

CRC CHAPTER SUMMARY REPORT INSTRUCTIONS

1. MEMBERSHIP PROMOTION:

Area assigned members = members who have paid society dues (available from chapter membership report)
Chapter dues paying members = number of members in current chapter roster, excluding students
New members to date = new chapter dues paying members
Delinquent members to date = delinquent area assigned members (available from chapter membership report)

2. STUDENT ACTIVITIES:

The number of new student members is available from chapter membership report.
List the number of student branches the chapter is currently supporting.
Indicate if the student branch faculty advisor is a chapter member.

Information that may be included in the attached chapter executive summary; number of K-12 student activities, number of post high school student activities, number of teach-ins per class to an organized student group and monthly meeting student nights.

3. TECHNICAL, ENERGY AND GOVERNMENT ACTIVITIES:

List the number of Chapter Technology Awards and the number of chapter presentations on refrigeration technology.

Information that may be included in the attached chapter executive summary; the number of presentations on HVAC&R technology to professional or business groups, number of presentations by an ASHRAE TC member, number of chapter sponsored continuing education courses, the number of Technology Award entries into chapter, regional and Society competition and Government Affairs Award entries into regional competition.

4. RESEARCH PROMOTION/FUNDRAISING:

List the chapter goal and the total dollars contributed.

Information that may be included in the attached chapter executive summary; full circle level, number of RP nights, number of contributions \$50 and above, High Five Award and RP trends.

5. CHAPTER HISTORY:

Indicate if the chapter had a historical display at the CRC or has moved the current history information to the chapter website.

6. CHAPTER PROGRAMS:

List the number of chapter technical sessions, technical seminars, programs or tours.
List the number of chapter social events.
List the average chapter monthly meeting attendance.

Information that may be included in the attached chapter executive summary; if the full chapter yearly programs and speakers and schedules were announced in the chapter newsletter by October 22, list of chapter programs and speakers.

7. FINANCES:

List the chapter total funds balance (include all accounts), chapter dues, average monthly meal cost and the date of the last chapter audit.

Information that may be included in the attached chapter executive summary; the dollar amount for reserve funds, active checking, scholarship accounts. Describe any other sources of income and describe any special project or programs funded by the chapter.

Contents of Chapter Executive Summary Attachment:

1. Chapter Problems

List your chapter's problems and comment on your solutions to these problems.

2. Chapter Innovations and Suggestions

Comment on any successes and new ideas that were introduced during the year.

3. CRC Summary Form Background

Include a brief paragraph for each section of the CRC summary report form that highlights the chapter activities not included on the summary for each area.

ASHRAE CRC CHAPTER SUMMARY REPORT

REGION	<u>12</u>	
CRC LOCATION	<u>SAN JUAN, PR</u>	
CHAPTER	<u>PUERTO RICO</u>	
CHAPTER NUMBER	<u>110</u>	CHAPTER WEBSITE <u>N/A</u>

1. MEMBERSHIP PROMOTION

	REPORTED 2002-2003	REPORTED 2001-2002	REPORTED 2000-2001
NUMBER OF AREA-ASSIGNED MEMBERS (AAM)	<u>190</u>	<u>180</u>	<u>173</u>
NUMBER OF CHAPTER DUES PAYING MEMBERS (CDPM)	<u>29</u>	<u>71</u>	<u>149</u>
NUMBER OF NEW MEMBERS TO DATE (AAM)	<u>52</u>	<u>36</u>	<u>32</u>
NUMBER OF MEMBERS DELINQUENT TO DATE (AAM)	<u>52</u>	<u>44</u>	<u>24</u>

2. STUDENT ACTIVITIES

NUMBER OF NEW STUDENT MEMBERS	<u>4</u>	<u>29</u>	<u>10</u>
NUMBER OF ACTIVE STUDENT BRANCHES IN WHICH FACULTY ADVISOR IS CHAPTER MEMBER	<u>1</u>	<u>1</u>	<u>0</u>
	<u>YES</u>	<u>YES</u>	<u>YES</u>

3. TECHNICAL, ENERGY AND GOVERNMENT ACTIVITIES

NUMBER OF CHAPTER TECHNOLOGY AWARDS	<u>0</u>	<u>0</u>	<u>0</u>
NUMBER OF PRESENTATIONS ON REFRIGERATION TECHNOLOGY	<u>1</u>	<u>1</u>	<u>0</u>

4. RESEARCH PROMOTION/FUNDRAISING

CHAPTER GOAL	<u>2290</u>	<u>2290</u>
TOTAL DOLLARS CONTRIBUTED	<u>2931</u>	<u>1270</u>

5. CHAPTER HISTORY

CHAPTER HISTORICAL DISPLAY AT CRC	<u>YES</u>	<u>NO</u>	<u>NO</u>
CHAPTER HISTORY MOVED TO WEB SITE	<u>NO</u>	<u>NO</u>	<u>NO</u>

6. CHAPTER PROGRAM ACTIVITIES

NUMBER OF CHAPTER TECHNICAL SESSIONS, TECHNICAL SEMINARS, PROGRAMS OR TOURS	<u>10</u>	<u>12</u>	<u>13</u>
NUMBER OF SOCIAL EVENTS HELD SEPARATE FROM A TECHNICAL PROGRAM (I.E., GOLF TOURNAMENTS, CHRISTMAS PARTY, PICNICS, ETC.)	<u>1</u>	<u>1</u>	<u>1</u>
CHAPTER MONTHLY MEETING ATTENDANCE (AVERAGE)	<u>50</u>	<u>50</u>	<u>45</u>

7. FINANCES

TOTAL FUNDS BALANCE	<u>\$ 4,090</u>	<u>\$ 3,842.01</u>	<u>\$ 6,428</u>
CHAPTER DUES	<u>0</u>	<u>\$ 6,810</u>	<u>\$ 3,000</u>
MEMBER COST OF MEALS	<u>6/28/03</u>	<u>0</u>	<u>0</u>
DATE OF LAST CHAPTER AUDIT		<u>NONE</u>	<u>NONE</u>

**FOR REGIONS HAVING SPRING CRCs USE THE LAST TWO COLUMN OF YEARS TO REPORT.
FOR REGIONS HAVING FALL CRCs USE ALL THREE COLUMN OF YEARS TO REPORT.**