



IEEE REGIONAL EXEMPLARY STUDENT BRANCH AWARD NOMINATION FORM

Nomination of the IEEE Student Branch at

(SCHOOL NAME)

as an exemplary Student Branch for the ____ / ____ academic year

The following documentation is attached (check each item submitted in the column to the left)

List 1. Documentation that must be provided:

- ___ Copy of Branch Annual Plan
- ___ Copy of Branch Annual Report
- ___ Copy of Branch Counselor Nomination Reporting Form
- ___ Copy of Newly Elected Student Officer Reporting Form
- ___ Copy of last page of previous-year-end membership roster (must have at least 10 members)
- ___ Details of Branch technical meetings (at least 2)

___ = **TOTAL FOR LIST 1 (6 REQUIRED)**

- ___ Fund raisers
- ___ Membership drive(s)
- ___ Minutes published for all Branch officer meetings
- ___ Newsletter or similar promotional efforts
- ___ Realistic Budget
- ___ Timely meeting notices
- ___ Other notable Branch activities (eg. Engineers Day, National Engineers Week)
- ___ Applications by Branch members for other IEEE Awards (eg. Scholarships)
- ___ Branch entry in the Region Student Paper Competition
- ___ Branch entry in the Region Hardware Design Contest, if applicable
- ___ Branch participation in the AT&T Labs Student Enterprise Award Program
- ___ Hosting an S-PAC or submitting an S-PAVe entry
- ___ Nomination for Larry K. Wilson Award
- ___ Nomination for Outstanding Branch Counselor
- ___ One or more student members attending the Region Student Conference, if applicable
- ___ Representative attending the Region Branch Chairman's Workshop
- ___ Appointing and working with a Branch Mentor
- ___ Existence of a World Wide Web home page
- ___ Other IEEE activities (eg. successful Branch Chapter, distinguished lecturer participant, formed a new Branch Chapter)

___ = **TOTAL FOR LIST 2 (12 REQUIRED)**

*List 2. Elective documentation in the form of evidence of the items listed below. Please put a check mark in the space provided to indicate that your branch is adhering to or participating in the item or program listed. Verification and/or documentation should be available upon request.

- ___ Adoption of Branch Bylaws
- ___ Appointment of subcommittees by the Branch officers
- ___ Attendance at Section functions
- ___ Branch e-mail address

Signature of Nominator _____ Date _____

Branch Office held by Nominator _____

Endorsement of Branch Counselor _____ Date _____

*Judgment will be based on each of these criteria also along with List 1