IEEE Student Transition & Elevation Program (STEP)

2011 STEP EVENT FUNDING APPLICATION
PLAN and BUDGET

Calendar Year 2011

Event Title | Networking and Social for 2013 IEEE Region1 Student Conference | ☐ STEP Kit Requested

Sponsoring Section/Affinity Group/Chapter | IEEE Boston

STEP Event Organizer Contact Information

Field	Value
Name	Srinivas Vaidyanathan
IEEE Member #	90666482
IEEE Position	IEEE Boston GOLD chair
IEEE Section/Region	IEEE BOSTON
Mailing Address	88 Hancock St, 17
City/State	Cambridge
ZIP Code / Country	MA 0239
Telephone	6035535270
E-mail Address	v.srinivas@ieee.org

Alternate Organizer Contact Information

Field	Value
Name	
IEEE Member #	
IEEE Position	
IEEE Section/Region	
Mailing Address	
City/State	
ZIP Code / Country	
Telephone	
E-mail Address	

STEP Event Planned Date

Date/Location: Apr5, MIT

Alternate Date:

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

Topic 1:		Speaker:
Topic 2:		Speaker:
Topic 3:		Speaker:

More Info: Networking and Social event for Apr5 evening, as part of the scheduled Student conference

Are you collaborating with other IEEE Units?

Name:		E-mail Address	
Name:		E-mail Address	
Name:		E-mail Address	

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):

STEP Funding Requirements (please provide details of expenses):

Expense:	Ice cream and treats	Amount:	500.00 (FIVE HUNDRED AND 00/100)
Expense:		Amount:	
Expense:		Amount:	
Expense:		Amount:	
Expense:		Amount:	
Expense:		Amount:	
More Info:			

STEP Event Funding Sources:

IEEE STEP:	
Region:	
Section:	
Chapter:	
Industry-sponsored:	
STEP EVENT TOTAL:	
More Info:	

IEEE

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: ~~SRINIVAS VAIDYANATHAN~~ *Srinivas*   Date: 3 | 3 | 2013

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.)