Student Branches vitality program

1. Pre-approval process

I.   R8SAC sends pre-approval form

Pre-approval form is sent to new Student Branches (SBs), Student Branch Chapters (SBCs) & Student Branch Affinity Groups (SB-AGs) whose application have been received in order by the petitions office. The form pushes the organizations to draft a plan and collect the necessary information prior to their approval. The organization has 10 business days to return the completed form. A reminder is sent to the organization closer to the deadline.

II.   R8SAC reviews pre-approval form

Completed pre-approval form sent to R8SAC by representative from the SB/SBC/SB-AG is reviewed by SB Coordinator & R8SAC chair. If there are any queries or the information supplied is insufficient, an action is communicated to the organization before the final outcome of the petition is taken.

III.   R8SAC chair approves / disapproves formation

If the outcome of the review of the pre-approval form is satisfactory, the R8SAC chair approves the application for formation of the new SB/SBC/SB-AG.

IV.   R8 director approves / disapproves formation

If R8 director is in agreement with decision to approve or disapprove the formation of the new SB/SBC/SB-AG by R8SAC, communication is made by the R8 director to the petitions office to approve or disapprove the formation of the new SB/SBC/SB-AG.

2. Appointment of SAC & SR

I.   Contact all Section and Sub-Section chairs

Contact all Section and Sub-Section Chairs who have not appointed a Student Activities Coordinator (SAC) or Student Representative (SR) for their section asking them to make that appointment. The deadline given to them is 4 weeks.

Congratulate all Section and Sub-Section Chairs who have successfully made the appointments and thank them as this will make communications between R8SAC and SBs in all sections better and efficiently operational.

3. Survival guide

One page long document for new and existing student branches that contains step by step guidelines on how to actively engage with all volunteers throughout the year and ensure they're remain an "active" student branch as defined by IEEE. Student Branch Survival Guide v2 [2015]

4. Reporting campaign

The student activity reporting campaign starts 10 days prior to the reporting deadline, 31st October each year. The countdown consists of posters as can be seen below:

The number indicates the number of days before the deadline; the poster is shared via email and social media and is furthermore updated using the following countdown sequence: 10,5,3,2 & 1.

5. Webinars

R8SAC has identified the lack of knowledge and skills by many SBs in Region 8 regarding using vtools to submit reports, writing a scientific paper etc. Below are the planned webinars to help students so they can successfully submit their yearly activity reports and take part in the student paper contest.

  I.   How to compile & submit a Student Activity report on vtools.
  II.   How to write a scientific paper.