

**IEEE****IEEE Student Transition & Elevation Program (STEP)****2011 STEP EVENT FUNDING APPLICATION
PLAN and BUDGET**

Calendar Year 2011

Event Title STEP Kit Requested**Sponsoring Section/Affinity Group/Chapter** **STEP Event Organizer Contact Information****Alternate Organizer Contact Information**

Name	<input type="text" value="ERICK QUINTERO VANEGAS"/>	Name	<input type="text"/>
IEEE Member #	<input type="text" value="80205117"/>	IEEE Member #	<input type="text"/>
IEEE Position	<input type="text" value="GOLD COORDINATOR"/>	IEEE Position	<input type="text"/>
IEEE Section/Region	<input type="text" value="COLOMBIA / R9"/>	IEEE Section/Region	<input type="text"/>
Mailing Address	<input type="text" value="CARRERA 100 No. 148 - 57 T12 A304"/>	Mailing Address	<input type="text"/>
City/State	<input type="text" value="BOGOTA D.C."/>	City/State	<input type="text"/>
ZIP Code / Country	<input type="text" value="BOGOTA D.C."/>	ZIP Code / Country	<input type="text"/>
Telephone	<input type="text" value="+5714582299"/>	Telephone	<input type="text"/>
E-mail Address	<input type="text" value="equinterov@ieee.org"/>	E-mail Address	<input type="text"/>

STEP Event Planned DateDate/Location: Alternate Date: **STEP Event Program Outline: Please include program details (topics, speakers, additional detail)**

Topic 1:	<input type="text" value="BENEFITS OF IEEE AND GOLD FOR NEW PROFf"/>	Speaker:	<input type="text" value="CARLOS RUEDA ARTUNDUAGA"/>
Topic 2:	<input type="text" value="ENTREPRENEURSHIP OR SIMILAR TOPIC"/>	Speaker:	<input type="text" value="ERICK QUINTERO VANEGAS"/>
Topic 3:	<input type="text" value="EMOTIONAL INTELLIGENCE OR SIMILAR TOPIC"/>	Speaker:	<input type="text" value="NOT DEFINED"/>

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):

STUDENT MEMBERS AND GRADUATED STUDENT MEMBERS, PLEASE SEE THE ATTACHED EXCEL S
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STEP Funding Requirements (please provide details of expenses):

Expense:	<input type="text" value="AIR TICKETS"/>	Amount:	<input type="text" value="USD 200"/>
Expense:	<input type="text" value="COFFEE BREAKES"/>	Amount:	<input type="text" value="USD 100"/>
Expense:	<input type="text" value="PROMOCIONAL MATERIALS"/>	Amount:	<input type="text" value="USD 50"/>
Expense:	<input type="text" value="LODGING - LIVING EXPENSES"/>	Amount:	<input type="text" value="USD 150"/>
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="USD 500"/>
Region:	<input type="text" value="0"/>
Section:	<input type="text" value="0"/>
Chapter:	<input type="text" value="0"/>
Industry-sponsored:	<input type="text" value="0"/>
STEP EVENT TOTAL:	<input type="text" value="USD 500"/>
More Info:	<input type="text"/>



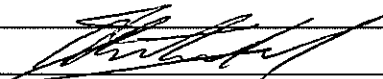
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E-mail Completed form to STEP@ieee.org.

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: ERICK QUINTERO VANEGAS  Date: 05.04.2013

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:

- | | | |
|---|-------|---|
| <input type="checkbox"/> Funding Application Received | Date: | <input style="width: 100%;" type="text"/> |
| <input type="checkbox"/> Funding Application Approved | Date: | <input style="width: 100%;" type="text"/> |
| <input type="checkbox"/> Funding Transferred via | Date: | <input style="width: 100%;" 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 style="width: 100%;" 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.) | | |