Professional Activities Funding for Sections

Background Information

▸ IEEE-USA PACE funding is no longer available to Regions effective 2022.

▸ Region 3 will fund professional activities in all Sections.

▸ 2022 funding is $15,000 (IEEE-USA funding was ~$11,000 the past few years),

▸ Maximum Region funding per event is reduced from $1,500 to $1,000.

▸ Funding levels can be changed each year.

▸ We have an updated application form, which will be included on the R3 website.

IEEE

Operations Manual Changes

Committee Responsibilities

▸ Remove all references to PACE

▸ Remove "This individual shall also serve as the Region 3 Representative to the IEEE-USA Student Professional Awareness Committee (SPAC)."

▸ Replace "Submit the Professional Development Financial Report as required by IEEE-USA (In conjunction with the Treasurer)." with "Prepare an annual report to the Region Committee on Region 3 supported PA projects"

Motion

▸ Update the Professional Activities Committee responsibilities in the R3 Operations Manual as presented.
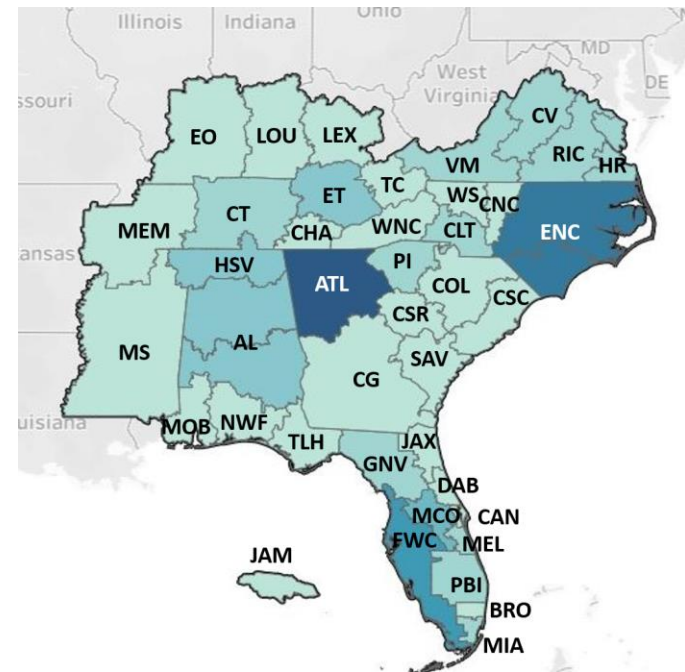
Fund Request & Report Form Instructions

IEEE Region 3 Professional Activities
Fund Request and Report Form Instructions

1. To request funds for Professional Activies event, complete the "Fund Request" worksheet of this form and email it to your Section Chair and Region 3 Professional Activities Committee Chair. Section Chairs must endorse the event via email before the funds will be approved.

2. If the event is approved, funds will be distributed to the Section after the event is held, reported in vtools, and the "Report" worksheet completed and sent to your Section Chair and Region Professional Activities Committee Chair

3. a. Only the yellow colored cells need to be completed.

   b. Pull down menus are used to simplify the form. Clicking on a cell with a pull down menu will bring up the "Select from list" message and an arrow to the right of the cell. Click on the arrow to see the list and make your selection.

   c. Use the same spreadsheet for both the Fund Request and Report forms. The Report will copy information from the "Fund Request worksheet" to eliminate duplicate data entry.

4. **Region PACE funds are meant to match Section funds up to $1000 per event.**

   Find the Region 3 Professional Activities Committee Chair Contact information at:
   https://r3.ieee.org/about/#1587483863309-20f649fe-ca1d

PROJECT INFO

Project Title:					
Region:	3	**Section/Area:**		**Chapter:**	
Start Date:		**End Date:**		**Project Location:**	

CONTACT INFO

CONTACT INFO	Section Chair	Professional Activities Chair	Project Manager
Name:			
Email:			
Cell Phone:			

PROJECT DESCRIPTION

PROJECT DESCRIPTION	Project Type:		Expected Participation at the Event	
Brief Description:			*IEEE Members*	
			Non Members	
			TOTAL:	0

PROJECT ACTIVITIES AND FUNDING REQUIREMENTS

Activity	Date	Amount
TOTAL PROJECTED COST		$0.00

FUNDING SOURCES

Sources of Income	Amount	Detail
Project Income:		
Section Funds:		
Region Funds:		**Region Funds Request**
Other1 (specify):		
Other2 (specify):		
Other3 (specify):		
Other4 (specify):		
Other5 (specify):		
TOTAL	$0.00	

NOTE: Professional activities projects are normally paid out at the end of the project. Advance payment is available on request.

Section Chair must approve this funding request via email submission of this form to the Region Professional Activities Committee Chair.

PROJECT INFO

Project Title:	0

Region:	3	**Section/Area:**	0	**Chapter:**	0

Vtools Meeting Link:	

CONTACT INFO	Section Chair	Professional Activities Chair	Project Manager
Name:	0	0	0
Email:	0	0	0
Cell Phone:	0	0	0

PROJECT DESCRIPTION	**Project Type:**	0
Brief Description:		

0

1. Were the project activities carried out as planned?	Yes	If No, explain below.
2. Did they accomplish their intended objectives?	Yes	If No, explain below.
3. Was the project completed on schedule?	Yes	If No, explain below.
4. Were problems encountered?	No	If Yes, explain below.

Provide links to any photos below or insert on "Photos" worksheet:

Financial Report			
Costs	**Amount**	**Funding Sources**	**Amount**
Budgeted Cost:	$0.00	Project Income:	
Actual Cost:		Section Funds:	
Surplus/Deficit:	**$0.00**	Region Funds:	
		Other:	
		TOTAL FUNDING:	**$0.00**

Section Chair must approve the accuracy of the expenses and income via email submission of this form to the Region Professional Activities Committee Chair.

Professional Activity Examples

Employment Assistance Activities

- ‣ Resume Writing
- ‣ Interviewing Skills
- ‣ Leveraging LinkedIn
- ‣ Networking Skills
- ‣ Hiring Managers' Panel

Student Professional Awareness

- ‣ Any professional activity organized by student members
- ‣ Online Reputation Management
- ‣ Ethics in Engineering
- ‣ Life Long Learning
- ‣ Road Trip to a Dream Job
- ‣ Differences between the Classroom and the Office

K-12 STEM Education Activities

- ‣ FIRST Robotics
- ‣ Future City Competition
- ‣ MathCounts Competitions
- ‣ Science Olympiad Competitions
- ‣ Science & Engineering Fairs
- ‣ Family Science Nights
- ‣ School Career Days
- ‣ Introduce a Girl to Engineering Day

Government Activities

- ‣ Federal and State Legislative Visits
- ‣ Department of Labor Assistance
- ‣ Legislative Dinner
- ‣ Tort Reform
- ‣ Chamber of Commerce Participation

Career Development Activities

- ‣ Presentation Skills
- ‣ Technical Writing
- ‣ Hiring Skills
- ‣ Leadership Skills
- ‣ Program Management Skills
- ‣ Preparing for Performance Reviews
- ‣ Starting Your Own Business
- ‣ Patent Writing
- ‣ Ethics

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