



IEEE Student Transition & Elevation Program (STEP)

2011 STEP EVENT FUNDING APPLICATION PLAN and BUDGET

Calendar Year 2011

Event Title

PR Western STEP Event 2013

STEP Kit Requested

Sponsoring Section/Affinity Group/Chapter

PR Western / Gold Affinity Group

STEP Event Organizer Contact Information**Alternate Organizer Contact Information**

Name	Mirayma V. Rodriguez	Name	
IEEE Member #	41584747	IEEE Member #	
IEEE Position	Gold Affinity Chair	IEEE Position	
IEEE Section/Region	PR Western	IEEE Section/Region	
Mailing Address	9 Calle Ostion	Mailing Address	
City/State	Isabela, PR	City/State	
ZIP Code / Country	00662 USA	ZIP Code / Country	
Telephone	(1) 787-934-8125	Telephone	
E-mail Address	mirayma.rodriguez@ieee.org	E-mail Address	

STEP Event Planned Date

Date/Location: May 8, 2013 / Mayaguez, PR

Alternate Date:

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

Topic 1:	GOLD Member Benefits	Speaker:	Mirayma V. Rodriguez
Topic 2:	Evolving as an IEEE Member	Speaker:	Mario Velez / Remari Ortiz
Topic 3:		Speaker:	

More Info:



2011 STEP EVENT FUNDING APPLICATION

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

Are you collaborating with other IEEE Units?

Name:	<input type="text"/>	E-mail Address	<input type="text"/>
Name:	<input type="text"/>	E-mail Address	<input type="text"/>
Name:	<input type="text"/>	E-mail Address	<input type="text"/>

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 event is targeting 2013 graduating seniors of University of Puerto Rico - Mayaguez Campus.

STEP Funding Requirements (please provide details of expenses):

Expense:	<input type="text" value="Venue, Food and Beverages"/>	Amount:	<input type="text" value="\$542"/>
Expense:	<input type="text"/>	Amount:	<input type="text"/>
Expense:	<input type="text"/>	Amount:	<input type="text"/>
Expense:	<input type="text"/>	Amount:	<input type="text"/>
Expense:	<input type="text"/>	Amount:	<input type="text"/>
Expense:	<input type="text"/>	Amount:	<input type="text"/>
More Info:	<input type="text"/>		

STEP Event Funding Sources:

IEEE STEP:	<input type="text" value="\$500"/>
Region:	<input type="text"/>
Section:	<input type="text" value="\$42"/>
Chapter:	<input type="text"/>
Industry-sponsored:	<input type="text"/>
STEP EVENT TOTAL:	<input type="text" value="\$542"/>
More Info:	<input type="text"/>



2011 STEP EVENT FUNDING APPLICATION

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:

- | | | |
|---|-------|----------------------|
| <input type="checkbox"/> Funding Application Received | Date: | <input type="text"/> |
| <input type="checkbox"/> Funding Application Approved | Date: | <input type="text"/> |
| <input type="checkbox"/> Funding Transferred via | Date: | <input type="text"/> |
| <input type="checkbox"/> Concentration Banking Account Transfer
<input type="checkbox"/> Wire Transfer
<input type="checkbox"/> Check Mailed to Section | | |
| <input type="checkbox"/> Post-Event Required Reports Received: | Date: | <input type="text"/> |
| <input type="checkbox"/> Detailed Write-up of STEP Event (Word document)
<input type="checkbox"/> 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.
<input type="checkbox"/> Photos of STEP Event & participants (if available)
<input type="checkbox"/> Final summary of Budget (actual vs. forecast)
<input type="checkbox"/> Copy of all advertisements used to promote the event (E-mails, invitations, posters, fliers, etc.) | | |