

# SPE

## STUDENT CHAPTER

### OPERATIONS MANUAL

#### Published by

Society of Petroleum Engineers (SPE), Inc.  
 P.O. Box 833836  
 Richardson, TX 75083-3836, U.S.A.  
 Physical Address:  
 222 Palisades Creek Drive  
 Richardson, TX 75080, U.S.A.  
 Telephone: 1-972-952-9393  
 Toll free(Continental U.S.A.): 1-800-456-6863  
 Facsimile: 1-972-952-9435  
 E-mail: [spedal@spe.org](mailto:spedal@spe.org)

Society of Petroleum Engineers (SPE), Inc.  
 Part Third Floor East  
 Portland House  
 4 Great Portland Street  
 London W1W 8QJ  
 U.K.  
 Telephone: 44.20.7299.3300  
 Facsimile: 44.20.7299.3309  
 Email: [spelon@spe.org](mailto:spelon@spe.org)

Society of Petroleum Engineers (SPE), Inc.  
 9555 West Sam Houston Pkwy. South, Suite 360  
 Houston, TX 77099-2134, U.S.A  
 Phone: 1-713-779-9595  
 Fax: 1-713-779-4216  
 E-mail: [spehou@spe.org](mailto:spehou@spe.org)

Society of Petroleum Engineers (SPE), Inc.  
 Suite B-11-11  
 Level 11, Block B, Mont'Kiara  
 Jalan Bukit Kiara, Mont'Kiara  
 50480 Kuala Lumpur  
 Malaysia  
 Telephone: 60-3-6201-2330  
 Facsimile: 60-3-6201-3220  
 E-mail: [spekl@spe.org](mailto:spekl@spe.org)

### SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. QUICK REFERENCE TO SPE RICHARDSON STAFF

Address Changes .....	<a href="mailto:SERVICE@spe.org">SERVICE@spe.org</a>
Board of Directors/Policy Matters.....	<a href="mailto:SPEDAL@spe.org">SPEDAL@spe.org</a>
Book Orders.....	<a href="mailto:BOOKS@spe.org">BOOKS@spe.org</a>
Dues/Member Payments/Records .....	<a href="mailto:SERVICE@spe.org">SERVICE@spe.org</a>
SPE Group Insurance Program .....	<a href="mailto:SPEDAL@spe.org">SPEDAL@spe.org</a>
<i>Journal of Petroleum Technology</i> .....	<a href="mailto:JPT@spe.org">JPT@spe.org</a>
Sections .....	<a href="mailto:SECTIONS@spe.org">SECTIONS@spe.org</a>
Student Chapter Services/Officers, Label Requests, Student Presentation/Paper Contests, Travel, Reimbursements, Scholarships .....	<a href="mailto:PROFESSIONALDEVELOPMENT@spe.org">PROFESSIONALDEVELOPMENT@spe.org</a>
Membership .....	<a href="mailto:SERVICE@spe.org">SERVICE@spe.org</a>
Continuing Education .....	<a href="mailto:PROFESSIONALDEVELOPMENT@spe.org">PROFESSIONALDEVELOPMENT@spe.org</a>
Technical Interest Groups .....	<a href="mailto:TIGHELP@spe.org">TIGHELP@spe.org</a>

Revised September 2003

## TABLE OF CONTENTS

List of Chapters .....	3	Manual for Conducting SPE Regional Student Presentation/Paper Contests .....	34
What is SPE? .....	7	Time Table for Contest .....	38
Student Membership Benefits .....	7	Criteria for Hosting SPE Regional Student Presentation/Paper Contests .....	39
Student Membership Requirements .....	8	SPE International Student Presentation/Paper Contest.....	40
Formation Guidelines .....	8	SPE Student Presentation/Paper Contest Entry Form .....	41
Operating Regulations.....	9	Judge’s Nomination Form .....	42
Sample Bylaws .....	10	Official Scoring Sheet .....	43
Operating Calendar .....	11	Official Judge’s Ranking Sheet.....	44
Financial Information .....	12	Official Moderator’s Score Sheet.....	45
Dues .....	12	Rotation Schedule for Hosting SPE Regional Student Presentation/Paper Contest .....	46
Rebates .....	12	Your Opportunity for Professional Involvement .....	48
Travel Reimbursement .....	12	Student Membership Application .....	48
Tax Exempt Status .....	12	SPE Student Membership Dues Tier.....	50
Financial Statement.....	12	Student Information Change Form .....	51
Officer Responsibilities .....	13	Student Applications and Dues Transmittal Form .....	52
President.....	13	Petition for Student Chapter Charter .....	53
Vice President .....	13	Faculty Sponsor Nomination Form .....	54
Secretary .....	14	Officer Report Form .....	55
Treasurer .....	14	Stationery Order Form .....	56
Faculty Sponsor.....	14	Meeting Report Form .....	57
Section/Student Chapter Liaison .....	15	Special Activities Report Form.....	58
Program Committee .....	15	Financial Statement Form.....	59
Publicity Committee.....	16	Tax Exemption Certificate.....	60
Nominating Committee.....	16	Travel Reimbursement Affidavit.....	61
Membership Committee .....	16	Past President’s Award Order Form .....	62
Answers to Frequently Asked Questions .....	17		
Annual Report.....	21		
Awards .....	18		
Outstanding Student Chapter.....	18		
Past President’s.....	18		
Scholarship Programs .....	18		
Rules for Outstanding SPE Student Chapter Award Program.....	19		
Outstanding SPE Student Chapter Award Annual Report Forms .....	21		
Judge’s Scoring Sheet .....	21		
Ranking Form .....	33		

## SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. LIST OF SPE STUDENT CHAPTERS

### **Argentina**

U. Nacional de Cuyo  
Parque Gen San Martin  
Facultad de Ingenieria CC405  
Mendoza 5500  
Argentina  
CuyoStudents@spemail.org

### Capitulo Estudiantil Del Comahue

U. Nacional Del Comahue  
Buenos Aires 1400  
8300 Neuquén  
Provincia de Neuquen  
Argentina  
UNCStudents@spemail.org

### Instituto Tech. De Buenos Aires

Petroleum Engineering Department  
Av. E. Madero 351/99,  
1106 Buenos Aires  
Argentina  
ITBASStudents@spemail.org

### Universidad De Buenos Aires

Facultad de Ingenieria  
Laboratorio de Ingenieria de Reservorios  
Pabellón Industrias  
Ciudad Universitaria  
1428 Buenos Aires  
Argentina  
UBASStudents@spemail.org

### U. Nacional de la Patagonia

San Juan Bosco  
Lab. de Ing. en Petroleo  
Ruta Prov. No 1 - Km 4  
(9000) - Comodoro Rivadavia  
Chubut – Argentina  
UNPStudents@spemail.org

### **Australia**

Perth Student Chapter  
c/o Centre for Oil & Gas Engineering  
University of Western Australia  
Nedlands WA 6907  
Australia  
PerthStudents@spemail.org

### U. of New South Wales

Centre for Petroleum Engineering  
Kensington, NSW 2033  
Australia  
NSWStudents@spemail.org

### U. of Queensland

P.O. Box 4114, St. Lucia St. 8<sup>th</sup>  
Queensland 4067  
Australia  
QueenslandStudents@spemail.org

### U. of Adelaide

C/O SPE Student Chapter  
School of Petroleum Eng. and Management  
South Australia 5005  
AdelaideStudents@spemail.org

### **Austria**

Montanuniversität Leoben  
Mining U. Leoben  
Franz-Josef-Strasse 18  
A-8700 Leoben  
Austria  
Leoben\_Students@spemail.org

### **Bolivia**

U. Gabriel Rene Moreno- Bolivia  
Calle Mexico  
Santa Cruz  
Bolivia  
BolivianStudents@spemail.org

### **Brazil**

U. Estadual de Campinas  
Universidade Estadual de Campinas  
UNICAMP-FEM-DEP  
CaixaPostal 6052  
13083-970 Campinas, SP  
Brazil  
UNICAMPStudents@spemail.org

### Norte Fluminense State U.

Rodiva Amaral Peixoto Km 164  
Imboaciac  
27973-030 Macae  
Brazil  
DacryRibeiroStudents@spemail.org

### **Canada**

College of the North Atlantic  
Ridge Road Campus  
P.O. Box 1150  
St. John's, Newfoundland A1A6L8  
NorthAtlanticStudents@spemail.org

### U. of Alberta

Dept. of Mining, Metallurgical, & Pet. Eng.  
Room 606, Chemical/Mineral Engr. Bldg.  
Edmonton, AB T6G 2G6  
Canada  
AlbertaStudents@spemail.org

### U. of Calgary

Dept. of Science & Petroleum Engineering  
2500 University Drive N.W.  
Calgary, AB T2N 1N4  
Canada  
CalgaryStudents@spemail.org

### Memorial U. of Newfoundland

Engineering and Applied Science  
St. John's, Newfoundland A1B 3X5  
Canada  
MUNStudents@spemail.org

### Northern Alberta Institute of Technology

11762-106 Street, Edmonton  
Alberta T5G 2R1  
Canada  
NAITStudents@spemail.org

### Southern Alberta Inst. of Technology

Energy & Natural Resources Dept.  
1301 16th Avenue N.W.  
Calgary, AB T2M OL4  
Canada  
SAITStudents@spemail.org

### U. of Saskatchewan

Dept. of Chemical Engineering  
Thorvaldson Building  
Saskatoon SK S7N OWO  
Canada  
UofSStudents@spemail.org

### **Colombia**

U. de America  
Petroleum Engineering Dept  
A.A. 101809  
Santaf de Bogota D.C.  
Colombia  
Bogota\_Students@spemail.org

### U. Industrial de Santander

Petroleum Engineering Dept.  
Apartado Aereo 678  
Bucaramanga, Santander  
Colombia  
SantanderStudents@spemail.org

### Universidad Nacional De Colombia

Calle 65 # 78-28 Bloque M1  
Oficina 301  
Medellin-Antioquia  
Colombia  
UNALMEDStudents@spemail.org

### Universidad Surcolobiana

Avenida Pastrana Carrera, 1A  
Neiva, Huila  
Colombia  
SurcolombianaStudents@spemail.org

### **Croatia**

Capt. A.F. Lucas Zagreb Chapter  
U. of Zagreb  
Petroleum Engineering Dept.  
Pierottijeva 6  
41000 Zagreb  
Croatia  
ZagrebStudents@spemail.org

### **Ecuador**

U. Central del Ecuador  
Faculty of Engineering and Geology  
Mining and Petroleum  
Geronimo Leiton  
Quito, Pinchincha 872-A  
Ecuador  
UCEStudents@spemail.org

ESPOL Chapter  
Escuela Superior Politecnica Del Litoral  
Facultad de Ingenieria en Ciencias de la Tierra  
Campus ESPOL  
Guayaqui  
Ecuador  
ESPOLStudents@spemail.org

Escuela Politecnica Nacional  
Quito, Pinchincha  
Ecuador, 17-16-1854  
EPNStudents@spemail.org

**Egypt**  
Cairo U.  
Petroleum Engineering Dept.  
Faculty of Engineering  
Giza  
Egypt  
CairoStudents@spemail.org

**France**  
IFP-Ecole Nationale Supirieure du  
Pitrole & des Moteurs  
228-232, av Napoleon Bonaparte  
Boite Postalo 311  
92506 Rueil Malmaison Cedex  
France  
IFPStudents@spemail.org

**Germany**  
Technische U. Clausthal  
U. of Clausthal  
Inst. fjr Tiefbohrtechnik  
Erdv1 & Erdgasgewinnung  
Agricola St. No. 10  
D-3392 Clausthal-Zellerfeld  
Germany  
ClausthalStudents@spemail.org

Freiberg U. of Mining and Technology  
Bergakademie Freiberg  
Technische Universitjt  
Institute fjr Bohrtechnik und Fluidbergbau  
Agricolastrasse 22  
0-9200 Freiberg/Sachsen  
Germany  
FreibergStudents@spemail.org

**Hungary**  
U. of Miskolc  
Petroleum Engineering Dept.  
H-3515 Miskolc  
Egyetemvaros  
Hungary  
Miskolc\_Students@spemail.org

**India**  
Indian School of Mines  
Dept. of Petroleum Engineering  
Dhanbad-826004  
Bihar  
India  
ISMStudents@spemail.org

Maharashtra Inst. Technology  
Petroleum Engineering Dept.  
124 Paud Rd  
Pune MS 411038  
India  
mit\_pune\_students@spemail.org

**Indonesia**  
Institut Teknologi Bandung  
Petroleum Engineering Dept.  
Jalan Ganesha 10  
Bandung 40132, West Java, Indonesia  
ITBStudents@spemail.org

Trisakti U.  
Petroleum Engineering Dept.  
Kyai Tapa No. 1 Grogol  
Jakarta 11450  
Indonesia  
TrisaktiStudents@spemail.org

UPN "Veteran" Yogyakarta  
Petroleum Engineering Department  
National Development University  
North Ring Road SWK 104  
Depok, Sleman  
Yogyakarta 55283  
Indonesia  
UPNStudents@spemail.org

**Italy**  
Augusta Taurinorum  
Politecnico di Torino  
Dept. of Georesources & Land  
Engineering Faculty  
C.so Duca degli Abruzzi, 24  
10129 Torino  
Italy  
Torino\_Students@spemail.org

Universita Di Bologna  
Mining, Chemical & Environmental Eng. Dept.  
Viale Risorgimento 2  
Bologna I-40136  
Italy  
UNIBO\_Students@spemail.org

**Kazakhstan**  
Kazakh National Technology U.  
144 A, Tchaikovsky Street, Almaty  
480091  
Kazakhstan  
KNTUSStudents@spemail.org

**Kuwait**  
Kuwait U.  
College of Engineering  
Petroleum Engineering Department  
P.O. Box 5969  
Safat 13060  
Kuwait  
KuwaitStudents@spemail.org

**Malaysia**  
UTM Student Chapter  
U. of Technology Malaysia  
Fac. of Chemical and Natural Resources Eng.  
81310 Skudai UTM  
Johor  
Malaysia  
MTUStudents@spemail.org

**Mexico**  
Instituto Politecnico Nacional  
Higher School of Engineering  
Av. Ticoman N. 600  
C.P. 07340  
Mexico  
IPNStudents@spemail.org

Universidad Nacional de Mexico  
Faculty of Engineering  
Tintoreto No. Depto. 503  
Col. Nochebuena, SP. 03710  
Mexico, D. F.  
UNMStudents@spemail.org

**Netherlands**  
Delft U. of Technology  
Petroleum Engineering Dept.  
Mijnbouwstraat 120  
2628 RX Delft  
The Netherlands  
DelftStudents@spemail.org

**Nigeria**  
U. of Benin  
Department of Petroleum Engineering  
Faculty of Engineering Benin, Edo  
Nigeria  
BeninStudents@spemail.org

Federal U. of Technology  
Petroleum Engineering Dept.  
P.M.B. 1526  
Owerri  
Nigeria  
FUTOStudents@spemail.org

U. of Ibadan  
Petroleum Engineering Dept.  
Faculty of Technology  
Ibadan, Oyo State  
Nigeria  
IbadanStudents@spemail.org

IMT Student Chapter  
School of Engineering  
Department of Chemical Engineering  
Institute of Management and Technology  
PMB 1079  
Enugu  
Nigeria  
IMTStudents@spemail.org

Petroleum Training Inst.  
Petroleum Engineering Dept.  
P.M.B. 20 Effurun  
Warri  
Nigeria  
PTIStudents@spemail.org

U. of Port Harcourt  
Petroleum Engineering Dept.  
Faculty of Engineering  
PMB 5323  
Port Harcourt, Rivers State  
Nigeria  
UPHStudents@spemail.org

Rivers State U. of Science & Technology  
Unitech  
Chemical/Petrochemical Dept.  
PM 5080  
Port Harcourt, Rivers State  
Nigeria  
UNITECHStudents@spemail.org

U. of Uyo  
C/o Dept. of Chemical/Petroleum Eng.  
Uyo  
Akwa Ibom State  
Nigeria  
UyoStudents@spemail.org

**Norway**  
Norwegian Inst. of Technology  
U. of Trondheim  
Petroleum Engineering Dept.  
N-7034 Trondheim NTH  
Norway  
NTNUStudents@spemail.org

Stavanger U.  
Rogaland U. Center  
Petroleum Engineering Dept.  
P.O. Box 2557 Ullandhaug  
4001 Stavanger  
Norway  
StavangerStudents@spemail.org

**Oman**  
Sultan Qaboos University  
Dept. of Petroleum & Mining Eng.  
P.O. Box 33  
Al-Khod, Muscat 123  
Oman  
SQUStudents@spemail.org

**Pakistan**  
Inst. of Petr./Nat. Gas Engineering  
Mehran University of Eng. & Technology  
Jamshoro Sindh  
Pakistan  
MehranStudents@spemail.org

U. of Engineering & Technology, Lahore  
Petroleum Engg. Dept.  
Lahore, Punjab  
54600  
Pakistan  
LahoreStudents@spemail.org

University of Karachi  
Department of Petroleum Technology  
University Road  
Karachi, 75270  
Pakistan  
KarachiStudents@spemail.org

**Peru**  
U. Nacional de Ingenieria  
Petroleum Engineering Dept.  
Av. Tupac Amaru S/N  
San Martin DePorras, Lima  
Peru  
NIStudents@spemail.org

Universidad Nacional de Piura  
Urb. Miraflores-Castilla-Piura  
Castilla, Piura 51  
Peru  
PiuraStudents@spemail.org

**Philippines**  
Palawan State U.  
Tinguiban Heights  
Puerta Princesa City  
Palawan  
Philippines  
PSUStudents@spemail.org

**Poland**  
University of Mining and Metallurgy  
Al Mickiewicza 30  
30-059 Krakow  
Poland  
UMMStudents@spemail.org

**Romania**  
U. "Petrol-Gaze" Ploiesti-Romania  
Faculty of Well Drilling and Reservoir Eng.  
B-dul Bucuresti #39  
Ploiesti 2000, Prahova  
Romania  
PetroGazeStudents@spemail.org

**Russia**  
Tomsk Student Chapter  
Tomsk Polytechnic U.  
Heriot-Watt Approved Support Center at  
Tomsk Polytechnic U.  
Tomsk 634034  
Russia  
TomskStudents@spemail.org

**Saudi Arabia**  
King Fahd U. of Petroleum & Minerals  
Dhahran 31261  
Saudi Arabia  
KFUStudents@spemail.org

King Saud U.  
P.O. Box 800  
Riyadh 11421  
Saudi Arabia  
KingSaudStudents@spemail.org

**Thailand**  
Chulalongkorn U.  
Dept. of Mining and Petroleum Engineering  
Bangkok 10030  
Thailand  
ChulaPEStudents@spemail.org

**Trinidad and Tobago**  
U. of the West Indies  
Petroleum Engineering Dept.  
St. Augustine, Trinidad  
West Indies  
UWIStudents@spemail.org

**Turkey**  
Istanbul Tech U.  
I.T.U. Maden Fakultesi  
Petrol Bolumu  
80626 Maslak, Istanbul  
Turkey  
I-Tech\_Students@spemail.org

Middle East Technical U.  
METU  
Invoj Bulvari  
Ankara 06531  
Turkey  
METUStudents@spemail.org

**Turkmenistan**  
TPI Student Chapter  
Turkmenistan Polytechnic Institute  
Ashgabat  
Turkmeni  
TPIStudents@spemail.org

**United Arab Emirates**  
United Arab Emirates U.  
Chemical/Petroleum Engineering Dept.  
P.O. Box 15551 Al Ain  
Abu Dhabi  
United Arab Emirates  
UAESTudents@spemail.org

**United Kingdom**  
Heriot-Watt U.  
Petroleum Engineering Dept.  
Research Park  
Riccarton, Currie  
Edinburgh EH14 4AS  
Scotland  
HWattStudents@spemail.org

Imperial C. of Science & Technology  
Royal School of Mines  
Petroleum Engineering Section  
Dept. of Mineral Res. Engr.  
Prince Consort Rd.  
London SW7 2BP  
England  
ImperialStudents@spemail.org

The Robert Gordon U.  
Petroleum Engineering Dept.  
School of Mechanical & Offshore Engr.  
Schoolhill  
Aberdeen AB9 1FR  
Scotland  
RGUStudents@spemail.org

**United States**  
U. of Alaska, Fairbanks  
Petroleum Engineering Dept.  
437 Duckering Bldg.  
Fairbanks, AK 99775-1260  
U.S.A.  
AlaskaStudents@spemail.org

U. of California Berkeley  
Petroleum Engineering Dept.  
Hearst Mining Bldg.  
Berkeley, CA 94720  
U.S.A.  
CUStudents@spemail.org

California Polytechnic State U.  
San Luis Obispo  
Mechanical & Aeronautical Engr. Dept.  
San Luis Obispo, CA 93407  
U.S.A.  
CPU\_SLOStudents@spemail.org

California Polytechnic State U., Pomona  
Petroleum & Mechanical Engr. Dept.  
3801 W. Temple Ave.  
Pomona, CA 91768  
U.S.A.  
CPU\_PStudents@spemail.org

California State U., Long Beach  
Dept. of Mechanical Engineering  
1250 Bellflower Boulevard  
Long Beach, CA 90840-8305  
U.S.A.  
CSULBStudents@spemail.org

Colorado School of Mines  
Petroleum Engineering Dept.  
Golden, CO 80401  
U.S.A.  
MinesStudents@spemail.org

U. of Kansas  
Petroleum Engineering Dept.  
4006 Learned Hall  
Lawrence, KS 66045  
U.S.A.  
KUStudents@spemail.org

U. of Louisiana @ Lafayette  
Petroleum Engineering Dept.  
USL Box 44690  
Lafayette, LA 70504  
U.S.A.  
LouisianaStudents@spemail.org

Louisiana State U.  
Dept. of Petroleum Engineering  
3523 Ceba  
Baton Rouge, LA 70803  
U.S.A.  
LSUStudents@spemail.org

Marietta C.  
Dept. of Petroleum Engineering  
201 Brown Bldg., 215 Fifth Street  
Marietta, OH 45750  
U.S.A.  
MCStudents@spemail.org

U. of Missouri-Rolla  
Petroleum Engineering Dept.  
119 McNutt Hall  
Rolla, MO 65401  
U.S.A.  
UMRStudents@spemail.org

Montana C. of Mineral Science & Technology  
Petroleum Engineering Dept.  
West Park St.  
Butte, MT 59701  
U.S.A.  
MontanaTechStudents@spemail.org

New Mexico Inst. of Mining & Technology  
Petroleum Engineering Dept.  
Campus Station  
Socorro, NM 97801  
U.S.A.  
NMTStudents@spemail.org

Nicholls State U.  
Petroleum Engineering Dept.  
Box 2094, University Station  
Thibodaux, LA 70310  
U.S.A.  
NichollsStudents@spemail.org

U. of Oklahoma  
Petroleum Engineering Dept.  
School of Petroleum & Geological Engr.  
100 E. Boyd Norman  
Norman, OK 73019  
U.S.A.  
OUSPEStudents@spemail.org

Pennsylvania State U.  
Petroleum Engineering Dept.  
102 Mineral Science Bldg.  
University Park, PA 16802  
U.S.A.  
PennStudents@spemail.org

U. of Pittsburgh  
Petroleum Engineering Dept.  
1249 Benedum Hall  
Pittsburgh, PA 15261  
U.S.A.  
PittStudents@spemail.org

Rice U./U. of Houston Chapter  
U. of Houston  
Chemical Engineering Department  
4800 Calhoun Road, Room S222  
Houston, TX 77204-4792  
U.S.A.  
Rice\_UH\_Students@spemail.org

South Dakota School of Mines  
Dept. of Geological Engineering  
501 East St. Joseph St.  
Rapid City, S.D. 57701  
U.S.A.  
SDSMTStudents@spemail.org

U. of Southern California  
Petroleum Engineering Dept.  
University Park  
Los Angeles, CA 90089-1211  
U.S.A.  
USCStudents@spemail.org

Stanford U.  
Petroleum Engineering Dept.  
Mitchell Bldg., Room 360  
Stanford, CA 94305-2220  
U.S.A.  
StanfordStudents@spemail.org

U. of Texas at Austin  
Petroleum Engineering Dept.  
CPE 2.502  
Austin, TX 78712  
U.S.A.  
UTStudents@spemail.org

Texas A&M U.  
Petroleum Engineering Dept.  
College Station, TX 77843  
U.S.A.  
AggieStudents@spemail.org

Texas A&M U., Kingsville  
Petroleum Engineering Dept.  
Chemical & Natural Gas Engineering Dept.  
P.O. Box 193  
Kingsville, TX 78363  
U.S.A.  
Aggie\_KStudents@spemail.org

Texas Tech U.  
Petroleum Engineering Dept.  
P.O. Box 4099  
Lubbock, TX 79409  
U.S.A.  
RedRaiderStudents@spemail.org

U. of Tulsa  
Petroleum Engineering Dept.  
600 S. College  
Tulsa, OK 74104  
U.S.A.  
TulsaStudents@spemail.org

West Virginia U.  
Petroleum Engineering Dept.  
347 Comer Building  
P.O. Box 6070  
Morgantown, WV 26506  
U.S.A.  
WVStudentns@spemail.org

**Venezuela**  
U. Central de Venezuela  
Petroleum Engineering School  
Caracas  
Venezuela  
VenezuelaStudents@spemail.org

U. Del Zulia  
Escuela de Petroleo  
Apartado 98  
Maracaibo,  
Venezuela  
LuzenPetroleoStudents@spemail.org

Universidad de Oriente  
Avenida Universidad  
Via Alterna  
Puerto La Cruz 6023-A  
Venezuela  
OrienteStudents@spemail.org

Universidad de Oriente- Monagas  
Avenida Universidad  
Maturin  
Monagas 6201  
Venezuela  
MonagasStudents@spemail.org

## WHAT IS SPE?

The Society of Petroleum Engineers (SPE), Inc. is an international technical/professional organization dedicated to the advancement of technology associated with the recovery of energy resources from wellbores. It is one of the largest technical/professional associations in the world with more than 53,000 members residing in more than 50 countries. Through a vast array of SPE programs, ranging from publications to international and regional conferences to section meetings, new technical information and technology are exchanged among Society members and other industry professionals.

SPE is organized geographically into a framework of operating units consisting of 14 regions, 151 sections, and over 100 student chapters. Members are represented by elected officers at each level.

Each region is represented by a Regional Director, who together with Directors-Elect, At-Large Directors, the President, President-Elect, Past President, and Treasurer compose the SPE Board of Directors, the governing body of the worldwide SPE.

Each section is represented by officers, typically a chairperson, program chairperson, membership chairperson, secretary, and treasurer, with other officers elected as deemed necessary. Of particular importance to the student chapter is the section/student chapter liaison. This officer provides the link to the student chapter from its sponsoring section and the industry at large. Some sections have a student affairs committee that coordinates the section's activities with the student chapter's. As such, the section/student chapter liaison would be a member of this committee.

Each student chapter is represented by a faculty sponsor, president, vice president, secretary, treasurer, and any other officers deemed necessary by the chapter. The responsibilities assigned to each of these student chapter officers are discussed individually in this manual.

## SPE STUDENT MEMBERSHIP BENEFITS

1. SPE is one of the most prestigious technical/professional organizations in the world and being an SPE Student Member is considered a noteworthy achievement by industry professionals and executives.
2. Student membership provides students the opportunity to meet practicing professionals and active members in industry while still attending school.
3. Student Members may attend Society-sponsored meetings, conferences, and section meetings at a reduced price or free of charge.
4. Student Members receive a subscription to the *Journal of Petroleum Technology*, a monthly technical journal. This subscription is valid only for one calendar year beginning 1 January, regardless of when student members join.
5. Student Members receive substantial discounts on textbooks, reference books, and other Society publications.
6. Student Members may apply for financial assistance from Society-sponsored scholarship programs. Nearly a quarter of a million dollars is awarded each year.
7. Student members receive one free e-mail account at [www.spemail.org](http://www.spemail.org).
8. Student Members are automatically upgraded to Recent Graduate status. Recent Graduates will be offered the opportunity to renew their membership for one additional year after graduation at the Student Member rate. Recent Graduates will receive all the benefits available to Associate Members.

## SPE STUDENT MEMBERSHIP REQUIREMENTS

1. An SPE Student Member must be enrolled in a course of study leading to an undergraduate or graduate degree in petroleum engineering or related field.
2. A Student Member must be carrying at least 30% of a normal full-time academic load.
3. New students must complete a Student Membership Application Form (see page 48). Continuing students should complete the Student Information Change Form (see page 51). These forms may be obtained by contacting the student chapter president, faculty sponsor, or SPE Professional Development.
4. Students who are graduating will be notified by letter from SPE Richardson on procedures to upgrade membership prior to the end of the semester. Student Members are offered the chance to continue paying student membership dues for one year after graduation.
5. Group payments from student chapters will be credited only if the payment is accompanied by an alphabetical list of members and the amount **each member** has paid. (See Student Applications and Dues Transmittal Form on page 52.)

## HOW IS A STUDENT CHAPTER FORMED?

1. There must be a minimum of 15 SPE Student Members attending an institution to consider the formation of a chapter.
2. The Student Members must request sponsorship of the proposed chapter by the SPE section nearest to the institution and gain a letter confirming this, signed by the section chairperson.
3. A faculty sponsor must be selected by the students. Any candidate for faculty sponsor must be a member of SPE to be considered. After selection, the **Faculty Sponsor Nomination Form** should be completed and a biographical sketch of the nominee should be attached to the form (see page 54).
4. The **Petition for SPE Student Chapter Form** must be signed by at least the minimum of 15 SPE Student Members wishing to form the chapter, by the proposed faculty sponsor, and by the department head (see page 53).
5. A meeting of all those Student Members wishing to form a chapter must be called and officers elected. As many officers as necessary may be elected, but it is suggested that at least the following positions are filled: president, vice president, secretary, and treasurer. All attending the meeting should be aware that these officer positions are provisional and cannot be considered official until the chapter has been awarded a charter. After the election is held, the **Officer Report Form** listing these officers (see page 55) must be sent to SPE Richardson.
6. Each SPE student chapter must adopt and conform to bylaws. You may use the sample bylaws contained within the manual or you may draft your own (see page 10).
7. When these forms have all been completed and the letter of section sponsorship has been received, they must be mailed to: SPE Professional Development, Society of Petroleum Engineers, P.O. Box 833836, Richardson, TX 75083-3836, U.S.A. The material will then be submitted to the SPE Board of Directors for approval. Upon approval, the chapter will receive U.S.\$50.00 financial assistance grant and chapter supplies to help begin chapter operations.





## REGULATIONS FOR OPERATING A STUDENT CHAPTER

1. **BYLAWS** - A student chapter must conform to its own set of approved bylaws.
2. **MEMBERSHIP** - A student chapter must maintain a minimum of 15 Student Members in the chapter. Failure to maintain this minimum number of members will initiate a review of the chapter by an SPE Regional Director and the SPE Board of Directors. This review action, followed by consultations with the chapter's sponsoring section, may result in a decision to discontinue operation of the chapter and revocation of its charter.
3. **SUBMISSION OF STUDENT APPLICATIONS BY THE STUDENT CHAPTER** - Some chapters choose to hold on to student applications until they have enough for a sizable submission. To keep the national rosters as current as possible SPE requires that all student chapters keep the time frame from the date the individual applications are received to when they are submitted to SPE to **less than 45 days**. If the chapter does not plan on submitting a packet of applications within this time frame, please request that the member send in his/her membership application directly to SPE Headquarters for processing.
4. **MEETINGS** - A student chapter must conduct a minimum of three meetings a year. Failure to do so will result in the same review and possible consequences stated above.
5. **DEBTS** - A student chapter has the right to obligate or target any funds it feels are necessary for the promotion and accomplishment of its objectives. However, at no time nor under any circumstances may an SPE student chapter or any of its officers or representatives contract debts to be paid by the Society of Petroleum Engineers, Inc. and under no circumstances may credit be obtained by the chapter in the name of the Society of Petroleum Engineers, Inc.
6. **FUNDING** - The chapter has the right to collect dues from its members to establish funds for its operations. The amount of these dues per member and when they must be paid should be stated in the bylaws. The chapter may engage in any fund-raising activities additional to membership dues providing that in the process of that fund-raising activity the chapter does not obligate the Society to debt or defamation. The chapter is free to accept donations and financial gifts.

# SOCIETY OF PETROLEUM ENGINEERS, INC. BYLAWS (Sample)

## Student Chapter

### SECTION I. NAME

ARTICLE 1. The organization shall be known as the

---

(Name of University)

Society of Petroleum Engineers, Inc. (SPE) Student Chapter

### SECTION II. PURPOSE

ARTICLE 1. The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of petroleum engineering and the furtherance of the professional development of the Student Member.

### SECTION III. CONFORMITY

ARTICLE 1. The organization and operation of the chapter shall be in accordance with the bylaws of SPE, Inc.

### SECTION IV. MEMBERSHIP

ARTICLE 1. Membership shall consist of, but not be limited to, Student Members of SPE.

ARTICLE 2. All members of the chapter shall be entitled to the same rights and privileges of the chapter except the right to hold office, which shall be limited to Student Members of SPE.

### SECTION V. DUES

ARTICLE 1. Chapter dues are payable at the beginning of each academic year.

ARTICLE 2. Nonpayment of dues automatically results in suspension of membership in the chapter.

ARTICLE 3. The executive committee of the chapter shall have the power to levy special assessments on endorsement by a two-thirds vote of the membership of the chapter.

### SECTION VI. OFFICERS

ARTICLE 1. Only Student Members of SPE in good standing shall be eligible to serve as officers of the chapter.

ARTICLE 2. The officers of the chapter shall be a president, a vice president, a secretary, and a treasurer.

ARTICLE 3. The term of office for each officer should ordinarily be one academic year.

ARTICLE 4. Election of officers for the following year should be held not later than the last meeting of each year.

### SECTION VII. EXECUTIVE COMMITTEE

ARTICLE 1. The management of the affairs of the chapter shall be in the hands of the chapter's executive committee, consisting of the duly elected officers of the chapter and the faculty sponsor approved by SPE.

ARTICLE 2. The president of the chapter shall be the chairperson of the executive committee.

ARTICLE 3. The executive committee shall be the governing body of the chapter and shall transact all business it deems advisable including the filling of vacancies in offices, authorization of expenditures, etc.

### SECTION VIII. DUTIES OF OFFICERS

ARTICLE 1. The president shall preside at all meetings of the chapter. He/she shall appoint all committees, subject to the approval of the executive committee, and shall assume all other executive duties not otherwise delegated.

ARTICLE 2. The vice president shall perform all functions of the president in the latter's absence or at his/her request.

ARTICLE 3. The chapter secretary shall keep a record of all activities of the chapter and shall report the same to SPE Richardson, together with any special reports required by SPE Richardson, within a reasonable time after each meeting. He/she shall carry on all communications necessary to the activities of the chapter. He/she shall keep a record of the names of members in attendance at the meetings.

ARTICLE 4. The treasurer shall receive all money and pay all debts of the chapter authorized by the executive committee, and he/she shall keep an exact account of all receipts and expenditures.

ARTICLE 5. A complete annual report shall be submitted by the president at the last regular meeting of the year and shall be forwarded by the chapter secretary to the SPE Professional Development Manager upon certification by the faculty sponsor.

### SECTION IX. STANDING COMMITTEES

ARTICLE 1. The following standing committees or their equivalent shall be appointed by the president: program committee, publicity committee, and membership committee.

ARTICLE 2. The program committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

ARTICLE 3. The publicity committee shall be responsible for proper advertising of each meeting.

ARTICLE 4. The membership committee shall bring the advantages of membership in the Society and in the chapter to the attention of all potential Student Members.

### SECTION X. MEETINGS

ARTICLE 1. The chapter shall hold regular and special meetings at such places and times as designated by the executive committee, with a minimum of three meetings annually.

### SECTION XI. AMENDMENTS

ARTICLE 1. The bylaws may be amended by a two-thirds vote of the members of the chapter present and voting provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting.

ARTICLE 2. Such amendments become effective only upon the approval of the Executive Committee of SPE.

# **SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. OPERATING CALENDAR FOR SPE STUDENT CHAPTERS**

(Months in parentheses are for schools with a March through November academic year.)

## **SEPTEMBER (MARCH)**

Supplies, including operating manuals, various reporting forms, and membership applications, are distributed to chapters from SPE Richardson.

Chapter officers meet with the faculty sponsor and section/student chapter liaison to plan annual activities.

The organizational meeting of the chapter is held, with participation by the faculty sponsor and the section/student chapter liaison.

## **SEPTEMBER-MAY (MARCH-NOVEMBER)**

Regularly scheduled chapter activities and meetings are conducted. Meeting report forms and special activities forms are to be mailed to SPE Richardson following each activity.

Membership-development activities should be conducted.

Regional Student Presentation/Paper Contests are held on a rotating basis (see page 46).

The student chapter faculty sponsor receives a roster of student members from SPE Richardson. This roster should be compared with chapter records and any discrepancies reported to SPE Richardson.

## **APRIL (OCTOBER)**

Student chapter members elect officers for the following year and report the new slate of officers to SPE Richardson. Also, the student chapter selects the faculty sponsor for the following year and provides the name to SPE Richardson as soon as possible (see pages 55 & 54).

The sponsoring section elects its section/student chapter liaison for the student chapter and provides the name to SPE Richardson.

Student chapter president submits annual report to SPE Headquarters (see page 21). **The deadline for the receipt of annual reports to be considered for the SPE Outstanding Student Chapter Award is 1 April.** Announcement of the Outstanding Student Chapter Award is made at the student session or a specified SPE meeting event of the following SPE Annual Technical Conference and Exhibition.\*

**\*NOTE:** Annual reports submitted for school years ending in November will be considered for the SPE Outstanding Student Chapter Award presented at the next year's SPE Annual Technical Conference and Exhibition.

## FINANCIAL INFORMATION

### DUES

Student Member dues are U.S.\$13.00 (Group I), U.S.\$11.00(Group II) or U.S.\$9.00 (Group III) annually based on the country listed as the preferred address of the student (see page 50). Payment should be made directly to SPE Richardson, TX. Payment of these dues should not be confused with payment of chapter dues, which are the responsibility of the chapter.

### STUDENT CHAPTER REBATES

SPE Richardson rebates each student chapter U.S.\$2.00 for each of its members who has paid his/her Society dues by 1 May of each year. This check is intended to assist with financial support of the chapter.

### TRAVEL REIMBURSEMENT

To assist members of student chapters in attending various Society-sponsored meetings, SPE provides a Travel Reimbursement Program. The travel reimbursement funds available to each student chapter are calculated by the number of SPE student chapter members who have paid their SPE dues by 1 May of the previous year. The maximum allotted to any chapter is U.S.\$10.00 per student chapter member in good standing as of 1 May of the previous year. **The full amount of reimbursement will be distributed the first of September to only those student chapters who have submitted the student chapter's annual report and the faculty sponsor submitted written confirmation that funds would be used only for travel.** To obtain this reimbursement, the Travel Reimbursement Affidavit must be signed (see page 61) and sent to SPE Richardson.

For example, School X had 75 Student Members in good standing as of 1 May 2001. The total allotment for the 2000-2001 academic year for School X is U.S.\$750.00.

### TAX EXEMPT STATUS

The Society of Petroleum Engineers (SPE), Inc., is exempt from U.S. federal income tax as a 501(c)(3) nonprofit organization. No U.S. student chapter should apply for exemption from U.S. federal income tax. If any student chapter is requested to do so by the U.S. Internal Revenue Service, SPE Richardson should be contacted immediately.

SPE's U.S. federal tax identification number is **75-2001539**. This number is to be used whenever a student chapter is called upon to furnish a U.S. taxpayer identifying number. This number also could exempt U.S. student chapters from payment of some sales taxes. An **Exemption Certificate** bearing this number may be found within the manual (see page 60).

### STUDENT CHAPTER FINANCIAL STATEMENT

SPE Richardson requests that a yearly financial statement be submitted by all student chapters. A form is included in the manual for this purpose; it is sufficient to fill in all of the blanks on the form and return it to SPE Richardson with your chapter's annual report (see page 59) due 1 April.

## RESPONSIBILITIES OF STUDENT CHAPTER OFFICERS

Student chapters generally have the following elected officers: president, vice president, secretary, and treasurer. Some chapters combine the offices of secretary and treasurer. Any individual to be considered for election as a student chapter officer **must** be an SPE student member in good standing. All these elected officers constitute the executive committee.

The term of office for all student chapter officers is generally one academic year with elections normally being held at the close of the current academic year.

### RESPONSIBILITIES OF THE PRESIDENT

The president is the chief officer and leader of the student chapter. He/she is responsible for guiding the student chapter and developing the organization into an effective group to meet the needs of his/her school, student members, and the Society.

He/she assumes all executive responsibilities of the chapter not otherwise delegated. He/she is the chief spokesperson and contact with the chapter's sponsoring section.

His/her job is certainly the most important and demanding position in the student chapter. Duties and responsibilities include the following:

1. Presides at all student chapter meetings. The president should be familiar with accepted parliamentary procedures.
2. Chairs the executive committee.
3. Plans and coordinates student chapter meetings to ensure worthwhile, well-planned agendas.
4. Monitors and motivates student chapter officers and committee chairpersons.
5. Communicates with SPE section/student chapter liaison to achieve maximum interaction with sponsoring section, informing them of projects, objectives, and events. Where possible, the president may wish to attend section board meetings and should attend section monthly meetings.
6. Appoints all committees specified in the student chapter bylaws and those necessary for efficient student chapter operations. Such appointments should be made as soon as possible after taking office.
7. Appoints a nominating committee to select a slate of candidates for office for the following year. Elections should be held before the last meeting of the academic year. Provisions should be made for acceptance of additional nominations from the chapter's general membership at the time of the election.
8. **On 1 April, the president prepares the annual report and financial statement and sends it to SPE Richardson. Annual reports are used in selecting the SPE Outstanding Student Chapter (see pages 18 & 21) and required to receive Travel Reimbursement/ Dues Rebate (see pages 12& 61).**
9. Upon leaving office at the end of the academic year, the outgoing president should transfer all records necessary to the operation of the chapter to the incoming president.

### RESPONSIBILITIES OF THE VICE PRESIDENT

The vice president assists the president in accomplishing all of his/her organizational duties. His/her responsibilities include the following:

1. Acts on behalf of the president on all chapter business during the absence of the president.
2. Chairs the program committee.
3. May serve as chairperson of the publicity committee.

## RESPONSIBILITIES OF THE SECRETARY

It is the responsibility of the secretary to attend all meetings of the chapter and executive committee and to record all important decisions made in those meetings in a written form. Specific duties include the following:

1. Records the minutes of the chapter and executive committee meetings. The minutes of a chapter meeting should always include the number of SPE student and non-student members present at a meeting.
2. Notifies SPE Richardson of significant events in the chapter for publication on the SPE web site.
3. Informs SPE Richardson of the names of new officers **immediately** after elections (see page 55).
4. Maintains all stationery (see page 56) and SPE forms necessary to the correct operation of the chapter. Orders new supply of forms from SPE Richardson or photocopies them when quantities are diminished.
5. Assists the president in communicating with the faculty sponsor, the sponsoring section, and SPE Richardson.

## RESPONSIBILITIES OF THE TREASURER

The treasurer is the financial officer of the chapter and as such it is his/her responsibility to monitor and keep exact records of the chapter's funds. Specific duties include the following:

1. Receives all money and pays all debts of the chapter authorized by the executive committee.
2. Make necessary deposits and withdrawals from chapter bank accounts.
3. Prepares academic-year budget for approval by the executive committee.
4. Prepares financial statement (see page 59) at the academic year-end for the executive committee to submit to the faculty sponsor for certification. **A copy of the financial statement must be submitted to SPE Richardson.** Collects and records all dues paid and owed.

## REQUIREMENTS FOR A STUDENT CHAPTER FACULTY SPONSOR

An SPE student chapter cannot be formed without a faculty sponsor and no chapter can function meaningfully without the continued support and interest of that sponsor. The chapter should inform the faculty sponsor that he/she is not required to pay SPE membership dues while serving in his/her role of sponsor.

To elect a faculty sponsor, the students wishing to form a chapter or the executive committee of an existing chapter nominates a faculty member for this position. Any faculty member to be considered for nomination must be an SPE member in good standing teaching at the school where the chapter is proposed or organized. The faculty member should be given the opportunity to accept or decline the nomination. The department head must approve the chapter's nomination or re-nomination of a faculty sponsor. The nomination for faculty sponsor should be confirmed either by general membership vote or by vote of the executive committee. Once elected, the **Faculty Sponsor Nomination Form** (see page 54) must be completed by the chapter secretary and mailed to SPE Richardson.

## RESPONSIBILITIES OF THE STUDENT CHAPTER FACULTY SPONSOR

1. Serves as the official liaison between the chapter and the school, and the chapter and SPE.
2. Advises the chapter on the formation and implementation of its goals, objectives, and programs.
3. Attends as many of the chapter meetings as possible. Is available to student chapter members as much as possible.
4. Ensures that the chapter understands the role of the Society as a technical/professional organization with the purpose of collecting and disseminating technical information and counseling student chapter members in matters regarding Society policies and Society-sponsored meetings.
5. Attends section board meetings when possible.

## RESPONSIBILITIES OF THE SECTION/STUDENT CHAPTER LIAISON

In addition to the faculty sponsor, each student chapter has a section/student chapter liaison appointed by its sponsoring section. The liaison is an SPE member in good standing and a member of the sponsoring section.

1. Each section/student chapter liaison serves a 2-year term acting as liaison between the chapter and the section.
2. He/she maintains frequent contact with the chapter, assisting with program development and offering suggestions for field trips, speakers, etc.
3. The section/student chapter liaison should attend as many of the student chapter meetings and activities as practical. He/she should encourage attendance and participation of as many industry personnel as necessary.

## RESPONSIBILITIES OF THE PROGRAM COMMITTEE

The program committee is responsible for planning the type and number of programs for the student chapter. The program committee should meet well in advance of the upcoming school year to design and initiate a schedule of programs. **The first program of the year should include a new-membership recruitment drive.** Subsequent programs may include speakers from the industry, films on engineering subjects, student panel discussions, field trips, student presentation/paper contests, and social activities.

1. When selecting speakers or films, the program committee should consider suggestions from the faculty sponsor, section/student chapter liaison, or the SPE Regional Director. SPE Richardson has a list of speakers compiled into a *Speakers Bureau* and information on the availability of SPE Distinguished Lecturers.
2. The program committee provides final information to the publicity committee to publicize the meeting or activity.
3. The program committee arranges for a meeting place that has adequate seating capacity to handle expected attendance.
4. The committee coordinates with speakers to determine audiovisual requirements and makes arrangements for equipment required for the meeting (such as a chalkboard, lectern, projector and operator, etc.).
5. The program committee coordinates local transportation for a scheduled speaker, including airport pickup and delivery.
6. The program committee is responsible for arranging a meeting of the speaker and the chapter officers whenever possible.

## RESPONSIBILITIES OF THE PUBLICITY COMMITTEE

The publicity committee is responsible for publicizing each chapter meeting and all other student chapter activities. Notices of meetings and special activities should be brought to the attention of the chapter members at least 2 weeks before the meeting. This may be done by preparing and displaying posters on the bulletin board, mailing meeting notices to chapter members and by reminding members by e-mail or telephone of forthcoming meetings and activities.

When submitting student chapter activity reports as press release information, the publicity committee is responsible for promptly submitting information and clearly identifying all individuals in all photos and articles using the following guidelines:

1. The persons pictured should be identified from the viewer's perspective of left to right beginning with the first row.
2. Individuals should be identified using the complete first and last name with complete school/company affiliations and titles.
3. A detailed description of the picture should be provided identifying the action, location, and date of the picture.
4. Article copy submitted for publication should have the same detailed description of the subject involved.
5. Student chapter special activities, not meetings.

## RESPONSIBILITIES OF THE NOMINATING COMMITTEE

The nominating committee ensures that there is a transition of officers from one year to the next by process of election.

1. After being appointed by the president, the committee sets a date for chapter officer elections to be held.
2. After consulting with the faculty sponsor, the committee selects usually no more than two individuals to run for each chapter office. Any individual to be considered for office must be an SPE Student Member in good standing. Those nominated should be asked whether they accept or decline the nomination.
3. When the full slate of officer candidates has been selected, a listing of candidates should be posted at least 2 weeks before the meeting at which elections will be held.
4. After the officers have been elected, the nominating committee should ensure that the secretary sends a copy of the **Officer Report Form** (see page 55) to SPE Richardson.

## RESPONSIBILITIES OF THE MEMBERSHIP COMMITTEE

The membership committee is responsible for informing prospective members of the advantages of SPE membership, and it is responsible for organizing and executing programs to enlist new members.

1. The membership committee actively engages in soliciting new student members. To do so, committee members must be familiar with requirements and benefits of student membership and the Student Membership Application (see page 48).
2. The membership committee informs the chapter membership of the names of students who are candidates for membership so that each chapter member may assist in their recruitment.
3. The membership committee is responsible for inviting potential members to chapter functions, introducing them to other chapter members, and offering assistance in filling out membership applications.
4. The membership committee organizes a membership drive program, generally presented at the first chapter meeting of the year. This drive may be highlighted by a chapter social event to which all prospective members are invited.



# ANSWERS TO FREQUENTLY ASKED QUESTIONS ABOUT STUDENT MEMBERSHIP

## WHAT IS REQUIRED FOR STUDENT MEMBERSHIP?

- Student (Graduate or Undergraduate) must be enrolled in at least 30% of a full time semester.

## HOW DO I BECOME A STUDENT MEMBER?

- Applicants must submit an **SPE Student Membership Application** (see page 48).
- A full member of SPE must endorse the application. If the endorser is not an instructor, enrollment requirements must be verified.
- Student forms with payments may be submitted to the **Faculty Sponsor** or a designated **Officer** of the **Student Chapter**.
- In areas without chapters, forms and payments may be sent directly to SPE Richardson.

## HOW DO I OBTAIN APPLICATION FORMS?

- SPE Student Membership Applications are available on page 48 of this manual or through the SPE Student Chapter, the Petroleum Engineering Department of your school, or from SPE Richardson.

## HOW DO I RENEW MY STUDENT MEMBERSHIP?

- SPE membership is current January through December.
- In **October** of each year ongoing student dues payments may be submitted in response to the annual SPE Membership invoice mailed each October. Alternately, payments may be made through the student chapter, section or mailed directly to SPE Richardson. SPE accepts checks in U.S. dollars or in currency equivalent to the U.S. dollar amount. Also, SPE accepts international Visa/MasterCard, Diners Club and American Express credit cards.
- All renewals are due by 1 January. If renewal payments are received after 15 March, member services may be interrupted.
- If possible, the **Member Number** should be placed on all **forms, documents, and checks**.

## WHAT HAPPENS UPON GRADUATION?

- Graduates should complete a **Student Information Change Form (see page 51)**, indicating degree, graduation date, employment, and current address information.
- Graduating Student Members in good standing (with dues paid) are automatically upgraded to Recent Graduate status. Recent Graduates will be offered the opportunity to renew their membership for one additional year after graduation at the Student Membership rate. Recent Graduates will receive all the benefits available to Associate Members and Members.
- After taking advantage of the reduced rate for one year, Recent Graduates working in the industry will be billed at the Associate Member rate.

## HOW CAN I PREVENT PROBLEMS WITH MY MEMBERSHIP?

- If you have any questions, contact your student chapter officers or the SPE Customer Service Department **IMMEDIATELY**.
- Include your **PAYMENT** with your form.
- Provide your correct predicted graduation date. If your expected graduation date has changed, notify SPE Richardson **IMMEDIATELY**.
- Provide correct birth dates (to identify members with similar names).
- Complete a **Student Information Change Form** upon graduation (see page 51).
- Submit address changes promptly to SPE Richardson. *JPT* supplies are limited and the post office does not return the journals mailed to incorrect addresses. **Address Change Cards** may be found in the *JPT*.



## ANNUAL REPORT

All student chapters **ARE REQUIRED** to send the annual report to SPE Richardson by 1 April (or 1 Dec. for student chapters with a March through November academic year). **It is the responsibility of the outgoing chapter president to make sure this report is prepared and submitted on time.** Requirements for the annual report and judging procedure are included in the “Rules for Outstanding SPE Student Chapter Award Program” (see page 19).

## AWARDS

### Outstanding Student Chapter

The Outstanding SPE Student Chapter Award is the highest award granted by the Society to a student chapter. The student chapter selected will be given an inscribed plaque and will be recognized at the SPE Annual Technical Conference and Exhibition. The annual reports submitted at the end of the chapter year are used as the basis for evaluating chapters participating in the Outstanding SPE Student Chapter Award competition.

### Past President's Award

The purpose of the SPE Student Chapter Past President's Award is to recognize outstanding service to the student chapter. This award does not have to be presented every year and should be presented only for outstanding service. A complimentary certificate (see page 62) is provided by SPE Richardson for chapters wishing to recognize their last president.

### Scholarship Program

The Society's Section Scholarship Support Program is administered individually by the sections. Qualifications and amounts given vary from section to section. Please contact SPE Member Services for the name of the scholarship chairperson of the section within which you reside or within which you plan to attend school.

# **SOCIETY OF PETROLEUM ENGINEERS (SPE), INC.**

## **Rules for Outstanding SPE Student Chapter Award**

(Approved 10 June 2000)

### **I. Purpose**

The purpose of the Outstanding SPE Student Chapter Award is to recognize an SPE student chapter whose programs, activities, and levels of participation during a single academic year distinguish that chapter from other student chapters of SPE.

Because the award is designed to recognize *exceptional* merit in a number of areas, an award may not be given every year, but no more than one award shall be given annually. The selection committee for the award may, however, designate up to two chapters for "honorable mention." These chapters shall be in addition to the award recipient and shall have distinguished themselves in a specific area or activity.

The award shall consist of a suitably inscribed plaque, which shall be presented to an officer of the winning student chapter at the student session held during the SPE Annual Technical Conference and Exhibition. There shall be no monetary award.

### **II. Eligibility**

All student chapters of the Society of Petroleum Engineers, Inc. shall be eligible for the award who submits their chapter's annual report by 1 April (1 Dec. for chapters with a March through November academic year).

### **III. Qualifications**

The award shall be given in recognition of:

- 1. Technical/Educational Activities:** quality of the student chapter program as evidenced by bringing membership into contact with the petroleum industry and practicing engineers.
- 2. Membership Development:** quality of the student chapter as evidenced by membership and participation by petroleum engineering students at the school.
- 3. Extracurricular Activities:** quality of the student chapter program as evidenced by activities that create closeness and *esprit de corps* among the student members and between the student members and practicing engineers.
- 4. University/Community Activities:** quality of the student chapter program as evidenced by bringing to the college/university and the local community awareness of and appreciation for the petroleum industry and for petroleum engineering as a profession.
- 5. Communications:** quality of the student chapter program as evidenced by bringing members into contact with the activities of other student chapters, local sections and SPE.

All entries for the award (student chapter annual reports) shall be submitted on the official **Annual Report Form** (see pages 21.)

**No material furnished in addition to the form or variations of the form shall be considered by the Award Committee in determining the recipient of the award. Entries must be received by SPE Professional Development on or before 1 April.**

#### **IV. Award Committee**

The Award Committee shall be composed of the current chairperson and immediate past chairperson of the SPE Career Guidance and Student Development (CG/SD) Committee plus three other members of the CG/SD Committee, two appointed by the current chairperson of the CG/SD Committee and one by the immediate past chairperson of the CG/SD Committee. The current chairperson of the CG/SD Committee shall serve as the chairperson of the Award Committee. No member of the committee shall be from academia and, if either the current or immediate past chairperson of the CG/SD Committee is from academia, he/she shall be replaced by another member of the CG/SD Committee appointed by the chairperson of the committee.

Members of the Award Committee shall use the official Criteria for Evaluation of Outstanding Student Chapter Award, Judge's Scoring Sheet (see page 32), and Ranking Form (see page 45) in selecting the recipient chapter.

The Award Committee shall have the power to rule on matters not specifically covered by these rules, and all issues, including the selection of the award recipient, shall be decided by a majority vote of the committee.

#### **V. Criteria for Evaluation of Outstanding SPE Student Chapter Award**

- 1. Significant Contributions of the Chapter**
- 2. Significant Challenges faced last year**
- 3. Utilization of SPE Services**
- 4. Technical/Educational/SPE Activities**
  - 4.1** Technical/Educational Meetings
  - 4.2** Organizational Meetings of Chapter Officers
  - 4.3** Section Meetings, Study Groups, Major Regional or International SPE Conferences Technical Exhibits, Symposia, Short Courses, Special Technical Sessions Sponsored by Student Chapter
  - 4.4** Field Trips Sponsored by Student Chapter
- 5. University/Community Activities**
  - 5.1** Activity in College/University and Local Community, Presentations Concerning Petroleum Industry and Community Action Projects
  - 5.2** Recruitment Activities for Petroleum Engineering Department including Career Day, Campus or Petroleum Engineering Department Tours
  - 5.3** Other University/Community Activities
- 6. Membership Development**
  - 6.1** Percentage of Students in Department who are SPE Members, by Class
  - 6.2** Activities Related to Recruitment of New Members
  - 6.3** Services Provided by Student Chapter for Members and/or All Petroleum Engineering Students
- 7. Extracurricular Activities**
  - 7.1** Activities held in conjunction with other SPE student chapter(s), SPE section(s), or SPE International
  - 7.2** Activities (maximum of five) that contributed most to the success of the student chapter and of the student members
- 8. University/Community Activities**

**SOCIETY OF PETROLEUM ENGINEERS (SPE), INC.**  
**ANNUAL REPORT**  
**2003-2004 OUTSTANDING SPE STUDENT CHAPTER AWARD**  
**Student Chapter \_\_\_\_\_**

**Submit report to:**

SPE Professional Development  
Society of Petroleum Engineers, Inc.  
Mailing Address: P.O. Box 833836, Richardson, TX 75083-3836 U.S.A.  
Physical Address: 222 Palisades Creek Dr., Richardson, TX 75080-U.S.A.

**REPORTS MUST BE RECEIVED BY SPE PROFESSIONAL DEVELOPMENT ON OR BEFORE APRIL 1, 2004.**

Type or use black ink. (This report will be photocopied.)

Answer all questions in space allowed. DO NOT ATTACH ADDITIONAL SHEETS except for item 10 (treasurer's report, page 59).

**1. What significant contribution do you believe your chapter accomplished last year?**

---

---

---

**2. What significant challenges did the chapter face last year, and how did you solve them?**

---

---

---

**3. What SPE services did the chapter utilize last year?**

---

---

---

**4. Technical/Professional Development/Educational/SPE Activities**

**4.1 Sponsored Events.** Complete the table for all regular technical/educational meetings\* sponsored by student chapter. Do not include organizational meetings that involved only chapter officers. This type of meeting should be included in item 4.2 below.

<u>Date</u>	<u>Name of Speaker</u>	<u>Co. Affiliation of Speaker</u>	<u>Title/ Topic</u>	<u>No. of Student Members</u>	<u>Total Students</u>	<u>Comments</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

\*To qualify as a “sponsored” event, the chapter must have participated in at least 50% or more of the planning, organization, and presentation of the event.

**4.2 Organizational Meetings.** During the school year the chapter officers held \_\_\_\_\_ meetings in connection with planning the Chapter’s activities. The Committee recommends that the Student Chapter Officers hold at least one organizational meeting each month during the school year.

<u>Date</u>	<u>Title, Description, Location of Activity</u>	<u>No. of SPE Student Members</u>	<u>Total</u>	<u>Comments</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**4.3 SPE Activities**

**A.** List student chapter member participation in activities sponsored by SPE Local/Regional groups. Include sectional meetings, study groups, short courses, seminars, regional, national, or international SPE conferences, etc.

Date	No. Attending Local Section Meetings	Date	No. Attending SPE Regional Meetings
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**B.** Participation in study groups, seminars, short courses, etc.

Date	Meeting	Location	No. Student Members Participating	Comments - Did student chapter participate in organization of event?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**C.** List the names of all SPE Student Chapter members who competed in Regional or International Student Presentation/Paper contests.



Name of Participant	Date	Location of Contest

**5. Membership Development**

**5.1** Current student chapter membership by class.

Class	Number of Students in Petroleum Engineering Department	Number of SPE Members	Percentage of students in dept. who are SPE Members
1st Year			
2nd Year			
3rd Year			
4th Year			
Graduate			
Total			

Total No. Students in OTHER Departments  
Who Are SPE Members.....

Total No. SPE Student Members.....

**5.2** List activities related to recruitment of new members, including comments on results obtained.

Date	Location	Recruitment Activity	No. Attending	Comments

**5.3** List the services routinely provided by student chapter for membership and/or all petroleum engineering students. Include such services as lounge area, library, copying services, tutorial, or other similar services. Indicate if this is a new service this school year.

Service Activity	New This Year (Yes or No)	Frequency of Use (Daily, Weekly, etc.)	Avg. Utilization	Comments

**6. Extracurricular Activities**

**6.1** Complete the table for all social and recreational activities that involved participation by the chapter as a group. Include teams sponsored in school/community athletic leagues, joint activities with industry personnel such as tennis/golf tournaments, cultural events, etc.

<u>Date</u>	<u>Short Description of Activity</u>	<u>No. Members Participating</u>	<u>Total Participants</u>	<u>Comments</u>

**6.2** List all fund raising activities of student chapter.

Date	Type of Activity	No. Members Participating	Funds Raised	Comments

**7. University/Community Activities**

**7.1** Complete the table for all activities in which the student chapter participated as a group or sponsor that enhanced the image of the petroleum industry, the petroleum engineering profession, or the student chapter. Include college/university and local community activities. Activities include, but are not limited to, presentations concerning the petroleum industry, tutoring, community action projects, participation in High School Career Nights, Magic Suitcase presentations, blood drives, environmental clean-up events, etc.

Date	Description of Activity	No. Student Chapter Participants	Comments on Effectiveness of Event

**7.2** Complete the table for all student recruitment activities in which the student chapter participated or assisted the Petroleum Engineering Department. Include such activities as Career Day, Engineer's Day, campus or Petroleum Engineering Department tours, etc.

Date	Description of Activity	No. SPE Student Member Participants	Total Number of Participants

**7.3** Other University/Community Activities (List and describe participation by Student Chapter.)

---

---

---

---

---

---

---

---

**8. Special Events**

**8.1** List and describe those activities (maximum of five) that you think contributed most to the professionalism of your student chapter and of your student members. Explain the importance of the activities and indicate which one you feel was the chapter's most outstanding event of the school year. You can repeat activities listed in the preceding tables.

---

---

---

---

---

---

---

---

---

---

**8.2** Also list below any unusual chapter constraints on events listed in this Annual Report that adversely restricted chapter's effectiveness. Include constraints that resulted from geography, demographics, finances, etc.

---

---

---

---

---

---

---

---

---

---

9. Attach treasurer's report.

The undersigned certify that the information presented in this annual report is correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Chapter President

\_\_\_\_\_  
Student Chapter Faculty Sponsor

\_\_\_\_\_  
Petroleum Engineering Department Head

Submit report to:

SPE Professional Development

Mailing Address: P.O. Box 833836, Richardson, TX 75083-3836 U.S.A.

Physical Address: 222 Palisades Creek Dr., Richardson, TX 75080 U.S.A.

**REPORTS MUST BE RECEIVED BY SPE PROFESSIONAL DEVELOPMENT ON OR BEFORE APRIL 1, 2004.**

**SOCIETY OF PETROLEUM ENGINEERS (SPE), INC.**  
**Outstanding SPE Student Chapter Award**  
**Instructions to Judges**  
**Judge's Scoring Sheet**

Score each chapter on a comparative basis on a scale of 1 to 10 (10 is best) for each of the five qualifications by comparing the chapter activities listed on the annual report with the description of each qualification. Multiply the ranking for each qualification by the weight for that qualification. Add to determine the score for the school. The school with the highest score wins.

**School** \_\_\_\_\_

Qualifications	Score (1-10)	Weight	Score x Weight
Technical/Educational/SPE Activities		35%	
Membership Development		25%	
Extracurricular Activities		5%	
University/Community Activities		20%	
Communications		15%	

SUB-TOTAL \_\_\_\_\_

Essay Questions 1 - 3		20%	
-----------------------	--	-----	--

GRAND TOTAL \_\_\_\_\_

\* HONORABLE MENTION TO BE AWARDED BY JUDGES IF THEY FEEL SOME CHAPTER ACTIVITY WAS PARTICULARLY OUTSTANDING.



**SOCIETY OF PETROLEUM ENGINEERS (SPE), INC.**  
**Outstanding SPE Student Chapter Award**  
**Ranking Form**

After careful review of the candidates, my ranking for Outstanding SPE Student Chapter for the 2003-2004 academic year is:

1<sup>st</sup> Choice

---

2<sup>nd</sup> Choice

---

3<sup>rd</sup> Choice

---

I am also nominating the following schools for Honorable Mention (List only 2).

School 1:

---

Reason for Recognition

---

---

---

---

School 2:

---

Reason for Recognition

---

---

---

---

\_\_\_\_\_  
**Judge**

\_\_\_\_\_  
**Date (DD/MM/YY)**



## MANUAL FOR CONDUCTING SPE STUDENT PRESENTATION/PAPER CONTESTS

To the extent practical, participating SPE student chapters/sections host the contests on a rotating basis. Contests may be organized in geographical areas where sufficient participation warrants. Currently, eight regional contests are recognized by the Society: the Eastern, European, Gulf Coast, Rocky Mountain/Mid-Continent, South American/Caribbean, Western, African, and Asia Pacific. The SPE Board Committee on Membership, Education and Professional Activities approves the entry of student chapters and contestants and also approves new regional contests.

### 1.0 Contest Structure

A regional contest is normally conducted in three divisions: Undergraduate, Masters and Doctorate. Each contest division must have contestants from at least three student chapters.

#### 1.1 Undergraduate Division

If there are undergraduate degree entries from three or more student chapters, an Undergraduate Division *must* be held.

#### 1.2 Masters Division

If there are masters degree entries from three or more student chapters, a Masters Division *must* be held.

#### 1.3 Doctorate Division

If there are doctorate degree entries from three or more student chapters, a Doctorate Division *must* be held.

#### 1.4 Combined Divisions

If either an Undergraduate Division or a Masters Division cannot be held due to an insufficient number of entries in either division, but there are at least three student chapters with either undergraduate or masters degree entries, a combined Undergraduate/Masters Division for both undergraduate and masters degree papers *must* be held. If a Doctorate Division cannot be held because there is not the required number of chapters with entries in a division, a combined Masters/Doctorate Division for both masters and doctorate degree entries or a combined Undergraduate/Masters/Doctorate Contest for undergraduate, masters, and doctorate entries *must* be held.

In the event that divisions are combined or a contest is not held, a student who is affected may request that his/her paper be presented in another region. The request should be directed to SPE Professional Development Manager.

## 2.0 Entrance Requirements

- 2.1 Contestants must be SPE members in good standing at the time of application.
- 2.2 Only students enrolled as full-time students are eligible to participate in the contest. The definition of "full time" is that which applies to the student's school; however, a student taking less than the equivalent of six credit hours is not eligible.
- 2.3 Contestants who have already earned a degree must have completed their academic work for the division in which they are competing less than nine months before the contest. Contestants who have completed the work at the end of the spring semester are eligible to compete in the contest held the following fall, and contestants who have completed their work in the winter or summer are eligible to compete the following spring or fall.

## 3.0 Entrance Procedures

Each participating student chapter must submit the entry forms and abstracts that it will enter in each division of the contest to the host group 30 days before the contest. If a region elects to do so, it may also require written papers. Additionally, it may require that the papers, abstracts, and entry forms be submitted 60 days before the contest. The entry forms will be forwarded to the SPE Professional Development Manager for verification of contestants' eligibility. Final rulings on questionable eligibility will be made by the SPE President.

## 4.0 Rules on Form and Content of Presentation/Paper

- 4.1 Only single-author presentation/papers are eligible. **The definition of single-author is a student that has contributed significantly to the presentation/paper even though other researchers or contributors may have been involved. Researchers and contributors must be acknowledged in the paper and presentation.**
- 4.2 Papers should present, as completely as possible, the original work of the author in planning the investigation, performing the work, interpreting the results, and preparing the presentation/paper.
- 4.3 The subject of a presentation/paper must be related to petroleum engineering, which is defined as the application of basic and engineering sciences to the finding, development, and recovery of oil, gas, and other resources from wells.
- 4.4 A presentation/paper based on course work, including theses and dissertations, is eligible.
- 4.5 An abstract of the presentation/paper is required even when a formal written paper is required.
- 4.6 The presentation/paper must not have been either accepted for publication in a peer-reviewed journal at the time of submission for the contest or presented at a previous SPE Regional Student Presentation/Paper Contest. (This provision would not preclude prior presentation at meetings such as Student Presentation/Paper Contests sponsored by schools, SPE sections, or other organizations.)
- 4.7 The presentation/paper must be presented in the English language, the official language of SPE.
- 4.8 When written papers are required, they must be submitted in a typed form in English. It must consist of a minimum of 1,000 words of text, plus as many diagrams and supporting illustrations as may be considered necessary to elucidate the subject matter. The paper must not exceed 7,000 words equivalent of text and diagrams, with each diagram considered to be the equivalent of 250 words.
- 4.9 The talk may not exceed 20 minutes. You will then have 10 minutes for questions from the judges.

## **5.0 Financial Assistance**

SPE provides assistance to SPE student chapters for travel to and from SPE-sponsored meetings, including SPE Student Presentation/Paper Contests, through its Travel Reimbursement Program. Reimbursement amounts and procedures are detailed on page 11. The host group may also provide financial support for the contest whether from regional, section, or chapter funds.

## **6.0 Selection of Judges and Moderators**

The host group is responsible for (1) nominating the judges to review written papers and to select the finalists, (2) nominating judges for the contest, and (3) providing a non-voting moderator for the presentations.

The following guidelines apply to the selection of judges for the contest:

1. A minimum of three and a maximum of five judges should be selected for each division of the contest.
2. Fewer than half the judges in each division should be graduates of the same school.
3. At least one of the judges in each division should have graduated from college within the last five years.
4. Faculty members of participating schools shall not be eligible to serve as judges.
5. Judges in the graduate division should hold advanced degrees in engineering or applied science. Judges in the PhD division should hold a PhD degree, and judges in the Masters division should hold at least a Master's degree.
6. A balance among representatives from research, production, management, and education should be considered in selecting the judges.
7. Each judge should be a member of SPE.
8. The nominees for judges shall be submitted on official SPE Nomination Form (see page 54) to SPE Professional Development for approval.

## **7.0 Selection of Contestants**

When a region elects to review written papers as a basis for selecting contestants, the judges shall meet following the closing date for submittal of written papers to select both the finalists who will present at the contest as well as the alternates who may compete should a finalist be unable to present.

In regions not requiring written papers, the contestants are selected by their respective schools. In all contests (both those with and without written papers), the number of contestants competing shall be chosen according to the following guidelines:

**7.1** No more than two contestants shall be from each student chapter for each division of the contest. In the event of combined divisions, two contestants may be from each student chapter for each degree category (i.e. in a combined Undergraduate/Masters Division, two contestants from a student chapter may present undergraduate papers and two from the chapter may present masters papers).

**7.2** The host group of the contest shall determine the divisions (undergraduate, masters, doctorate) in the contest.

## **8.0 Judging of Presentations and Selection of Winners**

Judges must use the official SPE Student Presentation/Paper Contest scoring rules in evaluating contestants' presentations and must adhere to the following voting procedures. (Judges should meet before the contest to review the rules and procedures.)

1. Only judges are permitted to ask questions of contestants.
2. Following each presentation, judges must score each speaker on the Official Scoring Sheet (see page 43), retaining copies of all sheets until the session is completed.
3. Each judge then ranks the finalists in the session on the basis of the results of his/her own scoring sheets and reports the results to the moderator on the Official Judge's Ranking Sheet (see page 44).
4. The judges' individual rankings are tabulated in the Official Moderator's Score Sheet (see page 45).

5. On the basis of the ranking of contestants on the Official Moderator's Score Sheet, judges shall determine the winners. There is no provision for tie votes; ties must be resolved by the judges. Winners are to be named as follows:
  - A. If there are six or more contestants in the division, first-, second-, and third-place winners shall be named.
  - B. If there are four or five contestants in the division, only first- and second-place winners shall be named.
  - C. If there are only three contestants in the division, only a first-place winner shall be named.

The winners from each region automatically will qualify for the International Student Presentation/Paper Contest to be held in conjunction with the Annual Technical Conference and Exhibition. As a condition of their participation, the contestants are required to submit written papers that are included in the conference proceedings. The contestants shall follow the submission format and schedule of the conference.

## **9.0 Awards**

### **9.1 SPE Funding**

Partial funding of the contests is provided by SPE and the AIME Petroleum Research and Educational Fund. The funds can be used, at the discretion of the host group, either as prizes for winning contestants or to defray a portion of the cost of hosting the contest. However, it is suggested that at least 60% of the funds be used as prizes for winning contestants. Sections within each region are encouraged to provide funds to defray a portion of the cost of hosting the contest. The Society's funding for each contest shall be determined as follows:

U.S.\$1,000 per contest will be provided for each division having ten or more finalists, U.S.\$800 for each division having six to nine finalists, and U.S.\$600 for each division having three to five finalists. SPE funding will not be available until after the contest is held, and the number of finalists is verified.

### **9.2 Prize Money**

It is suggested that prize money be awarded as follows:

- A. In case of three winners in a division, the first place should receive 50% of prize money; second place, 30% of prize money; and third place, 20% of prize money.
- B. In case of two winners in a division, the first place should receive 60% of prize money and second place 40% of prize money.
- C. In case of one winner in a division, the first place should receive all of the prize money.
- D. In regions that require written papers, judges may determine honorable mention awards and honorariums, if any, for papers not achieving finalist status but worthy of recognition.

### **9.3 Presentation of Awards**

SPE will provide certificates to each participant in the contest. Certificates awarded to first-, second- and third-place winners in each division should indicate these achievements. Awards and certificates should be presented by an SPE officer or Director, a member of the SPE Career Guidance and Student Development Committee, or a representative of the host group.

## **10.0 Responsibilities of Host Group**

The SPE Professional Development Manager will notify the SPE student chapter/section of its opportunity to host the Regional Student Contest ten months prior to the month in which the contest will be held. The host group assumes full responsibility for the conduct of the contest. The first task is to determine the date, time, and site of oral presentations.

The contest should be conducted in connection with an SPE technical conference or regional meeting whenever possible. In such cases, SPE suggests that:

1. The oral presentations be held within the same week and preferably integrated into the conference program rather than appended onto the beginning or end of the conference. The decision on the date, time, and site of the presentations should be discussed with the chairperson of the Conference Program Committee.
2. The host group may provide financial support for the contest by adding an amount to the conference registration fee to cover contest costs.
3. Consideration should be given to providing all contestants and judges with complimentary tickets to award/presentation functions.
4. The host group for the conference might arrange for assistance with travel and accommodations expenses for contestants.
5. Contestants should be afforded the status and privileges of other authors presenting technical papers at the conference, including complimentary registration at the conference/exhibition.

### **11.0 Timetable**

The following timetable is suggested for planning a contest.

#### **Seven Months Prior to the Contest**

Issue a call for papers, informing all student chapters and sponsoring sections of the details of the contest, including the time, place, paper submittal deadline, and competition requirements.

#### **Two Months Prior to the Contest**

##### **(Five Months prior to the contest, if written papers are required)**

1. Select a panel of judges to choose finalists if written papers are required, and to judge oral presentations at contest.
2. Send nominations for judges to SPE Professional Development for approval.
3. Select moderators for the presentation session.

#### **30 Days Prior to Contest: Deadline for receipt of entry forms and abstracts**

##### **(60 Days prior to contest, if written papers are required)**

1. Forward entry forms to SPE Professional Development Manager to verify eligibility (SPE membership) of contestants.
2. Distribute papers and/or abstracts to contest judges.

#### **15 Days Prior to Contest**

##### **(45 Days prior to contest if written papers are required)**

1. When written papers are required, judges meet for selection of finalists and alternates to present papers at contest. Advise all contestants whether they have been selected as either finalists or alternates.
2. Provide details of the contest, including housing accommodations and social functions, to contestants.
3. When the contest is held in conjunction with a regional or technical conference, submit information on contestants to conference organizers for publicity at conference.
4. Send information regarding contest to judges, moderators, participating student chapter faculty sponsors, appropriate SPE officers and directors, SPE Career Guidance and Student Development Committee Chairperson, and SPE Professional Development. The information should include an agenda for the contest, information on social functions, availability of housing, number of prizes in each division, and amount of each prize.
5. Confirm that judges and moderators will be available to judge presentations at the contest. Also, invite judges and moderators to the judges' and moderators' meeting before the contest and, with a guest, to the event at which awards will be presented.

6. Verify contest date with the SPE Regional Director and with other SPE officers and/or directors who will attend the contest. Confirm who will present awards to students and when awards will be presented.
7. Confirm that all information verifying attendance and needed reservation forms are received from contestants, judges, moderators, and others who have indicated attendance at the contest.
8. Make housing reservations and verify to those asking assistance.
9. Complete all arrangements: furnish meeting rooms, supply audio-visual equipment, judges' table(s), and a registration table for participants and other attendees; secure a photographer for the contest and awards' presentation ceremony; provide catering and schedule social functions.
10. Compile "information packets" for judges and moderators to be distributed at the meeting preceding the contest. Packets should include contest agenda, abstracts, instructions for scoring, scoring and ranking sheets, and moderators' time-warning cards.
11. Verify that certificates are at hand.

### **Day of Contest**

1. Moderators, judges, and student presenters attend Authors' Breakfast, if one is scheduled.
2. Hold meeting of judges and moderators to distribute information packets to orally review the procedures of the contest.
3. Check rooms for (1) audio-visual equipment and (2) registration and judges' tables.
4. Confirm that the photographer is present at sessions and awards presentation ceremony.

### **Within Two Weeks Following Contest**

1. Notify SPE Professional Development Manager of winners in each division, including school affiliations, prizes received, and paper titles, as well as names and company affiliations of judges and moderators, for possible publication in the *Journal of Petroleum Technology*.
2. Write "thank you" letters to judges, moderators, and others who assisted in the planning and/or conducting of the contest.

## **SOCIETY OF PETROLEUM ENGINEERS (SPE), INC.**

### **Criteria for Hosting SPE Regional Student Presentation/Paper Contests**

Designation of host student chapters for Regional Student Presentation/Paper Contests is made by the SPE Board Committee on Membership, Education and Professional Activities. SPE student chapters desiring to host SPE Regional Student Paper Contests must submit a request, in writing, signed by the faculty sponsor of the student chapter, and addressed to the SPE Board Committee on Membership, Education and Professional Activities (MEPA). SPE will notify other SPE student chapters in that chapter's region that the application has been received and ask for comments, including objections, in writing, to be received no later than 30 days from the postmark of the notification. The application and any objections received shall be placed on the agenda for the next regularly scheduled MEPA meeting for approval/disapproval. If approved, the applicant student chapter shall be placed at the bottom of the then current rotation schedule for hosting the contest in the respective region.

The following criteria shall be considered by the MEPA Committee in approving/disapproving an application to host an SPE Regional Student Paper Contest.

1. Applicant school must be an official student chapter of the Society of Petroleum Engineers and located in the region of the contest it is requesting to host.
2. Applicant school must be a 4-year college or university offering a degree in petroleum engineering or a petroleum engineering option under another degree program.

A student chapter that fails to meet the above criteria at the time it is scheduled to host a regional contest and/or has not had participants in at least one division in three of the five immediately preceding contests in the region, one of the three being the contest immediately preceding the contest it is scheduled to host, will, at the discretion of the MEPA Committee, forfeit its right to host the contest and be moved to the bottom of the then current schedule or removed from the schedule.



## **SPE INTERNATIONAL STUDENT PRESENTATION/PAPER CONTEST**

The SPE International Student Presentation/Paper Contest is an official part of student programs at the SPE Annual Technical Conference and Exhibition. First-place winners in the eight regional student presentation/paper contests are invited to participate in the international contest. If first-place winners are unable to participate, second-place (or third-place winners if second-place winners are unable to participate) are invited to ensure representation from all eight contests. As a condition of their participation, the contestants are required to submit a written paper that is included in the conference proceedings. The contestants shall follow the submission format and schedule of the conference.

The international contest shall be composed of an undergraduate division, a masters division, and a doctorate division if there are at least three student chapters represented in each division. If there are fewer than three student chapters represented in either the masters or the doctorate division, a combined masters/doctorate division shall be composed of first-place winners from both divisions of the regional contests where separate masters and doctorate divisions are held.

The SPE Executive Director, or his/her designee, is responsible for conducting the international contest. Each contestant shall present the same paper presented in his/her regional contest. Judges shall be selected by the SPE Career Guidance and Student Development Committee. In the selection of winners, judges shall follow the same procedures as used in the regional contests.

SPE will pay up to U.S. \$2,000 for Regional Student Paper Contest winners to travel to the International Student Paper Contest which is held during the SPE Annual Technical Conference and Exhibition. The travel allowance includes expenses for transportation, hotel accommodations, and conference registration. Meal expenses and incidentals are not covered and are the responsibility of the student. Should expenses exceed the \$2,000 allowance, you are encouraged to solicit funding from the following sources:

- the SPE travel allowance allocated to the contestant's student chapter
- the petroleum engineering department of the contestant's school
- the sponsoring SPE section of the contestant's student chapter
- the contestant's employer

In order to be eligible to utilize this travel allowance, transportation, hotel accommodations, and conference registration **MUST** be booked through the SPE Professional Development office.





**SPE STUDENT PRESENTATION/PAPER CONTEST**  
**Judge's Nomination Form**  
(Please type)

Full Name : \_\_\_\_\_

SPE Member Number : \_\_\_\_\_

Employer : \_\_\_\_\_

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

Telephone Number : \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address : \_\_\_\_\_

University Attended\* **(1)** \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Date Received \_\_\_\_\_

**(2)** \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Date Received \_\_\_\_\_

**(3)** \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Date Received \_\_\_\_\_

Date of Contest \_\_\_\_\_

Place of Contest \_\_\_\_\_

Check the division that you will be judging:

Undergraduate (BS)

Graduate (MS)

Graduate (PhD)

\*List all earned degrees.

# SPE STUDENT PRESENTATION/PAPER CONTEST

## Official Scoring Sheet for Judging Presentations

<b>A. Subject Matter (Maximum: 45 points)</b>	<b>Maximum Value</b>	<b>Score</b>
1. Does the subject matter pertain to petroleum engineering and does the contestant point out the significance? As used herein, petroleum engineering is defined as the application of basic and engineering sciences to the finding, development, and recovery of oil, gas, and other resources from wells.	5	_____
2. Was the approach to the subject		
A. Logical and systematic?	5	_____
B. Original?	5	_____
3. Is there evidence of a detailed literature survey, development of complex computer program, extensive laboratory work, or other effort of comparable magnitude?	10	_____
4. Is there evidence that the student knows his subject?	10	_____
5. Does the student deserve extra points for undertaking a complex problem?	10	_____
 <b>B. Delivery (Maximum: 25 points)</b>		
1. Were the visual aids planned and used in such a way that they enhanced the presentation?	10	_____
2. Was there an absence of distracting mannerisms such as poor posture, improper use of pointer, excessive nervousness, mispronounced words, etc.?	5	_____
3. Was the student's talk no more than 20 minutes long? (If so, give 5 points; if not, 0 points.)	5	_____
4. Did the speaker answer questions clearly and concisely?	5	_____
 <b>C. Clarity of Communication (Maximum: 30 points)</b>		
At the conclusion of the talk did you know :		
1. What the problem was?	10	_____
2. How the problem was solved?	10	_____
3. What the conclusions were and the significance of the conclusions?	10	_____
	<b>Total</b>	_____

Name of Speaker \_\_\_\_\_

Division \_\_\_\_\_

Title of Presentation \_\_\_\_\_

Judge \_\_\_\_\_



## **SPE STUDENT PRESENTATION/PAPER CONTEST OFFICIAL JUDGE'S RANKING SHEET**

The top five papers in my session (in order) were presented by:

1. (First Place): \_\_\_\_\_

2. (Second Place): \_\_\_\_\_

3. (Third Place): \_\_\_\_\_

4. (Fourth Place): \_\_\_\_\_

5. (Fifth Place): \_\_\_\_\_

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Division

\_\_\_\_\_  
Date (DD/MM/YY)

## SPE STUDENT PRESENTATION/PAPER CONTEST OFFICIAL MODERATOR'S SCORE SHEET

The top contestants reported by the judges were:

Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Value	Total Score
1.					5 points	
2.					4 points	
3.					3 points	
4.					2 points	
5.					1 point	

The three contestants with the largest number of points are:

1. (First Place): \_\_\_\_\_

2. (Second Place): \_\_\_\_\_

3. (Third Place): \_\_\_\_\_

In case of a tie for either first- or second-place, a conference by the judges should determine the winner. If there is no tie, there should be no conference.

\_\_\_\_\_  
Moderator

\_\_\_\_\_  
Division

\_\_\_\_\_  
Contest

\_\_\_\_\_  
Date (DD/MM/YY)

## SOCIETY OF PETROLEUM ENGINEERS

### Rotation Schedule for Hosting SPE Regional Student Presentation/Paper Contests

(See Criteria for Hosting SPE Regional Student Presentation/Paper Contest on page 39.)

#### **Gulf Coast Region**

---

2003 Rice U./U. of Houston	2007 Texas A&M U.
2004 Texas Tech U.	2008 Louisiana State U.
2005 Texas A&M U.- Kingsville	2009 Nicholls State
2006 U. of Louisiana at Lafayette	2010 U. of Texas

#### **Eastern Region**

---

2003 U. of Pittsburgh	2006 Memorial U. of Newfoundland
2004 Penn State	2007 Marietta College
2005 West Virginia U.	

#### **Western Region**

---

2003 California State U. -Long Beach	2006 California Polytechnic State U.-SLO
2004 Stanford	2007 U. of Southern California
2005 U. of California- Berkley	2008 California Polytechnic State U.- Pomona
	2009 U. of Alaska

#### **Rocky Mountain/Mid-Continent Region & Graduate Division of Eastern Region**

---

2003 U. of Missouri--Rolla	*	U. of Wyoming
2004 U. of Oklahoma	*	Colorado School of Mines
2005 Montana Tech	*	U. of Tulsa
2006 U. of Alberta	*	New Mexico Tech
2007 U. of Calgary	*	College of the North Atlantic
2008 North Dakota State U.	*	U. of Saskatchewan
2009 South Dakota School of Mines	*	Northern Alberta Institute of Tech.
* Southern Alberta U. of Technology	*	U. of Kansas

#### **African Region**

---

U. of Benin	Petroleum Training Institute
Federal U. of Technology	U. of Port Harcourt
U. of Ibadan	Rivers State U.
Institute of Management and Technology	U. of Uyo

#### **Asia Pacific Region**

---

Bandung Institute of Technology	U. of New South Wales
U. of Adelaide	Palawan State U.
U. Chulalongkorn	U. Trisakti
U. of Curtin/ U. Western Australia	U. Queensland
U. of Malaysia Tech	UPN "Veteran" Yogyakarta

## **South American/Caribbean Region**

---

Escuela Politecnica Nacional	U. Estadual de Campinas
Escuela Superior Politecnica del Litoral	U. Gabriel Rene Moreno
Institute Politecnico Nacional	U. Industrial de Santander
Instituto Tecnologico de Buenos Aires	U. Nacional del Comahue
Norte Fluminense State U.	U. Nacional de Colombia
U. Central del Ecuador	U. Nacional de Cuyo
U. Central de Venezuela	U. Nacional de Mexico
U. de America	U. Nacional de la Patagonia
U. de Buenos Aires	U. Nacional de Ingeniera
U. de Oriente	U. Nacional de Piura
U. de Oriente- Monagas	U. of West Indies
	U. del Zulia
	U. Surcolobiana

## **European Region**

---

The European Regional Contest is held alternately between EUROPEC and Offshore Europe.

U. of Bologna	Middle East Technical U.
U. of Clausthal	Mining U. Leoben
Delft U. of Tech	U. of Mining and Metallurgy
Freiberg U. of Mining & Tech	U. of Miskolc
Heriot-Watt U.	Norwegian Inst. of Tech
IFP- Ecole National Supirieure du Pitrole & des Moteurs	U. "Petrole-Gaze" Ploiesta
Imperial C. of Science & Tech	Politecnico di Torino
Indian School of Mines	Robert Gordon's Inst. of Tech
Istanbul Tech U.	Stavanger U.
Kazakh National Technical U.	Tomsk Polytechnic U.
Maharashtra Institute of Technology	Turkmenistan Polytechnic Inst.
	U. of Zagreb



## **Your Opportunity for Professional Involvement**

Student Membership in the Society of Petroleum Engineers is a positive first step in your professional career in the petroleum, natural gas, and related energy industries. Through Student Membership, the petroleum engineering student can participate in all aspects of the Society's programs.

Requirements: A student in good standing and carrying at least 30% of a normal full-time academic load as a registered undergraduate or graduate student in petroleum engineering or related arts and sciences is eligible for Student Membership.

Benefits of Student Membership are:

- Subscription to *JOURNAL OF PETROLEUM TECHNOLOGY*, the Society's monthly publication, which includes information about SPE and the petroleum engineering profession, plus articles covering technical areas encompassed in petroleum engineering.
- Opportunity to attend and participate in SPE section meetings.
- Special discounts on publications produced by the Society, including Monographs, Reprint Series, textbooks, and reference books.
- Opportunity to participate in SPE Student Presentation/Paper Contests.
- Use of the Engineering Society Library, in New York City, New York, U.S.A.

**Student Member dues are U.S.\$13.00 (Group I), U.S.\$11.00 (Group II) or U.S.\$9.00 (Group III) annually based on the country listed as the preferred address of the student.** Please see the SPE website at [www.spe.org](http://www.spe.org) for a country group listing or see page 50.





# APPLICATION FOR SPE STUDENT MEMBERSHIP

Society of Petroleum Engineers • P.O. Box 833836 • Richardson, Texas 75083-3836, U.S.A.  
Telephone: +1.972.952.9393 • Facsimile: +1.972.952.9435 • E-mail: service@spe.org

Type or Print

CIRCLE ONE:  New Member  Former Member \_\_\_\_\_  
SPE Member Number

BIRTHDATE  (Day)  (Month)  (Year)

SCHOOL (UNIVERSITY) NAME \_\_\_\_\_

EXPECTED GRADUATION DATE  (Month)  (Year)

Last Name (Surname) \_\_\_\_\_

First Name (Forename) \_\_\_\_\_

Preferred Forename) \_\_\_\_\_

CIRCLE YOUR PREFERRED MAILING ADDRESS: Local or Permanent

Local Mailing Address

Permanent (Home) Address (if different from local)

Address (line 1) \_\_\_\_\_

Address (line 2) \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Country \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Telephone Country Code City/Area Telephone No. \_\_\_\_\_

Facsimile Country Code City/Area Telephone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

## EDUCATION TO DATE

College \_\_\_\_\_

Major \_\_\_\_\_

Degree \_\_\_\_\_ Graduation Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Requirements:** A student in good standing and carrying at least 30% of a normal full-time academic load as a registered undergraduate or graduate student in petroleum engineering or related arts and sciences is eligible for SPE student membership.

Verification of enrollment is required by either signature of a student chapter faculty sponsor or faculty advisor. Verification of enrollment can be satisfied by submitting a copy of your most recent transcript or proof of enrollment.

Signature of Faculty \_\_\_\_\_

Member Number (if applicable) \_\_\_\_\_

Title or Position \_\_\_\_\_

Date (Day/Mo./Yr.) \_\_\_\_\_

### Student Member annual dues are:

U.S. \$13 (Group I) Countries

U.S. \$11 (Group II) Countries

U.S. \$9 (Group III) Countries

**Based on the preferred address of the student indicated.**

Please see the SPE Web site at [www.spe.org](http://www.spe.org) for a country group listing or contact SPE Customer Service at service@spe.org, or Tel: +1.972.952.9393

## HALLIBURTON

Halliburton Energy Services, Inc. is the corporate sponsor of the Student Sponsorship Program. Under this program, Halliburton will pay the dues of any SPE Student Member if he/she so elects and information about him/her contained in SPE's records will be sent by SPE to Halliburton. To elect to have Halliburton pay your SPE Student Membership dues, please check the box below. If you do not check the box, please include your dues payment with this application.

**Yes, I wish that Halliburton pays my SPE Student Membership dues under the SPE Student Sponsorship Program.** I understand and agree that information about me contained in SPE's records will be sent by SPE to Halliburton for use as determined solely by Halliburton, and I hereby authorize SPE to provide such information to Halliburton.

**If you are not participating in the Student Sponsorship Program, payment must accompany application.**

- Check  Money Order
- American Express  Visa
- MasterCard  Diners Club

Credit Card Number

Expiration Date

AMOUNT PAID \$ \_\_\_\_\_

## SPE STUDENT MEMBERSHIP DUES 2003-2004

<u>Group I Countries</u>	<u>Group II Countries</u>	<u>Group III Countries</u>
Australia	Algeria	Albania
Austria	Argentina	Angola
Belgium	Bahrain	Azerbaijan
Brunei	Barbados	Bangladesh
Canada	Brazil	Bolivia
Cyprus	Bulgaria	Cameroon
Denmark	Chile	Central African Republic
Faeroe Islands	Colombia	China
Finland	Costa Rica	Côte d'Ivoire
France	Croatia	Cuba
Germany	Czech Republic	Ecuador
Greece	Dominican Republic	Egypt, Arab Rep.
Hong Kong, China	Gabon	Equatorial Guinea
Iceland	Hungary	Ghana
Ireland	Iran, Islamic Rep.	Guatemala
Israel	Kazakhstan	Guinea-Bissau
Italy	Lebanon	India
Japan	Libya	Indonesia
Kuwait	Lithuania	Jordan
Luxembourg	Malaysia	Morocco
Malta	Mexico	Myanmar
Monaco	Namibia	Niger
Netherlands	Oman	Nigeria
Netherlands Antilles	Peru	Pakistan
New Zealand	Poland	Papua New Guinea
Norway	Romania	Philippines
Portugal	Russian Federation	Sri Lanka
Qatar	Saudi Arabia	Sudan
Singapore	Slovak Republic	Suriname
Korea, Rep.	South Africa	Syrian Arab Republic
Spain	Thailand	Tanzania
Sweden	Trinidad and Tobago	Turkmenistan
Switzerland	Tunisia	Ukraine
United Arab Emirates	Turkey	Vietnam
United Kingdom	Venezuela	Yemen, Rep.
United States		Yugoslavia, FR
		Zimbabwe
<b>Dues U.S.\$13.00</b>	<b>Dues U.S.\$11.00</b>	<b>Dues U.S.\$9.00</b>

# SPE STUDENT INFORMATION CHANGE FORM

**Member #** \_\_\_\_\_

Last Name:	First Name:	Middle:
Preferred Name:	Job Title:	
Company Name:		
Company Address:		
City:	State/Province:	
Country:	Zip/Postal Code:	
Home Address:		
City:	State/Province:	
Country:	Zip/Postal Code:	
Preferred Mailing Address (Check one): <input type="checkbox"/> HOME <input type="checkbox"/> COMPANY		
Company Phone:	Facsimile:	
(Country code)(City code)(Number)	(Country code)(City code)(Number)	
Telex:	Home Phone:	
	(Country code)(City code)(Number)	
E-Mail Address:		

**EDUCATION TO DATE:**

Type of Degree	Major Subject	Year Degree Awarded	School Name	City State/Country

**DATE OF BIRTH**                      Day:    Month:    Year:

<p><b>BUSINESS CLASSIFICATION:</b> (Please check one)</p> <p><input type="checkbox"/> Exploration/Openhole Logging</p> <p><input type="checkbox"/> Drilling</p> <p><input type="checkbox"/> Production/Well Svcs/Production Logging</p> <p><input type="checkbox"/> Reservoir Engineering/EOR</p> <p><input type="checkbox"/> Manufacturing/Supply</p> <p><input type="checkbox"/> Other (Please specify): _____</p> <p><b>Signature Required:</b> _____</p>	<p><b>JOB CLASSIFICATION:</b> (Please check one)</p> <p><input type="checkbox"/> Officer/Director/Independent Operator</p> <p><input type="checkbox"/> Engineering Manager</p> <p><input type="checkbox"/> Engineer</p> <p><input type="checkbox"/> Technical Services/Consultant</p> <p><input type="checkbox"/> Geologist/Geophysicist</p> <p><input type="checkbox"/> Superintendent/Foreman/Technician</p> <p><input type="checkbox"/> Professor/Student</p> <p><input type="checkbox"/> Other (Please specify): _____</p>
--	--

**\*IF YOU PLAN TO CONTINUE AS A STUDENT, PLEASE INDICATE:**

Expected Graduation Date:	Degree:	School:
Location:		

# SOCIETY OF PETROLEUM ENGINEERS STUDENT APPLICATIONS AND DUES TRANSMITTAL FORM

Please use the latest chapter roster and this form during registration:

- Please request a completed Student Application Form (see page 48) with the required payment from all students listed.
- If the graduation date or address is listed incorrectly, please request a completed Information Change Form (see page 51).
- List all payments on the Transmittal form and balance the total.

Promptly return all forms, payments and transmittal forms to SPE.

Member Services begin 2 - 4 weeks after the completed form and payment is received.

Student Name	New Member	Previous Member	Member Number (if known)	Amount Paid (U.S.\$)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Total Paid US\$ \_\_\_\_\_

**Student Member dues are U.S.\$13.00 (Group I), U.S.\$11.00(Group II) or U.S.\$9.00 (Group III) annually based on the country listed as the preferred address of the student. Please see the SPE website at [www.spe.org](http://www.spe.org) for a country group listing or see page 50.**

Student Chapter Name: \_\_\_\_\_

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

Sponsor or Officer (print): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

# SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. STUDENT CHAPTER PETITION FOR CHAPTER

We, the undersigned SPE Student Members, petition the SPE Board of Directors for a Society of Petroleum Engineers Student Chapter Charter.

Name of College or University: \_\_\_\_\_

Name of Chapter: \_\_\_\_\_

Member Full Name (Please Print)	Member Number

Member Full Name (Please Print)	Member Number

\_\_\_\_\_  
Signature of Faculty Sponsor

\_\_\_\_\_  
Name of Faculty Sponsor (Please Print)

\_\_\_\_\_  
Date  
(DD/MM/YY)

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Name of Department Head (Please Print)

\_\_\_\_\_  
Date  
(DD/MM/YY)

**Submitted By:**

Name: \_\_\_\_\_

SPE Office Held: \_\_\_\_\_

School: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Telex: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Mail to:** SPE Professional Development  
Society of Petroleum Engineers  
P. O. Box 833836  
Richardson, TX 75083-3836, U.S.A.  
Telephone: 1-972-952-9393  
Telex: 163245 SPEUT  
Facsimile: 1-972-952-9435

# SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. STUDENT CHAPTER FACULTY SPONSOR NOMINATION

Name of SPE Student Chapter: \_\_\_\_\_

Full Name of Faculty Sponsor Nominee: \_\_\_\_\_

SPE Member Number: \_\_\_\_\_

Attach a biographical sketch of nominee to this form or type the biographical information in the space provided below. Be sure to include current faculty position, education record, and SPE activities.

Return within one week following meeting.

**Submitted By:**

Name: \_\_\_\_\_

SPE Office Held: \_\_\_\_\_

School: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Telex: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Name of Department Head (Please Print)

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date (DD/MM/YY)

**Mail to:**

SPE Professional Development  
Society of Petroleum Engineers  
P. O. Box 833836  
Richardson, TX 75083-3836, U.S.A.  
Telephone: 1-972-952-9393  
Telex: 163245 SPEUT  
Facsimile: 1-972-952-9435

# SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. STUDENT CHAPTER OFFICER REPORT FORM

Student Chapter: \_\_\_\_\_ Academic Year: \_\_\_\_\_ to \_\_\_\_\_  
(MM/YY) (MM/YY)

## FACULTY SPONSOR

Full Name: _____		Member Number: _____
School Address: _____		
City: _____	State: _____	Country: _____
Zip/Postal Code: _____	Telephone Number: _____	
E-mail Address: _____	Facsimile Number: _____	

## PRESIDENT

Full Name: _____		Member Number: _____
School Address: _____		
City: _____	State: _____	Country: _____
Zip/Postal Code: _____	Telephone Number: _____	
E-mail Address: _____	Facsimile Number: _____	

## VICE PRESIDENT

Full Name: _____		Member Number: _____
School Address: _____		
City: _____	State: _____	Country: _____
Zip/Postal Code: _____	Telephone Number: _____	
E-mail Address: _____	Facsimile Number: _____	

## SECRETARY

Full Name: _____		Member Number: _____
School Address: _____		
City: _____	State: _____	Country: _____
Zip/Postal Code: _____	Telephone Number: _____	
E-mail Address: _____	Facsimile Number: _____	

## TREASURER

Full Name: _____		Member Number: _____
School Address: _____		
City: _____	State: _____	Country: _____
Zip/Postal Code: _____	Telephone Number: _____	
E-mail Address: _____	Facsimile Number: _____	

### Submitted By:

Name: _____	SPE Office Held: _____
School: _____	
Address: _____	
Telephone: _____	Facsimile: _____
Telex: _____	E-mail Address: _____
Date: _____	

**Mail to:** SPE Professional Development  
Society of Petroleum Engineers  
P. O. Box 833836  
Richardson, TX 75083-3836, U.S.A

## SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. STUDENT CHAPTER STATIONERY ORDER FORM

Student chapter stationery may be ordered from SPE Richardson. The name of the student chapter will be printed on the stationery. The cost of the letterhead stationery is:

250 sheets.....U.S.\$25.00	250 envelopes.....U.S.\$25.00
500 sheets.....U.S.\$35.00	500 envelopes.....U.S.\$35.00
1,000 sheets.....U.S.\$60.00	1,000 envelopes.....U.S.\$60.00

**All orders must be prepaid.**  
**Please allow three weeks for delivery.**

Please check paper size:     8.5"x11"     A4

Please send:

_____ 250 sheets of stationery	_____ 250 envelopes
_____ 500 sheets of stationery	_____ 500 envelopes
_____ 1,000 sheets of stationery	_____ 1,000 envelopes

---

Name of Student Chapter  
(Print **EXACTLY** as it should appear on the stationery. Please include sample copy.)

**Ship stationery to:**

Name: \_\_\_\_\_

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

---

**Note:** Stationery will be sent by fourth-class mail in the U.S. and air parcel non-U.S. unless otherwise requested. (Chapters will be billed for the difference in the cost.)

**Submitted By:**

Name: \_\_\_\_\_

SPE Office Held: \_\_\_\_\_

School: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Telex: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

**Mail to:**    SPE Professional Development  
                  Society of Petroleum Engineers  
                  P. O. Box 833836  
                  Richardson, TX 75083-3836, U.S.A



# SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. STUDENT CHAPTER MEETING REPORT

Student Chapter Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Members: \_\_\_\_\_ Guests: \_\_\_\_\_ Faculty: \_\_\_\_\_

Program Topic: \_\_\_\_\_

Speaker's Name(or attach business card ): \_\_\_\_\_

Employed by: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

The program was considered:     excellent     good     average     fair

Were visual aids used:     yes     no

If so, what type and give name of any films or slide shows: \_\_\_\_\_

\_\_\_\_\_

Give brief summary of the program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give brief summary of actions taken at business meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return within 1 week following meeting.

If possible, please provide black-and-white photographs with identification of the event, individuals (title, company, location, SPE office held), and date and place held for possible publication on the SPE web site.

**Submitted By:** \_\_\_\_\_

Name: \_\_\_\_\_ SPE Office Held: \_\_\_\_\_

School: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Telex: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

**Mail to:**        SPE Professional Development  
                  Society of Petroleum Engineers  
                  P. O. Box 833836  
                  Richardson, TX 75083-3836, U.S.A

# SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. STUDENT CHAPTER SPECIAL ACTIVITIES REPORT

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

This report is to be used for reporting activities other than regular meetings.

Type of Activity - Please Check One	
<input type="checkbox"/> Field Trip	<input type="checkbox"/> Fundraising Project
<input type="checkbox"/> Seminar	<input type="checkbox"/> Awards or Banquet
<input type="checkbox"/> Section Activity	<input type="checkbox"/> Distinguished Lecturer Series
<input type="checkbox"/> Social Activity	<input type="checkbox"/> Student Presentation/ Paper Contest
<input type="checkbox"/> Engineering Week Activities	<input type="checkbox"/> Other - specify
<input type="checkbox"/> Intramural Activities	

Date(s) of Activity: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Members: \_\_\_\_\_

Guests: \_\_\_\_\_

Faculty: \_\_\_\_\_

Give a brief description of event (include location, title of event, guest speakers or program, awards and winners, etc.)

---



---

Return within 1 week following meeting.

If possible, please provide black-and-white photographs with identification of the event, individuals (title, company, location, SPE office held), and date and place held for possible publication on the SPE web site.

**Submitted By:**

Name: \_\_\_\_\_

SPE Office Held: \_\_\_\_\_

School: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Telex: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

**Mail to:** SPE Professional Development  
Society of Petroleum Engineers  
P.O. Box 833836  
Richardson, TX 75083-3836  
U.S.A.

## SPE STUDENT CHAPTER FINANCIAL STATEMENT

Chapter Name \_\_\_\_\_

**TOTAL RESOURCES**

April 1, 20\_\_

Cash, checking, and savings accounts U.S. \$ \_\_\_\_\_  
 Bonds, securities, other (at cost) U.S. \$ \_\_\_\_\_

**TOTAL - CASH & INVESTMENTS (A) \$ \_\_\_\_\_**

**INCOME**

April 1, 20\_\_

Rebates and travel money from SPE U.S. \$ \_\_\_\_\_

Chapter dues collected U.S. \$ \_\_\_\_\_

Interest and dividends earned U.S. \$ \_\_\_\_\_

Meetings and special events, including U.S. \$ \_\_\_\_\_

fund raising activities U.S. \$ \_\_\_\_\_

Educational courses, symposia U.S. \$ \_\_\_\_\_

Other:

Donations U.S. \$ \_\_\_\_\_

Misc. U.S. \$ \_\_\_\_\_

U.S. \$ \_\_\_\_\_  
**(B) \$ \_\_\_\_\_**

**EXPENSES**

April 1, 20\_\_ to March 31, 20\_\_

Meetings (notices, meals, rentals) U.S. \$ \_\_\_\_\_

Educational courses/symposia (including travel to SPE regional and annual meetings) U.S. \$ \_\_\_\_\_

Donations/Scholarships U.S. \$ \_\_\_\_\_

Operating expenses (stationery, supplies, postage, etc.) U.S. \$ \_\_\_\_\_

Other:

Fund raising expenses U.S. \$ \_\_\_\_\_

Technical paper contest expenses U.S. \$ \_\_\_\_\_

Publication expenses, newsletters, etc. U.S. \$ \_\_\_\_\_

Purchases of technical publications U.S. \$ \_\_\_\_\_

Social Activities U.S. \$ \_\_\_\_\_

Misc. U.S. \$ \_\_\_\_\_

U.S. \$ \_\_\_\_\_  
**(C) \$ \_\_\_\_\_**

**TOTAL RESOURCES**

March 31, 20\_\_

(Cash U.S. \$ \_\_\_\_\_, Other \_\_\_\_\_)

**YEAR-END TOTAL - CASH & INVESTMENTS**

U.S. \$ \_\_\_\_\_  
**A+B-C**

Signatures: \_\_\_\_\_  
 Student Chapter Treasurer

Return by April 15, 20\_\_

\_\_\_\_\_  
 Faculty Sponsor

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

**Mail to:** SPE Professional Development  
 Society of Petroleum Engineers  
 P.O. Box 833836  
 Richardson, TX 75083-3836  
 U.S.A.

**SOCIETY OF PETROLEUM ENGINEERS (SPE), INC.  
STUDENT CHAPTER EXEMPTION CERTIFICATE  
(for U.S. Student Chapters)**

The undersigned hereby claims an exemption from payment of taxes under Chapter 20, Title 122A, for the purchase of the taxable items described below or on attached order or invoice which is made a part hereof, and will be purchased from:

---

---

The reason that said purchaser is claiming this exemption is:

The Society of Petroleum Engineers (SPE), Inc. is a 501(c)(3) nonprofit organization.

**FIN 75 - 2001539**

The purchaser will be liable for payment of the Limited Sales and Use Tax if he uses the items in some manner other than the reason listed above; he shall be liable for the tax based on the price paid for the taxable items. It is a misdemeanor to give an exemption certificate to the seller for taxable items which I know at the time of purchase will be used in a manner other than that expressed in this certificate and, upon conviction, I may be fined not more than \$500 per offense.

---

SPE Student Chapter Officer

---

Date (DD/MM/YY)



## Travel Reimbursement Program Confirmation of Expenditure of Funds

I hereby attest that all the SPE student travel funds received from SPE will be used only for the purposes outlined in the current student Travel Reimbursement Program (see page 12). All of these funds will be used in connection with travel to events in which the Student Chapter and its members participated.

I understand that in order to be eligible to continue receiving these funds it will be necessary to submit a completed **ANNUAL REPORT** by 1 April. I also certify that any travel reimbursement funds received during the school year will be used only for the purposes authorized by the program.

Name: \_\_\_\_\_  
(Student Chapter Faculty Sponsor)

Signature: \_\_\_\_\_

Student Chapter: \_\_\_\_\_  
(Name of University)

Date: \_\_\_\_\_  
(DD/MM/YY)

**Mail to:** SPE Professional Development  
Society of Petroleum Engineers  
P.O. Box 833836  
Richardson, TX 75083-3836  
U.S.A.  
Telephone: 1-972-952-9393  
Telex: 163245 SPEUT  
Facsimile: 1-972-952-9435

## SOCIETY OF PETROLEUM ENGINEERS (SPE), INC. STUDENT CHAPTER PAST PRESIDENT'S AWARD

The purpose of the SPE Student Chapter Past President's Award is to recognize outstanding service to the student chapter by the student chapter president. This award does not have to be presented every year and should be presented only for outstanding service. Chapters wishing to recognize their previous president with an award certificate furnished at no charge by SPE Richardson should complete this form and forward it to SPE Richardson. It is recommended that the chapter invite its award recipient back to the campus for the presentation of the award.

---

Past President's Name  
(Exactly as it should appear on certificate)

---

Term of Office  
(Specify academic year, e.g., 1998-1999)

---

Student Chapter Name

**SHIP TO:**

Name: \_\_\_\_\_

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

**Submitted By:**

Name: \_\_\_\_\_

SPE Office Held: \_\_\_\_\_

**Mail to:** SPE Professional Development  
Society of Petroleum Engineers  
P.O. Box 833836  
Richardson, TX 75083-3836  
U.S.A.  
Telephone: 1-972-952-9393  
Telex: 163245 SPEUT  
Facsimile: 1-972-952-9435