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# IEEE Region 8 (Europe, Africa and the Middle East) Student Activities Committee (SAC)- Student Branch Pre-approval form

Dear Students,

Congratulations on your initiative to form a new **Student Branch (SB)** under the umbrella of your Section. Registering a Student Branch for your campus is a fundamental step for having the best experience of being an IEEE member and getting engaged in various IEEE activities, contest and events specially tailored for students. To help you get started we have created this form to direct you on how to successfully organize your new Student Branch and come up with a strategy that will ensure vitality[[1]](#footnote-1). We suggest you use our “[**Survival Guide**](http://www.ieeer8.org/download/21822/)” specially created for new student branches in our region with steps to guide you on your journey.

Please try to answer the following questions as best as you can. We remain at your disposal for any questions throughout the process. Just remember that we are here to help you grow and flourish!

**Please return the following form to** **R8SAC@ieee.org** **within the next ten (10) working days.**

Best wishes,

Mona Ghassemian

IEEE Region 8 Student Activities Committee vice-Chair

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| **Your IEEE Section: ….……………………………………………****Full Name of your Student Branch (SB): ……………………………………………….**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Email address** |
| **Section Chair[[2]](#footnote-2)**  |  |  |
| **Head of School/Department** |  |  |
| **Student Branch Counsellor** |  |  |
| **Interim Student Branch Chair[[3]](#footnote-3)** |  |  |

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| **1- While we are excited that you want to form a student branch on your campus, we are interested in finding out what motivated you to take this step?** |
|  |
| **2- What are your plans for your student branch, including developing & maintaining membership[[4]](#footnote-4) within the first year (12 months)? (e.g., Seminars, workshops, competitions, IEEEDay, educational visits, IEEE MTG, IEEE Student Paper contest, IEEExtreme, IEEEmadC, social events etc.)** |
|  |
| **3- Are you familiar with (a) your Section Student Activities Coordinator[[5]](#footnote-5) and (b) your Section Student Representative?** |
|  |

1. [↑](#footnote-ref-1)
2. <http://www.ieeer8.org/category/sections> [↑](#footnote-ref-2)
3. Once your student branch formation is approved, the interim student chair should organize an inauguration meeting where the branch board (i.e., Chair, Vice-chair, Treasurer, and Secretary) will be elected. [↑](#footnote-ref-3)
4. Developing & maintaining membership is one of the goals of any Student Chapter and takes continuous effort. You might organize special events just for this reason (registrations and renewals, offer a free membership to a winner of a competition etc. Be creative! [↑](#footnote-ref-4)
5. If not, get in touch with your Section chair or the R8 Student Branch Coordinator [↑](#footnote-ref-5)