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Student Branch Vitality Guide

A guide on maintaining your operations at an exemplary level

February 2022

<u>Outline</u>

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- Officers Reporting

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Important Information

When you officially share information with the IEEE about reports, awards, etc, you should always have in mind that as an international organization it requires everything to be submitted in English. In case of print screened proofs in a different language, a translation in English should be provided.

Part A
Reporting Requirements

Officers Reporting, Annual Plan Reporting, Event Reporting

Officers Reporting

What is the Officers Reporting?

The Officers Reporting includes the people who are on the main positions of your Student Branch. It is important in order to communicate effectively. You can access it using the vTools Officers Reporting tool. You have to report your officers right after your election's completion.

Which officers have to be registered on this tool?

It is mandatory for a Student Branch to have a Counselor, a Chair, a Vice-Chair, a Secretary, and a Treasurer *(or a joint Secretary-Treasurer)*. All these officers must be reported on-time right after elections along with the Webmaster *(optional)*. These officers should have an active IEEE membership and their term duration *(except from Counselor's)* can not exceed 2 years *(consecutive terms are allowed, but no more than 4 years in a row or 6 years in total)*.

Elections and vTools Voting

You can hold elections at any time. All active IEEE Student and Graduate Student members should participate in your elections. Be sure to provide incoming officers the Branch records and transfer any accounts to the new leadership. Assist the new leadership by developing the Branch program for the upcoming academic year and arranging for new committees to meet and begin planning.

You can use the vTools Voting tool in order to organize your officer election voting. Electronic ballots give active members an option to submit votes in their officer elections online.

Officers Training

There are various resources available to help you in your role as a Student Branch Officer. You can visit the respective webpage of IEEE Students about the Officers Roles and Responsibilities for a quick overview. You can leverage the IEEE Center for Leadership Excellence for resources regarding role descriptions, action plans and training programs.

Annual Plan Reporting

What is the Annual Plan Reporting?

To help you keep track of your yearly plans, your Student Branch is required to submit the Student Branch Annual Plan, which serves as a valuable historical document to aid future executives in their planning. The due date for filing it is on or before **February 1st** annually. Annual plan reporting demonstrates which student branches are active. Inactive student branches are included in the annual probation list and are at risk of being dissolved. You can access it through the vTools Student Branch Reporting tool.

What should be included on this report?

In the "Branch Operations and Funding" category, you can mention your student branch operations and your best practices, list your student branch committees, and describe how you obtain your funding, as well as the total funds on hand at the beginning of the year.

In the "Activities" category, you should indicate how many activities your Student Branch organizes in each category for each month. You should organize at least 4 events or meetings per year to be considered as an active student branch. There are four categories in which you can include different types of events:

- Technical activities may include:
    - Technical meetings
    - Special tours
    - Panel discussions
- Non-technical activities may include:
    - SPAx events
    - Educational activities
    - Professional activities
- Administrative activities may include:
    - Executive committee meetings
- Other activities may include:
    - Social meetings and gatherings
    - Fund-raising events

In the "Goals" category, you should briefly describe your goals and what you will try to achieve in the planning year.

Financial Benefits

There is a financial rebate if you report by the deadline. This amount depends on the number of members that you have by 31 December of the prior year. If you report your annual plan, you will receive funding from IEEE headquarters and the money will be sent to your section and you'll need to be in touch with your section treasurer to receive it.

Upon timely receipt of the Student Branch Annual Plan Reporting:

➔ fifty dollars (US$50.00) for Branches with fewer than fifty (50) IEEE Student members **OR**
➔ one-hundred dollars (US$100.00) for Branches with fifty (50) or more IEEE Student members

PLUS

➔ US$2.00 per Student Branch member **AND**
➔ additional US$1.00 per Student Branch Chapter member

Events Reporting

What is the Events Reporting?

The vTools Events tool is used for managing IEEE Student Branch meetings and events. All events that are scheduled in vTools Events are showcased in IEEE Collabratec and can be promoted on websites and eNotices. The toolbox simplifies administration by offering web based software, reduces time spent managing activities, and assists in member development.

The vTools Events is more than just a place to report past meeting activity. It is an event management tool that enables IEEE Student Branches to schedule, promote and report meetings and events. Members and the public may see and register for the upcoming events.

What information can be included?

Basic information of your events should be included such as title, date and time, venue and hosts. Also, you can include details such as description, agenda and speakers. You must file your event attendance report right after your event takes place. You have to organize and report at least 4 events or meetings per year to be considered as an active student branch.

How to download the list of your events from vTools Events

1. Click the "SEARCH" tab on the menu
2. Find your Organizational Unit on the respective list and select "All" on the Date Range
3. Click the "Search" button
4. Click the "Download" button to download a csv list of all your events

Part B

Operations and Program

Administration, Event Planning, Regional and Sectional Events

Administration

Keep your Officers and Committee Roster up-to-date

The key to running a successful Student Branch is in the administration. The responsibility for administering Student Branch operations lies within your Student Branch Roster. The key to an efficient and fun Roster lies in regular meetings and good communication.

The roster should consist of:

- All Executive Committee members (Chair, Vice-chair, Secretary, Treasurer)
- All sub-units (Student Branch Chapters and Affinity Groups) leaders
- All committee chairs and coordinators

You should track the following information about these people:

- Full name
- Position
- IEEE Membership Number
  - *These positions should be available only for your volunteers with active IEEE Student Membership.*

Keep the minutes of meetings of your ExCom meetings

The minutes of a meeting is usually a document written by the Secretary of the Student Branch which includes some basic information about the meeting (date, place, attendees). It should include the topics of the discussion along with the decided future actions. You should share these minutes of meetings with your Student Branch members, in order to get updated about the latest developments.

Work with a Student Branch Mentor

Mentors are usually IEEE professional members with IEEE volunteering activity. Student members could be Mentors only if they have strong IEEE volunteering experience. Your Counselor and your Advisors are not considered mentors. Have in mind to keep track of some basic information of your mentor such as the full name, the IEEE member number, the IEEE position along with some communication information. Always keep notes about the topics of your discussions and what you have learnt from them.

Expand your Student Branch

Student Branches can create some so-called sub-units in collaboration with Societies and Councils called Student Branch Chapters or with Affinity Groups called Student Branch Affinity Groups.

Student Branch Chapters might provide some advantages in organizing your branch, for example if you want to expand branch activities to multiple faculties. A SB Chapter can be a good contact point with the IEEE societies – for technically oriented events, you might be able to get support from the societies easier if you are organized in a chapter. Also, societies may offer different kinds of support for student branch chapters.

For Student Branch Affinity Groups, only IEEE Women in Engineering ones are available. Forming a Student Branch Women in Engineering (WIE) Affinity Group is the best way to interact and share information with others at your school with similar interests.

A list of the available Societies, and Councils for establishing a SB Chapter is the following:

- IEEE Aerospace and Electronic Systems Society
- IEEE Antennas and Propagation Society
- IEEE Broadcast Technology Society
- IEEE Circuits and Systems Society
- IEEE Communications Society
- IEEE Computational Intelligence Society
- IEEE Computer Society
- IEEE Consumer Technology Society
- IEEE Control Systems Society
- IEEE Dielectrics and Electrical Insulation Society
- IEEE Education Society
- IEEE Electromagnetic Compatibility Society
- IEEE Electron Devices Society
- IEEE Electronics Packaging Society
- IEEE Engineering in Medicine and Biology Society
- IEEE Geoscience and Remote Sensing Society
- IEEE Industrial Electronics Society
- IEEE Industry Applications Society
- IEEE Information Theory Society
- IEEE Instrumentation and Measurement Society
- IEEE Intelligent Transportation Systems Society
- IEEE Magnetics Society
- IEEE Microwave Theory and Techniques Society
- IEEE Nuclear and Plasma Sciences Society

- [IEEE Oceanic Engineering Society](#)
- [IEEE Photonics Society](#)
- [IEEE Power Electronics Society](#)
- [IEEE Power & Energy Society](#)
- [IEEE Product Safety Engineering Society](#)
- [IEEE Professional Communication Society](#)
- [IEEE Reliability Society](#)
- [IEEE Robotics and Automation Society](#)
- [IEEE Signal Processing Society](#)
- [IEEE Society on Social Implications of Technology Society](#)
- [IEEE Solid-State Circuits Society](#)
- [IEEE Systems, Man, & Cybernetics Society](#)
- [IEEE Technology & Engineering Management Society](#)
- [IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society](#)
- [IEEE Vehicular Technology Society](#)
- [IEEE Biometrics Council](#)
- [IEEE Council on Electronic Design Automation](#)
- [IEEE Nanotechnology Council](#)
- [IEEE Council on RFID](#)
- [IEEE Sensors Council](#)
- [IEEE Council on Superconductivity](#)
- [IEEE Systems Council](#)

Event Planning

Event ideas

To ensure success of any Student Branch program, careful planning is crucial: assess the state of your Branch; identify major goals and objectives for the year; identify activities that will allow you to meet these goals and objectives. For each activity, develop an action plan.

Once you have decided on the yearly activities program, you need to organize the subcommittees and ensure the commitment is there. These committees will gain valuable leadership experience. Be sure to involve as many members (and non-members) as possible in order to ensure the growth of your Student Branch.

The following is a list of some activities that you can include on your program:

- Host an annual "Welcome Back" or "End of School" event to welcome and farewell your members
- Organize Technical workshops and tutorials both for your members and for non-members
- Organize Technical presentations and seminars
- Organize Technical field visits to local industries and factories
- Collaborate with other IEEE or non-IEEE OUs to organize events
- Organize social activities
- Raise funds for charity or Student Branch projects
- Participate in IEEE conferences

Opportunities inside the IEEE

Host an IEEE Day Celebration event. IEEE Day celebrates the first time in history when engineers worldwide and IEEE members gathered to share their technical ideas in 1884. One of the IEEE Day's objectives is to show the ways thousands of IEEE members in local communities join together to collaborate on ideas that leverage technology for a better tomorrow. You should report your IEEE Day event on the official IEEE Day Website and you can also apply to become an IEEE Day Ambassador in your Student Branch. IEEE Day, also, organizes photo and video contests with interesting awards. Find out more on the Official IEEE Day Website.

Host an IEEEXtreme event for your local participants. IEEEXtreme is a global challenge in which teams of IEEE Student members – advised and proctored by an IEEE member, and often supported by an IEEE Student Branch – compete in a 24-hour time span against each other to solve a set of programming

problems. Typically, students would compete with their team and their proctor in the same location, in most cases at their local Student Branch. Find out more on the Official IEEEXtreme Website.

Host a Student Professional Awareness (SPAx) event. SPAx or Student Professional Awareness Program is organized by IEEE Student Branches and gives students a chance to listen to experienced engineers from diverse backgrounds discuss topics from various professional development categories. These activities can involve virtual and in person talks and presentations, panel sessions as well as hands-on team-oriented activities focused on giving practical, real-world engineering experience. Students propose projects through the following portal and are connected to their Regional SPAx Coordinator. The "x" in SPAx is a variable. It could be a conference with an invited speaker, a series of activities focused on honing career skills, a social event to foster networking and team building skills, a design contest, a tech talk, or any other format, as long as they focus on career development. You decide what works for your student branch, and IEEE gives you the support to implement your ideas. You create your own SPAx events, and the experience is yours to design. Here is your tour guide to all things SPAx. Find out more on the Official IEEE Students SPAx Website.

Host a Virtual Speaker though the IEEE Students Virtual Speakers Bureau (VSB). The IEEE Student Activities Committee started a new initiative in 2020 by establishing a Virtual Speakers Bureau. This will use IEEE's network to provide more opportunities for students and Branches. This group of volunteer speakers will reach students, where they are and in real time using online tools and resources. Student branches and virtual speakers will be paired by the VSB committee. Together you will decide on a date, time and virtual platform. Students benefit from the speaker's knowledge and experience. Speakers share with future leaders. Find out more on the Official IEEE Students VSB Website.

Organize a STEP event (in collaboration with your Section YPs). This program was specifically designed to bring together students (mainly Graduate Student Members) and Young Professionals. It aims to introduce members, who will soon graduate, to what Young Professionals do, and how they can get involved. In order to boost your event's popularity, think in terms of what can help soon-to-graduate students transition more easily to a professional career. You can get funded by the IEEE Young Professionals with up to $500 maximum funding. Find out more on the Official IEEE Young Professionals STEP Website.

Participate in Humanitarian Activities (HAC & SIGHT). The IEEE Humanitarian Activities Committee (HAC) provides a suite of resources that inspire and enable IEEE volunteers around the world to carry out and support impactful humanitarian technology and sustainable development activities at the local level. HAC focuses on raising awareness, providing training, supporting and evaluating projects, and cultivating relationships within the global sustainable development community. Find out more on the Official IEEE HAC Website. Furthermore, IEEE SIGHT is a global network of IEEE volunteers partnering with underserved communities & local organizations to leverage technology for sustainable development. It is structured as a sub-committee of the HAC. SIGHT encourages its members to form groups in order to effectively develop sustainable solutions that make a long term difference in the lives of people around them. SIGHT groups

consist of at least six IEEE members who come together to learn about sustainable development, build relationships within their local communities, and implement SIGHT group projects that utilize technology to tackle key problems within the community. Find out more on the Official IEEE SIGHT Website.

Organize an educational project focusing on community (EPICS in IEEE). EPICS stands for Engineering Projects in Community Service. The program was founded in 1995 at Purdue University. It was created to meet a two-fold challenge: providing community service organizations with technology they need to improve and deliver services, and providing undergraduate students with educational experiences to broaden their skills. Find out more on the Official EPICS in IEEE Website.

Host a Distinguished Lecturer. Your Student Branch Chapters can request a distinguished speaker from the respective Distinguished Lecturer (DL) program of their sponsored Society. You can find details about the DL program in the respective Societies and Councils websites as follows:

- IEEE Aerospace and Electronic Systems Society
- IEEE Antennas and Propagation Society
- IEEE Broadcast Technology Society
- IEEE Circuits and Systems Society
- IEEE Communications Society
- IEEE Computational Intelligence Society
- IEEE Computer Society
- IEEE Consumer Technology Society
- IEEE Control Systems Society
- IEEE Dielectrics and Electrical Insulation Society
- IEEE Education Society
- IEEE Electromagnetic Compatibility Society
- IEEE Electron Devices Society
- IEEE Electronics Packaging Society
- IEEE Engineering in Medicine and Biology Society
- IEEE Geoscience and Remote Sensing Society
- IEEE Industrial Electronics Society
- IEEE Industry Applications Society
- IEEE Information Theory Society
- IEEE Instrumentation and Measurement Society
- IEEE Intelligent Transportation Systems Society
- IEEE Magnetics Society
- IEEE Microwave Theory and Techniques Society
- IEEE Nuclear and Plasma Sciences Society
- IEEE Oceanic Engineering Society
- IEEE Photonics Society

- [IEEE Power Electronics Society](#)
- [IEEE Power & Energy Society](#)
- *IEEE Product Safety Engineering Society*
- *IEEE Professional Communication Society*
- [IEEE Reliability Society](#)
- [IEEE Robotics and Automation Society](#)
- [IEEE Signal Processing Society](#)
- [IEEE Society on Social Implications of Technology Society](#)
- [IEEE Solid-State Circuits Society](#)
- [IEEE Systems, Man, & Cybernetics Society](#)
- *IEEE Technology & Engineering Management Society*
- [IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society](#)
- [IEEE Vehicular Technology Society](#)
- [IEEE Biometrics Council](#)
- [IEEE Council on Electronic Design Automation](#)
- [IEEE Nanotechnology Council](#)
- [IEEE Council on RFID](#)
- [IEEE Sensors Council](#)
- [IEEE Council on Superconductivity](#)
- [IEEE Systems Council](#)

Tips for effective event planning

In planning your Branch programs for the year, it is important to keep in mind that events where students are highly engaged are critical to your Branch's success. Ask your members what their interests are and invite them to participate in a subcommittee that interests them. When choosing an event, you should ask several questions to evaluate the potential of that event:

- Will this event attract new members?
- Do we have the resources to carry it through (e.g., time, people, funding)?
- How will it satisfy the needs of existing members?
- Does it meet a specific need for your Branch?
- Will you need to undertake a fundraising effort to hold this event?

Once you have decided on Branch programs for the year, you need to organize the subcommittees and ensure the commitment is there. These committees will gain valuable leadership experience. Be sure to involve as many members (and non-members) as possible in order to ensure the growth of your Branch.

What should an event report include?

After your events you should prepare an event report including the basic information (title, date/time, venue, hosts) and some event details (description, agenda, speakers). You should always include the vTools Events link for your event, along with the attendance number, the feedback of the participants and some photos of your event. Some events might require to include more and in-depth information like when there is a funded event (eg. SPAx or SIGHT program) you might need to include the approvals.

Regional and Sectional Events

Regional / Cross-Sectional Student and Young Professional Congress (SYP)

A Student and Young Professional Congress (SYP Congress) is an event that gathers both student and young professional members from all Sections in the Region every two years (eg. 2022, 2024, …) and selected Sections in the Region every other two years (eg. 2023, 2025, …). The congress provides an opportunity to network and get to know IEEE students from all over the world. During the Congress, a wide variety of workshops and lectures are organized, dealing with interesting topics in diverse technical fields and also related to soft skills. As a Student Branch leader, you should participate in such events and motivate your members to join you. Have in mind to keep the registration confirmations of the student members of your Student Branch.

Regional Student Paper Contest (SPC)

The Student Paper Contest (SPC) is one of the main technical activities in Region 8. It was established in 1967 and since then it is an excellent occasion for personal leadership and involvement of student members in a prospective IEEE scientific/technical activity and to increase the visibility of the student branch. It also makes possible further promotion of IEEE among students. The success of the SPC relies heavily on the input from the Student Branch Officers, especially the Student Branch Counselor and the Student Branch Chair, but also on academic members especially those who form part of the local IEEE section. As a Student Branch, you can participate in the contest by sending some paper entries. Keep in mind to report the title, the authors and the abstract of these entries.

Regional Student Hardware Contest (IEEEDuino)

IEEEDuino is a student-focused hardware contest to inspire student members in Europe, Middle East, and Africa to design, build, test, and demonstrate an innovative project on an Arduino microcontroller. Innovators, makers, and developers across the region, an opportunity to take part in a hardware design and build competition and compete against others in IEEE Region 8 and win great prizes for both winning and participating. As a Student Branch, you can participate in the contest by sending some project proposals. Keep in mind to report the title, the team members and a short description of the projects.

Sectional Student Branch Leadership Camp

The Sectional Student Branch Leadership Camp focuses on training sessions for the Executive Committee members of Student Branches. These events are organized at a sectional level by the SSR and SSAC team of each section and supported by R8 SAC. These events take place in only one section at a time, and are an excellent opportunity to prepare and grow IEEE student volunteers for leadership roles in their local units and beyond. Have in mind to keep the vTools Events link, the agenda, and a list of the participating members of your Student Branch.

Attend student-targeted events of your Section

Sections routinely organize various events that target students, and Student Branches can participate and interact on these section events. Have in mind to keep track of events with dates, event name and count of attendees from the Student Branch.

Part C
Visibility and Membership

Publicity, Membership Development, Recognition

Publicity

Host a Student Branch website

IEEE provides a [Web Hosting](#) service. This service is intended to meet the needs of IEEE OUs who wish to develop, create and maintain their own websites on an IEEE host. The general philosophy is that posting Organizational Units will be responsible for their contents, their maintenance and their conformance to IEEE policy. OUs are expected to choose a single webmaster who is skilled in managing web content.

You can alternatively request for your university to help you with hosting under their general url. An acceptable domain name in that case could be *< ieee.university-name.org >*. Be aware that your Student Branch website should showcase the general branding of the Student Branch itself and not of the university or its sub-units. Including information of the sub-units is highly recommended, as well as maintaining their website under the general website of the Student Branch as long as each part will reflect the respective branding identities.

Create social media accounts

Surviving in the modern world requires the usage of social media. You can use social media most used by students to easily communicate with them (e.g. Facebook, Instagram, TikTok). You can, also, use professional social networks to share your activity with society (e.g. LinkedIn, Twitter, Collabratec). Be aware to share different content depending on the social media and the audience.

Create an email for your Student Branch

There are various ways to create an email for your Student Branch. IEEE provides a [functional email alias](#) service. A functional alias is defined as a non-personal IEEE email alias that forwards to an individual. For a Student Branch, the standard format of the alias is *< sb.university-name@ieee.org >*.

You can always ask your university to create an email alias for your Student Branch (acceptable formats could include *< ieee@university-name.org >* or *< info@ieee.university-name.org >* or similar). You can also use commercial email services (e.g. Gmail, Outlook, Yahoo Mail) mentioning both the hosting university

name and the IEEE student branch identity in a manner similar to the standard IEEE functional email alias format (e.g. *< ieee.university-name@email.com >*).

Send newsletters and meetings invitations to your members

vTools eNotice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices, social events and IEEE conference materials. IEEE organizational units using this service are strongly encouraged to limit emailings to one per week. Please note that the emails are sent only to the registered IEEE members of your Student Branch.

VTOOLS ENOTICE

Automatic access is granted to Region Directors, Section Executive Committee Members, MD Chairs, SAMIEEE Recipients, Newsletter Editors, Webmasters; Chapter Executive Committee Members, Affinity Group Executive Committee Members, Student Branch Executive Committee Members and eNotice Coordinators.

Staff processed eNotices may take up to **5 business days** due to the volume of requests received daily.

For **critical eNotice requests** (e.g., **cancellations**), that do not qualify for eNotice Express, please set the Priority to "Critical". Every attempt will be made to accommodate critical requests during normal business hours.

IEEE organizational units using this service are strongly encouraged to limit emailings to **one per week.**

Is this eNotice for an IEEE sponsored conference?
Please use the IEEE conference eNotice form.

For additional help, please view the tutorials.

Express eNotice

- Self Service
- Available for standard geo unit eNotices
- Exceptions will be processed by staff
  - Special requests

IEEE Students Branding

IEEE provides many resources for volunteer members involved with student activities, including branded marketing materials for use in recruitment and for branch events, announcements and other branch-related communications. As such, the IEEE Students Visual Identity Guidelines and a number of print-ready and editable versions of collateral templates and visuals have been created for use. On these guidelines you can find some valuable information that can help you shape the visual identity of your Student Branch.

Membership Development

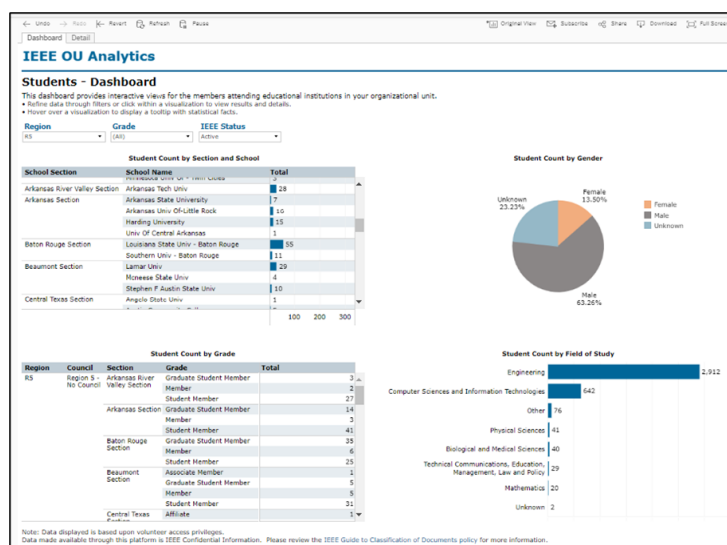**Who is considered as a member of the Student Branch?**

IEEE Student Branches are IEEE Organizational Units (OUs) in cooperation with academic institutions. IEEE currently has Student Branches at thousands of universities and colleges in hundreds of countries throughout the world. Thus, members of the Student Branch are considered ONLY the students of the host university that have an **active IEEE membership**. Non-member students of the institution may attend the Student Branch meetings at the discretion of the student branch committee, but they can not be included on the official membership statistics or hold official positions within the Student Branch.

< Student Branch Members >   =   < Students at the Host University > AND < IEEE Student Membership >

There is a membership requirement to maintain a minimum of 10 Student Branch members.

Membership Statistics via IEEE OU Analytics

It is essential to understand the tools that assist you with connecting with your branch members and local volunteers to support your efforts. As a reported Student Branch Officer, you have the ability to use a tool called IEEE OU Analytics. You are able to get more information about membership statistics and contact information of the student members of your university or institution.

How to set and calculate your Membership Development goals

Attracting and retaining new IEEE Student and Graduate Student members is an opportunity and a challenge for most Student Branches. Student Branches have natural attrition, through graduation and to members allowing their membership lapse. It is important for Student members to see the value of their membership at the Student Branch level and the value of becoming an IEEE Young Professional. These experiences as a higher IEEE Grade member will allow opportunities for professional development, mentorship, and personal growth.

The most important membership statistics can be tracked through the following questions:

- How many members are there at your Student Branch in total?
  - Do not include students without IEEE membership.
  - You can track non-IEEE members, but differently from your official statistics.
- How many members renewed their IEEE student membership?
- How many new members with IEEE student membership have you recruited?

You should set your MD goals:

- Keep retention rate in good level:

$$< Retention > \ = \ \frac{<Members\ Renewed\ This\ Year>}{<Total\ Members\ Past\ Year>} \geq 50\%$$

- Keep records of your efforts to retain members in IEEE
  - Explain your actions to have your members renew their membership
- Keep records of your efforts to recruit new members to IEEE
  - Explain your recruitment tactics and events

Recruiting new members

When recruiting new members, it is important to consider students who may not necessarily be in your immediate academic department. Students in the IEEE designated fields of interest can also benefit from membership. The professional, technical, and social activities that a Student Branch can offer are beyond just the campus and local experience. Be sure to direct prospective members to join IEEE.

Some tips for recruiting new members include:

- Start a discussion about IEEE membership, emphasizing the benefits and value; be sure to provide a brochure and/or application information.

- Keep issues of IEEE Spectrum, IEEE Potentials, and IEEE Society publications on display to attract the eyes of potential new members.
- Publish an article in your university publications explaining how IEEE helped you.
- Coordinate an event at your university and post announcements about IEEE meetings.
- Welcome your university's newly enrolled individuals; use the opportunity to discuss IEEE.
- When discussing membership with a prospect, listen for clues as to what they look for in a professional society. Stress those member benefits that meet their needs.
- Keep a record of the name and membership number of all recruited member(s).

IEEE Member-Get-A-Member (MGM) Referral Program

The IEEE MGM program is your opportunity to share the value of IEEE membership with your friends and colleagues. Make sure to have your referral include your name and 8-digit member number in their application. This is the only way we can track your referrals.

With this program, you can earn a credit award of up to US$90 that can be used for IEEE dues, Society fees, and/or the purchase of books and publications. Student members can earn:

- US$2 for each Student or Graduate Student member recruited
- US$15 for each Professional member recruited

Membership Development Materials

Various IEEE membership development (MD) materials are available to support your recruitment efforts. Materials include membership and program brochures, promotional posters, tabletop displays, information sheets, and limited amounts of giveaways. You can find more information on MGA website about MD Kits.

Only Student Branch Chairs may place orders for MD materials. If you are a newly elected, you should request the account credentials from the prior officer if they have not already provided it to you. For newly formed student branches only, you should email grow-membership@ieee.org to request an account.

Only one order per Student Branch will be fulfilled. A minimum of 30 days is required prior to placing a new order. Normally international orders require 4 weeks lead time.

Recognition

Apply for Awards

IEEE offers a variety of awards and recognition opportunities, such as:

- IEEE Scholarships
- IEEE Students Awards
- Regional Student Awards
- Society Awards and Scholarships

MGA SAC Awards

Larry K. Wilson Regional Student Activities Award. The purpose of this award is to recognize, annually, in each Region of the IEEE, the Student member most responsible for an extraordinary accomplishment associated with Student Activities.

Regional Exemplary Student Branch Award. The purpose of this award is to provide public recognition of exemplary IEEE Student Branch operations. Awards will be presented to those Student Branches that are found to be operated in a manner consistent with the goals of IEEE.

The Darrel Chong Student Activity Award. The purpose of this recognition system serves to change the mindset of our student groups, from being number-driven to becoming value-driven and to acknowledge exemplary student activities around the world. The goal is to improve the quality of activities and to foster knowledge sharing among students.

Outstanding Branch Counselor and Branch Chapter Advisor Award. Aware of the unusual and dedicated efforts of Student Branch Counselors and Branch Chapter Advisors, the Regional and Technical Activities Boards sponsor a cash award to each of the approximately 20 outstanding Counselors and Advisors around the world.

IEEE Student Awards submissions open on 1st February each year and close on 31st March each year. Find out more on the respective webpage of the IEEE Students website.

Region 8 Student Awards

Region 8 Student Branch of the Year Award. The purpose of this award is to identify the Student Branches that have conducted quality events, workshops, projects, etc. for the benefit of students. The Region 8 Student Branches of the Year Award is given to student branches that have maintained membership, provided student members with opportunities to volunteer, and helped in promotion of IEEE and its mission. This award will help improve the membership, membership satisfaction and retention.

Region 8 Outstanding Student Branch Website Award. This award is aimed to recognise those student websites that provide information about the activities, latest tech updates, learning opportunities, IEEE Benefits etc. through creative digital efforts aimed to make it easy for students of their student branch to obtain the information. Usually, a website becomes the face of an organization and the main information provider to the interested parties. The goal of a website contest is to convey information in a manner useful to the reader, similar to the goal in writing a paper. How you convey the information can increase readers' interest as well as their knowledge.

Region 8 Student Branch Membership Growth Award. This award aims to recognize the essential work of the student branches in Region 8 regarding student membership growth, and also to promote and encourage student branches to work in that direction. The purpose of this award is to recognize the greatest year-to-year student membership increase by Region 8 Student Branches. The award includes the following categories: (a) Large Student Branch (50 or more total student members); (b) Small/Medium Student Branch (49 or fewer total student members); (c) Newbie (established the past year).

Region 8 Section Student Membership Development Award. This award aims to recognize the essential work of the sections in Region 8 regarding student membership development, and also to promote and encourage sections to work in that direction. The purpose of this award is to recognize the greatest student membership development efforts by Region 8 Sections. The award includes the following categories: (a) Large Section (451 or more total student members); (b) Medium Section (151–450 total student members); (c) Small Section (150 or fewer total student members).

Region 8 Student Branch Chapters of the Year Award. In serving their members and the technical community and establishing goodwill within and between the Region 8 Sections, any active single or joint Society or Council Student Branch Chapters of Region 8 is eligible for this award. The selection is based on the outstanding performance of the nominated chapter, reflected by the completed nomination form and supporting documents. In selecting award recipients, the relevant awards ad hoc committee considers contributions of the nominee to chapter activities. The award includes the following categories: (a) Large Student Branch Chapter; (b) Medium Student Branch Chapter; (c) Small Student Branch Chapter.

Region 8 Women in Engineering Student Affinity Group of the Year Award. The Student Affinity Group of the Year recognizes activities and achievements for a WIE Student Affinity group from Region 8 within the past year. Activities will be evaluated in terms of content, collaborative activities to improve on student engagement and quality of the report submitted.

Region 8 Outstanding Women in Engineering Student Volunteer Award. The Student Volunteer of the Year Award recognizes an outstanding WIE Student volunteer who has been devoted to promoting WIE activities and spearheading events within their Student Branch AG.

Region 8 Outstanding Student Branch SIGHT Group of the Year Award. Region 8 wants to recognize the essential work of the existing student branch SIGHT groups in Region 8, but also to promote and encourage student branches to create SIGHT groups. The purpose of this award is to recognize a SIGHT Student Branch Group who has made an outstanding contribution to IEEE SIGHT and to the local underserved community by leveraging technology to accomplish a sustainable solution.

IEEE Region 8 Awards submissions usually close on 30th June each year. Find out more on the IEEE Region 8 website.

Endorsements

Awards require the nomination to be accompanied by supporting documentation to illustrate that the nominated deserves the award. Also, certifying endorsement (usually one or two) may be asked from senior IEEE volunteers such as the Student Branch Counselor or Department Head or Section Chair or Section Student Activities Chair or Section Student Representative. This endorsement should include a letter acknowledging and/or recommending the activity of the nomination.

Part D
Finance

Budgeting, Fundraising

Budgeting

Track your Annual Budgeting

This document should include the starting balance at the beginning of the year along with two main lists: (a) Income and (b) Expenses. You should keep track of your progress in each list (budgeted VS actual). You can keep the remaining ($< Budget > \ - \ < Actual >$) and total fields for each list, as well as a comparison with past year's actual amounts.

In each list, you can create categories with short descriptions and include the amount of money you intend to receive (for income) or spend (for expenses). Each expense category could be an event, project, or anything you intend to spend your money on. Categories in the income list could include IEEE funding, University Support, Industry Sponsors, or Other Income.

Example of Annual Budgeting for the current year without descriptions (your annual budgeting should include descriptions for each category):

CATEGORY	PREV. YEAR ACTUAL	BUDGET	ACTUAL	REMAINING
STARTING AMOUNT *(same as prev. year ending amount)*	**152 $**	**-**	**200 $**	**-**
INCOME				
IEEE Funding	84 $	100 $	… $	… $
University Support	36 $	100 $	… $	… $
Industry Sponsors	120 $	200 $	… $	… $
Other Incomes (∽10%)	48 $	40 $	… $	… $
TOTAL INCOME	**288 $**	**440 $**	**… $**	**… $**
EXPENSES				
Operational Expenses	65 $	100 $	… $	… $
Meetings	15 $	20 $	… $	… $
Events	42 $	80 $	… $	… $
Projects	88 $	200 $	… $	… $
Other Expenses (∽10%)	30 $	40 $	… $	… $
TOTAL EXPENSES	**240 $**	**440 $**	**… $**	**… $**

* Cells that include "… $" should be updated according to the latest financial data.

Year-end Financial Statement

This document should include:

    A.   Starting amount of money in the beginning of the year,
    B.   Total actual income of the year,
    C.   Total actual expenses of the year,
    D.   Final amount of money at the end of the year:

$$< Ending\ Amount >\ =\ < Starting\ Amount >\ +\ < Total\ Actual\ Income >\ -\ < Total\ Actual\ Expenses >$$

Example of Year-end Financial Statement for the past year:

STARTING AMOUNT	TOTAL ACTUAL INCOME	TOTAL ACTUAL EXPENSES	ENDING AMOUNT
152 $	288 $	240 $	200 $

Fundraising

Track your fundraising activities

You should keep track of your fundraising efforts, including the activity name, the date, the amount of raised money, and a list of fundraisers names. You can also include how much money you have used, and how you intend to spend the rest of the remaining money.

Request for IEEE fundings

IEEE offers various opportunities to request some funding for your activities. Some examples could be:

- From your Section *(except from your Rebate)*
- From Regional programs *(e.g. Collaborative Student Initiatives Booster Program)*
- From Societies, Councils, Affinity Groups *(through your Student Branch Chapters and Affinity Groups)*
- From other programs that provide funding *(e.g. EPICS)*