Welcome Student Branch Leaders!

IEEE Region 3
Student Branch Leadership Training

Saturday 19 January 2019 || Charlotte, North Carolina

AGENDA

1. Introductions
2. What is IEEE?
3. SoutheastCon
4. ???
5. Running Your Student Branch
6. Social Media
7. Brand Guidelines
8. Young Professionals
9. Your Next Event

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?
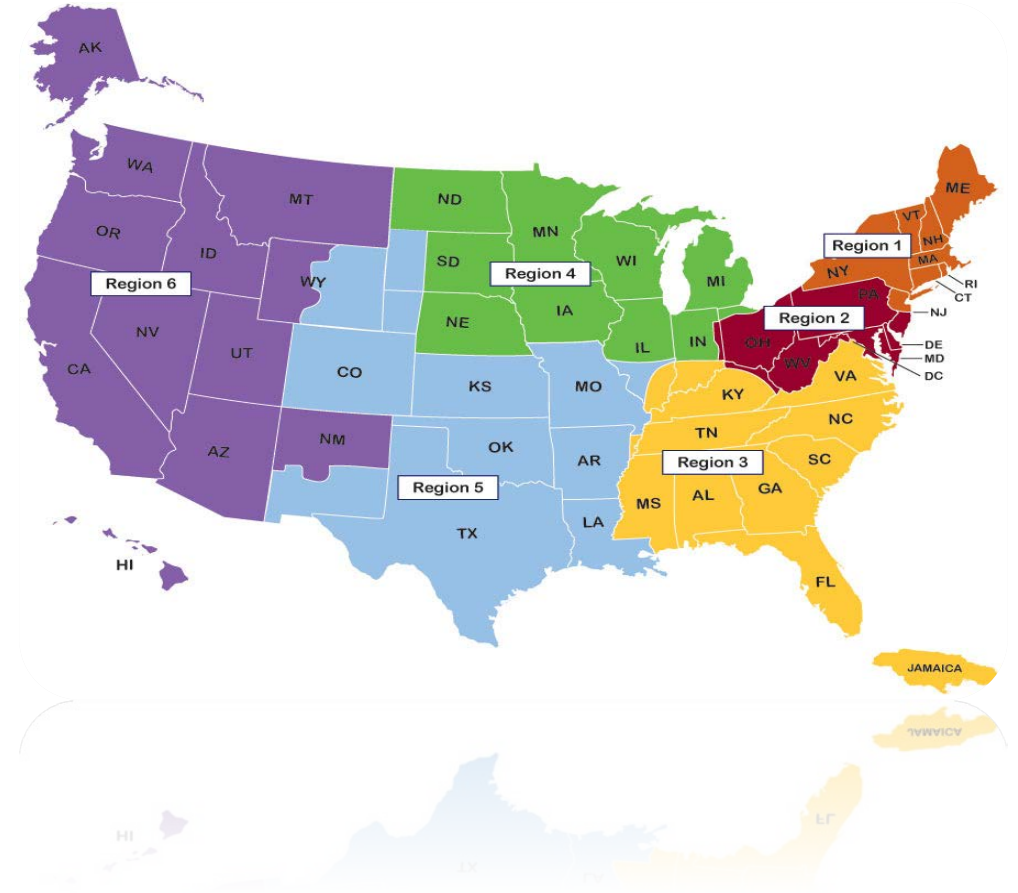
IEEE Regions

SoutheastCon 2019

IEEE SoutheastCon Events

- Student Branch Officers Meeting*

- Branch Counselor Meeting*

- Hardware Competition

- Student Paper Competition*

- Software Competition

- Ethics Competition

- Website Competition

- T-Shirt Competition

- Networking Competition

IEEE Region 3 Student Branch TravelReimbursement
(2018 version - will change this year)

- **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.

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.html

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).

Student Branch 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

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Branch Counselor

- Required by IEEE

- Maintain relations with section

- Help organize events

- Stay active in community

- Work at your University

Acquiring a Counselor

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

Volunteers at Events

- Be respectful of their time
- Make them feel their contributions are important
- Give them recognition
- Thank them!
- Give them an "official" title
- Get commitments
- Make sure they have input on the event/process if possible

REPORTING

Student Branch Annual Plan:

https://sbr.vtools.ieee.org/tego_/report/add_report

Officers Reporting:

https://officers.vtools.ieee.org/

Events Reporting:

https://events.vtools.ieee.org/tego_/events/administration

Student Branch Reporting

Student Branch Annual Plan (Due February 1st)

To help you keep track of your yearly activities, your Student Branch is required to submit the Student Branch Annual Plan. It also serves as a valuable historical document to aid future executives in their planning and records financial statements so it is important that the Student Branch Treasurer is involved in the preparation of the report. The due date for filing your Annual Plan is on or before 1 February annually.

Visit Annual Plan

Student Branch Rebate/Allotments

You will want to engage your local Section with the development of your plan. To encourage you to submit this plan and to meet IEEE Bylaw requirements, an incentive allotment of US$100 is given if your Branch has 50 or more members or US$50 if your Student Branch has fewer than 50 members. In addition, IEEE provides an incentive rebate of US$2 per Student or Graduate Student member at your Branch (based on membership statistics as of 31 December of the previous year).

Student Branch Meeting/Activity/Event Reporting (4 per year)

Completing the Student Branch Activity Report should help you evaluate the success of your program and to provide some continuity for future years. IEEE requires that Student Branches report their activities and maintain a minimum of 10 Student or Graduate Student members.

Visit Event Reporting

Student Branch Officer Reporting (Ongoing)

Each time a new ExCom member or Branch Counselor is selected to serve at your Student Branch, the IEEE Operations Center must be notified.

Visit Officer Reporting

Reporting - 2 Required

Student Branch Officer Reporting

- https://officers.vtools.ieee.org/
- Due November 1st (after officer elections)
- Includes reporting of Branch Counselor.
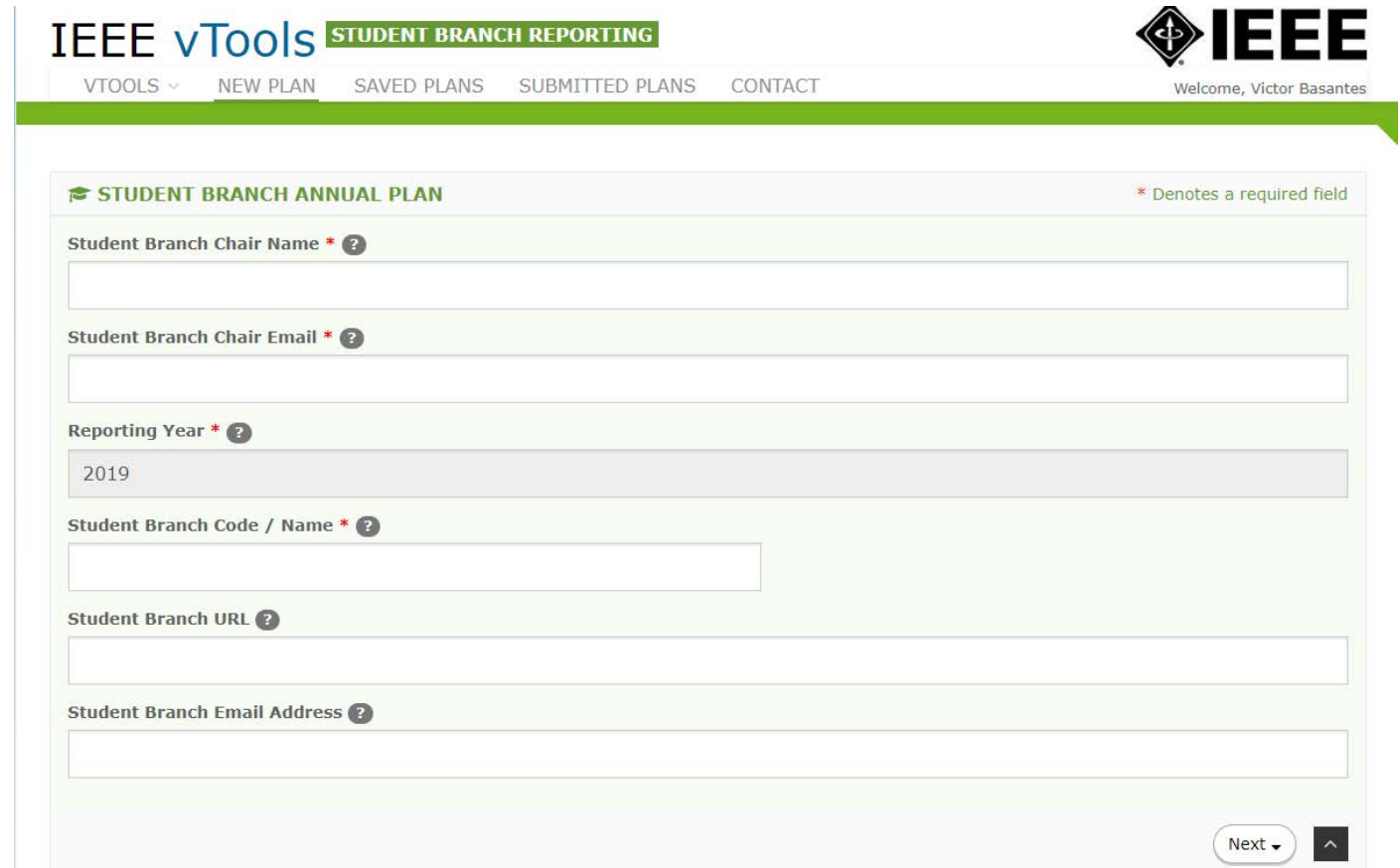
Reporting - 2 Required

Student Branch Annual Plan

- https://sbr.vtools.ieee.org/
- Due February 1st each year
- Report of Branch activities for the year.

Student Branch Awards

Deadline: March 31 2019

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 Student Websites

IEEE Students: https://students.ieee.org/

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

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IEEE BRAND GUIDELINES

Why this is important?

Website

T-Shirts

SoutheastCon Competitions

Promoting Events

- Clear Information

- Simply Convey Information

- Master Brand -> Guidelines
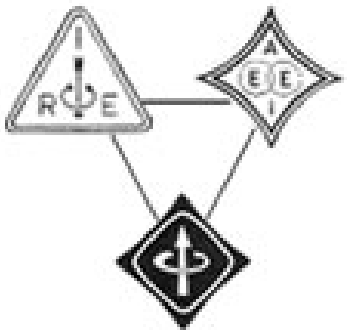
BONUS: The IEEE "kite" was created in XXXX with the merger of its two predecessor societies, the AIEE and the IRE. The kite borrowed elements of both organization's logos.

Visual Guidelines

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

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

graphic design is my passion

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

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

FUNDING

Funding Events

- Branch Reporting & Reimbursements

- Fundraisers

- Sponsors

Student Branch - Event Funding

Attendance

Fundraising events or activities

School

- Department Head, Dean, Student's Association, Engineering Student's Association

IEEE

- Local Section, Region

Local/Non-Local Industry

- Sponsorship Packets

YOUNG PROFESSIONALS

PLAN YOUR NEXT EVENT

Takeaways

1. Student Branch Reporting

1. SoutheastCon Competitions and Reimbursement Policy

1. Student Branch Awards

Contact Information

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- **Jill Johnson (RSR) - jjohns81@cbu.edu**