# Student Chapter Establishment | Frequently Asked Questions

1. **What are the petition deadlines?**

Completed petitions must be submitted by the 15 February, June, or October deadlines. This includes all three parts of the petition – including all 3 support forms.

1. **Why do I need to begin the process at least 7 business days before the deadline?**

Each step takes time—both for you to complete and for SPE staff to review between steps. It is likely you will save each step as a draft several times while you communicate with others to collect the information. SPE staff also appreciate your patience, as it takes time to review your forms. If you miss a deadline, you may re-apply for the next one.

1. **What details are needed to complete Petition: Part 1?**

* Petitioning student contact details
* University details, including acronyms and full address
* Primary degree program details, including:
  + Official program name, number of students currently enrolled in the program, uploaded course of study (in English), and what year the first class of students graduated
* Additional qualifying degree programs and current enrollment
* Requested [sponsoring section](https://www.spe.org/sections/?list) and distance to their headquarters

1. **What are qualifying degree programs?**

These program(s) must meet the eligibility requirement of being at least a two-year degree program related to the energy industry. They must be equivalent to a bachelor’s or a postgraduate degree. Certificate programs are not eligible.

1. **How many members do I need?**

At least 25 members enrolled in qualifying degree programs.

1. **What is a sponsoring section?**

A sponsoring section is a professional SPE section in your area that is willing to support the establishment of the student chapter. They provide support to the student chapter—such as programming, operational, and general guidance.

The selected sponsoring section must be meeting [maintenance requirements](https://www.spe.org/en/sections/policy-to-establish-and-maintain-an-spe-section/) as of the petition cycle deadline. Otherwise, they are not eligible to serve as the sponsor, and an alternative sponsor will be required.

1. **What details are needed to complete the Officers and Petitioning Members form?**

* The emails or SPE member numbers of at least 25 students enrolled in qualifying degree programs at your university. SPE member numbers are located in the spe.org [Member Profile](https://www.spe.org/appssecured/login/servlet/LoginServlet?command=redirect&ERIGHTS_TARGET=https%3A%2F%2Fwww.spe.org%2Fmember%2Faccess%2FMyAccount).
* Your list of members who will serve as officers

1. **What are the core officer positions?**

Core officer positions are president, vice president, membership chair, secretary, and treasurer. All are required.

1. **I have more members to submit on my Officers and Petitioning Members form. How can I submit more?**

* If the establishment is approved, all other SPE members from your university will automatically be moved to the new student chapter, so it is not necessary to submit more than 5 officers and 20 members. Note: they must have the correct university listed on their [Member Profile](https://www.spe.org/appssecured/login/servlet/LoginServlet?command=redirect&ERIGHTS_TARGET=https%3A%2F%2Fwww.spe.org%2Fmember%2Faccess%2FMyAccount).

1. **What details are needed to complete Petition: Part 3?**

* Month your academic year begins and ends
* Common graduation months
* Petitioning statement of why you want to establish an SPE student chapter at your university and your 1-year plan of activity
* Section support forms to be completed by the section chair and student chapter liaison
* Faculty advisor support form to be completed by the faculty advisor

1. **How do I find sponsoring section contact details?**

Find a list of current section officers by searching [here](https://www.spe.org/sections/?list). Then, use the spe.org [Member Directory](https://connect.spe.org/network/members) to locate the sponsoring section chair’s contact information.

1. **What is a faculty advisor?**

Your faculty advisor must be a professional member of SPE who is employed at your university. The faculty advisor provides a communications link between the student chapter, the university, and the sponsoring SPE section. They also serve as a guide for the students in developing and implementing goals, objectives, and programs. As members of the student chapter will change from year-to-year, the faculty advisor is the continuous link between the student chapter and the section.

1. **When will I know if my petition was approved?**

Notifications will be sent within 45 days of the deadline.

1. **Is it okay to use the SPE logo before establishment approval?**

No. You may not operate under the SPE name or logo until officially approved

Other questions? Email us at [chapters@spe.org](mailto:chapters@spe.org).