



# What is SHAPE & Why Should We Care?

**You Said Yes... So, Now What?**  
*Important FAQ's For Volunteer Leaders*



WASHINGTON STATE SHRM

# What is the SHAPE?

- The SHAPE is the SHRM Affiliate Program for Excellence
- The SHAPE is a year end report that includes two sections
  - In Section I your chapter can affirm its Chapter in Good Standing status (this is a requirement of your affiliation agreement with SHRM)
  - Section II includes items that reflect the chapter's use of effective administrative practices in partnership with SHRM
- A planning guide is available on the VLRC to help direct chapter activities  
<https://community.shrm.org/vlrc/home>

# Section I

- In the year-end report, you will be asked to verify that you meet and maintain the minimum affiliation requirements
  - All chapters in Washington State are 100% (chapters requiring SHRM membership to belong to the local chapter)
- You will need to confirm that your chapter submitted the completed Chapter Leader Information Form (CLIF) by December 1<sup>st</sup> for the following year
- You will need provide year-end financial results for the period January 1 through December 31

# Section I

- You will need to affirm that the current SHRM “AFFILIATE OF” logo is correctly, consistently and prominently displayed in accordance with the Graphics Standards Manual for Affiliates
- You will be asked for information regarding your chapter’s participation with the membership roster audit by SHRM staff
- You will need to provide information regarding your chapter programming events and board meetings either in person or virtually during the calendar year

## Section II

- This section includes recommendations for effective SHRM Chapter Administration
- This includes Chapter participation in state council meetings, large chapter event requirements, representation at the Volunteer Leaders' Summit, the promotion of SHRM Annual Conference, supporting the SHRM Foundation and promoting the SHRM Certification and Recertification programs

# Have Questions or Need Additional Information

If ever you have additional questions or not sure who to contact, please email us at [wastateshrm@gmail.com](mailto:wastateshrm@gmail.com) and we will work to connect you with the appropriate person.

Thank you again for all you do as Volunteer Leaders!