



**Washington Society of  
Professional Engineers**

*A state society of the National Society of Professional Engineers*

# **WSPE Chapter Leader Handbook**

**(June 30, 2008)**

*Washington Society of Professional Engineers  
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## ***Chapter Governance***

The chapter is the local heart of the state society. It carries out many of the purposes and programs while facilitating member participation in issues and activities of special interest to professional engineers in the local chapter area. Chapters have great freedom in determining their own programs and priorities. They participate in setting the goals and priorities of the state society through the Board of Trustees and carry out activities within the framework of state programs.

Chapters are usually organized with a governing body composed of chapter officers, past-presidents, committee chairs, and one or more trustees. Sample job descriptions for chapter officers are contained in the Appendix. The size of the governing body and the number and size of committees are determined by the scope of the chapter activity and the available resources. Most chapters adopt a program year that runs from the summer of one year to the summer of the next year.

Chapter Bylaws should conform to the Bylaws of the state society. Most chapters have one-year officer terms, and election of chapter officers should occur by March of each year. A listing of new officers is to be provided to the WSPE Executive Director as soon as the election is concluded. Installation of the officers may be at any time between March and July.

## ***Tips on Recruiting Volunteers***

*Know what you want* – Make assignments as specific and measurable as possible. Give people a job description so they will know what is expected of them. Open-ended assignments are rarely taken.

*Draft volunteers at meetings* – People who attend meetings are generally more committed to the organization than those who do not. Use the social or dinner to build rapport and find out what they hope to get from the organization. Offer assignments that fit their needs/wants.

*Recruit personally* – Ask people one-on-one, face-to-face. Make it personal.

*Be sure to phrase it carefully* – People respond better if they are asked “to help someone” with a specific assignment rather than “volunteer to do some work.”

*Sell the benefits of volunteer work* – Like the sale technique of “features/benefits” lay out the benefits of helping the chapter.

*Thank those who help* – Routinely and publicly acknowledge those that have helped out.

## ***Annual Planning Meeting***

Each chapter should conduct an annual planning meeting in the summer after new officers have been installed. The purposes of the meeting are to

- select a meeting theme or themes for the coming year,
- identify potential meeting topics for each meeting, and
- assign responsibility for identifying appropriate speakers and coordinating each meeting.

It is recommended that each officer be assigned responsibility for at least one meeting. The president may also choose to recruit other chapter members to serve as meeting coordinators. This annual meeting plan then becomes the baseline to be reviewed or revised, as necessary, at chapter officer meetings.

## ***Chapter Annual Report***

Each chapter is to submit an annual report of its activities to the Chapter Support Committee Chair using the format contained in Appendix L. The report is to be submitted by August 15 of each year. The Chapter Support Committee Chair will consolidate lessons learned and disseminate a consolidate report to each chapter leader by the autumn state meeting.

## ***Resolutions or Recommendations by Chapters***

Chapters may submit resolutions for state society action or they may desire to make recommendations to the Board of Trustees for some specific action to be taken. In order to assure adequate review by all chapters and permit prompt action by the Board of Trustees, the following procedures should be followed:

- a. Submit the resolution at least eight (8) weeks prior to the date of the Board of Trustees meeting at which consideration of the item is desired.
- b. A copy of the resolution or recommendation together with a synopsis of the subject is to be electronically submitted to the WSPE Executive Director.
- c. When appropriate, the chapter should provide copies to the other chapter presidents.
- d. At least five (5) weeks prior to the date of the Board of Trustees meeting, the Executive Director shall forward copies of the resolution or recommendation to the chapters providing any necessary, additional information or recommendations and advise them of any necessary action.

- e. The chapter should review the item at a chapter meeting so that the chapter members may provide any input or comments.
- f. It is not necessary that the chapter specifically designate the vote or position that the chapter representatives should take at the Board of Trustees meeting.
- g. The primary purpose of the Chapter review and discussion is to inform the members and to assure that adequate review of the item is accomplished prior to the Board of Trustees meeting.

## ***Awards***

The state society has five awards for deserving members. They are:

1. Columbia Award
2. Professional Engineer of the Year Award
3. Young Engineer of the Year Award
4. WSPE Certificate of Merit
5. WSPE Chapter Certificate of Merit

Nominations for the Columbia Award, Professional Engineer of the Year, and Young Engineer of the Year are to be submitted to the Chair of the WSPE Awards Committee no later than December 1. The Awards Committee reviews the nominations and makes recommendations to the Board of Trustees at the winter meeting regarding recommended recipients of these awards. Awards approved by the Board of Trustees are presented to recipients at the Annual meeting. If the designated award recipient is unable to attend the Annual meeting, the award shall then be presented to an alternate agreeing to accept the award on the recipient's behalf.

The WSPE Certificate of Merit is presented at the discretion of the Society President to recognize individuals who provided meritorious service to the State Society, and the WSPE Chapter Certificate of Merit is presented at the discretion of Chapter presidents to individuals who have provided meritorious service to their chapters.

A description of the Columbia Award, Professional Engineer of the Year, and the Young Engineer of the Year follows.

### **COLUMBIA AWARD**

#### **Description**

The Columbia Award is the most prestigious award given to an individual by the Washington Society of Professional Engineers. It is given to an engineer who has

not only contributed significantly to his profession, but who has also made outstanding contributions which promote the happiness, comfort and well-being of humanity in his community, the State or the Nation.

### **The Award**

The award is a suitably engraved plaque. Only one recipient will be named in any year, and no recipient may receive the award more than once. The award need not be given every year.

### **Nomination**

Nominations may be made by any of the chapters of WSPE or by any member of WSPE in good standing.

### **Criteria for Selection**

The candidate shall be an engineer of recognized standing, preferably registered, a citizen of the United States and the State of Washington.

Candidates for the award shall be judged by the following criteria:

- Exemplary professional conduct;
- An established reputation for professional service;
- The undertaking or achieving of humanitarian or public service of high order; and
- Other evidence of merit which, in the judgment of the award committee, shall have advanced professional and/or societal objectives for the benefit of mankind.

### **Format of Nomination**

Nominations should include biographical information on the candidate - education; career; professional and technical society activity; humanitarian, civic and political contributions and achievement - and state the reasons why the chapter or individual believes the nominee should receive the award.

The nomination form and all supporting attachments including the photograph must be received **by the Awards Committee no later than December 1.**

## **PROFESSIONAL ENGINEER OF THE YEAR**

### **Description:**

This award should be presented annually to an outstanding professional engineer who has made significant contributions to the profession and community.

**The Award:**

The award shall be a suitably engraved plaque indicating the candidate's name and year of the Award. No recipient may receive the award more than once.

**Nomination**

Nominations may be made by any of the chapters of WSPE or by any member of WSPE in good standing.

**Criteria for Selection**

The recipient must meet the following requirements:

Registered P.E  
The recipient shall be a member of WSPE.

The following will be used in judging the worthiness of the candidates for the award:

Scholastic achievements  
Professional Society activities  
Technical societies' activities  
Engineering experience and accomplishments  
Technical papers and patents  
Civic and humanitarian activities  
Participation in civic organizations

**Format of Nomination**

The nomination form and all supporting attachments including the photograph must be received **by the Awards Committee no later than December 1.**

**YOUNG ENGINEER OF THE YEAR AWARD**

**Description:**

This award should be presented annually to an outstanding young engineer.

### **The Award:**

The award shall be a suitably engraved plaque indicating the candidate's name and year of the Award. No recipient may receive the award more than once.

### **Nomination**

Nominations may be made by any of the chapters of WSPE or by any member of WSPE in good standing.

### **Criteria for Selection**

The recipient must meet the following requirements:

Age -- 35 years or under as of January 1 preceding the Annual meeting of the Society when the award is to be presented.

Registered P.E. or E.I.T.

The recipient shall be a member of WSPE.

The following will be used in judging the worthiness of the candidates for the award:

Scholastic achievements

Professional Society activities

Technical societies' activities

Engineering experience and accomplishments

Technical papers and patents

Civic and humanitarian activities

Participation in civic organizations

### **Format of Nomination**

The nomination form and all supporting attachments including the photograph must be received **by the Awards Committee no later than December 1.**

## ***MATHCOUNTS***

### **Funding**

Tax privileged funds raised by Chapters or received by the State Society for support of the program will be transmitted to the WSPE Educational Foundation Treasurer for reallocation to Chapters or the State Committee as defined by the following resolution approved at the WSPE Board of Trustees Meeting in Bellevue on November 2, 1991.

“The Washington Society of Professional Engineers Board of Trustees resolves that Chapters of the society shall participate in the MATHCOUNTS program by contributing 20% of cash donations received at the Chapter level for MATHCOUNTS (support of Chapter) expenses. Be it further resolved that 20% of cash donations received as the result of WSPE MATHCOUNTS Committee fund raising activities shall be applied directly to support of Chapter MATHCOUNTS expenses. The State MATHCOUNTS Committee shall apportion the joint contributed funds in an equitable manner up to the limits outlined in the approved MATHCOUNTS budget. Funds shall be administered through the WSPE Educational Foundation.”

The Washington Society of Professional Engineers Educational Foundation is registered with the Internal Revenue Service as a 501(c)(3) tax-exempt organization. This permits the receipt of contributions that are tax deductible to the contributor as charitable contributions. The Educational Foundation serves as the conduit for MATHCOUNTS contributions for the purpose of providing the Internal Revenue Service an acceptable audit trail for contributions. The Educational Foundation is an independent corporation from the State Society.

Chapter Support funds are used primarily to fund MATHCOUNTS activities that support the Chapters in getting schools registered. Travel to state competitions, expenses incurred by inactive Chapters, or other Chapter expenses of an unusual nature are funded from the Chapter Support account on a case-by-case basis. Schools traveling to the State Competition may request reimbursement of expenditures for travel, food, and lodging expenses when travel exceeds 100 miles. The request will be submitted to the State MATHCOUNTS Coordinator for approval.

Fund received from the National MATHCOUNTS Foundation are divided 50% to the State MATHCOUNTS account and 50% to the Chapter MATHCOUNTS accounts. The Chapter distribution is proportionate to the number of participants in Chapter competitions.

Chapters that have MATHCOUNTS funds deposited with the WSPE Educational Foundation may request advance disbursement of those funds to support Chapter (Regional) Competitions. The payment receipts supporting the disbursement will be forwarded to the WSPE Educational Foundation within 30 days after the competition. Any excess funds will be returned to the WSPE Educational Foundation along with any requests for additional funding to cover actual expenses.

## **Chapter Competitions**

School registration forms should be transmitted directly to MATHCOUNTS registration. A member of the chapter should represent WSPE at each chapter competition. Chapter competitions shall be conducted within the time period and according to the procedures established by the MATHCOUNTS Foundation. Competition by schools and individuals shall conform to the rules set forth in the MATHCOUNTS School Handbook under Eligible Participants. A mandatory official Countdown Round, conforming to the

procedures set forth in the MATHCOUNTS School Handbook, shall be conducted in all regions to determine individual winners eligible to progress to the State Competition. Only registered teams and individuals may progress to the State Competition.

## **State Competition**

As a general rule, the State Competition will be held on the west side of the Cascade Mountains for two consecutive years and then on the east side for one year. Each chapter must provide the opportunity for up to three teams and the top four individuals not on winning teams to progress to the State Competition. For chapter competitions with 10 or more teams, one additional team must be given the opportunity to progress. Informal substitution of registered team members is not allowed. Substitutions for registered team members may be made only after approval by the State MATHCOUNTS Coordinator of a written request from the affected student and parents submitted prior to the competition. The State Competition shall be conducted within the time period and according to the procedures set by the MATHCOUNTS Foundation. A mandatory official Countdown Round, conforming to the procedures set forth in the MATHCOUNTS School Handbook, shall be conducted to determine individual winners eligible to progress to the National Competition. A Master's Round will not be conducted at the State Competition.

If Microsoft continues to sponsor the State Competition in Redmond, Chapters east of the Cascades may receive state financial support to offset the increased cost of traveling to Redmond. Travel reimbursement will be based on the number of student participants and the incremental increased costs incurred. Requests for travel reimbursement are to be submitted to the State MATHCOUNTS Coordinator for approval.

## **Intramural Competition**

An Intramural Competition involving teams from Washington, Oregon, and British Columbia may be scheduled prior to the National Competition to provide practice for the State Teams and a closeout for the British Columbia provincial winners. WSPE MATHCOUNTS funds are used to pay for travel and meals of Washington participants. When hosting the Intramural Competition, WSPE also provides the trophies, room, and lunch.

## **National Competition**

The team representing Washington State at the National Competition shall be composed of the top four individual scorers determined by the Countdown Round at the State Competition plus the coach of the winning team. Travel expenses of the student team and coach are paid by the National MATHCOUNTS Foundation. Substitutions for team members may be made only after approval by the State Coordinator of a written request from the affected student and parents. The State Coordinator, or designee, should represent the Washington State MATHCOUNTS Program and attend all appropriate meetings, especially the State Coordinators' Meeting, to learn the latest information on

the overall program. If funds are available, State MATHCOUNTS funds may be used to finance the expenses of the State Coordinator's attendance at the National Competition.

### ***WSPE Educational Foundation***

The WSPE Educational Foundation was incorporated as a non-profit educational foundation in 1982 to further the goals of the state society in support of engineering education. The foundation is organized and functions in accordance with IRS guidelines 501 (c) 3 where-in donors contributions are wholly exempt from Federal income tax up to 50 percent of the donor's annual income. The foundation is governed by a board of 12 trustees. The foundation maintains individual scholarship accounts for chapters who award scholarships. Contributions should be made payable to the WSPE Educational Foundation and indicate to which chapter's account the contribution is intended. The Educational Foundation Treasurer will notify each chapter of the amount of funding available in the chapter's account. Once the chapter has selected one or more scholarship recipients, the chapter need to notify the foundation treasurer of each scholarship amount and the name and address of the educational institution to whom the checks are to be sent.

## **APPENDIX A**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **CHAPTER PRESIDENT**

The President is the team leader guiding the other chapter volunteers in a team effort in governing the affairs of the chapter. The President specifically carries out the following functions:

1. Serves as official representative and spokesperson for the chapter; and attends, whenever possible, all WSPE meetings representing the chapter;
2. Prepares the agenda for Board of Directors and chapter meetings;
3. Appoints committee chairs;
4. Delegates tasks and responsibilities to give other chapter members opportunities to develop their abilities and assume chapter leadership responsibilities;
5. Ensures that Board members and committee chairs receive the information and assistance necessary for performance of their responsibilities;
6. Holds an annual planning meeting in July inviting Board members to plan the programs for the upcoming year;
7. Responsible for seeing that all delegated functions are carried out in a timely fashion;
8. Submits names to the WSPE nominating committee, and to the WSPE President, of chapter members who could be an asset to the state organization; and
9. Maintains an up-to-date file of the materials necessary to carry out the office of chapter President and passes this file on to the successor at the annual planning meeting.

The President's job is to keep the chapter running so that it will benefit and serve the chapter members needs.

## **APPENDIX B**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **CHAPTER VICE PRESIDENT**

The Vice President assumes the duties and responsibilities of the President whenever that individual is unable to do so. In addition, the Vice President specifically carries out the following functions:

1. Attends, whenever possible, all WSPE meetings also representing the chapter;
2. Attends Chapter Board meetings;
3. Makes the physical arrangements for the monthly chapter meetings, including making reservations;
4. Makes final check regarding the speaker for each chapter meeting and that person's support needs; and
5. Coordinates program activities with other organizations or chapters where appropriate.

The Vice President's job is to assist the President in keeping the chapter running so that it will benefit and serve the chapter members needs.

## **APPENDIX C**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **CHAPTER SECRETARY**

The Secretary is the individual responsible for the recording of all activities of the Chapter. The Secretary specifically carries out the following functions:

1. Records minutes of all chapter Board meetings;
2. Compiles an up-to-date list of all newly elected officers and chairmen of the chapter and transmits it to the WSPE office;
3. Distributes membership listings and dues accounting print-outs to the Membership Chair and the Treasurer, respectively;
4. Assists the President in preparing a meeting agenda for Board meetings;
5. Compiles and writes the monthly chapter newsletter and ensures that it is published;
6. Ensures that the newsletter is sent to all chapter members as well as to all other chapter presidents, the WSPE office, and the WSPE President; and
7. Maintains historical records of chapter activities and newsletters.

The Secretary's job is to keep the chapter records current and have the data available to check when certain actions have been authorized.

## **APPENDIX D**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **CHAPTER TREASURER**

The Treasurer is the individual responsible for managing the chapter's finances. The Treasurer specifically carries out the following functions:

1. Attends Board meetings representing and guarding the financial interests of the chapter;
2. Keeps an itemized account of all receipts and disbursement occurring in the business of the chapter;
3. Maintains an account at a local bank in the name of the chapter;
4. Presents a detailed financial report at each Board meeting;
5. Submits requests for disbursement to the Board for approval;
6. Presents a report at Chapter meetings if asked to do so by the President or the Board;
7. Works with various committee chairs to complete their budget proposals; and
8. Disburses funds, as approved by the Board, and in the best interests of the chapter.

## **APPENDIX E**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **CHAPTER TRUSTEE**

The Trustee is generally responsible for the long-range welfare of the chapter and its service to its members. In addition the Trustee specifically carries out the following functions:

1. Attends, whenever possible, all WSPE meetings representing the chapter;
2. Attends Board meetings representing and guarding the interests of the chapter;
3. May at the request of the President or the Board take on specific assignments; and
4. Ensures that special interests of the individual members are honored and addressed by the chapter.

The Trustee's job is to assist the President in keeping the chapter running so that it will benefit and serve the members' needs.

## **APPENDIX F**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **ENGINEERS WEEK CHAIR**

The Engineers Week (E/Week) chair is the individual responsible for the E/Week program of the chapter. The E/Week chair specifically carries out the following functions:

1. Attends Chapter Board meetings;
2. Early in November forms an E/Week committee by recruiting at least four other members;
3. Develops with the committee and the Treasurer a proposed budget for Board approval;
4. Distribute the standard E/Week Flyers to all the High and Middle schools in Seattle in January;
5. Coordinates with the Board for any possible awards applications to be made by the chapter to PSEC;
6. Publishes a notice of an E/Week request for support from chapter members in the December newsletter;
7. Organizes the chapter participation for E/Week Fair activities in February;
8. Organizes the chapter participation for E/Week Banquet activities in February; and
9. Conducts a debriefing with the Board in April.

## **APPENDIX G**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **MATHCOUNTS CHAIR**

The MATHCOUNTS chair is the individual responsible for the MATHCOUNTS program of the Chapter. The MATHCOUNTS chair specifically carries out the following functions:

1. Attends chapter Board meetings;
2. Attends, whenever possible, all WSPE MATHCOUNTS Committee meetings representing the chapter;
3. Early in August forms a chapter MATHCOUNTS committee by recruiting other committee members;
4. Develops with the committee and the Treasurer a proposed MATHCOUNTS budget for Board approval;
5. Distributes the standard MATHCOUNTS application forms to all the middle schools in chapter area in September and October;
6. Publishes a notice of a MATHCOUNTS fund drive in the October newsletter;
7. Conducts a MATHCOUNTS fund drive in November and December (completed by end of February) and transmits the funds to the WSPE Educational Foundation;
8. Organizes the chapter competition in February;
9. Make arrangements for teams to participate in the WSPE competition in March/April; and
10. Provides a financial accounting to the Board in May.

## **APPENDIX H**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **MEMBERSHIP CHAIR**

The efforts of the chapter membership chair is a continuous effort of developing communications with the individual members of the chapter. The chapter membership chair specifically carries out the following functions:

1. Attends chapter Board meetings;
2. Maintains a current roster of the chapter membership and arranges for periodic contact (in addition to the newsletter) such as a telephone call or email;
3. Meets and welcomes members new to the chapter – including an initial phone contact followed by a face-to-face meeting – and determines their specific interest in the professional society;
4. Do a follow-up with dropping members to find the reasons for leaving the society (sometimes the intention can be reversed through timely contact and some corrective action);
5. Organizes periodic recruiting campaigns using the lists of individuals that have passed the latest EIT and/or PE examinations;
6. Assists the chapter president in managing the affairs of the chapter by providing specific interests of new members; and
7. Compiles up-to-date membership records and reconciles them with the WSPE records.

## **APPENDIX I**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **SCHOLARSHIP CHAIR**

The scholarship chair is responsible for the scholarship plan of the Chapter. The Scholarship chair specifically carries out the following functions:

1. Attends chapter Board meetings;
2. Attends, whenever possible, all WSPE scholarship committee meetings representing the Chapter;
3. Publishes a scholarship fund drive kick-off statement in the June newsletter;
4. Early in July forms a scholarship committee by recruiting at least two other members;
5. Conducts a scholarship fund drive in July and August (completed by end of August) and transmits the funds to the WSPE Educational Foundation;
6. Distribute scholarship application forms to all the high schools in the chapter area in September and October;
7. Chairs the review and evaluation of the submitted applications early in January selecting the local chapter winner(s) and submitting the winning application to the WSPE scholarship committee;
8. Notifies the scholarship recipient and makes it known to the media in February/March;
9. Invites the recipient and his or her family to the April Chapter meeting as guests of the chapter; and
9. Conducts a debriefing with the Board in May.

## **APPENDIX J**

### **RESPONSIBILITIES AND JOB DESCRIPTION**

#### **CHAPTER PAST PRESIDENT**

The Past President serves as a mentor for the president and other officers in guiding the affairs of the chapter. The Past President may become a trustee or simply serve as an adviser to chapter leadership. The Past President also provides continuity for chapter officers and may be able to provide background regarding chapter policies and programs.

**APPENDIX K**

**WASHINGTON SOCIETY of PROFESSIONAL ENGINEERS**



**Washington Society of  
Professional Engineers**

*A state society of the National Society of Professional Engineers*

**Award Nomination Form**

*Please Type*

Title of Award: \_\_\_\_\_

Date \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

*(Address, City, State, Zip)*

Phone: \_\_\_\_\_

*(Area Code-Number)*

Submitted by: \_\_\_\_\_

*(Name of Chapter, Practice Section, Individual)*

Basis for Nomination: \_\_\_\_\_

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

Summary of Qualifications for Award: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

*(for Additional/Clarifying Information)*

Address: \_\_\_\_\_

*(Address, City, State, Zip)*

Phone: \_\_\_\_\_

*(Area Code-Number)*

Supporting Attachments:

- Letter of Transmittal/Endorsement
- Newspaper/Magazine Articles
- Recordings/Tapes
- Supporting letters of endorsement/recommendation *Number*(\_\_\_\_)
- List of Qualifications, include resume
- Photographs (*One 5" x 7" photograph, headshot of candidate, required*)
- Descriptive material
- Other: \_\_\_\_\_

## APPENDIX L



# Washington Society of Professional Engineers

*A state society of the National Society of Professional Engineers*

### WSPE Chapter Annual Reports

Chapter: \_\_\_\_\_

(due August 15<sup>th</sup>)

1. What were your programs this past year?

Months	Date	Topic (w/ speaker)	# Attending
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

2. What other Activities does your chapter participate in?

Topic	Date (mm/dd/yy)	# Chapter Members Participating	# Prospective Members Participating	Other Attendees
Bridge Building				
Career Days				
Engineering Banquet				
FE (EIT) Refreshers				
Future Cities				
MathCounts				
PE Refreshers				
Scholarships				

TeamJets				
Tours				

3. How many chapter newsletters were distributed this year? \_\_\_\_\_

4. How do you communicate with chapter members?  
 \_\_\_ phone trees    \_\_\_ E-mail    \_\_\_ Website    \_\_\_ USPS    \_\_\_ Other

5. Did your chapter recognize any “Engineers of the Year”? If so, who?

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6. What were lessons learned this year?

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Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_