage at [www.shrm.org/students](http://www.shrm.org/students).

The Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. Representing more than 250,000 members in over 140 countries, the Society serves the needs of HR professionals and advances the interests of the HR profession. Founded in 1948, SHRM has more than 575 affiliated chapters within the United States and subsidiary offices in China and India. Visit SHRM at [www.shrm.org](http://www.shrm.org).