

TO: IEEE Region 8 Committee

FROM: Elya B. Joffe, Chair: Chapter Coordination Subcommittee

SUBJECT: Approval for the IEEE Region 8 Student Branch Chapter-of-the-Year Award

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**EXECUTIVE SUMMARY:**

This award is given to the most outstanding IEEE **Student Branch Chapter** in recognition of their activeness based on quality and quantity of their meetings, programs, projects and member services. This award is to be provided for activities in the previous calendar year.

**PROPOSED ACTION:**

Resolve that an IEEE Region 8 Student Branch Chapter-of-the-Year Award is set up.

**FINANCIAL IMPLICATIONS:**

Total financial cost not to exceed US\$325, where US\$300 will go towards a cash award and US\$25 are allocated for the certificate.

**PROS and CONS:**

Pros:

Recognition of excellence and quality of Student Branch Chapter activities.  
Support Student Branch Chapter Development activities.

Cons:

None.

**IMPLEMENTATION:**

Through the Chapter Coordination Subcommittee (Region 8) and Vice-Chair Technical Activities.

**BACKGROUND INFORMATION:**

The Region 8 Student Branch Chapter of the Year Award shall be administered by the Region 8 Chapter Coordination Subcommittee.

The Jury shall consist of the following:

- Region 8 Vice Chair for Technical Activities
- Region 8 Vice Chair for Student Activities
- Region 8 Chapter Coordination Subcommittee Chair
- Region 8 Student Branch Chapters Coordinator
- A representative from the Region 8 Awards and Recognition Sub-Committee

Region 8 Student Branch Chapter of the Year Award shall be based on the previous year's performance.

The Region 8 Student Branch Chapter of the Year Award jury shall evaluate student chapters based on diverse activities and achievements such as:

1. Number of meetings in a year
  2. How many new members (absolute number and percentage gain)
  3. Cooperation between Society Chapter and other student chapters in their section
  4. Participating in the Society Conference
  5. Holding workshops, joint meetings, technical trips regarding their fields etc.
  6. Technical Projects
  7. Social Activities, Membership Requirement Strategies and Events to increase motivation
  8. Frequency and success to use chapter benefits (DLP, funds, awards etc...)
- and other chapter activities and achievements

Draft schedule for the first award:

- Early November (of previous year): Preliminary solicitation of award nominations including chapter activity information for previous year from all chapters.
- Early January: Official initiation of solicitation of award nominations including chapter activity information for previous year from all chapters.
- March 1: Deadline for Submission of award nominations including chapter activity information
- March 7: Recommendation made by the Chapter Coordination Subcommittee and endorsed by the VP for Technical Activities
- March 15: Decision submitted to the R8 Director and Secretary  
Note: Chapter officers shall NOT be notified of their selection
- Production of the Award certificate for presentation date. Certificate letterhead may be obtained from IEEE headquarters that includes the IEEE and Region 8 logos. Signatures on the certificate shall be of: VP for Technical Activities, Chapter Coordination Subcommittee Chair, Student Branch Chapter Coordinator (in the ChCSC)  
Note: The Region 8 Awards and Recognition Committee shall assist in production of the certificate, unless the certificate is produced independently
- Presentation of the award shall be as follows:
  - In even years, the Student Branch Chapter-of-the-year Award shall be presented at the Region 8 SBC
  - In odd years, the Student Branch Chapter-of-the-year Award shall be presented at the April Region 8 Committee meeting, in a manner similar to the R8 Chapter of the Year Award

Selection/Basis for Judging:

The awards program shall be coordinated by The Region 8 Student Branch Chapter of the Year Award Administrator under the oversight and responsibility of the Region 8 VP of Technical Activities.