



# IEEE Student Transition & Elevation Program (STEP)

## 2013 STEP EVENT FUNDING APPLICATION PLAN and BUDGET

Calendar Year 2013

Event Title   STEP Kit Requested

Sponsoring Section/Affinity Group/Chapter

### STEP Event Organizer Contact Information

### Alternate Organizer Contact Information

Name	<input type="text" value="Preeti Kovvali"/>	Name	<input type="text" value="Prashant Venkatasubban"/>
IEEE Member #	<input type="text" value="85032262"/>	IEEE Member #	<input type="text" value="90344834"/>
IEEE Position	<input type="text" value="Vice Chair – IEEE GOLD HYD"/>	IEEE Position	<input type="text" value="Chair, IEEE GOLD HYD"/>
IEEE Section/Region	<input type="text" value="Hyderabad / R10"/>	IEEE Section/Region	<input type="text" value="Hyderabad/R10"/>
Mailing Address	<input type="text" value="1-8-94, New Dilsukhnagar"/>	Mailing Address	<input type="text" value="402, Rekha Apts, Street No. 4, Habsiguda"/>
City/State	<input type="text" value="Hyderabad/Andhra Pradesh"/>	City/State	<input type="text" value="Hyderabad, Andhra Pradesh"/>
ZIP Code / Country	<input type="text" value="500060 / INDIA"/>	ZIP Code / Country	<input type="text" value="500007, INDIA"/>
Telephone	<input type="text" value="+91 770 275 9990"/>	Telephone	<input type="text" value="+91 905 285 2996"/>
E-mail Address	<input type="text" value="Preeti.K@ieee.org"/>	E-mail Address	<input type="text" value="prashantkv@ieee.org"/>

### STEP Event Planned Date

Date/Location:  Alternate Date:

### STEP Event Program Outline: Please include program details (topics, speakers, additional detail)

Topic 1:	<input type="text" value="Being Productive and achieving personal efficiency"/>	Speaker:	<input type="text" value="Refer to annexure"/>
Topic 2:	<input type="text" value="Leadership in an IEEE initiative"/>	Speaker:	<input type="text" value="Refer to annexure"/>

More Info: Please find more details in the attached annexure



# 2013 STEP EVENT FUNDING APPLICATION

E-mail Completed form to STEP@ieee.org.

## Are you collaborating with other IEEE Units?

Name:	IEEE Student Committee, Hyderabad Section	E-mail Address	bharathsilagani@ieee.org
Name:	IEEE WIE AG, Hyderabad Section	E-mail Address	vijaya@ieee.org
Name:	IEEE R10 Committee	E-mail Address	opbatra2kn@gmail.com

## Who are target participants for this STEP Event (Must include at minimum 10 IEEE Student Members):

Description of intended participants, *ie. graduating seniors of XYZ University.*  
Please submit Excel spreadsheet with name & IEEE member number of invitees):

The STEP will be organized during the R10 Congress in Hyderabad. The target audience will be recent graduates and young professionals from Region 10 who are invitees of the R10 Congress.

The committee also plans to have a panel discussion with the IEEE leaders available during the congress.

The participant list will be shared by the last week of May. We intend to have more than 50 participants for the STEP event which will be during a special breakout during the congress.

Please find more details in the attached annexure.

## STEP Funding Requirements (please provide details of expenses):

Expense:	Speaker fund	Amount:	\$400
Expense:	Additional Breakout room	Amount:	\$750
Expense:	Banners, Brochures & Stationery	Amount:	\$150
Expense:			
Expense:			
Expense:			
More Info:	Total estimated expenditure - \$1300		

## STEP Event Funding Sources:

IEEE STEP:	\$1000
Region:	
Section:	\$300
Chapter:	
Industry-sponsored:	
STEP EVENT TOTAL:	\$1300
More Info:	Please find more details in the attached annexure



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E-mail Completed form to STEP@ieee.org.

**All STEP Events Funded by IEEE STEP Program Budget must provide the following information within 2 weeks following the STEP event.**

- + Detailed Write-up of STEP Event (Word document)
- + Attendance Report (Excel format) - info should include Name, IEEE Member Number, E-mail Address, Phone Number. *Remember that 10 Graduating Student IEEE Members are required to participate for STEP program funding approval.*
- Note: For non-IEEE member participants, please include Name and E-mail Address.
- + Photos of STEP Event & participants (if available)
- + Final summary of Budget (actual vs. forecast)
- + Copy of all advertisements used to promote the event (E-mails, invitations, posters, fliers, etc.)

**STEP Event Project Approval from Sponsoring Section/AG/Chapter Chair:** *By signing the funding form below, I agree to provide all required report information detailed within this STEP Funding Application.*

Name/Sig:  Date:

**Please E-Mail Completed STEP Funding Application Form to STEP@ieee.org for**

**Review/Funding Approval. Do You Have Questions/Comments?**

**Contact Lara Fast, IEEE Young Professional Program Manager at +1-732-562-3804 or E-mail L.Fast@ieee.org.**

## IEEE STAFF ONLY:

- Funding Application Received Date:
- Funding Application Approved Date:
- Funding Transferred via Date: 
  - Concentration Banking Account Transfer
  - Wire Transfer
  - Check Mailed to Section
- Post-Event Required Reports Received: Date: 
  - Detailed Write-up of STEP Event (Word document)
  - Attendance Report (Excel format) - info should include name, IEEE member number, E-mail address, phone number. For non-IEEE members, please include name and E-mail address.
  - Photos of STEP Event & participants (if available)
  - Final summary of Budget (actual vs. forecast)
  - Copy of all advertisements used to promote the event (E-mails, invitations, posters, fliers, etc.)

