THE IEEE AUSTRALIA COUNCIL announces the
OUTSTANDING STUDENT BRANCH COMPETITION 2007

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 2007 COMPETITION
1. Competition Opens 1st May 2007
2. Entries close 31st August 2007
3. Announcement of the Winner 30th October 2007

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 2007.
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
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Please title any e-mails “IEEE Student Branch”.

http://ewh.ieee.org/r10/nsw/

More information will be available shortly under ‘Student Resources’.

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 2006
  - Copy of Newly Elected Student Officer Reporting Form
  - Details of Branch technical meetings (at least 2) in 2007

- **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 2006
   c. Copy of Newly Elected Student Officer Reporting Form
   d. Details of Branch technical meetings (at least 2) in 2007

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 ___
   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 __________ 2007
Name: ___________________________________________________________________

ENTRIES SUBMISSION ADDRESS

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Please title any e-mails “IEEE Student Branch”, and only PDF attachments if e-mailed.

Note: Please note that the closing date for submissions for the award is 31 August 2007

List and cross-reference your attachments with this form:
   1. __
   2. __
   3. __
   ..etc