

# AGENDA

1. Introductions
2. What is IEEE?
3. SoutheastCon Events
4. Travel Reimbursement Instructions
5. Running an IEEE Student Branch
6. Student Branch Reporting
7. IEEE-USA: Student Professional Awareness eXperience
8. Student Branch Awards
9. Social Media
10. Brand Guidelines
11. Young Professionals

# SIGN IN - CHOOSE 1 OPTION

1. Online (preferred):

<https://tinyurl.com/IEEE2019students>

**OR**

1. Physical sheet in the back of the room

# Welcome Student Branch Leaders!

## IEEE Region 3 Student Branch Leadership Training

Saturday 12 April 2019 || Huntsville, Alabama

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# R3 Student Activities Committee

- **Victor Basantes:** Chair



- **Bailey Ulferts:** SPAC



- **Pat Donohoe:** Past Chair



- **Rachel Wilson:** Vice Chair



- **Jill Johnson:** RSR



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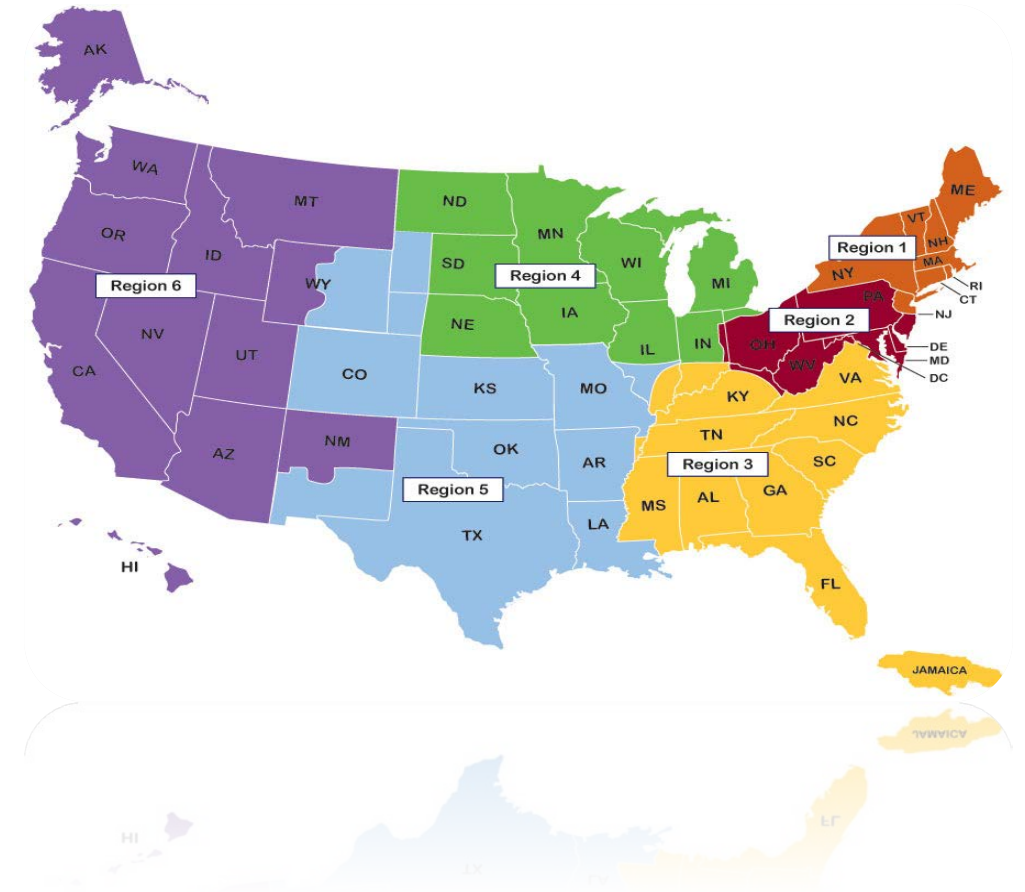
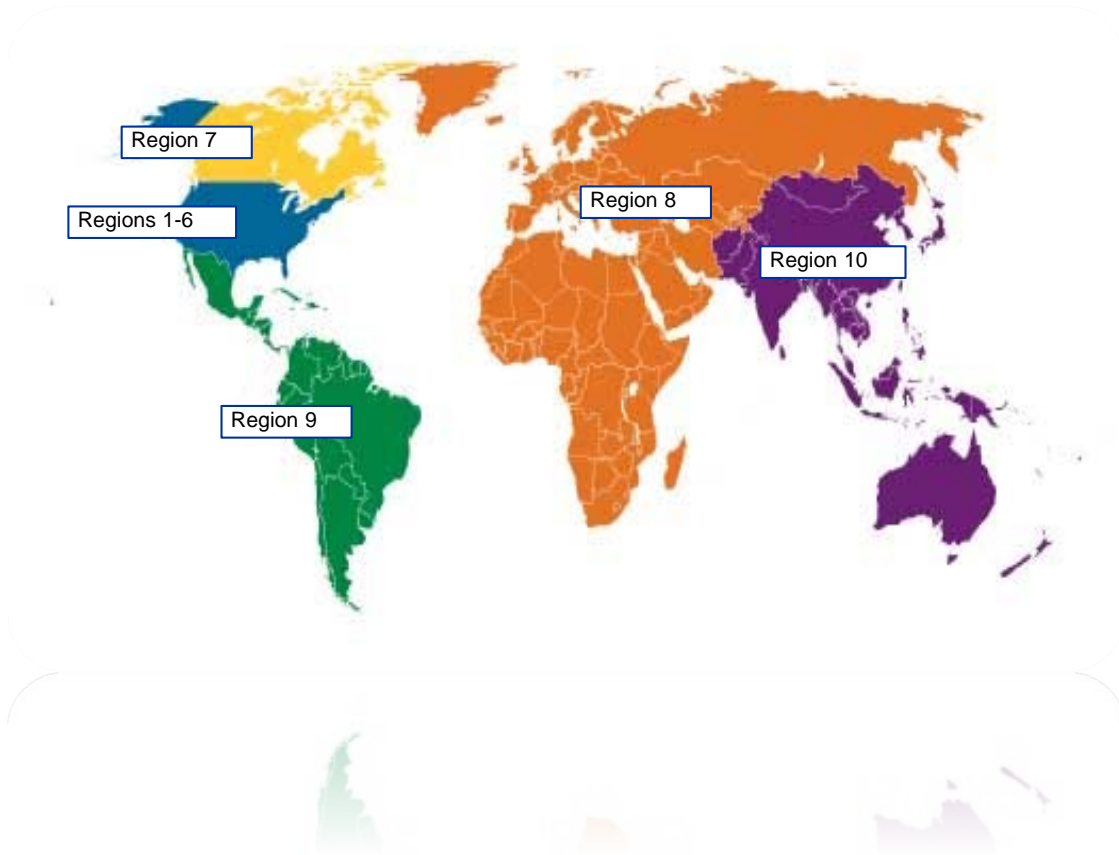
# STUDENT BRANCH LEADERS

## INTRODUCTION

1. Name
2. Year in School
3. Major
4. University and Section
5. You can have an unlimited supply of one thing for the rest of your life, what is it?

*Rule: You can not repeat someone's answer*

# What is IEEE?



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# IEEE Regions



# SOUTHEASTCON 2019

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# IEEE SoutheastCon Student Program

- Student Branch Leaders and Counselors Meeting
- Hardware Competition
- Paper Competition
- Software Competition
- Ethics Competition
- Branch Website Competition
- Branch T-Shirt Competition
- Career Networking Competition
- FPV Drone Competition

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# Region 3 Photo

TODAY  
South Hall  
4:00 PM

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# IEEE Region 3 Student Branch Travel 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 (~\$0.50 per mile)

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

(a) Branch Chair at \$40/day, 2.5 days maximum - must attend Student Branch Leadership meeting (this meeting)

(b) Branch Counselor at \$40/day, 2.5 days maximum - must attend Student Branch Counselors meeting (this meeting)

(c) Student Paper participant (one per branch) at \$40/day, 2.5 days maximum.

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# IEEE Region 3 Student Branch Travel Reimbursement

**Process:** Fill out online form: <https://tinyurl.com/IEEE2019studentstravel>

**Information needed:** Mileage information, IEEE Student Branch code, etc

**DEADLINE: Friday 10PM (TODAY)**

**PICKUP: Saturday after Awards Banquet (for 30 minutes). Table outside North Hall (Awards Banquet).**

**\*\*\* Paper and Hardware winners will also pick up their checks at this time\*\*\***

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# BINGO

- Go around the room and get other people to initial your card as fast as you can.
- Rules: You can not get anyone from your own Student Branch or Section to fill out your card. No double entries.
- Prize: The first 3 people to completely fill out the card win a gift card!

# RUNNING A STUDENT BRANCH

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# Building an IEEE Student Branch

1. Elect Student Leaders and Branch Counselor
2. Plan Events
3. Find Volunteers
4. Report Events

# 1. Elect Student Leaders and Branch Counselor

- 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>

# 1. Elect Student Leaders and Branch Counselor

## Branch Counselor

- Required by IEEE
- Maintains relations with section and community
- Helps organize events
- Works at your University

## How to get a Branch Counselor

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

## 2. Plan Events

- What, when, where?
  - Weekly/monthly meetings, same time, same place
- Workshops and Tutorials
  - New tech from Industry Mentors
  - Class labs or homework help
- Collaborate with
  - Your section
  - Neighboring Student Branches
  - Local start-ups and industry

### 3. Find Volunteers

- 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

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Student Branch Annual Plan:

[https://sbr.vtools.ieee.org/tego\\_report/add\\_report](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](https://events.vtools.ieee.org/tego_events/administration)

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# 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.

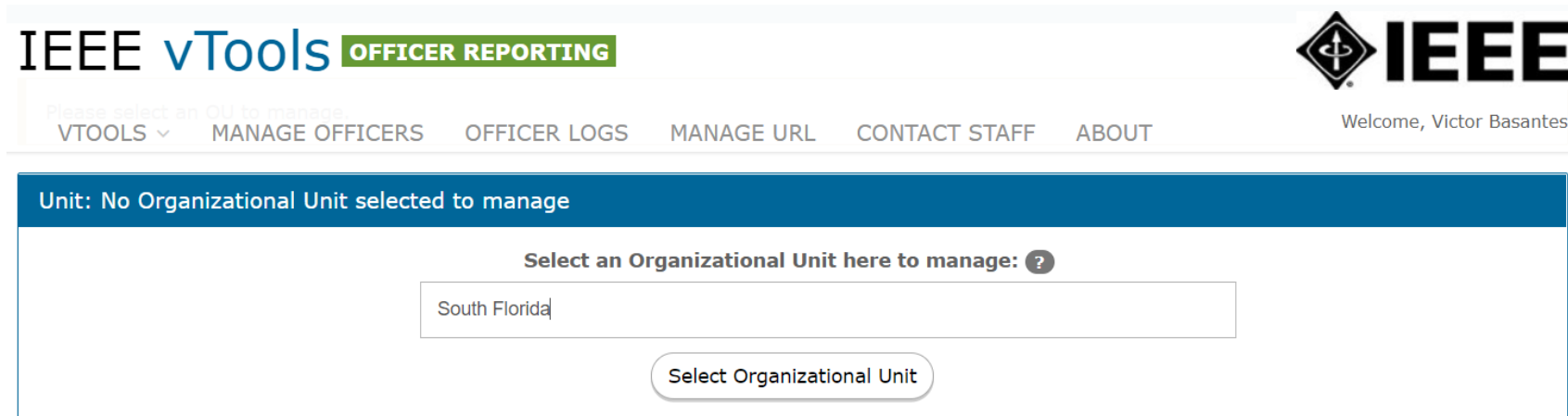
[Visit Officer Reporting](#)

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# 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.

VTOOLS ▾ 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

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# Reporting - 2 Required

## Student Branch Annual Plan

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

The screenshot shows the IEEE vTools Student Branch Reporting interface. At the top, there is a navigation bar with the IEEE logo and the text "Welcome, Victor Basantes". Below this is a green header with the text "STUDENT BRANCH REPORTING". The main content area is titled "STUDENT BRANCH ANNUAL PLAN" and contains several input fields:

- Student Branch Chair Name \*** (required field, indicated by a red asterisk and a question mark icon)
- Student Branch Chair Email \*** (required field, indicated by a red asterisk and a question mark icon)
- Reporting Year \*** (required field, indicated by a red asterisk and a question mark icon). The value "2019" is entered in the field.
- Student Branch Code / Name \*** (required field, indicated by a red asterisk and a question mark icon)
- Student Branch URL** (optional field, indicated by a question mark icon)
- Student Branch Email Address** (optional field, indicated by a question mark icon)

At the bottom right of the form, there is a "Next" button and a small icon.

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# Funding

Attendance

Sponsors

Branch Reporting

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



# IEEE-USA Student and YP Outreach Programming

**Diana Librizzi**

Program Administrator, Career and Professional Activities

SoutheastCon 2019

Huntsville, AL | April 12, 2019





**W**ashington **I**nternships for **S**tudents of **E**ngineering

*Connecting Engineers & Scientists with Public Policy Since 1980*

# What is WISE?

- ▶ WISE is a nine (9) week summer internship in Washington, DC
- ▶ For 3<sup>rd</sup> and 4<sup>th</sup> year undergrads (and grad students)
- ▶ How do I qualify?
- ▶ What is the application deadline?



# A WISE Decision

As a WISE intern, you will receive...

- A stipend of \$2,100
- Free housing in a dorm on the George Washington University campus, right in DC
- Metro cards to get around the city for meetings (subject upon budget)

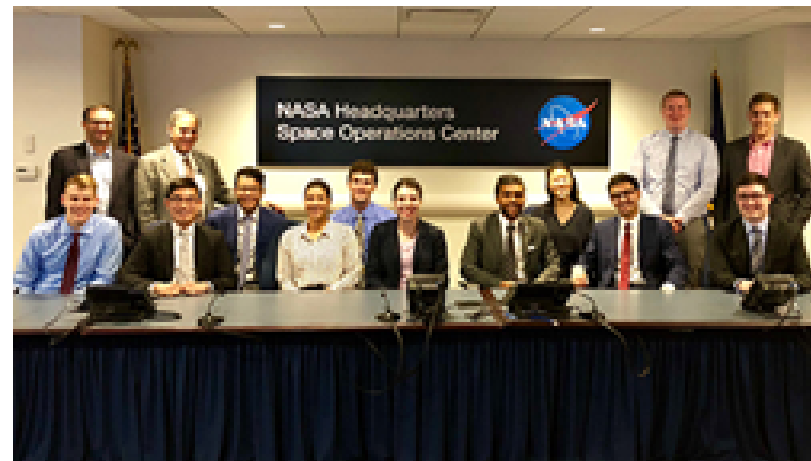
As a WISE intern, you will receive...

- Exclusive access to the Library of Congress and a Library of Congress card
- A tour of the White House
- Insider access to IEEE-USA and other societies' Rolodex of Washington movers and shakers

# A WISE Decision

As a WISE intern...

- You'll be published! Research papers are collected and published in the WISE Journal of Engineering and Public Policy. Papers are also frequently published by WISE sponsors in their technical and professional journals and/or distributed through other means.
- You'll find lasting friends, establish professional contacts, and have a blast in Washington, DC!



**SPAX**

Engage. Explore. Experience.

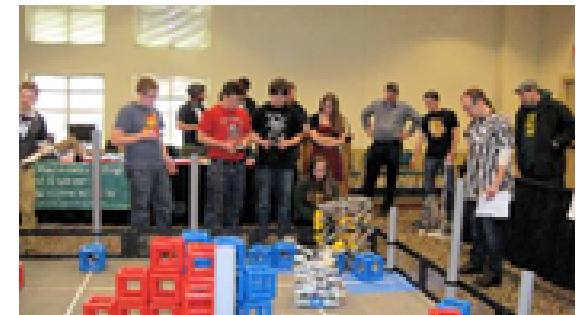
# SPAx

- › Who here is in a student branch?
- › Who here has done a SPaX event in the past semester? The past year?
- › Do you know how to run a SPaX event?
- › Do you know what a SPaX event is? Or how to get one started?
- › Do you know who your region coordinator is?
- › Do you know how IEEE-USA can support your SPaX event? (Hint: \$\$\$)



# The "X" in SPAX

- The "x" in SPAX is a variable: you can create your own events! You decide what works for your chapter, and IEEE gives you the support you need to implement your ideas.
- Hosting your own event is not only a fantastic experience, it's also a great resume booster. Try to get some real world companies to sponsor your event, and bring out some potential hiring recruiters. The possibilities are endless!





evo19

THE EVOLUTION OF YOU

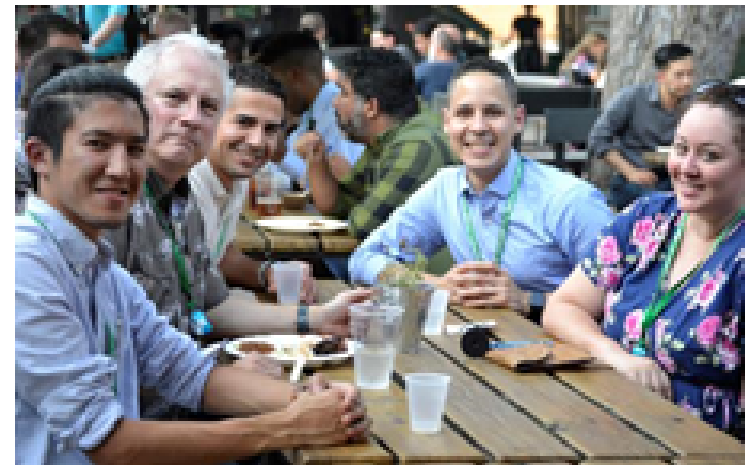
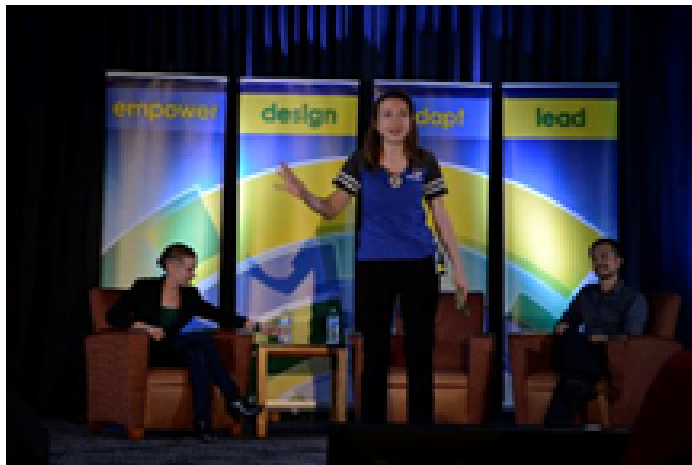
PITTSBURGH

2-3 AUGUST 2019

[evoconference.org](http://evoconference.org)

# EVO19 - 2019 Leadership Event

- What is it? **EVO 2019 – The Evolution of You**
- Where is it? **Westin Convention Center - Pittsburgh, PA**
- Who will be attending? **Active & Emerging Leaders**



# EVO19

Tentative Schedule:

- **Friday, 2 August**
  - Career Expo & Brand Yourself event
    - Workshops
  - PM: Dinner on the Gateway Clipper

- **Saturday, 3 August**
  - EVO3K Fun Run
    - Keynotes
      - Panels
    - Workshops



# Questions?



**Find me at the  
IEEE-USA Booth!**

... Or email me at  
[d.librizzi@ieee.org](mailto:d.librizzi@ieee.org)

# Student Branch Awards

**Deadline: Feb/Mar 2020**

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>

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# SOCIAL MEDIA

**YOU MUST SIGN-IN:**  
[tinyurl.com/IEEE2019students](https://tinyurl.com/IEEE2019students)

# IEEE Region 3 Students 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

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[tinyurl.com/IEEE2019students](https://tinyurl.com/IEEE2019students)



# IEEE Region 3 Students Websites

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

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

# IEEE BRAND GUIDELINES

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[tinyurl.com/IEEE2019students](https://tinyurl.com/IEEE2019students)

# Why this is important?

SoutheastCon Competitions:

1. Website
2. T-Shirt

# 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.



















**YOU MUST SIGN-IN:**  
[www.tinyurl.com/2018r3sac](http://www.tinyurl.com/2018r3sac)

# Visual Guidelines

CORRECT	INCORRECT
IEEE XXXX Section	<del>IEEE XXXX Section</del>
IEEE XXXX Event	<del>IEEE XXXX Event</del>
IEEE XXXX Event 	<del>IEEE XXXX Event </del>



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

**YOU MUST SIGN-IN:**  
[www.tinyurl.com/2018r3sac](http://www.tinyurl.com/2018r3sac)

# IEEE STUDENT RESOURCES

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[tinyurl.com/IEEE2019students](https://tinyurl.com/IEEE2019students)

# Scholarships and Fellowships

1. Scholarships: PES, CS, and CIS
2. Fellowships: Masters and PhD

Information: <https://www.ieee.org/membership/students/scholarships-grants-and-fellowships.html>

# Testimonials

Have you enjoyed being an IEEE volunteer or member?

We are looking for student testimonial statements to be featured by IEEE MGA

<http://tinyurl.com/R3testimonials>



# YOUNG PROFESSIONALS

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[tinyurl.com/IEEE2019students](https://tinyurl.com/IEEE2019students)

# PLAN YOUR NEXT EVENT

1. Come up with an SPAX idea
2. Funding plan
3. Roles for volunteers

# Takeaways

1. Travel Reimbursement Policy (**Deadline: Today 10PM**)
2. Student Branch Awards
3. Region 3 Photo

# Contact Information

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

# APPENDIX

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# 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 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

# 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.

# Student 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.