

Reporting Meeting Activity Filing L-31

Section/Chapter Officer Training Session

Dan Sparks
SF BAC Secretary

February 23, 2008

- **What is the L-31 form?**
 - It is a meeting report form that is filled online with IEEE.
 - It is the official IEEE record of Section and Chapter meeting activities.
 - It is used by IEEE HQ to calculate Section Rebates
 - It may be used by Sections to determine Chapter financial support

- **What should I keep for my records?**
 - **ELECTRONICALLY SUBMITTED FORMS ARE SUFFICIENT** for reporting requirements to IEEE Regional Activities. A copy of the confirmation page can be printed and kept for your Unit's records.
 - Keep the sign-up sheets with you/your chapter archive along with the copy of the L-31 record.

- **What should I report?**

- **REPORT ALL MEETINGS**, even social events and administrative meetings.
 - **Administrative** - A meeting of the Section/Chapter/Affinity Group Executive Committee to discuss Section/Chapter/Affinity Group administrative matters. (for example- elections, Section function/activity planning, etc.)
 - **Technical** - A meeting of technical nature specific to the needs of the Section/Chapter/Affinity Group. Technical Society Chapters must hold and report a **minimum of two technical meetings annually in order to qualify for the rebate.**
 - **Non-Technical** - A non-technical meeting of a professional nature. Perhaps a speaker discussing the current job market, preparing resumes, etc. Also includes the following examples:
 - A class held by the Section/Chapter/Affinity Group to educate the attendees with subject matter of a non-technical nature. If the class is of a technical nature, please report it as a technical meeting.
 - An awards dinner, or other social event held for the members of the Section/Chapter/Affinity Group.

- **What if our chapter has a joint meeting?**

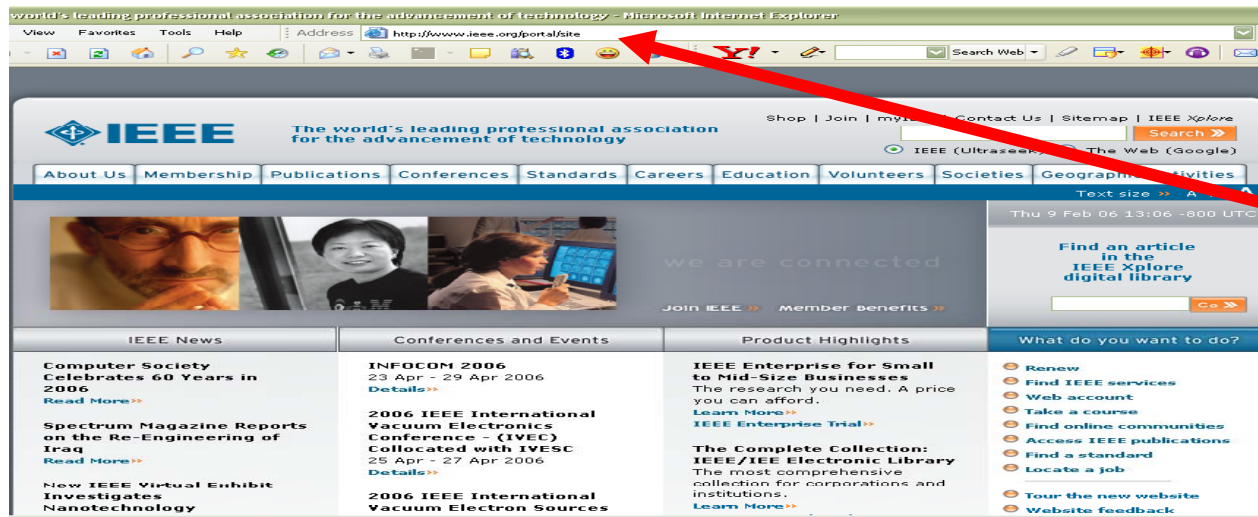
A form should be completed for each entity in order to count as two separate meetings.

- **Minimum Annual Meeting Requirements:**

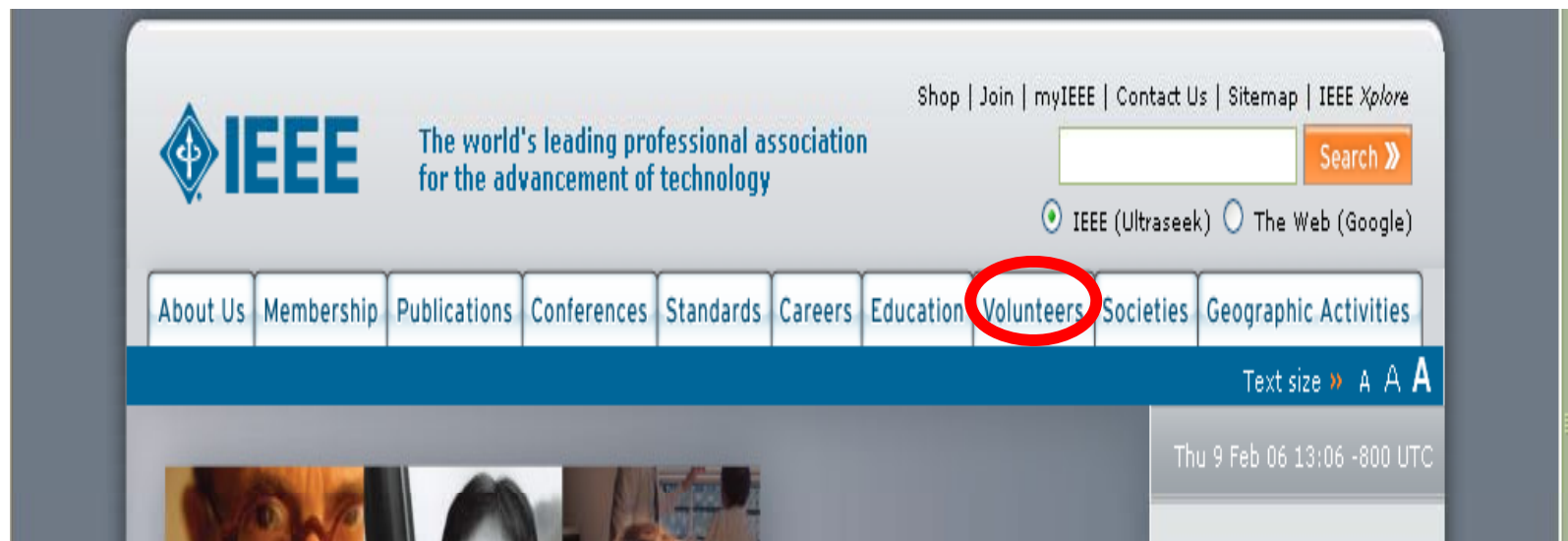
To earn a rebate and stay active, Chapters and Affinity Groups must report 2 technical meetings per year

- **EMAIL** a copy of your meeting report to your Section Secretary and others by using the email field at the bottom of the form.

- Where do I find the L-31 form on the Web?



www.ieee.org
 www.ieee.org/L31
 (shortcut)



The screenshot shows the IEEE website's 'Volunteers' page. The top navigation bar includes 'About Us', 'Membership', 'Publications', 'Conferences', 'Standards', 'Careers', 'Education', 'Volunteers', 'Societies', and 'Geographic Activities'. The 'Volunteers' menu is expanded, showing a list of options: Board of Directors, Educational Activities, IEEE Foundation, IEEE History Center, IEEE-USA, Publication Services and Products, Regional Activities, Standards Association, Technical Activities / Societies, and Volunteer Resource Sites. The 'Regional Activities' item is circled in red in the right-hand menu. The main content area features a 'Volunteers' section with a description of their role, a 'Volunteering - IEEE Members Get Involved' section with an image of a meeting, and a 'Meeting Planning Services (MPS)' section with details for the 'Next IEEE Meeting Series' in Scottsdale, AZ, USA, from February 14-19, 2006. There are also sections for 'Volunteer News' and 'Common Templates & Forms'.

- Boards and Organizations**
- » Board of Directors
- » Educational Activities
- » IEEE Foundation
- » IEEE History Center
- » IEEE-USA
- » Publication Services and Products
- » **Regional Activities**
- » Standards Association
- » Technical Activities / Societies
- Volunteer Resource Sites**
- » Author Tools/Submission Guide
- » Conference Organizers
- » Conference Publication Organizers

[IEEE Home](#) » [Vo](#)

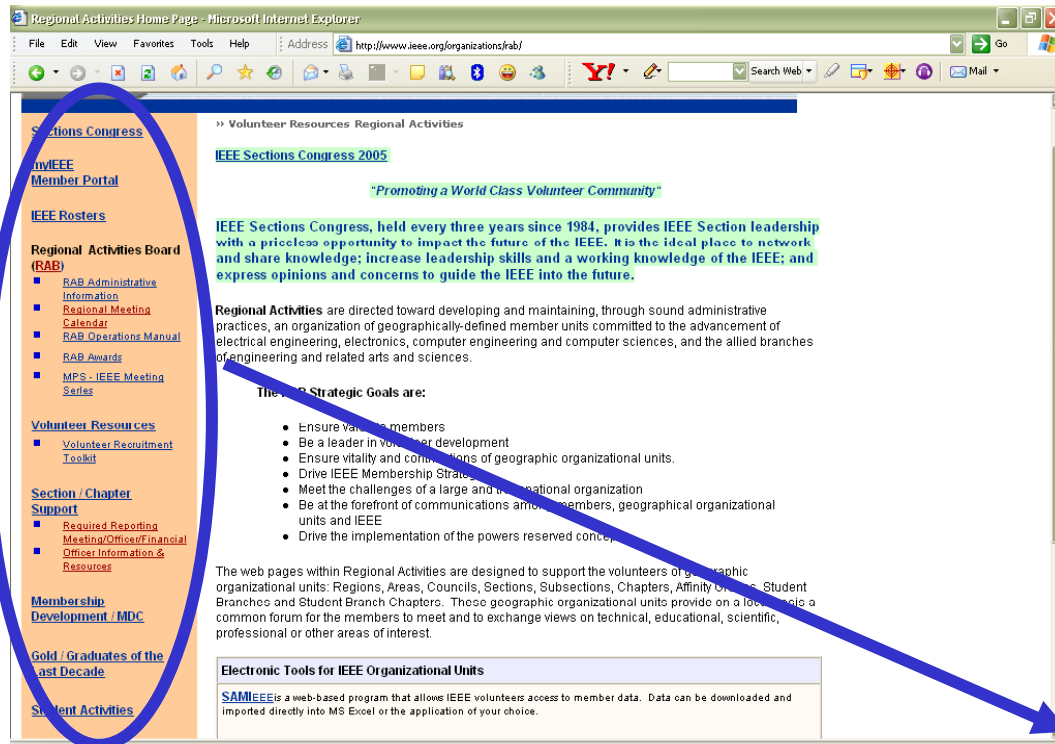
Volunteers

Volunteers are
volunteer their
role in an orga

Volunteerir



Volunteers Section



Required Reporting section

Volunteer Resources

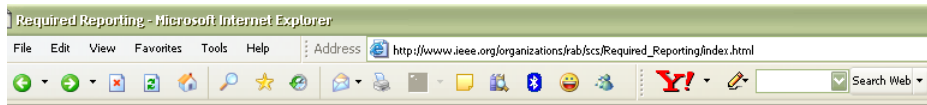
- Volunteer Recruitment Toolkit

Section / Chapter Support

- Required Reporting Meeting/Officer/Financial
- Officer Information & Resources

Membership Development / MDC

The web page organization provides a common forum for professional organizations and their members.



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 Membership Publications Services Standards Conferences Careers/Jobs

Required Reporting

Meeting & Officer Reports

Financial Report

- [Summary of Changes \(New\)](#)
- [Disclosure Statement \(New\)](#)
- [Geographic Unit Financial Operations Review \(New\)](#)

[Taxable Payments to Individuals \(New\)](#)

[Chapter & Affinity Group Requirements](#)

[Council & Subsection Requirements](#)

[Rebate Schedule](#)

» Local Activities

Required Reporting

In order to maintain viability and to ensure that all geographic units are meeting the needs of their members, each unit is required by the Regional Activities Board to submit annual reports of the following:

1. [Meeting activity](#)
2. [Current officers](#)
3. [Financial activity](#)

The Section Secretary is responsible for overseeing submission of the meeting and officer reports and the Section Treasurer for the financial report. Chapter, Affinity Group, Subsection and Council officers: please see appropriate link on the menu bar at left.

Reports are due annually in the third week of February. When all data is approved, the Section will receive funding in the form of a Section Rebate submitted by the February deadline. Your Unit will earn an additional 1% rebate. **Units submitting reports later than 31 March 2006 will not receive payment for 2005 activity.**

See the the current [Rebate Schedule](#) for a complete explanation of rebate details.

[New information - Summary of reports submitted for 2005](#)

membership Publications Services Standards Conferences Careers/Jobs

» Local Activities

Required Reporting

Meeting & Officer Reports

Financial Report

- [Summary of Changes \(New\)](#)
- [Disclosure Statement \(New\)](#)
- [Geographic Unit Financial Operations Review \(New\)](#)

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[Required Reporting](#)[Meeting & Officer Reports](#)[Financial Report](#)[Chapter & Affinity Group Requirements](#)[Council & Subsection Requirements](#)[Rebate Schedule](#)[Bank Account Signature Requirement](#)[Section/Chapter Support Homepage](#)

LOCAL ACTIVITIES

IEEE Meeting Report Form (L31)

[Click here for L31 form & To view submitted reports](#)

GUIDELINES:

SEE "[Required Reporting](#)" PAGE FOR DEADLINES.

ELECTRONICALLY SUBMITTED FORMS ARE SUFFICIENT for reporting requirements to IEEE Regional Activities. A copy of the confirmation page can be printed and kept for your Unit's records.

REPORT ALL MEETINGS, even social events and administrative meetings. [Click here](#) for explanation of meeting categories and how meetings are counted.

JOINT MEETINGS - a form should be completed for each entity in order to count as two separate meetings.

MINIMUM MEETING REQUIREMENTS for Councils, Sections, Chapters, and Subsections; 2 technical meetings

EMAIL a copy of your meeting report to:

[reporting](#)[icer](#)[ort](#)[nity Group](#)[subsection](#)

LOCAL ACTIVITIES

IEEE Meeting Report Form

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www.ieee.org/L31
Not case sensitive

 **IEEE**

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admission charge)

*** ATTENDANCE:** IEEE Members
 Guests

*** CATEGORY:**

Was this meeting joint
 Was this meeting part
 Lecturers Program?

*** Title of Paper 1:**

Speaker:

Organization:

Phone:

Address:

Title of Paper 2:

Speaker:

Organization:

Phone:

Address:

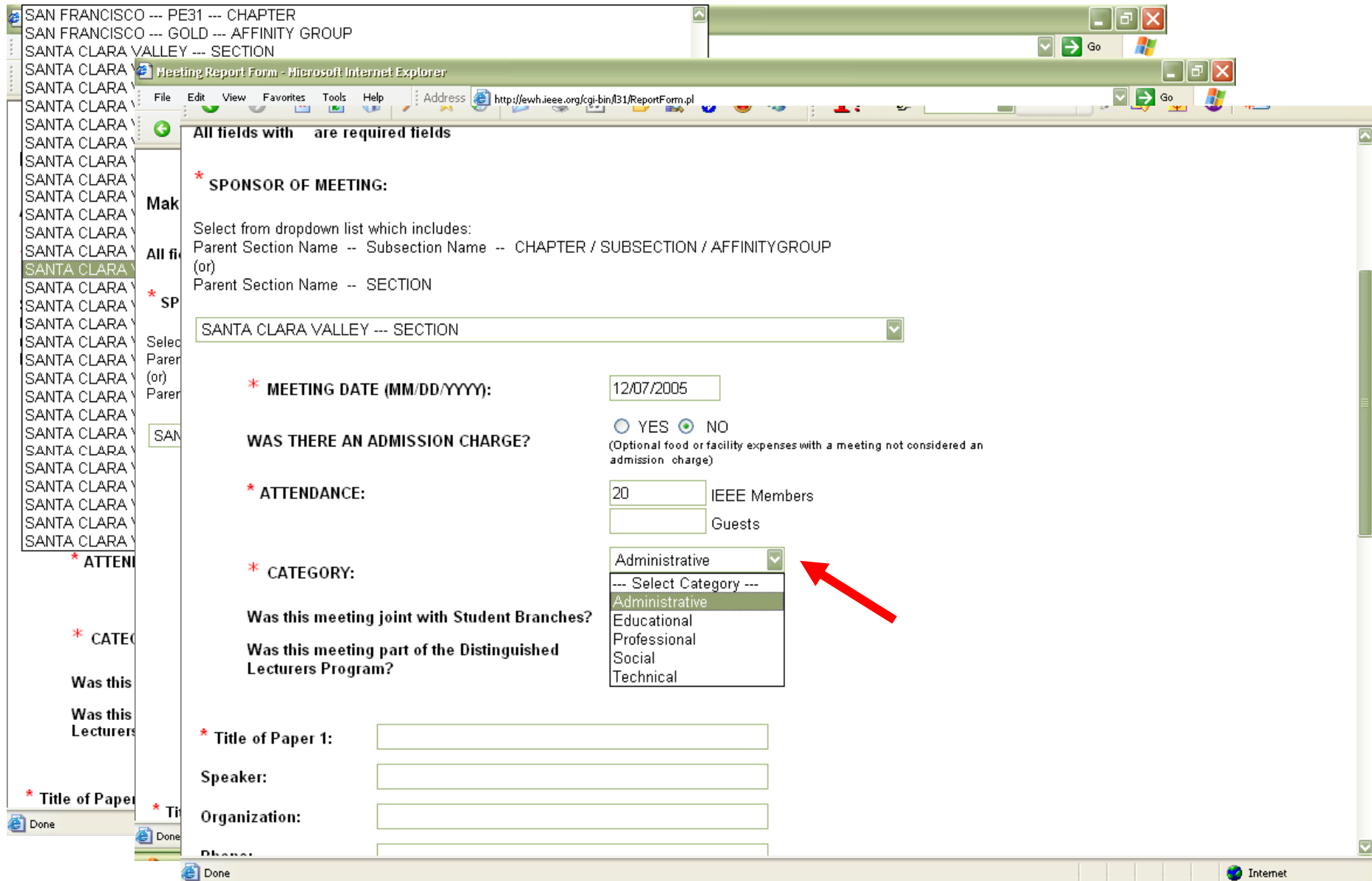
*** Submitted by:**

*** Email:**
(Example: dsmith@ieee.org)

Email CC list:
(Full email address, separated by commas)
 Example: me@aol.com, ast@yahoo.com,
 pst@opt.net

DO NOT USE SEMICOLONS

If you would like to contact the Webmaster, email to l31-help@ieee.org
 © Copyright 2002, Lakshmi B. Chekuri
 (l31-help@ieee.org)
 (Modified: 1 Oct 2002)



SAN FRANCISCO --- PE31 --- CHAPTER
SAN FRANCISCO --- GOLD --- AFFINITY GROUP
SANTA CLARA VALLEY --- SECTION
SANTA CLARA VALLEY --- SECTION

Meeting Report Form - Microsoft Internet Explorer
Address http://ewh.ieee.org/cgi-bin/f31/ReportForm.pl

All fields with * are required fields

*** SPONSOR OF MEETING:**
Select from dropdown list which includes:
Parent Section Name -- Subsection Name -- CHAPTER / SUBSECTION / AFFINITYGROUP
(or)
Parent Section Name -- SECTION

SANTA CLARA VALLEY --- SECTION

*** MEETING DATE (MM/DD/YYYY):** 12/07/2005

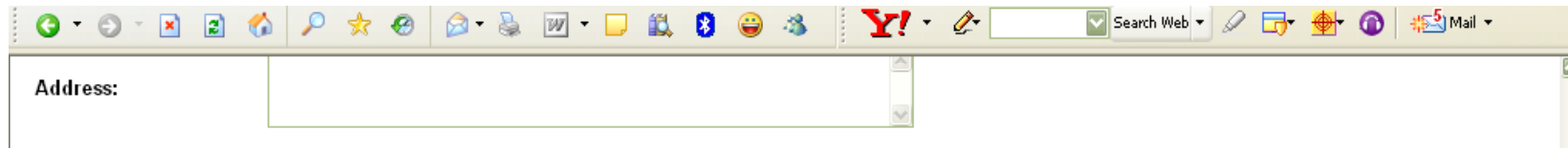
WAS THERE AN ADMISSION CHARGE? YES NO
(Optional food or facility expenses with a meeting not considered an admission charge)

*** ATTENDANCE:** 20 IEEE Members
Guests

*** CATEGORY:** Administrative
--- Select Category ---
Administrative
Educational
Professional
Social
Technical

Was this meeting joint with Student Branches?
Was this meeting part of the Distinguished Lecturers Program?

*** Title of Paper 1:** _____
Speaker: _____
Organization: _____
Phone: _____



Subject: A Meeting Report was submitted on Thu Feb 9 17:23:57

Below is the meeting information:

Section: SANTA CLARA VALLEY, Type: SECTION, Geocode: R60369

RecID: 979, SubName: SANTA CLARA VALLEY SECTION, SubCode:

Meeting Date: 12/07/2005, Category: Administrative

Was there an admission charge? No

Attendance: Members: 20, Guests: 0

Was this meeting joint with student branch(es)?: Yes

Was this meeting part of the distinguished lecturers program?: No

Title of Paper1: , Speaker1:

Title of Paper2: , Speaker2:

Submitted by: Ram Sivaraman

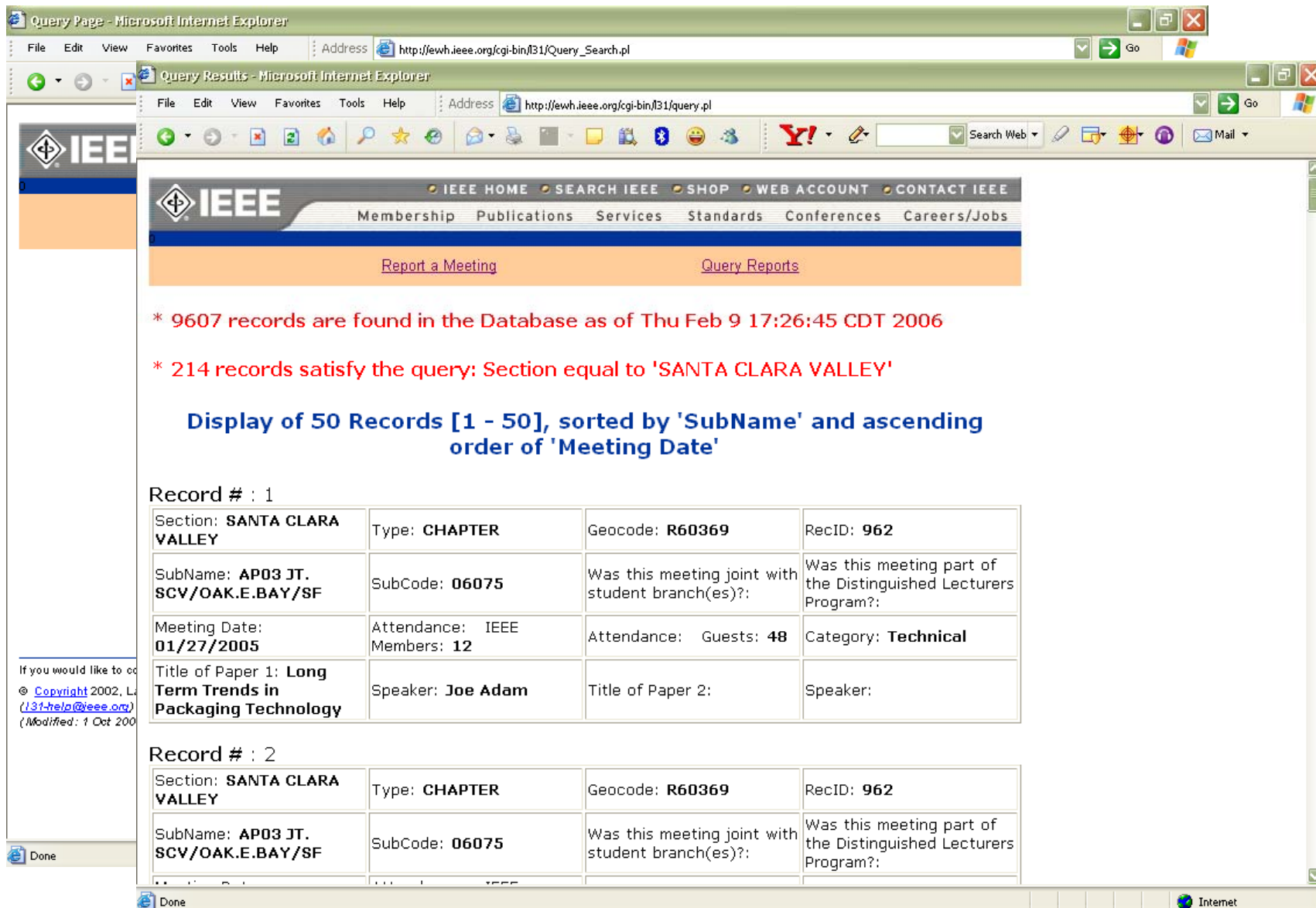
Email Address: ramsivaraman@ieee.org

Thank You for your submission,
IEEE.

Note: Do not reply to this email address.

Send any correspondence to sec-rebate@ieee.org

Copy of email



Query Page - Microsoft Internet Explorer
Address: http://ewh.ieee.org/cgi-bin/l31/Query_Search.pl

Query Results - Microsoft Internet Explorer
Address: http://ewh.ieee.org/cgi-bin/l31/query.pl

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[Report a Meeting](#) [Query Reports](#)

* 9607 records are found in the Database as of Thu Feb 9 17:26:45 CDT 2006

* 214 records satisfy the query: Section equal to 'SANTA CLARA VALLEY'

Display of 50 Records [1 - 50], sorted by 'SubName' and ascending order of 'Meeting Date'

Record # : 1

Section: SANTA CLARA VALLEY	Type: CHAPTER	Geocode: R60369	RecID: 962
SubName: AP03 JT. SCV/OAK.E.BAY/SF	SubCode: 06075	Was this meeting joint with student branch(es)?:	Was this meeting part of the Distinguished Lecturers Program?:
Meeting Date: 01/27/2005	Attendance: IEEE Members: 12	Attendance: Guests: 48	Category: Technical
Title of Paper 1: Long Term Trends in Packaging Technology	Speaker: Joe Adam	Title of Paper 2:	Speaker:

Record # : 2

Section: SANTA CLARA VALLEY	Type: CHAPTER	Geocode: R60369	RecID: 962
SubName: AP03 JT. SCV/OAK.E.BAY/SF	SubCode: 06075	Was this meeting joint with student branch(es)?:	Was this meeting part of the Distinguished Lecturers Program?:

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Summary:

- Filing the L-31
 - Try to file it after a meeting and not have to rush in all the L-31's for the year at the very end.
 - File for all meetings but especially technical meetings.
 - Archive the reports and the sign-in sheets. Do not discard them.
 - Include the secretary of the Section/Chapter in the email cc list
- L-31 Query
 - Use this to check for L-31's filed for your chapter.
- Questions
 - Contact Dan Sparks at dan.sparks@ieee.org or (415) 260-4613