



# SOCIETY OF ECONOMIC GEOLOGISTS, INC.

7811 Shaffer Parkway • Littleton, CO 80127-3732 USA • Tel: +1.720.981.7882 • Fax: +1.720.981.7874 • E-mail: [seg@segweb.org](mailto:seg@segweb.org)

## Student Chapter Annual Report Guidelines

Annual Reports are used to summarize the chapter activities over the past year and should include relevant items as outlined below. Annual Reports are used to keep chapter information up-to-date on the SEG website. They are included with Stewart R. Wallace Funding applications and play an important role in the evaluation process for funding.

Annual Reports should include the following, as separate attachments:

- **Student Chapter Annual Report Cover Page** (page 2 of this document)\*\*
- A list of names (not the SCMIF) of all Student Chapter members who were part of the chapter during the time frame captured in the report. Please indicate by an asterisk (\*) next to each name, those who are SEG student members.
- A complete [Student Chapter Membership Information](#) form (SCMIF) with the current Executive Committee listed on page 1, and all other current members listed on pages 2 and beyond.
- A summary of student chapter activities for the past year; information may include any/all applicable items listed below:
  1. Regular meetings, lectures
  2. Field trips (dates, area visited, field trip leaders, number of participants, sponsors, benefits for students).  
Note: this is not the place for a detailed field trip report that is required from a chapter who has received funding from the Stewart R. Wallace Fund.
  3. If your chapter received funding from the Stewart R. Wallace Fund, please submit a separate financial breakdown of how chapter funds were spent/used.
  4. Organization of conferences, workshops, short courses (theme, number of participants, benefits for students)
  5. Participation in conferences, workshops, short courses (theme, number of participants from the chapter, benefits for students)
  6. Fund-raising programs
  7. Other programs
  8. Future plans

Images and figures are highly encouraged in chapter reporting but must be in a format appropriate for publishing on the SEG website. By submission, you have granted permission for use of any images or figures on an SEG social media account, or newsletter, or other publications, but it may be necessary for us to request a high-quality version of the file.

\*\*Please be sure to:

- Check the SEG website [www.segweb.org/studentchapter](http://www.segweb.org/studentchapter) for current information for your chapter and indicate updates where applicable:
  - Chapter Contact Information
  - Annual Report
  - Field Trip
  - Social Media Accounts

**Annual Reports are due by September 30 of each year and should be submitted to:**

Email (Preferred): [students@segweb.org](mailto:students@segweb.org)  
Fax: +1.720-981-7874  
Mail: Society of Economic Geologists, Inc.  
Student Programs  
7811 Shaffer Parkway  
Littleton, CO 80127 U.S.A.



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## Student Chapter Annual Report Cover Page

Submission Deadline: September 30th

Submit to: studentprograms@segweb.org

Month/Year Reported: From \_\_\_\_\_ (mm/yyyy) – To \_\_\_\_\_ (mm/yyyy)

STUDENT CHAPTER:

Check if update needed at segweb.org

Name: _____	<input type="checkbox"/>
University Affiliation: _____	<input type="checkbox"/>
Mailing Address: _____	<input type="checkbox"/>
Dedicated E-mail: _____	<input type="checkbox"/>
Website: _____	<input type="checkbox"/>
Logo: _____	<input type="checkbox"/>
Facebook: _____	<input type="checkbox"/>
Twitter: _____	<input type="checkbox"/>
Instagram: _____	<input type="checkbox"/>
LinkedIn: _____	<input type="checkbox"/>
YouTube: _____	<input type="checkbox"/>

Chapter Executive Committee (*in office during the time frame captured on this report*) (type "Vacant" if position not filled):  
The new committee is reported on the Student Chapter Membership Information form (SCMIF).

President:	_____	_____
	Name	E-mail
VicePresident:	_____	_____
	Name	E-mail
Secretary:	_____	_____
	Name	E-mail
Treasurer:	_____	_____
	Name	E-mail

Chapter Academic Sponsor:  Check if SEG Fellowship in good standing

_____	_____	_____
Name	E-mail	Phone
_____	_____	_____
Address		Fax

Chapter Industry Sponsor (*not affiliated with the student chapter's institution*):  Check if SEG Fellowship in good standing

_____	_____	_____
Name	E-mail	Phone
_____	_____	_____
Address		Fax

Sponsoring Institution or Company(name): \_\_\_\_\_