



THE IEEE AUSTRALIA COUNCIL announces the
**OUTSTANDING STUDENT
BRANCH COMPETITION 2008**

PURPOSE The "IEEE Australia Council - Outstanding Student Branch Award" recognises the outstanding Student Branch in Australia based on its success in meeting the objectives of IEEE through the implementation of Student Branch programs.

In this evaluation, recognition will be given to the success of ongoing efforts designed to sustain the basic core activity of the Student Branch and its components, as well as recognizing innovative efforts to develop and implement new programs or activities among others.

For this award all Student Branch activities of the calendar year will be used as the basic elements, and recognition will consist of a financial award of **\$1000** to the winning Student Branch with certificates of commendation for the Branch executive committee members.

SCHEDULE FOR 2008 COMPETITION

- | | |
|-------------------------------|-------------------------------|
| 1. Competition Opens | 1 st May 2008 |
| 2. Entries close | 31 st August 2008 |
| 3. Announcement of the Winner | 30 th October 2008 |

BASIS OF SELECTION Award will be presented to one Student Branch in Australia that has met all items in [List 1](#) and maximum number of items in [List 2](#) of the [Selection Criteria](#). Documentary proof of the items declared against the selection criteria would be required.

ENTRY REQUIREMENT To enter the competition the Student Branch or the local Section must submit following things by the close of business on 30 August 2008.

1. The competition [Entry Form](#)
2. Letter of endorsement from the Chair of the local IEEE Section
3. Evidence of items claimed against List 1 and List 2 of the selection criteria.

INQUIRIES ONLY

Prof. Laurie Cahill Email: contact@ieeovic.org

Enn Vinnal E-mail: e.vinnal@ieee.org
Phone: +61 (0)3 0428 48 58 68

*For all e-mail correspondence please put in the subject line
"IEEE Student Branch Award".*

Note: The winner announced by the IEEE Australia Council will be final and no correspondence will be entered into.

The IEEE Australia Council reserves the right not to select any Student Branch as the winner or award the prize.

SELECTION CRITERIA The IEEE Australia Council Outstanding Student Branch Award will be presented to that Student Branch that is found to be operated in a manner consistent with the goals of the IEEE. A branch will be considered to have met this criterion if it has furnished all items in List 1 and maximum number of items in List 2 below.

Verification and/or documentation of the items declared in the two lists should be submitted with the entry form for the competition.

- **List 1**

- Copy of Branch Annual Plan
- Copy of Branch Annual Report for the previous calendar year
- Copy of Newly Elected Student Officer Reporting Form
- Details of Branch technical meetings (at least 2) in the current calendar year

- **List 2**

- Adoption of Branch Bylaws
- Existence of an up to date World Wide Web home page
- Branch e-mail address
- Realistic Budget
- Appointment of subcommittees by the Branch officers
- Timely meeting notices and publication of minutes for all Branch officer meetings
- Notable Branch activities (e.g. Annual dinner, Engineers Day, Tutorials or distribution of technical notes, Fund raisers)
- Membership drive(s) and promotional efforts
- Participation at Section functions
- Newsletter or contribution to Section's newsletter
- Applications by Branch members for other IEEE Awards (e.g. Scholarships)
- Branch entry in the Region 10 Student Paper Competition
- Branch entry in the Region 10 Student Branch Website Contest
- Branch entry in any other Region 10 Contest, if applicable
- One or more student members attending the Region 10 Student Congress
- Appointing and working with a Branch Mentor
- Other IEEE activities (e.g. volunteers from Student Branch helping a local IEEE conference)

ENTRY FORM

IEEE AUSTRALIA COUNCIL - OUTSTANDING STUDENT BRANCH AWARD

(Please use block letters to fill this form)

1. Student Branch (SB) Name: _____
2. State: _____
3. Entry Submitted by:
 - a. Name _____ IEEE Member # _____
 - b. Position in the Student Branch or Section _____
 - c. Phone/Fax: _____ Email: _____
4. Current SB Chair: _____ IEEE Member # _____
 - a. Address: _____
 - b. Phone/Fax: _____ Email: _____
5. Please attach evidence to show compliance to following selection criterion:
 - a. Copy of Student Branch Annual Plan
 - b. Copy of Branch Annual Report for the previous calendar year
 - c. Copy of Newly Elected Student Officer Reporting Form
 - d. Details of Branch technical meetings (at least 2) since 31 August last year
6. Please tick all those items below that the SB has achieved and attach any available documentary evidence:
 - a. Adoption of Branch Bylaws ____
 - b. Existence of an up to date World Wide Web home page (Outline changes made since 31 August last year) ____
 - c. Branch e-mail address ____
 - d. Realistic Budget ____
 - e. Appointment of subcommittees by the Branch officers ____
 - f. Timely meeting notices and publication of minutes for all Branch officer meetings ____
 - g. Notable Branch activities (e.g. Annual dinner, Engineers Day, Tutorials or distribution of technical notes, Fund raisers) ____
 - h. Membership drive(s) and promotional efforts ____
 - i. Participation at Section functions ____
 - j. Newsletter or contribution to Section's newsletter ____
 - k. Applications by Branch members for other IEEE Awards (e.g. Scholarships) ____
 - l. Branch entry in the Region 10 Student Paper Competition ____
 - m. Branch entry in the Region 10 Student Branch Website Contest ____
 - n. Branch entry in any other Region 10 Contest, if applicable ____

- o. One or more student members attending the Region 10 Student Congress ____
- p. Appointing and working with a Branch Mentor ____
- q. Other IEEE activities (e.g. volunteers from Student Branch helping with a local IEEE conference) ____

7. Details of the local IEEE Section:

- a. Current Section Chair: _____
- b. Address: _____
- c. Phone/Fax: _____ Email: _____

8. Please attach a letter of endorsement from the Chair of your local IEEE Section.

I hereby declare that to the best of my knowledge the information submitted for the IEEE Australia Council Outstanding Student Branch Award is correct.

Signature _____ Date _____ Year _____

Name: _____

ENTRIES SUBMISSION ADDRESS

IEEE Victorian Section – Student Branch Award
 Attention Prof. Laurie Cahill
 GPO Box 3078
 Melbourne, Victoria, 3001, Australia

Email: contact@ieeovic.org

Please title any e-mails “IEEE Student Branch Award” and include only PDF attachments.

Note: Please note that the closing date for submissions for the award is 31 August

List and cross-reference your attachments with this form:

- 1. ____
- 2. ____
- 3. ____
- ..etc