# Requirements for Participation

In order to become or remain a Sister Chapter, the Student Chapter must meet the following requirements:

1. Have submitted the most recent required Student Chapter Annual Report. Information about the Annual Report can be found online [here](https://www.aiche.org/community/students/resources-student-leaders/student-chapter-annual-report-form).
	1. If a currently participating Sister Chapter’s Annual Report is not submitted within a week past the deadline, the Student Chapter’s Sister Chapter lead will be notified. The Student Chapter will have up to two weeks past the deadline to submit an Annual Report.
	2. After two weeks past the deadline, Sister Chapters that have not submitted an Annual Report will be disqualified and the disqualified Chapter and its Sister Chapter will be notified.
2. Report who the Chapter’s Sister Chapter lead is. The Sister Chapter lead is the Student Chapter’s primary contact for Sister Chapter relations. The Sister Chapter lead listed for each Chapter is available [online](https://docs.google.com/spreadsheets/d/1QpYdB3xUwB7f3z_9FO9Y5XDl9vQ2AHhnUTEnIKCkUVk/edit?usp=sharing) and changes should be reported to sisterchapters.esc@gmail.com,
3. Submit a Sister Chapter progress report every January.
	1. Sister Chapter pairs formed after September are exempt from submitting a Sister Chapter progress report the following January, but are required to submit Sister Chapter progress reports annually starting the next January. For example, Sister Chapters formed in October 2019 are not required to submit a Sister Chapter progress report in January 2020, but must submit one in January 2021 and every year following.
	2. Both Sister Chapters should work together to submit only one Sister Chapter progress report. Sister Chapters should not submit progress reports individually.
	3. Progress reports will be used to select the year’s most outstanding Sister Chapters.
	4. Access to the Sister Chapter progress report form will be made available in December and be due by the first Monday in the immediately following January.