

Welcome Student Branch Counselors!

IEEE R3 SoutheastCon 2018

Friday 20 April 2018 || St. Petersburg, FL

AGENDA

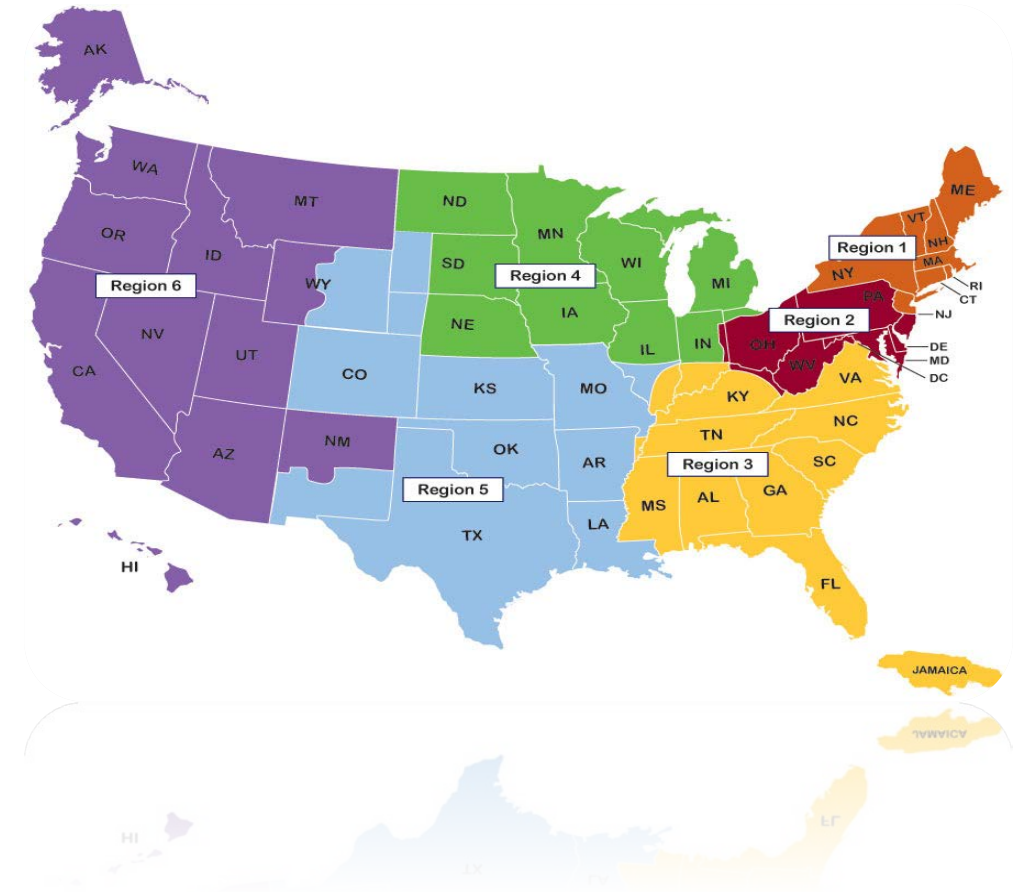
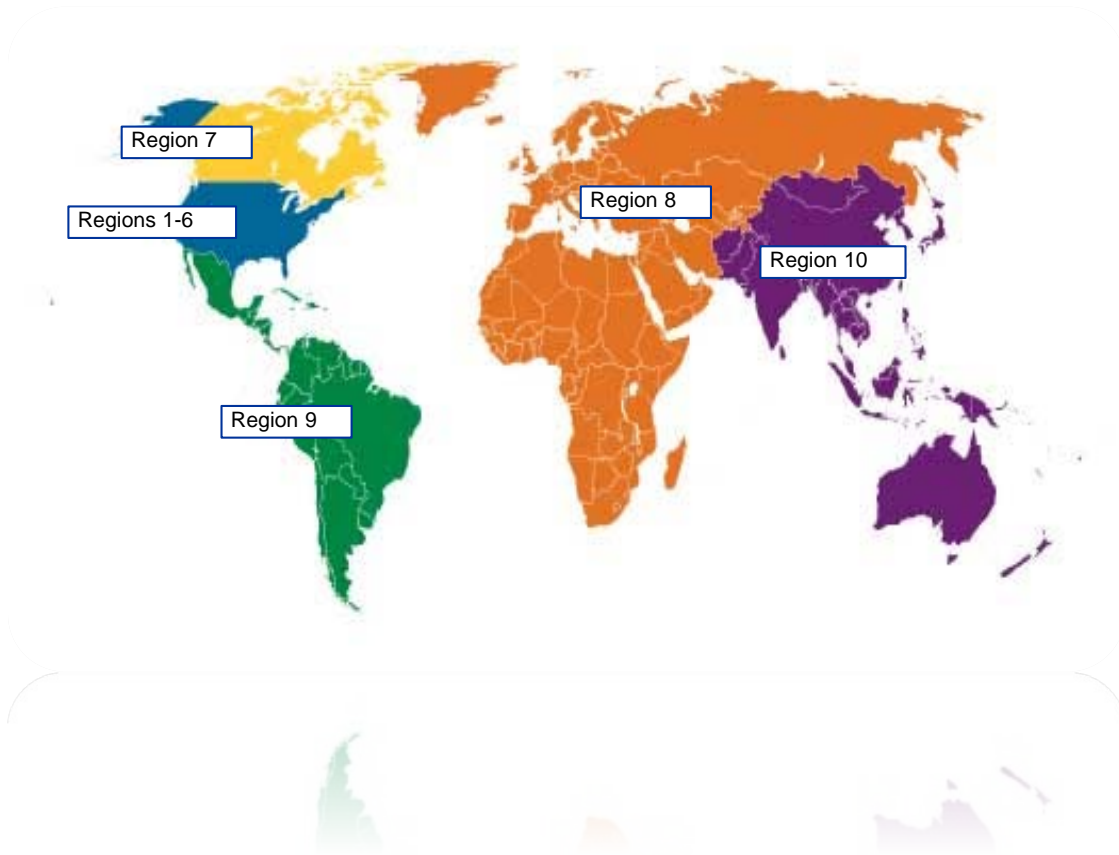
1. Introductions & Takeaways
2. Reimbursement
3. Running an IEEE Student Branch
4. Social Media
5. Brand Guidelines

INTRODUCTIONS

R3 Student Activities Committee

- ***Victor Basantes: R3 Student Activities Committee, Chair***
- **Rachel Wilson:** R3 Student Activities Committee, Vice Chair
- **Jill Johnson:** R3 Student Representative
- **Bailey Ulferts:** R3 Student Activities Committee
- **Pat Donohoe:** Past R3 Student Activities Committee, Past Chair

What is IEEE R3?



IEEE Regions



Takeaways

1. Student Branch Reporting

1. Reimbursement Policy

IEEE SoutheastCon Events

- Student Branch Officers Meeting*
- Branch Counselor Meeting*
- Hardware Competition
- Student Paper Competition*
- Hackathon
- Software Competition
- Ethics Competition
- Website Competition
- T-Shirt Competition
- Networking Competition



REIMBURSEMENT

IEEE Region 3 Student Branch Reimbursement

- **Mileage**

- Each student branch will be reimbursed for the roundtrip mileage of one (1) vehicle at the mileage rate authorized by the IEEE Controller.

- **Per Diem (food/lodging/incidentals)**

- (a) Branch Chair at \$40/day, 2.5 days maximum - must attend Student Branch Leadership meeting
- (b) Branch Counselor at \$40/day, 2.5 days maximum - must attend Student Branch Counselors meeting
- (c) Student Paper participant (one per branch) at \$40/day, 2.5 days maximum.

Reimbursement Form

ABSOLUTE DEADLINE: April 23rd 2018

LINK: www.tinyurl.com/2018r3travel

Link will be e-mailed to all participants in attendance today.

E-mail RSAC for any questions: victor.basantes@ieee.org

RUNNING A STUDENT BRANCH

Building an IEEE Student Branch

- Elect Student Leaders
- Elect Branch Counselor
- Plan Events
- Find Volunteers
- Report Events

Student Branch Positions

- Chair
- Vice Chair
- Secretary
- Treasurer
- Branch Counselor
- Branch Mentor
- Other Chairs (Publicity, Webmaster, Conferences, Fundraising)

For information on roles and duties go to:

<https://www.ieee.org/membership/students/branches/officers.htm>
!

Branch Counselor

- Required by IEEE
- Maintain relations with section
- Help organize events
- Stay active in community
- Work with University

Student Branch Resources

- General information for IEEE Student Members: <http://www.ieee.org/students>
- Student Awards: http://www.ieee.org/membership_services/membership/students/awards_index.html
- Branch Leader News: http://www.ieee.org/membership_services/membership/students/leaders.html

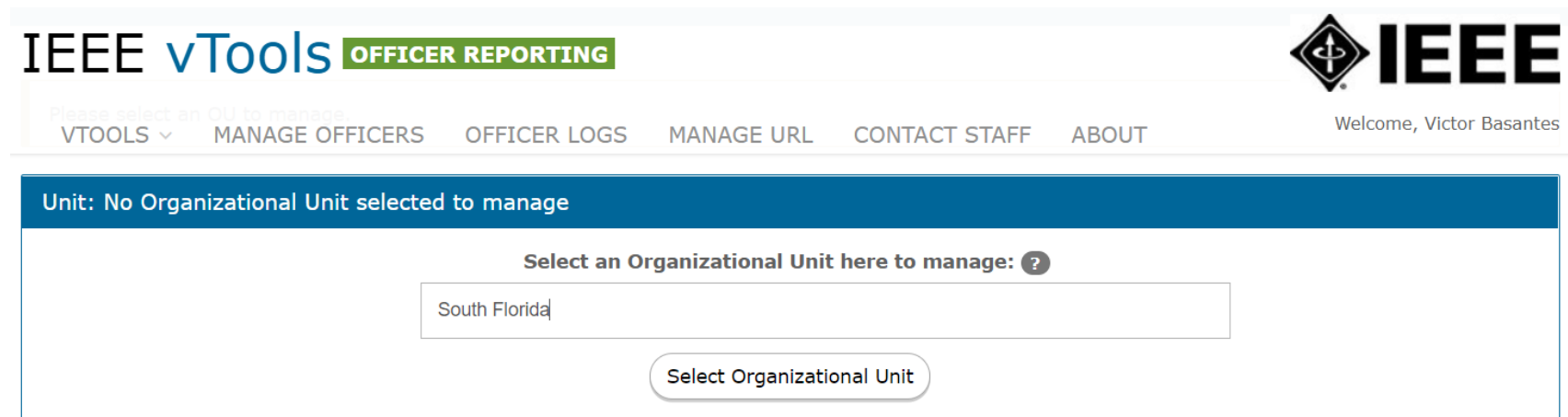
Student Branch Member Recruitment

- US\$2 for each Student or Graduate Student member recruited
- US\$15 for each Professional member recruited
- Power of Social Networking

Reporting - 2 Required

Student Branch Officer Reporting (<https://officers.vtools.ieee.org/>)

- Due November 1st (after officer elections)
- Includes reporting of Branch Counselor.



IEEE vTools OFFICER REPORTING

Please select an OU to manage

VTOLS ▾ MANAGE OFFICERS OFFICER LOGS MANAGE URL CONTACT STAFF ABOUT

Welcome, Victor Basantes

Unit: No Organizational Unit selected to manage

Select an Organizational Unit here to manage: ?

South Florida

Select Organizational Unit

Reporting - 2 Required

Student Branch Activity Report (<https://sbr.vtools.ieee.org/>)

- Due May 1st each year or two months after the academic year ends.
- Report of Branch activities for past year.
- **Qualifies Student Branches for rebate**

School	Finances	Activities	Feedback	Signatures	Save and Submit
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School Name* [Click to select school](#)

School Code*

If you have a student branch chapter of IEEE technical societies it should be noted in parentheses at the end of the school name.

Reporting Academic Year*

Branch URL

Branch E-mail address

Inactive Branches

We are currently determining which Student Branches are active/inactive

You will be contacted by either Victor or Jill

If you don't respond, you will be possibly be marked as in inactive branch

Student Branch Awards


1. Larry K. Wilson Regional Student Activities Award
2. IEEE Regional Exemplary Student Branch Award

Information:

<https://www.ieee.org/membership/students/branch-awards.html>

SOCIAL MEDIA


Region 3 Students on Facebook!



IEEE
Advancing Technology
for Humanity


**IEEE Region 3
Students**
@IEEEStudentsRegion3


- Home
- About
- Photos
- Likes
- Events



Like Follow Share ...

+ Add a Button

 Write something...

 ▼

Non-Profit Organization

Region 3 Student Website

This will be the main reference for IEEE student branch resources

Look for it by 2019!

Region 3 website: <http://www.ewh.ieee.org/reg/3/>

IEEE BRAND GUIDELINES



Why this is important

Website

















SoutheastCon Competitions

Respect

Visual Guidelines

CORRECT	INCORRECT
IEEE XXXX Section	IEEE XXXX Section
IEEE XXXX Event	IEEE XXXX Event
IEEE XXXX Event 	IEEE XXXX Event 



Bright	Hexadecimal (web)	Dark	Hexadecimal (web)
	#FFA300		#E87722
	#FFD100		#FFC72C
	#78BE20		#658D1B
	#00843D		#006341
	#BA0C2F		#861F41
	#981D97		#772583
	#00B5E2		#007377
	#FFFFFF		#000000

IEEE Blue: PMS 3015 C
opacity levels: 100%, 80%, 60%, 40%, 20%

Sans Serrif: Formata, Verdana
Serrif: Adobe Caslon Pro, Time New Roman

Region 3 Photo

TODAY
Pool Area
5:00 PM

Contact Information

- Victor Basantes (RSAC) - victor.basantes@ieee.org
- Jill Johnson (RSR) - jjohns81@cbu.edu

Student Branch Chair

- Appoints committee chairs.
- Prepares necessary reports for IEEE Student Services.
- Arranges for election of new Officers before leaving office.
- Works with Branch Counselor in dealings with the Department and Faculty and local IEEE Section.



Student Branch Counselor

- Faculty member, active in the IEEE, who serves as an advisor to the Branch and its Officers.
 - Student members and the Regional Student Activities Chair (RSAC).
 - Promotes student awareness of awards, contests and membership benefits.
 - Helps the Branch establish Industrial contacts and works closely with the Branch Officers and the Branch Mentor.
-
- Normal term of appointment (or re-appointment) is two years.

Branch Mentor

- Designed to maximize the interaction between the Student Branch and the local Section.
 - Branch Mentor must be from Industry.
 - A recent graduate with firsthand experience in Student Branch operations is an ideal candidate.
 - Assists the Branch to develop effective programs.
-
- Position is optional but can help Branches stay connected.

Student Branch Secretary

- Keeps minutes of all Branch meetings and activities.
- Carries out all necessary communications of the Branch, including the filing of reports with IEEE Headquarters.
- Maintains IEEE forms and supplies as required.

Student Branch Treasurer

- Deposits all monies received promptly in the Student Branch account.
- Prepares a budget at the start of the school (or fiscal) year.
- Prepares end-of-year Financial Statements.
- Co-signing Officer (jointly with the Student Branch Chair).

Web Master

- Comply with the guidelines established in this document and related IEEE policy
- Follow ownership rights of intellectual property
- Protect confidential and copyrighted information and materials
- Do not link to sites that are not complementary to the IEEE mission

For Any Proposal...

- Donor must have money to give
- Put the request in writing with a budget
- Show the merits of your plan and why their involvement will benefit them!
- Show that your proposal is thought out and that you are soliciting from others as well

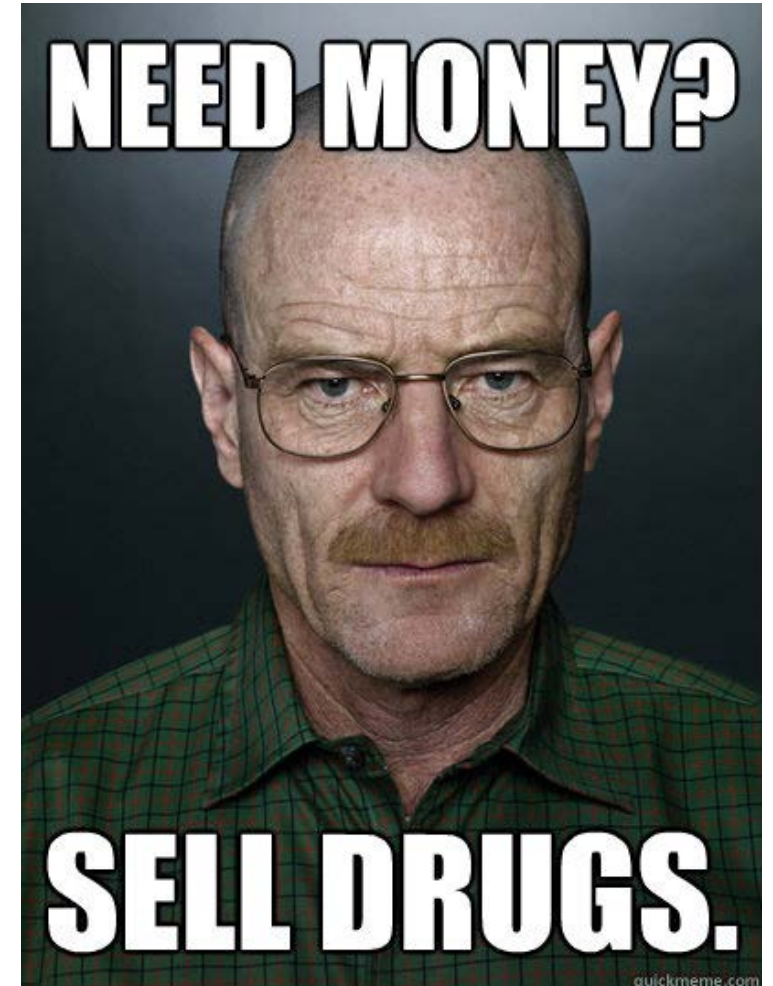
SB Fundraising

Types of moola

- Operating money - for continual expenses.
- Seed money - an “advance” for an event.
- Subsidy money - to reduce the cost for members.
- Capital money - to buy things.

Fundraising Constraints

- University Constraints
- IEEE Standards and Values
- Don't tarnish the image of engineering



Funding Events

- Branch Reporting & Reimbursements
- Fundraisers
- Sponsors

Acquiring a Counselor

- Ask!
- ...or Your Branch Elects Them
- ...or Your Section Chair Appoints Them
- Department Chair Has Veto Rights