INTRODUCTION

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) was founded in 1884 with Alexander Graham Bell and Thomas Edison among its charter members. Today, the IEEE serves over 375,000 members who are geographically organized into 10 Regions, over 300 Sections, and 1,156 Student Branches. The 68,000 student members worldwide make up 17% of the membership of the IEEE and are essential to the continued growth and vitality of the IEEE. Not only is the IEEE the world's largest technical and professional society, it is also the largest publisher of electrotechnology in the world.

The Institute's worldwide membership is geographically divided into ten Regions. Region 7, also known as the Canadian Region of the IEEE (or IEEE Canada) is the region in which you reside. These regions are further subdivided into Sections that serve as the centres of activity for professional engineers at the local level. Your Student Branch further falls under the auspices of your local Section.

This Reference Handbook is designed to help you run your Student Branch. It talks about Branch Administration, Branch Operations, Membership, Fundraising, Professional Awareness Activities, and Time Management. It is meant to be a reference tool and should be made available to anyone that is interested.

This Handbook began as a workbook tested at IEEE Canada Student Leadership Training Workshops in 1993 and 1994. You should use this to supplement the IEEE Student Branch Operations Guide produced by IEEE Student Services. While most of the information in this workbook is common to all Student Branches in the IEEE, there are some sections that are applicable only to Branches within Canada. Page 2 lists some important names, addresses, and phone numbers that you will want to keep handy. We hope you will put this Handbook to good use and pass it on to your successors.

The Handbook is updated and distributed annually at the IEEE Canada Student Leadership Workshops. If you have any comments or ideas on how to improve this Handbook, please forward them to either your *Regional Student Representative* or your *Regional SAC Chair*.

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BRANCH ADMINISTRATION

An IEEE Student Branch is guided by its student Officers, committee Chairs, and faculty Counselor. Assuring that a viable and meaningful program is carried out is the responsibility of this core of leaders. If the leadership is dynamic, innovative, and motivating, a successful program is certain to follow.

The Branch Executive Committee is responsible for administering Branch operations and traditionally consists of the Chair, Vice-Chair, Secretary, and Treasurer. However, you can increase your support by including as many people as possible in your team. Since the Executive Committee is the core of the Branch, you should make every effort to include your Counselor, Branch Mentor and Committee Chairs. This will help to improve the interaction and exchange of information with these important resources.

You might also include representatives from all classes - sophomore, junior, senior and the graduate student level - on your committee. The Executive Committee should meet regularly to develop programs plans, review progress, and maintain the necessary continuity of operation. Remember, good communication is a necessity for a successful operation.

The *Annual Plan of Activities* is a report due at IEEE Student Services by **November 1** or two months after the academic year begins. The completion of this plan assists the Branch in setting its goals and objectives. Developed in a series of meetings involving the Executive Committee, Committee Chairs, and the Counselor, it considers the needs and interests of the Branch members and sets down specific programs and goals. By working toward defined goals, your Branch is able to measure and evaluate its effectiveness during the course of the year, and again at the end of the academic year when writing the *Annual Report of Activities*.

To encourage you to complete the *Annual Plan*, IEEE Headquarters provides an incentive rebate of US$50.00 (US$25.00 if your Branch has less than 50 members). Copies of the completed report should be sent to the *IEEE Student Services Coordinator*, your *Section SAC Chair*, and your *Regional SAC Chair*.

The annual report, if developed before current Officers leave and new Officers assume their duties, provides an excellent means for establishing officer continuity. If you sit down with the incoming Executives to fill out the report, you will help them out greatly in their planning for next year. The *Annual Report* is due at Student Services **May 1**.

Once again, to encourage you to fill this out, the IEEE provides an incentive rebate of US$1.10 per student member at your Branch (based on your membership on Dec. 31 of the previous year). Copies of the report should be sent to the *IEEE Student Services Coordinator*, your *Regional SAC Chair*, and your *Regional Student Representative*.

Your responsibilities to IEEE Headquarters such as the *Annual Plan*, *Annual Report and Financial Statement*, and reporting of new Officers, etc., are noted in the sample Branch Calendar on pages 16-17. Copies of these forms are included in Section F - Selected Forms.

Specific responsibilities of Branch Officers and the Counselor are described on the following pages. It is important to note, however, that an Officer s responsibility is not limited to points outlined below. If your Branch is to succeed, it requires that you be willing to reach beyond the customary roles defined here.

2.1 Student Branch Officers

The Officers of your Student Branch are the Chair, Vice-Chair, Treasurer and Secretary. Each Officer has specific duties, but it is, once again, very important that you work together as a team. While the Student Branch Chair is the Executive Officer of the Branch, everyone should be treated as an equal.

2.1.1 Student Branch Chair

As the Executive Officer of the Branch, the Chair is the key to effective student leadership. As Chair, you are responsible for the overall management of all Branch affairs. However, in order to be effective, you must learn and use the skillful art of delegating. The size and range of activity of your Branch will dictate how much responsibility you should delegate to other members of the Executive Committee. Both the Student Branch Operations Guide and the Leadership Training Workbook are useful resources for developing these skills.

The Chair should take every opportunity to promote the benefits of IEEE membership to fellow students. Some specific duties of the Branch Chair include:

1. Preside at all meetings of the Branch.
2. Hold regular meetings of the Branch Executive Committee and serve as Chair.
3. Appoint Program, Publicity and Membership committee Chairs promptly.
4. Prepare the necessary reports for IEEE Student Services:
    - *Annual Plan* - **November 1**.
    - *Annual Report* - **May 1**.
5. Arrange for the election of new Officers annually.
6. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Branch records.
7. Work with and coordinate some activities with Section and Region Officers.
8. Communicate frequently with other Branch Officers, particularly during the summer months when you are not at school.

2.1.2 Student Branch Vice-Chair

The Student Branch Vice-Chair is the junior Executive Officer of the Branch. You should help the Branch Chair with the workload, oversee some of the subcommittees, and manage the annual program of activities.

Since you are an important member of the Executive Committee, you can do much to motivate Branch activity. Some of your suggested duties include:

1. Chair the Program and Membership Committees.
2. Organize field trips or special events beyond regular program efforts.
3. Arrange for refreshments at Branch meetings.
4. Assist the Chair in following up on assigned committee responsibilities.
5. Perform all functions of Chair in the latter's absence or upon request.

2.1.3 Student Branch Secretary

As many Student Branches have been around for many years, it is easy to waste time and effort on projects previously proven unsuccessful, when accurate and informative records are not kept. For this reason, the Secretary has an important and exacting task. For a larger Branch, you may wish to divide the responsibilities between a corresponding and recording Secretary, or get the Vice-Chair to help out with the workload. In addition to maintaining all Branch records and supplies, some of your specific duties include:

1. Submit the *Newly Elected Student Officer Reporting Form* to IEEE Student Services.
2. Keep detailed records of each Branch meeting.
3. Maintain the Branch membership roster and committee assignments list.
4. Be responsible for all Branch correspondence.
5. Post a calendar of events.
6. Assist the Chair to ensure that Branch activities are conducted under the provisions of the current Branch Constitution and Bylaws.
7. Arrange for an orderly transfer of all Branch records to the incoming Secretary.

2.1.4 Student Branch Treasurer

The Treasurer is responsible for maintaining the financial accounts of the Branch. Since final approval of a project may depend on the finances available, it is imperative that all records be kept

current and as accurate as possible. The specific duties of the Treasurer include:

1. Maintain the appropriate Branch accounts. Your bank account should be an interest bearing requiring two signatures.
2. Prepare an annual budget for inclusion in the *Annual Plan of Activities* report.
3. Prepare the final Financial Statement for inclusion in the *Annual Report of Activities*.
4. Oversee all fundraising efforts.
5. Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.

2.2 Student Branch Counselor

The Branch Counselor is a University or College faculty member, active in the IEEE, who serves as an advisor to the Branch and its student Officers. As the Officers usually change annually, and sometime more often (e.g., coop schools), the Counselor lends a sense of continuity to Branch affairs. As such, the Branch Counselor is a key individual whose participation is vital to the success of a Branch.

The Branch Counselor is appointed by the local Section Chair, upon the recommendation of the Student Members of the Branch and the *Regional SAC Chair* (RSAC), and serves with the approval of the Department Head. The appointment (or re-appointment) is normally for two years, commencing July 1.

In addition to a vibrant and good working rapport with the student Officers, the Counselor should be in frequent contact with the *Section SAC Chair*. He or she should act as a liaison with the Section, the Region and IEEE Headquarters, and should be familiar with all aspects of Branch operations. Some specific duties of the Counselor include:

1. Ensure that information from IEEE Headquarters is transmitted to the student Officers.
2. Attend Executive Committee meetings and assist Branch Committees.
3. Participate in Regional Activities Committee meetings.
4. Consult with the *Section SAC Chair*, *Regional SAC Chair* or Region Director about Branch activities or problems.
5. Endorse all new student applications.
6. Foster good relations with the local Section and encourage students to establish regular liaison with the *Section SAC Chair*.
7. Promote student awareness of awards, contests and benefits of membership.
8. Establish industrial contacts for Branch programs and activities.
9. Interest other faculty members in the activities of the Branch.

2.3 Student Branch Mentor

The Branch Mentor Program is a new initiative by SAC, designed to maximize the interaction between IEEE Student Branches and their local Sections. Frequent communication between students and Section members is important so that students feel like true IEEE members. The role of the Branch Mentor is meant to augment the valuable contributions of the Counselor.

A Branch Mentor is a Section member not associated with the University who is appointed by the local Section, in consultation with the Student Branch members, to be a mentor to a specific IEEE Student Branch. Each Branch Mentor should be a member of both the Section Executive Committee and the Student Branch Executive Committee. He or she will provide guidance, serve as a liaison between the Student members and Section Executive, and encourage new graduates to stay active in the IEEE. A recent graduate who has some firsthand experience in Student Branch operations and Section activities is an ideal candidate for a Branch Mentor.

Some suggested duties for the Branch mentor include:

1. Meet with Student Branch members regularly.
2. Participate in all Section Executive Committee meetings.
3. Assist the Student Branch in developing effective programs.
4. Provide a dependable bridge between the Student Branch and local Section.
5. Work closely with the Student Branch Counselor and the *Section SAC Chair*.

Although this program is a new initiative by IEEE, some expected benefits are:

- Increased interaction between Student Branches and local Sections;
- Improved continuity of Student Branch Operations;
- Improved retention of recent graduate members;
- Improved student/faculty/industry cooperation;
- Increased young member participation in Section activities.

If your Branch would like to participate in this program and would like some help in finding a Branch Mentor, you should contact your local Section Chair and the *IEEE Student Services Coordinator*. Once you have found a Branch Mentor, you should register your selection by filling out the *Branch Mentor Appointment Form* and returning it to IEEE Student Services. A blank form can be found in Section F - Selected Forms.

2.4 Student Branch Operating Committees

It is quite seldom that any event you plan will attract all the members from your Branch. Instead, you must plan a varied program, based on a cross-section of interest. Having different operating committees can help you achieve this goal of a balanced, broad-reaching program of activities.

By having several committees, you can also involve more of your members in the planning and leadership of many activities. A Branch with many active members is one that will have a successful program of activities; a Branch where only a few are involved will soon find itself tired and unenthusiastic.

Before you decide to form a new committee, you must determine precisely what function the committee is to serve and what steps must be taken to achieve the prescribed goals. Since a committee is only as productive as its leadership, it is essential that your committee Chair either have the necessary organizational and leadership abilities, or be given the time to develop those abilities.

There are many successful engineers in industry that will tell you their IEEE Student Branch was the first place they were given a chance to develop their leadership skills. Don't worry if your volunteers are unsure of what to do at first. Guide them along, give them some time, and they will develop the skills they need.

You should keep in mind that not all committees may exist every year. Some years, you may have an abundance of volunteers and more activities than historically normal. Other years, you may find students unwilling to volunteer their time. If you have lots of committees and a large program, that's great. You should then try to focus your efforts on maintaining this new level of participation.

If, however, you find a lack of volunteers and a very small program, don't be too discouraged. Do your best to run a scaled-down program. While it may seem to you that your effort is in vain, don't forget that at the same time, you are developing your own organizational and leadership skills.

Once again, depending on the size of your Branch, the number of committees will vary. In a small Branch, many of the duties may be assumed by the Executive Committee, or you may find that every member is an active member. Some key committees are:

Program Committee - responsible for planning and running your Branch's program of activities for the year. A program of meaningful activities (both technical and social) can help increase your membership and participation.

Publicity Committee - responsible for advertising all Branch activities. This may also involve public relations with other faculties and the general public.

Membership Committee - responsible for planning, organizing, and carrying out Branch recruitment. Each member of this committee should have a thorough knowledge of membership benefits, Branch programs, and be able to answer questions such as "Why should I join the IEEE?".

Finance Committee - responsible for helping the Treasurer plan fundraising activities.

Nominating Committee - responsible for setting the election guidelines and dates prior to the annual election of Officers. This committee must ensure that all candidates are Student members in good standing at the time of their declaration, and should pay careful attention to why an individual is running.

2.5 Student Branch Chapters

A Student Branch Chapter is a technical subunit of a Student Branch. It consists of a minimum of twelve Student members of a particular IEEE Society, and is established by a petition to the parent Student Branch and Society concerned. The Branch Chapter extends the capability of the Branch to provide unique programs and services to a particular cross-section of students.

The two most popular Branch Chapters are part of the Computer Society and the Communications Society. If there is enough interest at your Branch (and enough volunteers), you may even establish several Branch Chapters. Many Branches have one Chapter, some have two or three, and a few have four or more.

If your Chapter is large and has a vibrant program, you may find it necessary to have a full complement of Officers. On the other hand, if your Chapter is small, all that may be required is a Chapter Chair that is part of the Executive Committee. The ultimate responsibility for the Chapter management still rests with the Executive Committee.

Like the Student Branch Chair, the Branch Chapter Chair has some specific duties. These include:

1. Attend all meetings of the Branch.
2. Hold regular meetings of the Chapter if you have a complement of Officers.
3. Work with the Program, Publicity and Membership Committee Chairs to promote your Chapter.
4. Prepare the necessary reports for IEEE Student Services:
    - *Annual Plan* - **November 1**.
    - *Annual Report* - **May 1**.
5. Ensure a smooth transition of information and materials to newly elected Officer(s) and arrange an orderly transfer of Chapter records.

Like the Student Branch, your Chapter must file an *Annual Plan of Activities* and *Annual Report of Activities* each year. The Chapter report may form a section of the Branch report, or be a completely separate one. To encourage your Chapter to file an annual report, IEEE Headquarters has made available a rebate of 70 per member of your Chapter (based on your membership on Dec. 31).

If you would like more information on how to form a Student Branch Chapter, contact the *IEEE Student Services Coordinator*. Petition forms, along with complete instructions are available from IEEE Student Services.

2.6 McNaughton Resource Learning Centre

One activity that has a lasting impact on Branch operations is the formation (or upgrading) of a McNaughton Resource Learning Centre. These Centres are unique to Student Branches within Canada and are funded largely by the *IEEE Canadian Foundation*.

The McNaughton Centre at your school should fill a perceived need of the Student members in your Branch. It should also be attractive to prospective Student members. Any good, properly documented proposal will be considered. The Centre should provide a learning facility that may be comprised of special equipment not normally available to students, or be a facility that will significantly contribute to a higher level of capability among Student members upon graduation. Using the Centre to promote interaction with local Section members is also a good idea.

To give you an idea of the varied types of Centres, this partial list of past grants is included. You should note this list is probably out-of-date as many Centres have been upgraded. Nevertheless, it may be helpful.

- the supply of lab equipment and facilities for satellite tracking;
- equipment and space for an amateur radio station;
- a dedicated mini-computer for use by IEEE Student members;
- an IEEE library, including a microfiche reader/printer;
- laboratory equipment for the development of microprocessor applications;

Schools that have a McNaughton Centre include the: Carleton University, Concordia University, Daltech, École Polytechnique, McGill University, McMaster University, Memorial University of Newfoundland, Queen's University, Ryerson Polytechnical, Université Laval, University of Alberta, U.B.C., University of Calgary, U.N.B., University of Ottawa, Université du Québec à Trois-Rivières, University of Regina, University of Saskatchewan, University of Manitoba, Université de Sherbrooke, University of Toronto, Univesity of Waterloo, Algonquin College, St. Clair College of Applied Arts and Technology, Conestoga College, Niagara College, Red River Community College, Seneca College, Southern Alberta Institute of Technology. These Student Branches would be happy to answer any questions you may have about their McNaughton Centre.

To apply for a McNaughton Centre grant, your Student Branch must submit a proposal to the *IEEE Canadian Foundation* Board of Directors, with an information copy to your *Regional SAC Chair*. This proposal must have the written approval of your Student Branch Counselor and Department Head. It should also have the support of your local IEEE Section via an accompanying letter of support. Your proposal must outline, in detail, the following:

- the purpose of the facility;
- a description of the proposed facility;
- the method of operation of the facility;
- the cost of items to be procured, based on quotations from suppliers;
- a contact name, address, and telephone number in case the Review Committee requires additional information. This is extremely important as the lack of a contact may hinder the approval of your proposal.

All grants will be limited to a maximum of 75% of the total cost. Your Student Branch must make arrangements for the remaining funds. Industry, your local Section, and school are three sources that may provide you with additional funds. Payments from the *IEEE Canadian Foundation* will be based on the approved grant or 75% of the submitted bill and accounts, which ever is less. It is important that you keep very accurate records of all your accounts and bills. Please note that any cost over-runs are the sole responsibility of your Student Branch.

Since the funds are provided by the *IEEE Canadian Foundation*, the Board of Directors of the Foundation reserve the right to reject or modify any or all proposals. A rejected proposal will not be kept on file but may be resubmitted at a future date. You should keep in mind that the funds available each year are limited, so a rejection of your proposal may be due only to a lack of funds.

Should you have any questions about McNaughton Centre grants, you can send an E-Mail message to *can-foundation@ieee.org*. When you are ready to submit a proposal, you should send them a message to see if the contact address on page 2 has changed.

Under the guidance of your Branch Counselor, your Student Branch is responsible for the operation and maintenance of the McNaughton Centre. Your Executive Committee should also include a position for the McNaughton Centre Director. The duties of this individual should include monitoring the use of the Centre to ensure it is utilized effectively and preparing a proposal for upgrade of the facility, if necessary. Your *Annual Report of Activities* to IEEE Headquarters must include a detailed statement on the operation of the McNaughton Centre, with copies sent to the *IEEE Canadian Foundation* and your local IEEE Section.

2.7 Student Branches at Coop Schools

Due to the relative newness and scarcity of cooperative education (coop), a Student Branch at a coop school may find difficulties in coordinating activities and preparing the necessary documentation described in this Handbook.

One way to organize your Branch is to have two streams of Executives that alternate every four months. Each stream then has the primary responsibility for the Branch during their academic terms. One Branch that has done this is the University of Waterloo. This branch even has different E-Mail addresses for their two streams, two Branch codes, and two Branch Counselors. If you want to reach Stream A, you send a message to *sb.waterlooa@ieee.org*; for Stream B, it's *sb.waterloob@ieee.org*.

This sort of arrangement allows batch messages sent out by Student Services, your *Regional SAC Chair*, and your *Regional Student Representative* to reach both streams, and eliminates the possibility that the current streams reads and discards mail intended for the next stream.

If your Branch is to adopt this arrangement, it is very important that the two streams maintain some level of communications. Your Branch Counselor will provide a common contact and should facilitate communications between the two streams when necessary.

However, you should keep in mind that if every Branch with a coop program should suddenly decide to "split" into two Branches, it would create a nightmare for IEEE Student Services. The best way is to elect two sets of Executives with overlapping terms and set up two local E-Mail accounts. It is probably better if you have only one IEEE alias for your Branch as it is often difficult for others to remember which stream is at school.

It is up to you to decide whether each stream wants to submit a *separate Annual Plan of Activities* and *Annual Report of Activities*. While IEEE only requires that you submit one by November 1 and May 1 respectively, it might help you to submit a plan at the beginning of each term and a report at the end of each term. If you would like assistance on re-organizing your Branch to suit your coop program, you can contact the *IEEE Student Services Coordinator*.

2.8 Student Branch Constitution

Each IEEE Student Branch should have a Branch Constitution on file. If you do not have one, you should sit down with your Executive Committee and draft one. If you do have one, you might want to sit down and see if it needs any updating.

To help you write (or revise) your Branch Constitution, a sample constitution for the IEEE Student Branch at the fictitious University of Great Things is shown in Table 2.1 on the following pages. A sample Constitution for Student Branches can also be obtained from the *IEEE Student Services Coordinator*.

Table 2.1 - Sample Student Branch Constitution

Constitution of the IEEE Student Branch at the University of Great Things

Article I: NAME AND PURPOSE

Sec. 1. This organization shall be known as the *University of Great Things Student Branch* of the Institute of Electrical and Electronics Engineers (IEEE.).

Sec. 2. The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, computers, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of members.

Sec. 3. The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

Article II: MEMBERSHIP

Sec. 1. Full Membership shall be limited to undergraduate and graduate students of The University of Great Things, who are taking at least 50% of a full-time academic program. Faculty and staff who are members of the IEEE shall be granted Associate Membership in the Branch.

Sec. 2. Membership and participation in Branch activities shall be free from discrimination based on gender, race, religion, handicap, or sexual orientation.

Article III: DUES

Sec. 1. The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch. Associate members will be exempted from any special assessments levied by the Branch.

Sec. 2. Nonpayment of annual IEEE membership fees will automatically result in suspension of membership in the IEEE and in the local Branch. Nonpayment of local dues will result in the loss of voting rights and the right to hold office, but will not result in suspension of membership in the IEEE.

Sec. 3. The local dues per semester for members are payable at the beginning of the semester.

Table 2.1 Cont. - Sample Student Branch Constitution

Article IV: OFFICERS

Sec. 1. The Officers of the Branch shall be a Chair, a Vice-Chair, a Treasurer, and a Secretary.

Sec. 2. Only Full Members in good standing shall be eligible to hold office. Associate members shall not be entitled to vote or to hold office.

Sec. 3. The term of office shall ordinarily be one year and shall begin on May 1 of each year.

Sec. 4. Election of Officers for the following year shall be held not later than the second last meeting of each year. Candidates for the office of Chair must have previously served as an elected Officer of the Branch. In the event that no candidates meet this requirement, each candidate who receives the endorsement of both the Department Head and the Branch Counselor will be allowed to run.

Article V: EXECUTIVE COMMITTEE

Sec. 1. The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Counselor appointed by the IEEE. The Branch Chair shall also chair the Executive Committee. Other committee chairs and appointed Officers shall be ex-officio members of the Executive Committee.

Sec. 2. The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

Article VI: DUTIES OF OFFICERS

Sec. 1. The Branch Chair shall preside at all meetings of the Branch, shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.

Sec. 2. The Vice-Chair shall perform all functions of the Branch Chair in the latter s absence or upon the request of the Chair.

Sec. 3. The Branch Secretary shall keep a record of activities of the Branch and shall record the number of members at each meeting or activity. The Secretary is responsible for filing the *Annual Plan of Activities* and the *Annual Report of Activities* with IEEE Student Services, in a timely manner. The Secretary shall carry on all other communications necessary to the activity of the Branch and ensure that all activities of the Branch are in accordance with this Constitution and the Bylaws of the IEEE.

Sec. 4. The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and shall keep an exact account of all receipts and expenditures. The Treasurer shall also complete the year-end *Financial Statements* for inclusion in *the Annual Report of Activities*.

Table 2.1 Cont. - Sample Student Branch Constitution

Article VII: STANDING COMMITTEES

Sec. 1. The following Standing Committees or their equivalent shall be appointed by the Chair: Program Committee, Publicity Committee, and Membership Committee.

Sec. 2. The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings. The Program Committee shall normally be chaired by the Student Branch Vice-Chair.

Sec. 3. The Publicity Committee shall be responsible for proper advertisement of each meeting.

Sec. 4. The Membership Committee shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student members.

Sec. 5. In addition to the above standing committees, the Student Branch Chair may appoint other committees deemed necessary.

Article VIII: MEETINGS

Sec. 1. The Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of three meetings a year. At least one of these meetings shall be held jointly with the local Section.

Article IX: AMENDMENTS

Sec. 1. The Branch is empowered to adopt Bylaws which are consistent with this Constitution.

Sec. 2. The Constitution may be amended by a two-thirds vote of members of the Branch present and voting, provided the amendment have been proposed at least one duly publicized meeting previous to the time of voting and provided that quorum is met. Such amendments become effective only upon the approval of the Executive Committee, but such approval shall not be unduly withheld.

Adopted: January 11, 2003

I.M. Aware — Branch Chair

C. Advisor — Branch Counselor

BRANCH OPERATIONS

Effective Student Branch operations comes from knowing how to develop a varied and interesting program of activities for your Student members, how to utilize the vast resources at your disposal, and informing students of the many awards and scholarships that the IEEE sponsors. The intent of this section is to provide you with some ideas on how to revitalize your Branch if it has been inactive, or how to provide new services to your members if your Branch is alive and well.

3.1 Branch Program

In planning your activities (or *Branch program*) for the year, it is important to keep in mind that you must design a varied and interesting schedule of events. It doesn't matter whether your Branch has ten members or 200 members - students will not give up their precious free time to attend boring meetings or work on disorganized projects.

Experience throughout the years has shown that it is impossible to satisfy the interest of all Student members with just one type of activity. Some students join solely for the technical benefits, others for the social benefits, and still others for a combination of both. One way to come up with an interesting list of activities is to have a brainstorming session with your Executive Committee.

Have each person take a different point of view and compile a list of events. You can then discuss this list in greater detail and decide which projects would be worthwhile to undertake. However, don't throw away the list generated during the brainstorming session. This might come in handy later during the year.

When choosing an event, you should ask yourself several questions to evaluate the potential of that event. Among the things you should consider are:

- Will this event attract new members?
- Is the event actually feasible? Do you have the resources to carry it through?
- How will it satisfy the needs of existing members?
- Does it meet a specific need of your Branch?
- Will you need to undertake a fundraising effort to hold this event?

Once you have decided on a program of activities for the year, you need to find the people to help you organize these activities. By having a varied program, you can involve members that are not on your Executive Committee. These team efforts give each member the chance for some leadership experience. By delegating the responsibility and authority, you not only reduce the workload for yourself, you also give other members a chance to actively participate.

The more people you get involved in the planning and organization of events, the more people you will have attending those events. If your Branch is viewed as being "elitist", you will quickly find that members don't have the time to help, and your Branch will gradually become inactive. You should take every opportunity to involve as many members (and even non-members) as possible.

Depending on the size of your Branch, you may have a Program Committee that takes care of all the events, or a collection of sub-committees for each event. Either way, if you approach the tasks with the following attitude, you may help the chances of your program to succeed:

- always approach the program as a professional – everyone's time is precious;
- establish a reasonable timeline and stick to it;
- keep everyone involved up-to-date with written or oral reports. If someone feels left out, they are less likely to contribute;
- whenever possible, utilize the special talents of all your Student members in the committee;
- remember to have fun while you are doing things.

The following is a list of some activities that Student Branches across Canada have undertaken in past years. You can also refer to the IEEE Student Branch Operations Guide for more information on Branch Programs. If you don't have a copy of this document on file, contact the *IEEE Student Services Coordinator* for the latest version.

- Bringing in speakers on technical or professional subjects;
- Entering design competitions (Micromouse, Canadian Engineering Competition, etc.);
- Holding Student Professional Awareness Conferences (S-PACs);
- Holding Student Professional Awareness Ventures (S-PAVes);
- Organizing field trips to Industry;
- Giving tutorials to sophomores and juniors;
- Organizing sales of lab kits, lab manuals, solved past exams;
- Raising funds for charity or Student Branch projects;
- Participating in IEEE Videoconferences;
- Publishing a Student Branch newsletter;
- Participating in Engineering awareness programs;
- Visiting other Student Branches;
- Hosting an annual "Welcome Back" or "End of School" picnic.

3.2 Program Resources

There is a wealth of resources available to help you plan and implement your Branch program. Local agencies like the Association of Professional Engineers or the Chamber of Commerce can help you find technical and non-technical speakers. Local industry may also be willing to provide tours of their facilities or speakers. Finally, the network of IEEE volunteers is your biggest asset. Below is a partial list of resources available:

1. IEEE Computer Society Distinguished Visitors Program. The Computer Society has established a list of more than 50 distinguished speakers who are funded to speak at Student Branches. A list of speakers may be obtained from:

   IEEE Computer Society
   Headquarters Office
   1730 Massachusetts Avenue, N.W.
   Washington, D.C.
   USA 20036-1903
2. Distinguished Visitors Programs sponsored by other IEEE Societies. A list of these speakers can be obtained from the *IEEE Student Services Coordinator* or found on the IEEE FTP and GOPHER servers. This list is continually updated as more Societies and speakers join the program.
3. Faculty members on campus, including those in other engineering departments, law, business and medicine, can also provide interesting speakers.
4. Your *Section SAC Chair*, Branch Counselor and Branch Mentor can help you find speakers, arrange tours, organize a Student Paper Competition, and find financial support.
5. The three Council SAC Vice-Chairs, the *Regional SAC Chair*, and the *Regional Student Representative* can advise you on major projects or problems.
6. The *IEEE Student Service Coordinator* and the staff at IEEE Service Centre can provide you with information on the vast resources, grants, scholarships, and awards that the IEEE sponsors.
7. The IEEE Program Resource Guide is available from Student Services. This booklet give ideas on audio-visual materials, distinguished lecture contacts, IEEE Videoconferences, and Program suggestions.

3.2.1 The IEEE Student Branch Calendar

A useful tool in planning, and in keeping your Student members up-to-date to is publish a Student Branch Calendar. You can post a monthly calendar on the student bulletin board or on the door of your McNaughton Centre. The calendar should be kept current by the Student Branch Secretary, and should list all the award deadlines. To give you a head start in making your calendar, Table 3.1 on the following two pages lists key dates that you should keep in mind.

3.2.2 Internet Services at IEEE

The quickest way to reach other volunteers in the IEEE is to use E-Mail or the World Wide Web. IEEE Headquarters is connected to the Internet and many IEEE volunteers have a personal E-Mail alias registered with the IEEE Directory. For example, if you want to send a message to *your Student Activities Chair, Dominic Rivard*, you can reach him at *d.rivard@ieee.org*. If your Branch doesn't have an E-Mail account, talk to your Branch Counselor and see if he or she can help you obtain one.

To help other branches get in contact with you, your Branch should register with the IEEE Directory Service. Your Branch will be assigned a unique E-Mail alias that simply redirects all mail to your actual address. It makes it easy for others to remember your Branch address. The standard naming convention for Student Branches is *sb.name@ieee.org*, where *name* is the name of your school. For example, the alias for the IEEE Student Branch at the University of New Brunswick is *sb.unb@ieee.org*.

If your Branch already has an IEEE alias, you should check to ensure that it is pointed to the correct mailbox. If your Branch doesn't have one yet, then you should consult the IEEE E-Mail Guide to find out how to obtain one. You can obtain the most current version of this document by sending an E-Mail message to the IEEE alias *email.guide@ieee.org*.

You can also use the IEEE servers to retrieve public information. The most convenient way is to contact the IEEE Web server at *http://www.ieee.org/* and select the desired options. Anonymous FTP service is also available on *ftp.ieee.org*. Please **do not** send mail asking what is available. Much of what people would like to see simply cannot be made available because of security restraints or conflicts with trademarks or copyrights. A GOPHER Server is also available at *gopher.ieee.org*.

For those who do not have access to either WWW, FTP or GOPHER services, the files which are available through these services are also retrievable via E-Mail. Simply send a message to *fileserver@ieee.org*. The FileServer Processor will take each line of your incoming message as the name of a file, search for it within the appropriate public file-trees available via FTP and GOPHER, and send it back to you via E-Mail. Processing will terminate when the FileServer encounters the first blank line or one containing two leading dashes (as is usual in .signature lines).

Depending on the extension of the file, the FileServer will appropriately uuencode most Binary type files when sending the results back. For more detailed help, simply send mail to *fileserver@ieee.org* with the word HELP on the first (and only) line of your message.

Table 3.1 - Sample Student Branch Calendar for 2002-03

September	1	Full-year dues cycle begins.
	5	Classes start at most schools across Canada. Start membership drive.
	16-17	Student Branch Chairs and Counselors attend Fall Training Workshop in Montreal, Quebec
	30	IEEE Headquarters send renewal notices to all current members. You should remind these members of the benefits of membership and encourage each of them to renew their membership.
October	15	Second fall promotional mailing sent to all Branch Counselors by IEEE Student Services.
November	1	*Annual Plan of Activities* due to Student Services.
December	*4	Deadline for Robert H. Goddard Historical Essay Award.
	15	Incentive rebate cheques sent to Student Branches who filed an *Annual Plan* on time.
	15	All Student applications received by IEEE Headquarters qualify towards the US$1.00 per member rebate.
	31	Student Branch rebate is based on year-end membership.
	31	Deadline for the Student Branch Library Subscription.
January	*15	Deadline for Charles Babbage Institute's History of Information Processing Graduate Fellowship.
	*15	Deadline for ONR Graduate Fellowship Program.
	*31	Deadline for submission of Charles LeGeyt Fortescue Fellowship nominations.
	31	Second renewal notice sent to members who have not yet paid their dues.
February	*1	Deadline for IEEE Fellowship in Electrical History.
	*1	Deadline for the IEEE/AESS Judith A. Resnik Fellowship.
	*15	Deadline for *IEEE Canadian Foundation* McNaughton Scholarships.
	15	Spring promotional mailing sent to Branch Counselors.
	*28	Deadline for Outstanding Counselor and Advisor Award nominations.
	28	Third renewal notice sent to members who have not yet paid their dues.
March	1	Half-year dues cycle begins. Start half-price membership drive.
	*15	Deadline for Larry K. Wilson Regional Student Activities Award.
	31	Deadline for Pre-Registration Forms for the Regional Student Paper Competition.

Continued: **Table 3.1 - Sample Student Branch Calendar for 2002-03**

April	*1	Deadline for Communications Society Scholarship.
	15	Submit *Newly Elected Officer Reporting Form* to IEEE Student Services.
May	1	Deadline for submission of *Annual Report of Activities*.
	*1	Deadline for nominations for the Regional Exemplary Student Branch Award.
	*15	Deadline for Richard E. Merwin Computer Society Scholarship nominations.
	*15	Deadline for abstracts for the Oceanic Engineering Society Poster Competition.
	*15	Deadline for the IEEE Canada George Armitage Outstanding Student Branch Award.
June	*1	Deadline for entries in the Regional Student Paper Competition.
	*1	Deadline for Annual International Computer Graphics Image Contest.
	*30	Deadline for Jackson Award entries.
August	1	Fall promotional mailing sent to all Branch Counselors by IEEE Student Services.
	15	Branch rebate cheques sent if Annual Report was received in May.

* Denotes an award deadline.

3.2.3 IEEE Student Branch Library Subscription

One resource that is a big benefit to Student members is an in-house library of all IEEE publications. The rules regarding this subscription are as follows:

1. The fee for the subscription is US$2,000.00 in 1997. (Hint: Try getting your local Section to sponsor all or part of this fee. Regular university cost is US$14,000 for the package)
2. Your Student Branch must provide an adequate facility, such as an IEEE room or students' lounge to store and display the publications. The publications must be made available to all interested students for inspection or use.
3. The Branch Library Subscription must not be a substitution for a regular College or University library subscription to IEEE Transactions and Journals. The Branch Library must be supplementary to the regular library subscription.
4. Orders must be placed on IEEE Student Branch stationary, signed by the Branch Counselor and Student Branch Chair, and sent with payment to the attention of the IEEE Student Services Department. **Payment must be included with the written request**.
5. Subscriptions are made on a calendar-year basis and only full-year rates will be accepted. Order should be received between September 1 and December 31 to ensure a full-year's subscription to all issues. Available back issues will be shipped upon request.
6. This subscription includes all Society Transactions, Journal and Magazines, excluding the Translation Journal on Magnetics in Japan and the Journal of Electronic Materials. The subscription further includes Spectrum, the Proceedings of the IEEE, the Technical Activities Guide, the Current Annual Index to IEEE Publications, and IEEE POTENTIALS.
7. Publications are sent individually as published and are available either in all hard copy or microfiche. Microfiche versions of all publications, except the Technical Activities Guide, POTENTIALS, and the Annual Index are sent Air Mail/First Class at no extra charge.
8. Be sure to include your school code and the correct mailing address on your order. Orders should be sent to the *IEEE Student Service Coordinator*.

3.3 Student Awards

One of the benefits of being an IEEE Student member is the many awards and scholarships that students are eligible for. One of your duties in providing a well-rounded program to your Branch members is to ensure that they are informed of the opportunities available to them.

3.3.1 Student Paper Competition

The IEEE administers an Institute-wide undergraduate Student Paper Competition. In Canada, the arrangements, rules, and policies governing the competition come from the *Regional SAC Chair*. Each January, an extensive package of information is sent out to each Student Branch. However, the main details will be repeated here for your convenience.

The purpose of the IEEE Student Paper Competition is to offer **student members** the opportunity to exercise and improve both written and verbal communication skills. As we move towards a global community, effective communication skills are becoming increasingly important. Whether you go into graduate studies, research and design engineering, sales, or management, you will be required to write reports and give presentations. Skills that you develop and use now will give you an edge when you enter the working world.

Only papers from **undergraduate** Student members are eligible to be entered into the competition. Non-members may enter only if a completed membership application (**including full payment of dues**) is received (to Piscataway) at the time of entry. All other entries must be rejected. It is not fair to members in good standing if some enters and "promises to join" if they win. The Branch Chair and Branch Counselor must ensure that only valid entries are accepted.

Papers entered should cover technical, engineering, management, or societal aspects of subjects reasonably within or related to areas with which the IEEE is concerned. The paper can be one written for a course project or work term report, and can be co-authored by up to 4 students. It is not necessary to write a special paper for the competition. However, it is expected that some work will be put in to ensure that paper meets the necessary guidelines.

The Competition is a two-tiered event. Papers are first submitted to your Student Branch Counselor. The winning paper from your local competition is then entered into the Regional Competition. To encourage participation, IEEE Canada offers three prizes in each of the Councils within the Region (Western, Central, and Eastern):

Life Member Award **$400**
(Best overall paper)
Hackbusch Award **$250**
(Best paper by University student)
Palin Award **$250**
(Best paper by College student)

In addition, the winners from the Regional Competition may be invited to present their paper at an IEEE sponsored conference. In addition to the prize money, IEEE Canada may provide some additional funding to attend the conference. However, it should be noted that this funding is limited, and may not be available every year. Furthermore, Life Member Award winners will have their papers summary published by the IEEE on the IEEE Student Paper Contest Hall of Fame website.

The deadlines for the local competition will vary from school to school. Your Branch Counselor will inform you of the key dates to keep in mind. Remember, the Regional deadline is **June 1** of each year, so you should expect the deadline for your local competition to be around March or April.

A copy of the paper preparation guidelines and the pre-registration and registration forms are included in Section F - Selected Forms. Although it is not necessary to submit a pre-registration form, it will help your SAC Chair to select appropriate judges for the Regional Competition. A portion of the funding for prize money is generously provided by the IEEE Life Member's Committee.

3.3.2 IEEE Regional Exemplary Student Branch Award

The purpose of this award is to encourage, through public recognition, exemplary Student Branch operation. By providing a list of documentation filed throughout the previous school year, the Student Branch demonstrates its exemplary operations. There is no limit to the number of awards given. However, the Branch must conform to IEEE Bylaws, have an active program, and show how it supports IEEE goals.

The Branch must be nominated by an Officer of the Branch, on the *Exemplary Student Branch Award Nomination Form*. A copy of this form, along details on the application procedure, is included in Section F - Selected Forms. In Canada, the nomination deadline is **May 1**, and the completed forms should be sent to the *Regional SAC Chair*. For more information on this award, you can contact the *IEEE Student Services Coordinator*.

3.3.3 George Armitage Outstanding Student Branch Award

This award, supported by IEEE Canada, is given to recognize extraordinary Student Branch achievements by Student members engaged in activities conforming to IEEE objectives and purposes. These would include, for example:

- significantly improving the vitality of the Branch with regard to activities, membership, or finances;
- effective interaction of the Branch with the local Section or Region, or IEEE technical societies, e.g., seminars, conferences, S-PACs, S-PAVes;
- community involvement that benefits the school and/or the community, the image of the IEEE, and the image of engineering in general.

While the Branch Counselor may have participated in these activities, the major initiative and effort must have come from the students. Even if a single achievement is deemed sufficient to justify the ward, there will normally be a number of events over a period of time. All IEEE Student Branches in Canada are eligible for consideration. A copy of the nomination form is included in Section F - Selected Forms. The nomination deadline is **May 15.**

The rules governing this award are:

1. All nominations for this award shall be submitted by the Counselors of IEEE Student Branches in Canada.
2. The nominations shall be made on the prescribed form entitled *Nomination Form for the George Armitage Outstanding Student Branch Award*.
3. Nominations must be received by the *Regional SAC Chair* before **May 15**, for consideration in the current year.
4. The selection of the award recipient (if any) shall be made by the Regional SAC Operating Committee.
5. Except in the event of a tie, the SAC Operating Committee Chair shall not vote.
6. The name of the Student Branch recommended by the SAC Operating Committee as the award recipient shall be forwarded to the Regional Director by July 15. The final decision is to be made not later than **August 15.**
7. It shall be the responsibility of the *Regional SAC Chair* to advise the Student Branch of their award.
8. The presentation of the award will normally be made at one of the Fall Training Workshops, or at an IEEE Conference within the Region.
9. The award will consist of a plaque and a cash prize of two hundred dollars ($200)
10. The SAC Operating Committee may recommend that the name of an unsuccessful Student Branch candidature be considered without renomination for the Award in the following year.

3.3.4 Outstanding Student Branch Counselor Award

In 1979, the IEEE Outstanding Branch Counselor and Advisor Award was established to recognize the important contributions of the faculty Counselor or Advisor. Since then, over 100 IEEE Counselors and Advisors have been recognized for their vital efforts on behalf of the IEEE, its Student members, recent graduates, and Student activities.

This award is sponsored by the Regional Activities Board and the Technical Activities Board of the IEEE. Each year, up to ten outstanding Counselors and Advisors (one per Region) will receive a cash award in recognition of their contributions. Winners will be those who, through their work as Counselors and Advisors, exemplify the IEEE's commitment to the educational, personal, professional, and technical development of students in IEEE related fields of interest.

To nominate your Branch Counselor or Branch Chapter Advisor for this award, you must submit an essay (not to exceed 1500 words) on why you feel he/she has earned the qualifications of Outstanding Branch Counselor and Advisor for the academic year. Each November, your Branch will receive a mailing from IEEE Headquarters that provides more details on this award and includes a nomination form. If you need some information before that time, you can contact the *IEEE Student Services Coordinator*. The nomination deadline for this award is **February 28.**

3.3.5 IEEE Canadian Foundation McNaughton Scholarships

The *IEEE Canadian Foundation* annually sponsors a number of Scholarships. Currently, the maximum number to be award is 10, with a value of either $3,500 or $1,750, depending on whether the recipient is attending a university or a college.

These scholarships are in memory of General Andrew G.L. McNaughton, one of Canada's most distinguished electrical engineers. The scholarship is intended to encourage awareness of and participation in the educational programs supported by the IEEE. It is meant to pay a portion of the final year tuition fees and related academic expenses of a student who:

- has demonstrated a previous commitment to the McNaughton Centre at his/her Student Branch and related IEEE activities; and
- indicates a desire to continue this activity.

Within the limitations imposed by course work, the McNaughton Scholar is expected to work closely with the IEEE Student Branch Executive, and to be

active in the McNaughton Centre.

All student members of the IEEE who are registered in their penultimate year of a course in:

1. Electrical, Electronics, Computer Engineering, Engineering Physics, or equivalent at a University; or
2. Corresponding Technology programs at a College,

which has an active IEEE Student Branch and an established IEEE McNaughton Centre on campus, are eligible to apply. Eligible students are invited to write a report (2 pages maximum, single-spaced, with a Times Roman 12 point or equivalent font) detailing their past and planned IEEE and McNaughton Centre activities. This report must be submitted to your Branch Counselor before **February 15.**

Your Branch Counselor, in consultation with a local Section representative, will determine the best candidate (based on their knowledge of McNaughton Centre and IEEE Student Branch activities and the submitted reports), and submit a letter of nomination that must be received by the Foundation before **March 15**. A copy of this letter should also be sent to your *Regional SAC Chair*. For information on where to send your completed nomination letter, refer to the address shown on Page 2, or send an E-Mail message to them at *can-foundation@ieee.org*.

The nomination letter must contain the student's name, IEEE membership number, student identification number, and academic program details. The student's report must be attached to this letter. A committee of the *IEEE Canadian Foundation* will rank the applications and determine the recipients.

Recipients of the scholarship will be notified by the *IEEE Canadian Foundation* normally by **June 1**. Each recipient's educational institute will be contacted by IEEE Canada regarding the awarding of the scholarship and financial arrangements; payment will be made directly to the school. A framed certificate will be presented to the McNaughton Scholar by a representative of the local Section at a meeting of the Student Branch.

3.3.6 Larry K. Wilson Regional Student Activities Award

The purpose of this award is to recognize annually, in each Region of the IEEE, the student most responsible for an **extraordinary accomplishment** associated with student activities. The value of a pattern of dedicated, ongoing service to a Branch is certainly recognized. However, this award is designed to reward a particular event or product of IEEE activities.

The student most responsible for a worthy accomplishment may be nominated by a Branch Counselor, Section Chair, or Section SAC Chair. The nominator(s) must complete a nomination form and forward it to the *Regional SAC Chair*. Nominees must be Student members of the IEEE at the time of the accomplishment. The incumbent *Regional Student Representative* is ineligible.

The nominations will be judged by a committee composed of the *Regional Director*, the *Regional SAC Chair*, and the *Regional Student Representative*, or by an existing Regional Award and Recognition Committee in consultation with the above. This regional committee will be responsible for establishing guidelines for judging while maintaining fairness, objectivity and high standards. All student nominees will be judged primarily on the impact their accomplishment has on the quality of student activities within the Region and the IEEE as a whole. If no nominations of sufficient stature are made, no award will be given for that year. Only one award per Region will be presented each year.

This award consists of a plaque and three years free membership in the IEEE. Presentation of the award will be arranged by the *Regional SAC Chair* at an appropriate Regional occasion. The results will also be published Institute-wide at the earliest opportunity. You should receive a detailed package, including a nomination form, from IEEE Headquarters in November. The deadline for nominations is **March 15.** If you need more information, you can contact the *IEEE Student Services Coordinator*. This award is sponsored by the Regional Activities Board of the IEEE.

3.3.7 IEEE Student Branch Web Site Contest

Each year, IEEE organizes a world-wide Student Branch Web Site Contest. In the past few years prizes of up to US$1,000 have been awarded to the wining Student Branches. The deadline to submit an entry is normally **April 1st**.

Since the rules of the competition change slightly every year, we invite you to go to the IEEE Student Concourse Web Site (at http://www.ieee.org/students) to view the contest rules for the current year.

3.3.8 IEEE Canada Vehicular Technologies Bursary

Background - The Vehicular Technologies Conference '98 generated a surplus. A part of it was presented to the IEEE Canada Board of Directors with the stipulation that the funds be administered to the benefit of students. IEEE Canada will distribute a part of the interest of this surplus as the "IEEE Canada Vehicular Technologies Bursary".

Purpose - To support IEEE student members of Canadian (IEEE Region 7) Universities or Colleges who wish to attend and present a paper at a Vehicular Technologies Conference or other IEEE Conference related to Vehicular Technologies.

Schedule

Call for applications	May
Application deadline	**November 1st**
Selection of recipient(s)	November
Region ExCom approval	December
Recipient notified	December

Eligibility - Candidates for this subsidy shall be IEEE Student Member in good standing in a Canadian University or College.

Scope - Each travel subsidy will be up to 50% of actual travel costs, based on submitted receipts in accordance with the current IEEE Canada Travel Expenses Guidelines, up to a maximum of $1500 per student, per calendar year. More than one bursary could be awarded per year, but the total amount should not exceed $1500 per year.

Application Package - The application will contain at a minimum the following:

1. Name of conference or IEEE Activity
2. Paper title and abstract or detailed explanation of reason for attending the IEEE activity
3. Proof of acceptance for presentation or attendance of IEEE activity
4. Budget of anticipated travel costs

Basis of Selection - Applications will be evaluated based on the following criteria:

1. Relevancy of the conference/activity with Vehicular Technologies technical field(s)
2. Sponsorship of the conference/activity by the IEEE
3. Presentation of a paper accepted by the conference committee
4. Relevancy of the paper presented to Vehicular Technologies technical field(s)

Submit Applications - Nominations will be directed to the IEEE Canada (Region 7) Regional Student Activities Coordinator.

Award - A letter of congratulation by IEEE Canada will be issued to all recipients of this award as well as a cheque upon submission of the expense report with receipts.

3.3.9 IEEE Canada Vehicular Technologies Research Grant

Background - The Vehicular Technologies Conference '98 generated a surplus. A part of it was presented to the IEEE Canada Board of Directors with the stipulation that the funds be administered to the benefit of students. IEEE Canada will distribute a part of the interest of this surplus as the "IEEE Canada Vehicular Technologies Research Grant".

Purpose - To sponsor research projects related to Vehicular Technologies in an institution (University or College) based in Canada (IEEE Region 7).

Schedule

Call for nominations	May
Nomination deadline	**November 1st**
Selection of recipient(s)	November
Region ExCom approval	December
Recipient notified	December

Scope - One grant will be made to a research group related to an institution (University or College) based in Canada, per calendar year.

Nomination Package - The application will contain at a minimum the following:

1. Name of the research group and the name of it's related institution(s)
2. A description of the research groups aims with regards to ongoing and past research
3. A description of the current research projects undertaken by the group
4. A detailed description of the proposed research and why funding is required
5. An approval of the application by the research group supervisor

Basis of Selection - Applications will be evaluated based on the following criteria:

1. Relevancy of the proposed research project with Vehicular Technologies technical field(s)
2. An evaluation of the groups research past and present, with regards to IEEE goals
3. Practical applications of the groups ongoing research projects
4. Percentage of the research group that are IEEE members

Submit Nominations - Nominations will be directed to the IEEE Canada (Region 7) Regional Student Activities Coordinator.

Award - A letter of congratulation by IEEE Canada will be issued to the recipient research group as well as a cheque covering the amount of the grant.

3.3.10 Computer Society Richard E. Merwin Scholarship

Each year, the IEEE Computer Society offers up to four scholarships of US$3,000 to recognize and reward students who are active leaders in their Branch Chapter. The award is for one academic year (9 months) and is paid in three quarterly installments (September, January, and April). Graduate students, juniors, and seniors in electrical engineering, computer engineering, computer science, or a well-defined computer related field of engineering, who are *active members of the Computer Society Student Branch Chapter at their school* are eligible to apply.

There is no restriction on the receipt of other awards or scholarships in conjunction with this scholarship. However, each applicant must be enrolled as a full-time student (as defined by his or her school) during the course of the award, and must have a minimum GPA of 2.5 over 4.0 for *all undergraduate course work.*

To receive a current copy of the application form, you should contact the IEEE Computer Society at:

IEEE Computer Society
Headquarters Office
1730 Massachusetts Avenue, N.W.
Washington, D.C.
USA 20036-1903

The judging for this award is carried out by a broad-based panel of active Computer Society members. The primary factors considered are involvement in Chapter activities (worth 40%), academic achievement (worth 30%), a letter of evaluation by the Branch Chapter Advisor (worth 20%), and involvement in other extracurricular activities at your school (worth 10%).

An official copy of your transcript must accompany your application form. As a condition of the award, the winners must submit a brief statement outlining their accomplishment, especially those relating to Branch Chapter activities, during the course of the award. The application deadline for this award is generally around **May 15.** However, you should contact the Computer Society for the exact date.

3.3.11 Communications Society Scholarship

Each year, the Communications Society of the IEEE provides awards to recognize graduate student teaching assistants who show promise and interest in a career in communications engineering. Any full-time student who is, or who will be, pursuing a graduate degree in an area related to communications, is a member of the IEEE Communications Society, and will be either a teaching and/or research assistant (or holds a graduate fellowship) during their entire scholarship year, are eligible to apply.

A maximum of three (3) awards of up to US $5,000 may be granted for the scholarship year. The deadline for this award is generally **April 1.** However, you should contact the *IEEE Student Services Coordinator* for more information and a supply of application forms.

The judging for this award is carried out by a

committee of Communications Society members. Criteria in the judging include:

- a minimum GPA of 3.0 out of 4.0 *for all undergraduate years*;
- a letter of recommendation from your faculty supervisor, confirming your area interest;
- a verification letter from your Department Chair indicating that you have been awarded a teaching or research assistantship;
- a letter of recommendation from either the Communications Society, Branch Chapter Advisor, or if your school doesn't have a Branch Chapter, another faculty member familiar with your contributions to the IEEE Student Branch;
- other supporting evidence.

3.3.12 Oceanic Engineering Society Student Poster Competition

In an effort to encourage and foster the participation of undergraduate and graduate students, the Oceanic Engineering Society (OES) sponsors a student poster competition at its annual conference. All students selected will receive an invitation to present their poster at the conference and the poster abstract will be published in the conference proceedings. Expenses for transportation, conference registration, and lodging will be provided by the OES.

The poster may be on any topic relating to ocean technology issues including, but not limited to:

- underwater acoustics;
- remote sensing;
- instrumentation and measurement techniques;
- computer and information management;
- undersea vehicles;
- technology advances.

Undergraduate and graduate students enrolled in degree programs on a full-time basis at an accredited school are eligible. To enter, students should prepare an abstract and a brief biographical sketch (one page or less). The abstract must not exceed 300 words and should describe the problems and/or questions addressed, summarize the work performed, and present results and/or conclusions. The abstract should be endorsed by the Faculty Advisor and forwarded to:

Dr. Ferial El-Hawary, P.Eng.
VP for International Activities
IEEE Oceanic Engineering Society
P.O. Box 25041
Halifax, N.S. B3M 4H4
Tel: (902) 443-2400
Fax: (902) 445-5110

The deadline for submissions is generally **May 15**; contact Dr. El-Hawary to make sure.

3.3.13 Charles LeGeyt Fortescue Fellowship

The Charles LeGeyt Fortescue Fellowship provides for a one-year US$24,000 award to a full-time postgraduate student in the field of electrical engineering, studying at an engineering school of recognized standing located in the United States or Canada. The fellowship, administered by the IEEE, was established in 1939 as a memorial to Charles Fortescue in recognition of his valuable contribution to the electrical power industry.

To this end, the Westinghouse Electric Corporation, with which Dr. Fortescue was associated throughout his professional career, set up a trust fund to provide graduate fellowships in electrical engineering. The fellowship will be awarded only to beginning graduate students and GRE scores are required. The deadline for this award is generally **January 31.** For more information, including an application form, contact:

Secretary of the Fellowship Committee
IEEE Awards Board
345 East 47th Street
New York, NY 10017-2394
Tel: (212) 705-7882

3.3.14 IEEE Fellowship in Electrical History

The IEEE Fellowship in Electrical History provides for US$8,500 and up to an additional US$2,000 for tuition and fees for one year of full-time graduate work in the history of electrical engineering and technology at a college or university of recognized standing. Identification and description of a research project of value is an important part of the application procedure.

The fellowship is made possible by a grant from the IEEE Life Member Fund and is awarded by the IEEE History Committee. For more information on this fellowship, including an application form, contact the *IEEE Student Services Coordinator*.

The deadline for this award is generally **February 1.** For more information, including an application form, contact:

Director
IEEE Centre for the History of
Electrical Engineering
Rutgers The State University
39 Union Street
New Brunswick, NJ 08903-5062
Tel: (908) 932-1066

3.3.15 The Charles Babbage Institute's History of Information Processing Graduate Fellowship

This award consists of a US$7,000 stipend to a graduate student whose dissertation deals with an historical aspect of information processing. In addition, up to US$7,000 more to be used for tuition, fees, travel, and other research expenses, is available. The deadline for this award is generally **January 15.** For more information, including an application form, contact:

Charles Babbage Institute
University of Minnesota
104 Walter Library
117 Pleasant Street, SE
Minneapolis, MN 55455
Tel: (612) 624-5050

3.3.16 IEEE/AESS Judith A. Resnik Fellowship

Recipients will be presented with a year's tuition and a US$9,200 stipend. Candidates will be judged on academic merit and promise, by a committee of faculty and one IEEE/AESS representative. All students accepted by the Electrical Engineering Department at the University of Maryland are eligible. The deadline for this fellowship is generally **February 1**. For more information, including an application form, contact the:

University of Maryland
College of Engineering
College Park, MD 20742
Tel: (301) 405-3681

3.3.17 William E. Jackson Award

The Radio Technical Commission for Aeronautics annually sponsors the Jackson Award for the one outstanding student in the field of aviation electronics or telecommunications systems. Consisting of a US$1,000 honorarium and a personalized plaque, the award is a memorial to William E. Jackson, an outstanding pioneer in the development and implementation of present airways, air traffic control, and aviation communications systems.

The deadline for this award is generally **June 30.** For more information, including an application form, contact:

William E. Jackson Award Committee
RTCA, Inc.
1140 Connecticut Avenue, NW
Suite 1020
Washington, D.C. 20036
Tel: (202) 833-9339

3.3.18 BEAM Robot Olympics and Micromouse Competition

The BEAM Robot Olympics and Micromouse Competition is a fun design competition that gives robot enthusiasts a chance to demonstrate their designs to each other, the press, and the public. It is also an open forum for anyone who wants to get started in the field of robotics. This competition is sponsored by BEAM Robotics Inc., IEEE Canada, and the University of Waterloo. A current copy of the rules and guidelines can be obtained for a cost of $7.00. For more information, contact:

C. Edward Spike
Dept. of Elec. & Comp. Eng.
University of Waterloo
Waterloo, Ontario N2L 3G1
E-Mail: e.spike@ieee.org

3.3.19 Selected Award and Nomination Forms

For your convenience, some selected award and nomination forms are included in Section F - Selected Forms. Where appropriate, regulations concerning a specific award are also included.

MEMBERSHIP

Attracting new members is a problem that plagues many Student Branches. The statistics over the last couple of years indicate that student membership is dropping off throughout North America. Each year you will lose members due to graduation and to memberships lapsing (arrears).

It is the responsibility of the Membership Committee to disseminate accurate information about the benefits associated with IEEE membership. Take a moment to reflect on why you joined the IEEE and why you have remained a member. Not surprisingly, the more active you are in the IEEE as a Student member, the more likely you are to remain an IEEE member throughout your career.

Every prospective member should be informed about the basics associated with membership. All Student members receive:

- **IEEE Spectrum**, an award winning publication. With a monthly circulation of over 300,000, Spectrum is the world's most widely read electrical and electronics magazine. It contains timely articles on the status of the profession, careers and education, applications of state-of-the-art technology, and various historical and tutorial issues.
- **IEEE POTENTIALS**, a publication geared towards student members. POTENTIALS covers career issues, technical topics, Branch activities and subjects of general interest to Student members. It is published six times per academic year.
- **The Institute**, a monthly supplement to Spectrum. This newsletter informs the IEEE membership about IEEE activities affecting its members and the profession.
- A substantial discount on IEEE Society publications. The principal advances in the various fields are reported in the technical periodicals of the IEEE Societies. Students can join the Computer Society, Communications Society, Oceanic Engineering Society, or any other of the 35 technical societies at approximately 50% off the normal member rate. You should take note that some societies, like the Power Engineering Society, offer students the chance to join their society at **no cost** for the first year.
- all local Section publications;
- a membership pin; and
- A membership card.

You should also try to find ways to add value to their membership at the Student Branch level. For every event you hold, there should be a member price and a non-member price. This way, by participating in more events, students get more value for their money.

One Student Branch in Western Canada usually holds an annual field trip. This Branch has visited Silicon Valley, Houston, Boston, Japan, and France. Although this trip is open to all students, everyone that participates is a member. Why? The reason is simple. One of the duties of the Field Trip Coordinator is to apply for various grants and subsidies to fund the field trip. This money is then returned to the participants in the form of a rebate. If you are a member, you get a rebate; if you are not a member, you don't get one. Usually, this rebate is more than $100. How much is membership? About $35.

Some of the other benefits are less tangible, but worth mentioning. As shown in Section 3, IEEE Student members are eligible for a vast number of awards and scholarships. Through activities that your Branch hosts, students may have the chance to learn about professional development skills, make personal contacts with Section members in industry, and personally grow by actively participating. When someone asks you that obvious question, "Why should I join?", you should be able to look at your own experience and give her some reasons why you joined. When people ask you why they should join, what they really want to know is why you joined and what you have gained.

The IEEE also has a new program for members, called the *IEEE Financial Advantage Program*. While most of the benefits are currently available only to members residing in the United States, IEEE Staff are working hard to brings these benefits to members worldwide.

Some of the benefits that are currently available worldwide are:

- **Car Rental Discounts** - group discounts and frequent flyer points are available. The vendors that currently offer discounts to IEEE members are:
  - Alamo 1-800-354-2322
    (quote ID# 481739, Rate Code: BX)
  - Avis 1-800-331-1212
    (quote ID# A606000)
  - Budget
    (Discount Code ID# X520000)
  - Hertz 1-800-654-2200
    (quote ID# 61368)
- **Kinko's Copy Services** - receive a 10% discount on all your copying and presentation need (great for students).
- **Quest Hotel and Entertainment Savings** - save on hotel, entertainment, airline, discount coupons and more. For more details you can call (509) 453-1666 and refer to discount code 2174.

When you are recruiting new members, it is important to consider other faculties and departments other than electrical or computer engineering. Students in engineering physics, engineering science, biomedical engineering, computer science, physics, or mathematics can all benefit from joining the IEEE. The professional, technical, and social activities that you can offer usually transcend the boundaries of faculties or departments.

To attract members (and non-members) to your activities, you need a good way of publicizing your events. You may have a great event planned, but if nobody hears about it, you will have poor attendance. Your Publicity Committee can decide whether they want to work on the Branch program as a whole, or on individual events as they come up. Whatever route your Branch chooses, it is the responsibility of every member of the Executive Committee to publicize each and every event.

Some ideas that your Branch might consider using to promote events are:

- taking out an ad in your school paper or on your campus radio station;
- making buttons and having Executive Committee members wear them;
- holding a random draw in one of your larger classes and giving away one or two free tickets to your next event;
- if you operate a vending machines, taping small flyers to pop cans or stapling them to bags of chips;
- announcing events at the beginning of each class;
- posting signs on student bulletin boards;
- starting a bi-weekly or monthly Student Branch E-Mail newsletter.

FUND RAISING

One of the more important aspects of running an IEEE Student Branch is fund raising. As discussed in Section 2.4, fund raising falls under the responsibility of the Finance Subcommittee. The unfortunate truth is that the rebate money issued by IEEE Headquarters in return for submission of your *Annual Plan of Activities* and *Annual Report of Activities* will not go too far.

Without money to hold activities, you will just be a collection of people who subscribe to the same technical magazines. Your Branch may have 500 members, but if you don't have an active Branch program, your members miss out on the other opportunities an active Branch program provides. Successful fund raising efforts will generate money for your Branch, allowing your Branch to host more events. Believe it or not, an active program of events (both technical and social) will lead to more members and more money. More importantly, however, the events that fund raising will allow you to hold, will help your Branch develop a meaningful identity.

In the October 1989 issue of IEEE POTENTIALS, Dr. Gerald Karam gives some tips in his article, "Running a Successful Student Branch". In that article, Dr. Karam states there are different demands for the timing of money:

1. *Operating money* - for items that require payment on a continual basis;
2. *Seed money* - money up front for activities that will at least break even;
3. *Subsidy money* - for projects in which the charges to members are below cost;
4. *Capital money* - for things to buy.

When planning your fund raisers, you should take these four demands into consideration. Quite often, a particularly successful fund raiser will allow you to hold an immediate event and allocate the remaining funds towards future endeavours. There are many different ways to raise funds. It is important to realize something that works for one Student Branch may not work for another branch. Some suggestions for fund raising are sponsoring a vending machine in your engineering building, selling lab manuals, class notes, or engineering paraphernalia. The Student Branch Operations Guide contains a list of 19 fund raising ideas. While you may not find all those ideas useful at your particular Branch, they can help you think of other ideas that will work.

Not all fund raisers have to be targeted at engineering and computer science students. For example, if your Engineering or Computer Science department has good computer equipment, you might be able to raise money by helping students in other faculties spruce up their term papers and reports (e.g., adding color to the cover page, scanning in pictures, etc.)

Providing tutorial services on computer lab software is also a good idea. Students are often unfamiliar with the word processor used by the school's computing facilities and would benefit greatly from a short tutorial. One Student Branch in Western Canada has been holding UNIX Primer Seminars for sophomores in electrical engineering and computer science. While this Student Branch has decided not to charge for this service, that doesn't mean you can't. Remember, some professionals pay top dollar to have an hour of instruction on word-processing, spreadsheet, or database software.

When planning your fund raising project, it is important to ensure that your actions do not tarnish the image of engineering. While the image of engineering has been bad in the past, it has improved significantly in the past years and we do not want to jeopardize any progress made. For example, if you decide to sell silk-screened T-shirts, the image on the shirt should not be offensive in any way. You must also be very careful that the way you advertise an event is not offensive in any way. This is often trickier than you think. At one IEEE Canada Operating Committee meeting, one of the members took a slight offense to a project called "Spend a Day with an Engineer"; many IEEE members have a background in computer science. Of course, gender and cultural bias will not be tolerated.

STUDENT PROFESSIONAL AWARENESS ACTIVITIES

Through our schooling, we all receive a good grounding in the technical aspects of the field we have chosen. However, to be a good engineer or technologist today requires more than just technical proficiency. We must be able to communicate effectively, be aware of our responsibility to society, and be technical experts. To help students explore the non-technical aspects of their chosen career, the IEEE has developed two programs that supplement the technical education gained through school:

- Student Professional Awareness Conferences (**S-PACs**)

Introduced in 1979, S-PACs are student organized conferences that focus on the transfer of non-technical' knowledge from successful professionals to students. An S-PAC is a one-half day or full day conference at which speakers discuss their experiences of professional awareness issue of concern to IEEE student members and young engineers and technologists.

- Student Professional Awareness Ventures (**S-PAVes**)

Introduced in 1993, the S-PAVe is a complementary program to the S-PACs. It allows for activities of any nature, except those that duplicate an S-PAC. Whereas an S-PAC does not exceed one day, an S-PAVe can span days, weeks, or even months. However, it should not exceed one school quarter or semester.

When planning your activities, you should take note of the following IEEE Policy. The IEEE does not permit the payment of fees or honoraria to professionals that may be involved in our programs. So you can't pay Workshop Leaders, Facilitators, or others from whom you are getting what would typically be a "professional service" we work on a volunteer basis where Student members are involved. It is ,however, customary and simple courtesy to give small gifts to such individuals. *Contact IEEE if you need to know how this affects your conference or venture.*

6.1 Professional Awareness Issues

In general, all professional awareness issues can be classified into one of six categories. When planning an S-PAC or an S-PAVe, you should try to cover a few of these categories.

A. Career development and maintenance (***Career Growth***)

- How do I get my P.Eng. or Ing.?
- Can a graduate degree help advance my career? Should I get an M.Eng., M.A.Sc. or M.B.A.?
- How do I continue my education while I am working?
- Can engineers make effective managers? If so, when should I start considering a change?
- What if I don't want to go into management? How do I remain a technical specialist?
- Trade secrets, patents, copyrights, who owns the intellectual property rights to inventions I develop at work? What about inventions on my own time while I am working for a company?

B. The realities of getting a job and the working environment (***Working***)

- If I don't get a job when companies come to my school and recruit, how do I go about looking for one after I graduate?
- How can I find a summer job that will relate to what I'm studying?
- Where can I go to improve my resume writing skills?
- Where can I go to learn how to improve my interviewing skills?
- When looking for a job, should I consider a large company, a small company, a consulting firm?
- What about after I get some experience? How do I start my own company? How do I go about finding clients?
- What about short-term contract work to gain some experience?
- Where can I go to find a more experienced working professional to act as my mentor and/or role model?

C. Ethical standards and conduct (***Professional Ethics and Societal Responsibility***)

- What standard do I apply to my dealings with colleagues, other employees, clients, and the public?
- What should I do if my personal or professional integrity is in conflict with my company's policies?
- When is it o.k. to "blow the whistle" on others?
- What happens if I get sued over something I designed?
- What if I get asked to be an "expert witness" in a court case?
- What is the relationship between technology and society?
- What can be done to raise the public's awareness of the engineering profession?

D. Personal management skill development (***Self-Management***)

- How can I learn to manage my time for now and for the future?
- Where can I learn about financial planning skills?
- Do I need to carry professional liability insurance? How much do I need to carry?
- When should I start planning for my future? Pensions? RRSP? Investments?
- I can't seem to keep the meetings that I chair on track. Where do I learn some meeting management skills?

E. Our role in shaping and building public policy (***The Engineer and Public Policy***)

- What is involved in interacting with government and regulatory agencies?
- Where can I learn about legislation that affects me?
- How come "non-technical" people are making the rules that restrict what I can do?
- What can I do to get involved in influencing or changing public policy?
- What about running for office?

F. The function of professional societies, such as the IEEE, in your career and your profession (***Role of the Professional Society***)

- What is the benefit of volunteer activities?
- What do I personally get out of being involved in the IEEE?
- Will active involvement in professional societies provide me with experience that I would not normally get from my job? If so, how can this help me?

6.2 Student Professional Awareness Conferences (S-PACs)

S-PACs are planned, organized, and implemented by IEEE Student Branches. Presenting an S-PAC allows students to gain valuable management experience and self-confidence. The initial suggestion for an S-PAC may come from the students themselves or from other IEEE members (e.g., a professor or a Section representative). IEEE volunteers can provide counsel and encouragement, but the students bear the full responsibility for all aspects of the S-PAC.

Electrical engineering and technology students are the primary participants in S-PACs, although students in other engineering disciplines may be invited. Students at nearby schools may also be invited to participate, in order to ensure a larger audience. S-PACs permit students to learn from the varied experience of successful professionals. Furthermore, they have the potential to increase student membership and encourage ongoing participation in the IEEE.

6.2.1 How to Plan and Manage an S-PAC

You should establish a tentative date for your S-PAC (lead time of six months is recommended) and appoint a Planning Committee of six to ten people. The Planning Committee is responsible for organizing the program, obtaining financial support, making meeting arrangements, finding the speakers, and promoting the S-PAC.

Successful S-PAC programs usually include two or three speakers and a discussion panel. The Planning Committee should contact your *Regional SAC Chair* who can provide valuable counseling regarding program content and speaker selection. The committee should estimate the costs involved and identify income sources. Financial contributions may come from the Student Branch treasury, the school, local industry, and the local IEEE Section, Council, or Region.

The IEEE normally reimburses the travel and accommodation expenses of the speakers, if you cannot find local speakers. However, that does not mean that you must bring in non-local speakers. In Region 7, funds for speaker travel come from the *RAB/SAC Subcommittee on Student Professional Awareness Activities* (RAB/SAC/SPAA). Your branch may also apply for additional S-PAC funds through *RAB/SAC/SPAA*. Your request for this sub-

sidy must be accompanied by the Budget Planning Worksheet at least six weeks before your S-PAC date. A completed sample Budget Planning Worksheet can be found in Section 6.2.5.

Should you need more information on S-PACs than is provided in this Handbook, you can contact:

Mrs. Laura J. Durrett

OR

J. Patrick Donohoe

(see contact information at front of handbook)

6.2.2 Sample Planning Guide for S-PACs

To help you plan your S-PAC, it is recommended that you develop a timeline (including a list of milestones) or use a project management software package. If you treat the planning of the S-PAC like a project, you will find that you can gain valuable experience in project management and financial planning. Table 6.1 shows a sample time-line that you may find useful in planning your S-PAC.

To help give you ideas in organizing the format of your S-PAC, Table 6.2 shows four suggested formats you can use. Of course, you can adapt the program to your liking or try something completely different. Keep in mind, however, that an S-PAC should not last more than a day and should be in a conference format. Any other type of program would be classified as an S-PAVe which is described in detail in Section 6.3

6.2.3 S-PAC Funding Suggestions

This section should be used by the chair of the S-PAC Finance Committee. It provides information on whom you should contact to request S-PAC funding from the IEEE, your school, and local industry. You should note that not all the instructions may apply to your particular S-PAC; much depends on the size and location of your school. This section also includes some sample letters that you can tailor to your event. Remember, keep good written documentation of all your contacts for financial support and always get financial commitments in writing.

Should you need some assistance in approaching your school or local industry for support, there is a network of IEEE volunteers that can help you. The following individuals (listed by title only) can provide you with assistance depending on your needs:

- Regional Director
- Regional SAC Chair
- Regional Student Representative
- Local Section Chair
- Local Section SAC Chair
- Your Branch Mentor
- Your Branch Counselor
- IEEE Student Services Staff

6.2.3.1 IEEE Funding Sources

In general, there are three levels in the IEEE hierarchy that you can approach for funding: Institute level, Regional level, and Section level. You may also approach the Council in which your school resides (Western Canada, Central Canada, or Eastern Canada) but you should keep in mind that Council funds come from the Sections within that Council. If your Student Branch has some funds available, it will help if you can show that your Branch is also contributing some of its reserves into the S-PAC.

***Institute Level*:** General support funds for your S-PAC are available through *RAB/SAC/SPAA*. To receive this funding, you must submit your completed S-PAC Budget Planning Worksheet to the *IEEE Student Services Coordinator* no later than six weeks before your S-PAC date. Additional funding for speaker travel expenses is provided by *RAB/SAC/SPAA* if your out-of-town speaker has been approved by *IEEE Student Services* and the *RAB/SAC/SPAA Chair*.

Region Level: Contact your *Regional SAC Chair* for assistance in applying for Regional funding. He or she will interface for you with the appropriate Regional Officer.

Section Level: Contact your *Section SAC Chair* and Branch Mentor (if one has been appointed). You should also try to make a presentation at a monthly Section Executive meeting so all the local Section Officials are aware of your S-PAC. Explain why your school is holding the S-PAC and discuss how the Section can help you (e.g., financial contribution, help contact local industry, help promote your S-PAC, etc.).

6.2.3.2 School Funding Sources

You should schedule a meeting with the leader of each of the following organizations:

EE Dept.: Contact your IEEE Student Branch Counselor for assistance or go directly to your EE Department Head.

Faculty: After clearing it with the EE Department Head, contact the Dean of the Faculty of Engineering

Student Gov't: Contact your Student Gov't (start with the Engineering Student's Society Rep) to determine if your Student Branch is eligible to receive funding. If it is, inquire about the requirements and procedures for submitting a request for funding. Student government funds may be administered on a school year basis, so get an early start.

Contact the appropriate secretary, explain the nature of the proposed meeting, and arrange for a definite meeting time. At the meeting, explain why you are holding the S-PAC, mentioning all the positive benefits, including:

- professional activities are an integral part of a well rounded education;
- S-PAC activities provide professional growth opportunities to participating students;
- S-PACs can bring positive exposure to your EE Department, Engineering Faculty, and School; and
- S-PACs can help your Department make contacts with industry that may lead to industrial sponsored projects in the future.

When you meet with these individuals, you should bring a written request and a brief proposal (e.g., agenda) for the funding to leave with the person in case it must be submitted to a higher authority for approval. When you request is granted, be sure to write a thank-you letter to the individual with whom yet met, with a copy sent to your Student Branch Counselor. After your S-PAC has been held, don't forget to send another thank-you letter, recognizing their contribution to the success of your S-PAC, and bringing up the matter of support for future S-PACs.

Table 6.1 - Sample S-PAC Planning Time-line

ACTION	Wks/Mos before/after S-PAC Date
Initial S-PAC Inquiry and Organization	
<u>Obtain support</u>	
- Contact IEEE • IEEE Student Branch Counselor • IEEE Regional SAC Chair (RSAC) • IEEE Section SAC Chair (Section SAC) • IEEE Student Services, if more information is needed	- 6 mos
- Contact school Department Head and faculty	-6 mos
<u>Organize an S-PAC Planning Committee</u>	
- Hold and organizational meeting (review the S-PAC documents from this workbook)	-6 mos
- Elect an S-PAC Committee Chair	- 6 mos
- Appoint Subcommittee Chairs and recruit Subcommittee members: • Program Subcommittee • Finance Subcommittee • Publicity Subcommittee • Ticket Sales Subcommittee • Meeting Facilities Subcommittee	- 6 mos
<u>Select an S-PAC date</u>	
- Find a date that does not conflict with exams or other school events	- 6 mos

Table 6.1 Cont. - Sample S-PAC Planning Time-line

ACTION	Wks/Mos before/after S-PAC Date
S-PAC Committee & Subcommittee Responsibilities	
S-PAC Chair	
- Talk with the "IEEE" (RSAC, Section SAC, IEEE Student Services)	- 5.5 mos
- Assign tasks and monitor progress (daily/weekly/monthly)	continuous
- Keep "IEEE" informed	continuous
Program Subcommittee	
- Contact "IEEE" to discuss potential topics and speakers	- 6 mos
- Select topics for the program	- 5.5 mos
- Select speakers	- 5.5 mos
- Get IEEE Student Services approval of desired speakers	- 5 mos
- Contact approved speakers to determine their availability and confirm their participation	-5 mos
- Send confirmed speakers appropriate information in writing: • preliminary programs; • exact dates and time; • lodging arrangements (if necessary); • campus map showing meeting location and parking; • other necessary details.	when available
Finance Subcommittee	
- Solicit Funds (see Section 6.2.4 - S-PAC Funding Suggestions): • IEEE • School • Industry (including door prizes) • Others	- 6 mos
- Prepare a conference budget	- 4 mos
- Submit a completed S-PAC Budget Planning Worksheet to IEEE Student Services	-3 mos
- Keep all receipts and document income and expenses	continuous

Table 6.1 Cont. - Sample S-PAC Planning Time-line

ACTION	Wks/Mos before/after S-PAC Date
<u>Meeting Facilities Subcommittee</u>	
- Reserve a room large enough for the expected attendance	- 6 mos
- Arrange for audiovisual equipment based on speaker requirements	when info available
- Make arrangements for meals or refreshments	- 6 mos
<u>Ticket Sales Subcommittee</u>	
- Coordinate with Publicity Committee	- 4 mos
- Hold a sales incentive meeting (every IEEE member should be a ticket sales representative)	- 3 mos
- Start ticket sales	-2 mos min.
<u>Publicity Subcommittee</u>	
- Start in-school advertising: bulletin boards, electronic mail, campus radio and newspapers, classroom announcements	- 4 mos
- Start local area advertising: radio, television, newspapers	- 4 mos
- Announce S-PAC in local IEEE Section newsletter	- 4 mos
Presenting the S-PAC	
- Opening remarks by the student Master of Ceremonies and the Dean or Department Head	at S-PAC
- Speaker introductions by IEEE Student Members	at S-PAC
- Ask audience to complete S-PAC Feedback Form: Select one S-PAC Planning Committee member to hand out the form to every attendee and collect them when they are filled out	at S-PAC
Post-Conference Responsibilities	
- Send “thank you” letters to all speakers and sponsors	+ 1 wk
- Submit S-PAC Report Form to IEEE Student Services	+ 2 wks
- Send S-PAC Feedback Forms (along with a summary) to IEEE Student Services	+ 2 wks

Table 6.2 - Sample S-PAC Formats

Format A - Two Speakers with Panel Discussion

13:00 hrs	Welcome by Dean of Engineering or other dignitary
13:15 hrs	First Speaker
14:00 hrs	Second Speaker
14:45 hrs	Refreshment Break
15:00 hrs	Panel Discussion:
	speakers
	recent graduates
	local industry
	local IEEE Section members
16:30 hrs	Adjournment
	Acknowledgements & Thanks
	Door prizes, if applicable
	Speakers may remain for informal one-on-one discussion

Format B - Three Speakers

11:30 hrs	Lunch with speakers
13:00 hrs	Welcome by Dean of Engineering or other dignitary
13:15 hrs	First Speaker
14:00 hrs	Second Speaker
14:45 hrs	Refreshment Break
15:00 hrs	Third Speaker
15:45 hrs	Adjournment
	Acknowledgements & Thanks
	Door prizes, if applicable
	Speakers may remain for informal one-on-one discussion

Table 6.2 Cont. - Sample S-PAC Formats

Format C - Three Speakers with Panel Discussion

11:30 hrs	Lunch with Speakers
13:00 hrs	Welcome by Dean of Engineering or other dignitary
13:15 hrs	First Speaker
14:00 hrs	Second Speaker
14:45 hrs	Refreshment Break
15:00 hrs	Third Speaker
15:45 hrs	Panel Discussion
	speakers, recent graduates
	local industry, local IEEE Section members
16:45 hrs	Adjournment
17:00 hrs	Dinner (Speaker optional)
	Acknowledgements & Thanks
	Door Prizes, if applicable
	Informal Discussion

Format D - Four Speakers with Panel Discussion

11:30 hrs	Lunch with Speakers
13:00 hrs	Welcome by Dean of Engineering or other dignitary
13:15 hrs	First Speaker
14:00 hrs	Second Speaker
14:45 hrs	Refreshment Break
15:00 hrs	Third Speaker
15:45 hrs	Fourth Speaker
16:30 hrs	Adjournment
17:00 hrs	Dinner
	Panel Discussion:
	speakers recent graduates
	local industry, local IEEE Section members
	Acknowledgements & Thanks
	Door Prizes, if applicable
	Informal Discussion

In the past, many schools have expressed an interest in inviting students from other engineering disciplines. While this is encouraged for the conference itself, you should remember that the IEEE subsidizes only its Student members and new member applicants. If students from other disciplines are interested in attending, they must pay the full cost, or they can be subsidized by their own Department or professional societies (e.g. ACM, SAE, etc.).

6.2.3.3 Industry Funding Sources

Industry contacts may be made by phone or in person, if you know the appropriate person to contact. However, letters are more appropriate when canvassing a group of companies, or when you don't know the appropriate person. In either case, if you are successful in securing funding or other support, be sure to follow up with a thank-you letter confirming their support. You can offer the industrial contacts varying levels of support (e.g., Sponsor, Co-sponsor, Patron, Donor, etc.) and provide them with differing levels of advertising (e.g. company logo on your brochure, mentioning the company in all advertising, etc.).

Industry contacts will vary from school to school, but this is definitely a source of income and/or services that should not be overlooked. Support may be accessed through some of the following channels:

- directly from local engineering firms and businesses (including SMALL businesses – don't assume that they're not interested);
- faculty members;
- IEEE Section Executive Members;
- employers of IEEE Student members;
- recent graduates (especially past Student Branch Executives);
- Chamber of Commerce.

The type of support that industry can provide includes, but is not limited to:

- dollar funding;
- services such as photocopying or printing;
- facilities such as an auditorium (if your school does not have a large enough facility);
- door prizes.

Whatever you decide, just remember that the S-PAC is not a forum for recruiting, and you should not allow companies to use the S-PAC as a job fair. As with all the other sponsors, you should send a thank-you letter as soon as the support has been promised, and a second thank-you letter after you have held the S-PAC. The second letter should acknowledge their part in the success of your S-PAC and open the door for support for future S-PACs at your school.

6.2.3.4 Sample Letters

To help you in writing the various letters needed for your S-PAC, Figures 6.1 to 6.5 are examples of letters used by our friends at the University of Great Things. The different types of letters you may want to use include:

- ***Canvassing Letter***: The canvassing letter provides information on the event you are planning and the reasons why a person might want to sponsor it.
- ***Acknowledgment Letter*:** An acknowledgment letter should be sent after a commitment is received for funding or other support.
- ***Thank-you Letter***: A thank-you letter should be sent immediately after payment or other contributions (e.g., door prizes) have been received. This letter also serves to inform the sponsors that your received their support.
- ***After S-PAC Thank-you Letter*:** This letter should be sent to all speakers and sponsors no later than one week after your S-PAC. It should thank each one for his or her important contribution to the success of your S-PAC, and in the case of sponsor, open the door for future support.

6.2.4 Planning Your S-PAC Budget

To help you plan your S-PAC Budget, the IEEE has developed an S-PAC Budget Planning Worksheet. The purpose of the worksheet is to guide you, step-by-step, through the data items and calculations necessary to plan your budget, to figure out your ticket prices, and to determine the level of subsidy that you may request from RAB (the *RAB Subsidy*). It consolidates key values from your worksheet and presents them as a balance of income and expenses. It also requires a summary of the program you intend to present.

The worksheet seems long, but it is simple to use. Each data item is either a number or cost that you must supply, or some value that is computed from other data on the worksheet. Important data items have a reference code; for example, N.11 is the estimated total number of attendees. All calculations are expressed as simple formulas using the reference codes; e.g., **Total Income** is given by the formula **= I.1** + **I.2** + **I.3**, where I.1, I.2, and I.3 are reference codes.

6.2.4.1 What's in the Worksheet?

The worksheet has seven sections:

(1) *Program Description*, (2) *Attendance Estimates*, (3) *Expense Estimates*,

(4) *Income Estimates*, (5) *Cost Analysis*,

(6) *Ticket Revenue Analysis*, and (7) *Budget Summary*. These should be completed in the order that they appear. Sections 2-6 have a series of notes that clarify individual data items. Of particular importance is the *Cost Analysis* section. This tells you the actual cost per person of your S-PAC. You determine your ticket prices and ticket revenue by using this information. After all, how would know what to charge, unless you know what the cost is (assuming that you don't want to loose money).

6.2.4.2 What and How Much is the RAB Subsidy?

The RAB Subsidy is money provided by RAB to subsidize IEEE student members for S-PAC expenses. The maximum request is calculated in Section 6 on the basis of projected attendance. You may receive approval for either this amount, or some value lower, depending on available funds, the extent to which you have sought other funding sources, and your use of realistic attendance estimates.

Regardless, you must submit your request in advance of your S-PAC, in order to have your request considered for approval. After the S-PAC, the amount of pre-approved funds (or less depending your end results) will be released after submission of your final report. **You cannot use the RAB Subsidy to generate a profit.**

6.2.4.3 When and Where do I submit my budget?

The budget worksheet and summary should be submitted 6 weeks in advance of your planned S-PAC date. If you are still unsure about some numbers (they are tentative or you are awaiting final confirmation), don't hold up the system. Just add a note indicating what you are unsure of and send in the forms. If you are late with the forms, still send them in anyway. However, don't start asking for money after you have held your S-PAC! Mail or fax your completed forms to the *IEEE Student Services Coordinator* (refer to Section 6.2.1 for the address).

If you have questions regarding your budget, and particularly the RAB Subsidy, please contact either the *IEEE Student Services Coordinator* or the *RAB/SAC/SPAA Chair*. (refer to Section 6.2.1 for the addresses).

6.2.4.4 Funding for Speaker Travel

You should also contact your *Regional SAC Chair*; if you don't know who this is, you can contact the *IEEE Student Services Coordinator*. Some Regions may also have a *Regional S-PAC Coordinator*. RAB will fund the expenses of Speaker Travel for these regions. We limit the number of non-local speakers to one. For larger S-PACs we may permit two non-local speakers.

UGT IEEE Student Branch
Dept. of Elec. & Comp. Eng.
University of Great Things
Techtown, CANADA A1A 2B2

January 15, 2003

Ms. C. Leader
President & C.E.O.
Engineering Associates
123 Main Street
Techtown, CANADA
A2A 2A2

Dear Ms. Leader

The Student Branch of the Institute of Electrical and Electronics Engineers (IEEE) at the University of Great Things is holding a Student Professional Awareness Conference (S-PAC). All electrical and computer engineering students will be invited.

An S-PAC is a half-day seminar at which national and local engineering professionals speak about the professional issues facing engineers and technologists in today's workplace. The purpose of the event is to expose students and young engineers to these issues. The topics at our S-PAC will include: “Being Wonderful at Work”, “Great Grad School”, and “Managing Stress”.

To help cover the cost of the S-PAC, we are soliciting donations from area companies and manufacturers that employ electrical/electronics engineers and technologists. Your support as a sponsor, patron, donor, or contributor will be acknowledged in the S-PAC program which all S-PAC participants will receive, and in all S-PAC advertising materials.

In order to meet our program publication deadline of March 1, please send your donation with the enclosed form to my attention at the address above. If you have any questions regarding the S-PAC, please contact I.M. Aware at 555-1234.

We thank you for your support.

Sincerely,

J. Fiscal, Chair
Finance Committee
UGT Student Professional Awareness Conference

Figure 6.1 - Sample Canvassing Letter

IEEE Student Branch

University of Great Things

Student Professional Awareness Conference

March 25, 2003

-	**$250**	**Sponsor**	**-**	**$150**	**Patron**
-	**$100**	**Donor**	**-**	**$50**	**Contributor**

Your record of contribution

CUT HERE

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IEEE Student Branch

University of Great Things

Student Professional Awareness Conference

March 25, 2003

-	**$250**	**Sponsor**	**-**	**$150**	**Patron**
-	**$100**	**Donor**	**-**	**$50**	**Contributor**

Your Company Name: ____

Address: ____

____

Please make cheque payable to the UGT IEEE Student Branch and return it with this portion to the address indicated by March 1.

Figure 6.1 Cont. - Sample Enclosure for Canvassing Letter

UGT IEEE Student Branch
Dept. of Elec. & Comp. Eng.
University of Great Things
Techtown, CANADA A1A 2B2

February 1, 2003

Ms. C. Leader
President & C.E.O.
Engineering Associates
123 Main Street
Techtown, CANADA
A2A 2A2

Dear Ms. Leader,

Pursuant to our conversation of yesterday, this letter acknowledges that Engineering Associates has agreed to sponsor our Student Professional Awareness Conference (S-PAC) on March 25, 2003 with a contribution of $150. Please make your cheque payable to the UGT IEEE Student Branch and send it to J. Fiscal at the above address.

For your information, the speakers scheduled to give presentations at our S-PAC are:

Mr. Truly Wonderful, "Being Wonderful at Work"
Ms. Grad School, "Great Grad School"
Mr. Great Shrink, "Managing Stress"

The IEEE Student Branch appreciates Engineering Associates' generous contribution in supporting our professional awareness activities.

Sincerely,

I.M. Aware

I.M. Aware
Chair
Student Professional Awareness Conference

Figure 6.2 - Sample Acknowledgment Letter

UGT IEEE Student Branch
Dept. of Elec. & Comp. Eng.
University of Great Things
Techtown, CANADA A1A 2B2

March 8, 2003

Ms. C. Leader
President & C.E.O.
Engineering Associates
123 Main Street
Techtown, CANADA
A2A 2A2

Dear Ms. Leader,

The Student Branch of the Institute of Electrical and Electronics Engineers (IEEE) at the University of Great Things thanks you for your donation of $150 to help defray the costs of a Student Professional Awareness Conference on March 25.

Enclosed is a copy of the S-PAC Program, in which you will note that Engineering Associates' generous contribution is acknowledged. Our IEEE Student Branch appreciates your support of our professional awareness activities. I invite you to come and join us at our S-PAC.

Sincerely,

I.M. Aware

I.M. Aware
Chair
Student Professional Awareness Conference

Figure 6.3 - Sample Thank-you Letter

UGT IEEE Student Branch
Dept. of Elec. & Comp. Eng.
University of Great Things
Techtown, CANADA A1A 2B2

March 29, 2003

Ms. C. Leader
President & C.E.O.
Engineering Associates
123 Main Street
Techtown, CANADA
A2A 2A2

Dear Ms. Leader,

The Student Branch of the Institute of Electrical and Electronics Engineers (IEEE) at the University of Great Things would like to thank you once again for your generous contribution that helped make our recent Student Professional Awareness Conference a success. Without your support, this conference would not have been possible.

The conference attendees were given some good advice on the working life by Mr. Truly Wonderful, life as a graduate student by Ms. Grad School, and managing stress by Mr. Great Shrink.

Once again. thank you for your generous contribution. I hope that we can count on your support for future professional awareness activities that the IEEE Student Branch at UGT may hold.

Sincerely,

I.M. Aware

I.M. Aware
Chair
Student Professional Awareness Conference

J. Fiscal

J. Fiscal
Chair, Finance Committee
Student Professional Awareness Conference

Figure 6.4 - Sample Post S-PAC Letter to Sponsors

UGT IEEE Student Branch
Dept. of Elec. & Comp. Eng.
University of Great Things
Techtown, CANADA A1A 2B2

March 29, 2003

Mr. Great Shrink
Management Consultant
Stress Busters
123 Broadway
Speakersville, CANADA
B3B 4B4

Dear Mr. Shrink

The IEEE Student Branch at the University of Great Things would like to thank you for participating in our recent Student Professional Awareness Conference (S-PAC). Your talk on managing stress was both very timely and enjoyable.

We appreciate your participation in our panel discussion, and the time that you took afterwards to speak to students on an informal basis. We thank you for taking time out of your busy schedule to come and talk to us.

As we discussed after the S-PAC, upon receipt of your Expense Claim Form, all your expenses will be reimbursed directly from IEEE Headquarters. In the unlikely event that you should encounter some difficulties, please do not hesitate to contact me. Once again, thank you for a wonderful talk.

Sincerely,

I.M. Aware

I.M. Aware
Chair
Student Professional Awareness Conference

Figure 6.5 - Sample Post S-PAC Letter to Speakers

Legitimate expenses for non-local speakers are governed by IEEE Travel Regulations, but to give you some idea: economy or cheaper air travel, train or bus; private automobile, 1-2 nights hotel accommodation as necessary; meals (that are not provided by the S-PAC). For local speakers we will fund local transportation costs. Upon receipt of an travel expense report, RAB directly reimburses Speakers for allowable expenses; you will not be handling this money.

The Budget Summary form has a place for you to indicate the estimated Speaker Travel expenses. This is to give us an idea of approximately how much money is involved. If you have questions about Speaker Travel, please contact the *IEEE Student Services Coordinator*. **RAB reserves the right not to fund speaker travel that has not been previously approved.** So don t just go and invite anyone you like without consulting with us first. For example, if you live in Canada and want to invite a Speaker from the Netherlands, chances are that RAB would not approve this travel.

Also, just because RAB can fund travel for non-local speakers, there is no reason that you must bring in non-local speakers. Many schools, especially those in large cities, have excellent speakers of a wide variety of subjects all within local travel distance.

6.2.4.5 What about other Professional Societies?

A lot of schools have student organizations from other professional engineering or like societies. As S-PAC subjects are relevant to students outside of electrical engineering, you might consider involving students from the other societies in your effort, beyond just allowing them to buy tickets at non-member prices. If you want to give them a price break, this is okay if their societies are providing funds to help out with the S-PAC costs IEEE is putting a lot of money into this effort - money for IEEE Student members! If you wish to do something like this, then please contact either the *IEEE Student Services Coordinator*, or the *RAB/SAC/SPAA Chair*.

6.2.5 Sample Budget Planning Worksheet

To help you complete your Budget Planning Worksheet, the next seven pages are an example from our friends at the University of Great Things. This example was developed by the *RAB/SAC/SPAA Chair* and the *USAB/SPAC Chair*. It is intended to be as realistic as possible.

6.2.6 Post S-PAC Reports

Within two weeks of holding your S-PAC, you must submit *your S-PAC Review Form* and *your S-PAC Feedback Forms* (filled out by your attendees) to IEEE Student Services. Your previously approved RAB Subsidy will not be released until you file these forms. A blank copy of the *Review Form* is included in Section F Selected Forms.

Institute of Electrical and Electronics Engineers, Inc.
Student Professional Awareness Conference (S-PAC)
Budget Planning Worksheet

Please complete the general information below. Failure to provide complete information may slow down processing of your request.

School Name:		University of Great Things		
S-PAC Date:		April 2, 2003		
S-PAC Chair:	Name	I.M. Aware	**Other Committee Chairs:**	
	Addr	Dept. of Elec. & Comp. Eng.	Finance	J. Fiscal
		University of Great Things	Publicity	I. Promote
		Techtown, CANADA A1A 2B2	Facilities	D. Finder
	Tel	(555) 555-1234	Program	B. Helper
	Fax	(555) 555-2345	Ticket Sales	G. Seller
	E-Mail	sb.ugt@ieee.org		

We will assume that the *S-PAC Chair* will be our primary contact for this budget.

Alternate Contact:	Name	J. Fiscal
	Addr	Room 23A - Residence Hall
		University of Great Things
		Techtown, CANADA A1A 2B2
	Tel	(555) 555-9884
Branch Counselor	Name	Professor C. Advisor
	Tel	(555) 555-1233
Department Chair	Name	Professor M. Head
	Tel	(555) 555-1200

Please send/fax your completed package 6 weeks in advance of your S-PAC date to:

IEEE Student Services Coordinator
445 Hoes Lane / PO Box 1331
Piscataway, NJ
USA 08855-1331
Fax: (908) 463-3657

1. Please outline your S-PAC format below.
(e.g., number of speakers, afternoon, morning, all day, meal included etc.)

Three speakers & discussion group before dinner.
After dinner remarks by Section Chair and Student MC.
Presentation of awards after dinner.
Discussion group includes 2 speakers from the Section as well as the 3 speakers.
S-PAC to start after lunch; dinner and refreshments are included.
(Conference only ticket option also available).
Cash bar before dinner.

2. Program Summary

Speakers	**Name**	**Topic**
M/ C	I. Promote	Not Applicable
Speaker #1	Mr. Truly Wonderful	"Being Wonderful at Work"
Speaker #2	Ms. Grad School	"Great Grad School"
Speaker #3	Mr. Great Shrink	"Managing Stress"

AND

Speaker #4	_____	_____

OR

Discussion Panel:	**Topic?**	"The Tough Job Market"

Item Description			*Subtotals*		*Totals*	
Number of paying attendees "incl. meal" [note A]						
IEEE Student Members	60	N.1				
New IEEE Student Members	20	N.2				
Non-IEEE St. members [note B]	30	N.3				
Sub-Total			110	N.4		
Number of paying attendees "conf. only" [note A]						
IEEE Student Members	20	N.5				
New IEEE Student Members	0	N.6				
Non-IEEE St. members [note B]	25	N.7				
Sub-Total			45	N.8		
Total number of paying attendees [**= N.4 + N.8**]					155	N.9
Complimentary "incl. meal" [note C]	15	N.10				
Complimentary "conf. only" [note C]	0	N.11				
Total number of complimentary attendees [**= N.10 + N.11**]					15	N.12

In the space below, please explain approximately how you arrived at your attendance estimates [note A].

We have 140 members in the branch. The 20 + 60 assumes a bit more than one-half turn out. We have expected interest from some non-members in other departments. We have 250 E.E. students in the school, so we expect at least a few non-members.

The 15 complimentary tickets are: 3 speakers, 2 Section people for discussion panel, Section Chair, student MC, Branch Counselor, 6 S-PAC Committee Members, and E.E. Department Head.

Notes:

[A] Be realistic in your attendance estimates. Use past S-PAC experience if it is available, and keep in mind your current and potential membership. Talk to your Regional SAC Chair or Branch Counselor about potential attendance.

[B] Non-IEEE Student Members include: faculty members, section people, spouses, other students, et cetera. If other professional societies (like ASME or CSME) want to get involved and can contribute to funding, you might treat them as a separate class of attendees; for more information and help contact the RAB/SAC/SPAA Chair or IEEE Student Services.

[C] Usually the following are guests (complimentary - do not need tickets): University Officials (such as the President of the University, Engineering Dean, EE Department Head), IEEE Branch Counselor, and the Speakers.

Item Description		*Subtotals*	*Totals*	
Meal Cost (per person) [notes A,B]		$ 12.50	E.1	
Refreshment Cost (per person) [notes A,C]		$ 2.25	E.2	
Pre/Post Conference Meal with Speakers [notes A,D]		$ 120.00	E.3	
Complimentary Guest Costs		$ 221.20	E.4	
= E.1 x **N.10** + **E.2** x **N.12**				
Lecture Hall and Audio/Video [note E]		$ 35.00	E.5	
Miscellaneous: [notes F,G]				
Printing and Programs	$ 55.00			
Advertising and Promotion	$ 28.00			
Door Prizes	$ 75.00			
Sub-Total Miscellaneous		$ 158.00	E.6	
Other 1 monogrammed mech. pencil per attendee		$ 60.00	E.7	
Fixed expenses per person			$ 3.834	E.8
= (E.3 + E.4 + E.5 + E.6 + E.7) ÷ N.9				
Total expenses per person ("incl. meal")			$ 18.584	E.9
= E.1 + E.2 + E.8				
Total expenses per person ("conf. only")			$ 6.084	E.10
= E.2 + E.8				
Total expenses ("incl. meal")			$ 2044.23	E.11
= E.9 x **N.4**				
Total expenses ("conf. only")			$ 273.78	E.12
= E.10 x **N.8**				
Total expenses			$ 2318.01	E.13
= E.11 + E.12				

Notes:

[A] In all expense quotes, please include all taxes and gratuities.

[B] When planning a meal, keep the price reasonable; e.g., try for under $15 per person (taxes and gratuities included).

[C] Keep your meeting refreshments costs low; e.g., try for under $2 per person (taxes and gratuities included). This amount may be a little higher (say $5 per person) if you are not planning any meal.

[D] Often you might take speakers out for a luncheon or breakfast before an S-PAC (if breakfast or lunch are not part of the S-PAC already) or maybe dinner after an S-PAC (if the S-PAC did not include dinner). Do not count meals that are part of the S-PAC.

[E] Try to get the lecture hall and A/V equipment at no charge from the University.

[F] Try to get companies to donate the door prizes; e.g., a calculator or gift certificate. You might also be able to get other miscellaneous items donated, such as printing.

[G] Do not list contributed items as expenses; for example, if a company donates a $100 gift certificate as a door prize, do not list the door prize as an expense.

Item Description		*Subtotals*	*Totals*	
School:				
Branch	$ 200.00			
Department	$ 150.00 .			
Faculty	$ 0 .			
University	$ 0 .			
Student Government	$ 300.00 .			
Other _____	$ 0 .			
Sub-Total for School Income		$ 650.00		I.1
IEEE (not including RAB):				
Section (name S. Chair/Yes **)**	$ 400.00			
Council (name None **)**	$ 0			
Region (name RSAC/Yes **)**	$ 200.00			
PACE (name N/A **)**	$ 0 .			
Sub-Total for IEEE Income [note A]		$ 600.00		I.2
Other Cash Income (who? how much?)				
Small Consultants Inc. $100.00				
Engineering Associates $150.00				
Sub-Total for Other Income [note B]		$ 250.00		I.3
Total Income			$ 1500.00	I.4
= I.1 + **I.2** + **I.3**				
Total Income per person ("meal incl.")			$ 12.03	I.5
= (I.4 x **E.11** ÷ **E.13)** ÷ **N.4**				
Total Income per person ("conf. only")			$ 3.934	I.6
= (I.4 x **E.12** ÷ **E.13)** ÷ **N.8**				

Notes: [A] RAB expects you to seek out all available funding from IEEE entities. You should contact your local Section for Section funding. Contact your Regional SAC Chair for Regional funding. Please indicate the name of the contact, and whether or not they have confirmed funding (yes/no).

[B] Do NOT list non-cash donations as income. Only list cash that is provided for you to spend as necessary. For example, if a company donates a $100 gift certificate as a door prize then do not list this as an income (because you can't spend it!).

Section 5. Cost Analysis

Item Description	*Totals*	
Total Cost per person ("meal incl.")	$ 6.56	C.1
= E.9 - I.5		
Total Cost per person ("conf. only")	$ 2.15	C.2
= E.10 - I.6		
Total Cost	$ 818.00	C.3
= (C.1 x **N.4)** + **(C.2** x **N.8)**		

Use the Cost per person (C.1, C.2) to help you determine ticket prices.

Item Description	*Subtotals*	*Totals*
IEEE Student Member Revenue [note A]		
Meal Incl. N.1 x **$** 5.00 =	$ 300.00	
Conf. Only N.5 x **$** 1.00 =	$ 20.00	
Sub-Total	$ 320.00 R.1	
New IEEE Student Member Revenue [note B]		
Meal Incl. N.2 x **$** 0 =	$ 0	
Conf. Only N.6 x **$** 0 =	$ 0	
Sub-Total	$ 0 R.2	
Non-Member Revenue [note C]		
Meal Incl. N.3 x **$** 7.00 =	$ 210.00	
Conf. Only N.7 x **$** 2.00 =	$ 50.00	
Sub-Total	$ 260.00 R.3	
RAB Subsidy Request		
IEEE Student Members ("meal incl.")		
First 100 attendees (up to $4/p)	$ 238.00	
Next 100 attendees (up to $2/p)	$ 0	
IEEE Student Members ("conf. only")		
First 100 attendees (up to $2/p)	$ 0	
Next 100 attendees (up to $1/p)	$ 0	
New IEEE Student Members ("meal incl.")		
First 50 attendees (up to $8/p)	$ 0	
Next 50 attendees (up to $4/p)	$ 0	
New IEEE Student Members ("conf. only")		
First 50 attendees (up to $4/p)	$ 0	
Next 50 attendees (up to $2/p)	$ 0	
Sub-Total [note D]	$ 238.00 R.4	
Total Revenue (including RAB Subsidy)		$ 818.00 R.5
= R.1 + R.2 + R.3 + R.4		
(This should equal Total Cost, C.3)		

Notes:

[A] There must be a differential between IEEE Student Member prices and Non-member prices. The RAB Subsidy is designed to support IEEE Student Members only. As a guess, for IEEE Student Members try $6 for meal incl., or $1 or $2 for conf. only.

[B] Try to plan ticket prices so that New IEEE Student members do not pay, or that they pay the lowest price of all. The RAB Subsidy is designed to encourage new student member participation.

[C] Non-member prices **must at least cover** the Cost per person (C.1 or C.2, whichever is appropriate); you might further enhance your revenue from non-members by rounding up ticket prices; e.g., if cost is $8.25 per person ("meal incl."), you could charge $10. The extra money would allow you to charge less for IEEE Student Members (or new members).

[D] **WARNING**: YOU MAY NOT USE RAB SUBSIDIES TO MAKE A PROFIT.

Expense Estimate:

Total Meal Cost (E.1 x N.4)	$ 1375.00
Total Refreshment Cost (E.2 x N.9)	$ 348.75
Pre or Post Conference Meal with Speakers (E.3)	$ 120.00
Complimentary Guest Costs (E.4)	$ 221.25
Lecture Hall and Audio/Visual (E.5)	$ 35.00
Miscellaneous (E.6)	$ 158.00
Other (E.7)	$ 60.00
Total	$ 2318.00

Income Estimate:

School (I.1)	$ 650.00
IEEE (do not include RAB Subsidy) (I.2)	$ 600.00
Other Cash Income (I.3)	$ 250.00
RAB Subsidy Request (R.4)	$ 238.00
Ticket Revenue (R.1 + R.2 + R.3)	$ 580.00
Total	$ 2318.00

Balance: **Expense Estimate - Income Estimate** $ 0

PLEASE NOTE: RAB Subsidy may not be used to create a profit.

Speaker Travel Expense Estimate

Speaker Name: Mr. Truly Wonderful	Traveling From: Toronto	$ 450.00
Speaker Name: Ms. Grad School	Traveling From: Local	$ 0
Speaker Name: Mr. Great Shrink	Traveling From: Local	$ 0
Speaker Name: _____	Traveling From: _____	$ _____

Total Travel Expense Estimate $ 450.00

Note: RAB normally funds non-local travel for only two Speakers.
If this is a problem, please contact RAB/SAC/SPAA Chair or IEEE Student Services.

Compiled By: I.M. Aware **Date**: Feb. 3/97

6.3 Student Professional Awareness Ventures (S-PAVe's)

The *IEEE RAB/SAC Subcommittee on Student Professional Awareness Activities (RAB/SAC/SPAA)* and the *IEEE United States Activities Board/Student Professional Awareness Committee (USAB/SPAC)* administer a program that funds IEEE Student Branches in all ten Regions for student professional awareness ventures (projects). **These ventures can be of any nature except those that duplicate the *Student Professional Awareness Conference* (S-PAC) program, for which there is separate funding.**

Your venture must address the goals of the S-PAVe program, which are:

1. To *develop* prototype activities or materials that would enhance the awareness of IEEE Student members to issues concerned with professionalism. You may select topics from the summary of issues in Section 6.1, or propose new topics that deal with non-technical issues.
2. To *increase* IEEE Student membership, with a particular focus on non-graduating students (i.e. first, second, or third year undergraduates, new graduate students)
3. To *provide* new services to the Student Branch Membership
4. To *provide* IEEE Student Branches in experience in project planning and organization.

Your proposed venture may lead to an activity that spans days, weeks or months, but should not generally exceed one school semester. It may involve one or more IEEE Student Branches (in fact, we **encourage** IEEE Student Branches to work together).

6.3.1 S-PAVe Ideas

The IEEE is interested in all manner of ventures, so if you don't see a format or idea here that fits with what you want to do, don't discard it. The main requirements from IEEE are:

1. that the topic is on professional awareness - it must be non-technical, and
2. that it is not a conference of speakers.

Some ideas that might help your creative juices start flowing are:

6.3.1.1 Providing a Service

Typically, in a venture that provides a service, you provide information or assistance to your members that will enhance their professional skills, or perhaps you will provide a service to the non-engineering public so as to enhance the public awareness of the profession. This may be an ongoing service (such as working with pre-teen kids on weekends to introduce them to the role of engineering in society), but usually it will be much shorter (such as a resume writing service for a few weekends before job applications are submitted for summer or permanent jobs).

The key to a successful service is to make it affordable (where this is appropriate or necessary) and to deliver a service that is genuinely desired. This will require you to "understand your marketplace".

6.3.1.2 The Workshop

In a workshop format some skill is usually taught by a *Workshop Leader* to a group of participants who then break into smaller groups to exercise and develop the skill under the direction of *Facilitators*. This format is good because it enables the participants to get a higher degree of specialized attention, and a chance to practice immediately what they have learned.

The workshop may have several plenary sessions (where the entire group gets together), and break-out sessions (where they work in smaller groups). There are lots of good skills that can be taught this way: (a) **how to handle a job interview**; (b) **how to run a meeting**; (c**) how to give a presentation or talk to large groups**; (d**) how to deal with customer complaints**.

The workshop format is also a good to help build awareness about some topic, without really teaching a skill. For example, discussing engineering ethics, the role of the engineer in some specific current event, and so on. The keys to a successful workshop are: (a) planning, so that logistics don't get in the way of the work' and (b) a good workshop leader and facilitators (normally drawn from your local IEEE Section).

If you want to try the workshop format, please speak with IEEE volunteers who can give you sound advice on what to do, and what not to do! As well they may be able to recommend specific Workshop Leaders or Facilitators.

6.3.1.3 The Video

Making a video is a good way to get a lot of members involved and produce something that is lasting, creative, and gets a message across. The video may communicate an idea or skill; its audience may be other IEEE Student members, or maybe it is the general student population or even the public-at-large. You pick the topic, the audience, the players, the script, and have fun. You might involve some students from outside of your Branch who might be able to give you production ideas (e.g., film, journalism, or mass communications students).

Videos can be expensive if you try to create a really

polished product. Chances are, a simple but well thought out video will be just as useful. Remember, if you try to produce a polished video, then people will judge it as if it were supposed to be polished, and that is a pretty high standard. If it looks more amateur, they will be less critical and are more likely to see "the message" rather than be distracted by "expected" production value.

Some video ideas include: (a) **depicting and debating ethical dilemmas in engineering**, (b) **how to give oral presentations**, and (c) **re-enactment of situations depicting job stress and how to handle it**. Humour is an excellent vehicle for getting an idea across, but be careful not to use it in situations where it is inappropriate, or embarrassing to the profession.

6.3.1.4 Role Playing/Simulation

A venture that involves role playing or simulation is an excellent way for participants to gain knowledge of some idea, issue, or skill by playing an active role, and yet not risk anything if they make mistakes as they learn. Often a role playing exercise is part of a workshop format, so you might see these two functioning together.

For example, in a "**mock interview"** a participant gets interviewed by someone who normally is involved in the hiring process for a company, and consequently gets an appreciation for what a job interview is like, and what may be expected. The "interviewer" usually gives advice on how the participant can improve for the next time. The "mock interview" might be combined with an "interview" workshop where the students learn how to handle an interview, and then in "mock interviews" get to practice.

Another example is a **courtroom simulation of an engineer as "expert witness"** that might have some participants playing the jury, and then have a discussion period afterwards. Another simulation, the "etiquette dinner" would give participants tips and practice on how to conduct themselves at business functions that involve lunch or dinner.

6.3.1.5 Resource Materials

A venture that produces resource materials is producing something "physical" for its audience. This may be a document or report describing some skill or idea. But it may also include items such as software (try using a hypertext package) that may be used to convey information interactively.

For example, programs that provide self-evaluation for **"Total Quality Management"**, "**Do You Have Symptoms of Stress"**, or **"Steps to Starting Your Own Business"**, and **"How Engineers Serve the Public"**. As with the video (which is a form of resource material), pick your audience, and use accurate information sources.

6.3.2 The S-PAVe Proposal

Your completed venture proposal **must** have the following items:

1. **Venture Summary Form** - this provides us with a basic synopsis of your proposal, including contact information and a venture summary.

2a. **Venture Description** - this should outline what you plan to do and it must address the following points (as specific headings):

- **Meeting S-PAVe goals** - how you plan to meet the goals
- **Venture Risk** - what do you think are the risky areas of your proposal (e.g., some equipment you need is no longer available, or is late in being delivered?)
- **Management** - how do you plan to manage your venture (e.g., how will you organize people to work on the venture? how will you identify problems in completing tasks on time? how will you control spending of the money?)
- **Expected Outcome** - what are the tangible and intangible outputs of your venture?

2b. **Milestone List** - this should provide a time line of the major milestones of your venture from the moment you start it until it is completed. Remember that milestones indicate what you expect to have accomplished (e.g., completed outline of video tape) *and* at what date (e.g., at the end of month 3). The following are required milestones:

- **Interim Report** - a one or two page report submitted to IEEE Student Services midway through your venture, outlining progress to date, any problems encountered, and any necessary revisions to your expected results.
- **Final Report** - submitted to IEEE Student Services indicating what happened in your venture. You should include copies of materials produced during the venture.

The venture description and milestone list should not exceed six typewritten (single spaced in a 12 pt Times Roman font, or equivalent*). So be succinct.*

3. **Proposed Budget** - provide a one or two page budget showing income sources and expenditures and explain all items. Please note that generally, you may not request funds for computer equipment. We provide a base amount of funds for your projects (up to US$200.00) and addi-

tional funds on a *matching basis* (up to a maximum total of US$500.00). The matching funds will be provided for every dollar that you have secured from other sources (such as your IEEE Section, companies, or even your own Branch funds).

For example, suppose you have secured US$175.00 from your IEEE Section. You can request US$375.00 from the S-PAVe funds (US$200.00 in base funding and US$175.00 in matching funds). Thus, the total amount of money you would plan to spend is US$550.00. If funded, you may receive all, or only part of your request. Thus, you should try to plan your budget so that your venture can still succeed (perhaps on a reduced scale) if you don't get all the money you request. Remember, the maximum amount of any S-PAVe award is **US$500.00**.

The S-PAVe funds will be provided to your Branch once your venture has been approved for funding.

4. **Letters of Support** - these letters should indicate that the individual has read your proposal, believes it to be workable, has a reasonable chance for success, and supports your branch's involvement in this venture. Also, if they are providing funding, then they should indicate the amount of their commitment. You should have letters of support from the following individuals:
   - the Student Branch Counselor from each IEEE Student Branch involved in the venture;
   - your Section Chair;
   - your Regional SAC Chair (RSAC);
   - your Regional S-PAC Coordinator (right now, this does not apply to Region 7).
5. **Letters of Financial Support** - these letters should indicate that the individual has read your proposal, and clearly indicate the amount of the financial commitment. You should have financial support from some of the following individuals:
   - the individuals listed above;
   - your school department;
   - some local companies;
   - your branch treasurer.

6.3.3 S-PAVe Submission Dates/Review

Proposals should be submitted to the *IEEE Student Services Coordinator* at the address shown below (and repeated on the sample **Venture Summary Form**). Proposals may be submitted at any time. They will be reviewed and awarded funds on the following criteria:

1. the degree to which the venture achieves S-PAVe goals;
2. the likelihood of success;
3. originality; and
4. available funds.

Each proposal is evaluated on its own merit this is not a contest.

The review is performed by a committee of three:

1. RAB/SAC/SPAA Chair;
2. RAB/SAC Chair; and
3. USAB/SPAC Chair

For more information or advice on S-PAVe planning, funding, and policies, you can contact the IEEE RAB/SAC/ SPAA Chair listed on page 2.

Your completed *Venture Summary Form* should be sent to:

Mrs. Laura J. Durrett
see contact list at front of handbook

6.3.4 S-PAVe Venture Summary Form

The key to a successful S-PAVe is proper planning and preparation. To help you plan your S-PAVe, the IEEE has developed the Venture Summary Form. The following two pages contains a sample Venture Summary Form for our friends from IEEE Student Branch at the University of Great Things. This sample was also developed by the *RAB/SAC/SPAA Chair* and is intended to be as realistic as possible.

6.4 S-PAC and S-PAVe Documents

For your convenience, the following S-PAC and S-PAVe worksheets are included in Section F - Selected Forms:

- S-PAC Budget Planning Worksheet
- S-PAC Review Form
- S-PAVe Venture Summary Form

All S-PAC and S-PAVe worksheets are also available via anonymous FTP. The site address is *ftp.sce.carleton.ca*. You will find the documents in directory **pub/ieee-spaa**. All files are in compressed postscript format.

You will find the following documents in the sub-directories shown:

S-PAC_non_USA_only:

budg-wo.ps.Z budget preparation package for non-USA regions

spac-wo.ps.Z information about S-PACs for non-USA regions

spacfndg.ps.Z funding information for non-USA regions

spacform.ps.Z S-PAC formats for non-USA regions

spacplan.ps.Z S-PAC planning guide for non-USA regions

revw-wo.ps.Z S-PAC review form package for non-USA regions

S-PAVe_non_USA_only:

spav-wo.ps.Z information about S-PACs for non-USA regions

spavp-wo.ps.Z proposal, ideas, and sample package for non-USA regions

This entire section on Student Professional Awareness Activities was compiled from the documents shown above. The documents are periodically updated by the *RAB/SAC/SPAA Chair* and the *USAB/SPAC Chair*, so you might want to download the latest version to see if anything has changed.

Institute of Electrical and Electronics Engineers
Student Professional Awareness Venture (S-PAVe)

Venture Summary Form

Please complete the general information below.

1. School Name: University of Great Things

2. Venture Title: Workshop on How to Conduct a Successful Meeting

3. Time Duration of Venture (from start to end): 4 months to plan, 2 days to hold

4. Amount requested from S-PAVe funds: $ 370.00

5. Total expenses of your venture: $ 4,000.00

6. S-PAVe Student Contact:

Name I.M. Aware

Addr IEEE Student Branch, University of Great Things
Dept. of Electrical & Computer Engineering
Techtown, CANADA A1A 2B2

Tel (555) 555-1234

Fax (555) 555-2345

E-Mail sb.ugt@ieee.org

We will assume that the *S-PAVe student contact* will be our primary contact for this proposal. Please allow 2-3 weeks for processing.

7. Submission

Please send your completed package to:

Mrs. Laura J. Durrett
IEEE Student Services Coordinator
Regional Activities Department
IEEE Service Centre
445 Hoes Lane/P.O. Box 1331
Piscataway, New Jersey
U.S.A. 08855-1331
Fax: (908) 463-3657
E-Mail: l.durrett@ieee.org

8. Please summarize your venture below.

As practicing engineers, much time will be spent in meetings with clients, management, peers, customers, suppliers, and even volunteer committees of various kinds. The quality of the meeting is a function of both the people attending it, and the person (or in some cases persons) running it. The proposed workshop will bring students and those experience with conducting meetings together into an environment where we can learn these skills, and have an opportunity to try them out, in a positive and helpful environment. The workshop has organized training into sessions that combine tutorial segments and the simulated or mock meetings, to illustrate the main points of the tutorial. Student participants will break into small groups for the simulated meetings. There will be four tutorial subjects/simulated meetings. These will be over a single day, 2 in the morning and 2 in the afternoon (a Saturday). The two morning sessions will be run in parallel as will the two afternoon sessions. The previous day (a Friday), the individuals who will provide the tutorials and facilitate the meetings, will gather to get oriented for the following day's sessions. Following, will be a reception for all of the student participants. At the reception (which also includes workshop registration), the student participants will have a chance to meet the presenters and facilitators, get orientation on the next day's activities, and get their workshop materials. We will be providing break refreshments and lunch on the day of the seminar.

9. Support List. List names of individuals that are providing letters of support.

Position	*Name*	
Branch Counselor	Professor C. Advisor	
Regional S-PAC Coord. (Regions 1-6 only)	_____	
Section Chair	I.S. Engineer	(financial support? Y / N)
E&CE Dept.	Professor C. Advisor	(financial support? Y / N)
XYZ Corp.	A.B. President	(financial support? Y / N)
GUI Corp.	C.C. Easy	(financial support? Y / N)

10. Proposal Checklist. The following items should be appended to this form:

(1) Your Venture Description and Milestone List
(2) Your Proposed Budget
(3) All letters of support or financial support

11. Signature

S-PAVe Student Contact: **I.M. Aware** **Date:** Sept. 12, 2003

TIME MANAGEMENT

Time management is a skill that everybody wishes they could master. Everyone knows several people that always complain about a lack of time yet never seem to accomplish anything. Everyone also knows others who always seem to have lots of free time yet seem to accomplish everything. Most of us are somewhere in the middle. If we didn't complain about a lack of time, especially during midterms and finals, we wouldn't be students - and engineering students at that. Learning how to manage your time effectively will not only help you in your studies, it will make your involvement in the IEEE more productive and more fun.

Perhaps Seneca (4 BC - 65 AD), a Roman statesman, author, and Stoic philosopher said it best when he said:

> *"We all of us complain of the shortness of time and yet have much more than we know what to do with. We are always complaining that the days are few, and acting as though there would be no end to them."*

7.1 Step 1 - Taking Stock

Most time management books and articles seem to start with the same thing. Before you can decide how you are going to spend your time, you have to discover how you are already spending it. You need to sit down and take stock of what your daily routine is. Some books advocate keeping a journal for one week and jotting down what you did in one-half hour intervals. Others suggest that you sit down at the end of a day and write down everything you did, including how long you spent doing each thing. There is no right or wrong answer. However you decide to do it, you need to find out where your time goes. You may be surprised to learn where it does go. The one hour break between classes in the morning, or the two hour lunch that you scheduled - where does all that time go?

After you have discovered where your time goes, you need to spend some time analyzing why is goes where it does. If you find yourself spending all your breaks in the coffee shop or arcade, you need to ask yourself why. Do you hang out there to chat with all your friends? Do you find that such times of "relaxing"
helps you cope with the stress of school? Whatever the case may be, you need to decide if you are satisfied with how you spend your time. Ask yourself the tough questions and be honest with yourself. If you find you don't have the time to accomplish everything you want, yet you are satisfied with how you spend your time, something is wrong. Either your goals are too lofty or you aren't being honest with yourself.

7.2 Step 2 - Setting Your Goals

Now that you have discovered where all your time goes, you have to decide what you really want to do with your time. Perhaps you don't need to spend all that time in the coffee shop. Maybe that time would be better spent in the library or the laboratory. On the other hand, perhaps that time in the coffee shop is what keeps you sane in the hectic life of an engineering student. When you set your goals, you need to keep four rules in mind:

- **Be specific** - if you are having trouble with your Electromagnetics course, it is not good enough to say that you will spend more time reading the text and solving practice problems. You need to say, "I will spend an extra 5 hours each week reading the textbook and doing practice problems." You can even be more specific and decide when you are going to spend those extra 5 hours.

- **Be realistic** – don't set goals for yourself that are unattainable. Clearly, deciding that you are going to spend an extra 5 hours each night on electromagnetics is not a realistic goal. You should decide *what* you want to do, *when* you are going to do it, and *how* you are going to do it. You might say, "I will spend my one hour break, starting at 10:30 AM each weekday, on reading the electromagnetics text and solving practice problems." Suddenly, the time you used to spend in the coffee shop is now being spent on achieving one of your goals.

- **Be positive** - instead of looking at your new goals as trying to "kick bad habits" or to "stop wasting time", try to put a positive tone to your goals. Don't say to yourself, "If I don't spend the extra time on electromagnetics, I will fail the course." Rephrase it in a more positive way or attach some sort of reward to the goal. Let's say you have some money saved up and having been thinking about buying a Personal Digital Assistant. Think of the extra time you spend on electromagnetics as "working" for your PDA. If you get a B or higher, then you will buy one. If you turn your goals into positive goals, you will be more likely to succeed.

- **Be flexible** – don't make your goals so rigid that you set yourself up to fail. Build in some allowances for unforeseen events. Let's say that one day at 10:25 AM you are on your way to the library to spend your one hour on electromagnetics. You run into a friend who would like to know something about the IEEE and asks you to join her for coffee. Do you turn her down because you have set this time aside for electromagnetics? Of course not! OK, perhaps not. You need to have a contingency plan in case something comes up and you can't spend the time you set aside. You might want to add to your goal of spending one hour each weekday the contingency that "If by Friday night I haven't spent the 5 extra hours on electromagnetics, then I will get up at 9:00 AM on Saturday morning and finish it."

7.3 Step 3 - Organizing Your Day

Now that you have selected your goals, you need to organize how you spend your time each day. The first thing you need to do is buy (or make) a day timer. You may think that only business people are important enough to use a day timer. That couldn't be farther from the truth. Many brilliant people have relied on daytimers to get through their university days. You could use that day timer to list all your lectures, tutorials, labs, and seminars, and to prioritize your assignments. Although it may seem a little pompous to say "I'll have to check my day timer" when someone asks you about your schedule, they will respect you for that. An organized person is one who get things accomplished. They know that and you know that too.

The second tool you can use is a daily Things To Do list. This lists the things that you need to accomplish during that day, in the order of importance. There is a certain satisfaction to crossing off the last thing on a long Things To Do list. Sometimes, you may find that you can't finish everything on your list. That's fine, just transfer it to the list for the next day. However, you shouldn't get into the habit of simply moving things from one list to another. Mark Twain once said, "Why put off 'till tomorrow that which can be put off 'till the day after tomorrow?". Getting into the habit of putting things off will almost guarantee that you don't meet your goals. Mark Twain might have been a good writer, but it sure doesn't seem like he had a good sense of time management skills.

If you find that you are having trouble getting started on your Things To Do list, then re-arrange the order of your list. Try to complete the easy tasks first. You will find that accomplishing something small will give you the motivation to tackle a larger task. For instance, when programmers have a large software program to write, they try to break it down into many small modules. Then they tackle the easiest modules first, leaving the complicated parts for the end. This not only helps them to finish the program, it helps them to finish the program on time.

If you try to tackle the tough parts first, you may quite often get discouraged and eventually give up. But, if you start with the easy parts first, you will be reluctant to give up because by the time you get to the hard parts, the program is 90% complete. Then, you will be willing to spend the extra effort to ensure the program is finished, otherwise the time you spent on the first 90% of the program will be a total waste.

7.4 Step 4 - Learning to Delegate

You will find throughout the course of the year that if you don't learn to delegate, you won't have enough time for all the projects you undertake. The first thing you need to realize is that IEEE activities are a team effort. Not only does doing things in a team take less time – it's also more fun. Nobody likes to do things by themselves. In a well-run Student Branch, everyone works together as a team. Although each person may have a different task, different level of authority, or different level responsibility, everyone is working towards the same goal. Everyone wants to see a successful conclusion to each project.

Delegating isn't giving all the menial and boring tasks to others. If fact, you may find that as the Student Branch Chair, you are left with all the menial tasks. If that happens, don't get too upset. Try to think of yourself as a member of the team; the other students will appreciate that. When you are delegating, try to keep these things in mind:

- Always ask for help, don't demand it. Otherwise, you will quickly find yourself doing everything. The other members of your Executive Committee will appreciate that fact that you asked them to help out and didn't demand that they help out.
- Give the person all the information and support he needs to complete the task. You should make yourself available to answer questions and find more help if needed. If you get asked a question you can't answer, don't just dismiss it. Spend some time with him and try to find the answer together.
- Be sure to clearly define the purpose of the delegated work and the results you expect to see. You should also set a reasonable timeline for completing the task, keeping in mind that people have other things to do.
- When you delegate the work, also delegate the authority and responsibility. For example, if someone volunteers to design some posters for an S-PAC you are planning, give her all the creative freedom. Give her the authority and responsibility for selecting (or designing) something that is suitable. Let her know what you expect and trust her from that point on.
- If you feel a job is being done poorly or incorrectly, don't criticize. Provide some training, if necessary. Do your best to help out and encourage. A discouraged volunteer is one that may get the job done but will never volunteer to help out again. Try to find out what the problems or barriers are and see if you can't break down these barriers together.
- Always give praise for a job well done. You should never forget to credit the people who helped out. If you listen to a recording artists who have won a Grammy, they will usually have a long list of people to thank. You should develop the same attitude. Every project is a team effort and all team members deserve to be recognized for their efforts.

7.5 Project Management

You may find project management skills useful for major Branch undertakings. If you are planning an S-PAC or an S-PAVe, organizing a major fundraising drive, or any other large project, it may run more smoothly if you appoint a project manager. In industry today, every firm has a project management department. There are software programs available that can help you keep tasks on track and on schedule. The concept of a timeline or gantt chart can also be useful for planning purposes and for charting your progress. Your local library will have some good books on project management. As an alternative, you could have someone from industry come to your Student Branch and give you a talk. Remember, skills that you develop at the Student Branch will help you when you are looking for a job.

7.6 Further Reading

If you would like to do some more reading on time management, there are many good books in the library that you can reference. Three books that seem quite popular and helpful are:

Bittel, Lester R., *Right on Time! The Complete Guide for Time-Pressured Managers*, McGraw-Hill, New York, 1991.

Mayer, Jeffrey J., *If you haven't got the time to do it right, when will you find the time to do it over?*, Fireside, New York, 1990.

McRae, Bradley C., *Practical Time Management*, Self-Counsel Press, Vancouver, B.C. 1992.

SELECTED FORMS

The following blank forms are included here for your convenience.

1. Annual Plan of Activities
2. Annual Report of Activities
3. Newly Elected Officer Reporting Form
4. Counselor Nomination Form
5. Branch Mentor Appointment Form
6. Student Paper Pre-registration and Registration Forms (including Student Paper Preparation Guidelines)
7. IEEE Regional Exemplary Student Branch Award (including instructions)
8. Nomination Form for the George Armitage Outstanding Student Branch Award
9. S-PAC Budget Planning Worksheet (including instructions)
10. S-PAC Review Form
11. S-PAVe Venture Summary Form

IEEE STUDENT BRANCH
ANNUAL PLAN OF ACTIVITIES
ACADEMIC YEAR _____

DUE DATE: NOVEMBER 1st

SCHOOL NAME:_____SCHOOL CODE: _____

ADDRESS: _____

_____

City State/Country Postal/Zip Code

BRANCH E-MAIL ADDRESS: _____

DEPT. NAME_____REPORTING TO DEAN OF_____

DEPT. TEL: ( ) _____DEPT. FAX: ( ) _____

DEPT. HEAD _____DEAN'S NAME _____

DEGREES OFFERED:	Elec. Eng.	Comp. Eng.	Bio. Eng.	Eng. Science	Elec. Tech.	Other _____
2-Year Program:	********	********	********	_____	_____	_____
4-Year Program:	_____	_____	_____	_____	_____	_____
Graduate:	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
Accredited by:	_____	_____	_____	_____	_____	_____

*Attach explanation as necessary describing degrees offered.

BRANCH EXECUTIVE COMMITTEE

20____ thru 20____ Academic Year

Chair _____ Member Number_____ Tel: ( ) _____
Vice-Chair _____ Member Number_____ Tel: ( ) _____
Secretary _____ Member Number_____ Tel: ( ) _____
Treasurer _____ Member Number_____ Tel: ( ) _____
Counselor _____ Member Number_____ Tel: ( ) _____
Branch Mentor_____ Member Number_____ Tel: ( ) _____

We have reviewed this Plan and found this information to be accurate and complete:
Branch Chair: _____ Date:_____
Branch Counselor:_____ Date:_____

DISTRIBUTION

This plan shall be received by the IEEE Manager of Student Services no later than 1 November. Please send additional copies of this Plan to the:

1. Section Student Activities Committee Chair Date Mailed: _____
2. Regional Student Activities Committee Chair Date Mailed: _____
3. Regional Student Representative Date Mailed: _____
4. Maintained in the Branch files as permanent record

Please note: *Use this form to plan and outline your branch activities for the upcoming year. Contingent upon timely receipt of this plan, your Branch is entitled to an allotment of 25.00$ (for branches with less than 49 members) or 50.00$ (for branches with 50 members or more) based upon membership statistics as of 31 December.*

*IEEE Student Services, 445 Hoes Lane, PO Box 1331, Piscataway, NJ USA 08855-1331

PLANNED MEETINGS AND ACTIVITIES

INDICATE THE NUMBER OF MEETINGS FOR EACH MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
BUSINESS - General												
BUSINESS - ExCom												
PROFESSIONAL												
TECHNICAL - Speaker												
TECHNICAL - Tour												
TECHNICAL - Film												
SOCIAL												

INDICATE THE MONTH FOR WHICH YOU PLAN THESE ACTIVITIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PAPER CONTEST												
FUND RAISING												
BRANCH PROJECTS												
ELECTIONS												
MEMBERSHIP PROMOTION												
JOINT SECTION/ BRANCH ACTIVITIES												

On a separate sheet of paper, please answer each question below as concisely and specifically as you can. **This information will also help you outline a strong Branch Program for the coming year.**

1. What is the primary purpose of your Branch as a student organization?

2. What are the specific goals of the Branch for the coming year?

3. What problems do you anticipate needing to overcome to successfully run the Branch? (What were some of last year's problems?)

4. Have you prepared a budget anticipating your expenses and income for the coming year? If yes, please attach it to your plan; if no, prepare one now and include it with thing planning.

5. Do you have a Branch Chapter? If yes, please list the Societies for which you have Chapters.

Prepared and submitted by: _____

Secretary Date

IEEE STUDENT BRANCH
ANNUAL REPORT OF ACTIVITIES
20_____ ACADEMIC YEAR
DUE DATE:MAY 1st

SCHOOL NAME:_____ SCHOOL CODE: _____

ADDRESS: _____

_____

City State/Country Postal/Zip Code

BRANCH E-MAIL ADDRESS: _____

BRANCH ORGANIZATION: CURRENT YEAR NEXT YEAR

From _____ To _____ From _____ To _____

Branch Chairperson _____ _____

Telephone _____ _____

Other Officers _____ _____

(include titles) _____ _____

_____ _____

Student Branch Counselor _____ _____

Telephone _____ _____

FAX Number _____ _____

E-MAIL Address _____ _____

Branch Mentor _____ _____

SCHOOL OFFICIALS: (Please Print or Type Full Names and Titles)

Department Chair _____

Dean _____

DISTRIBUTION:

This report is to be submitted to IEEE Student Services* and to your Region and Section Student Activities Committee Chairs no later than May 1. Additional copies of the Report shall be maintained in Branch files as permanent records.

Date Filed: _____ Date Mailed: _____

TRANSMITTAL:

We have examined this Report and to the best of our knowledge believe it to be true, complete and correct.

Prepared by: _____ Branch Office Held _____ Date _____

Received and approved by: _____ _____

Student Branch Counselor/Date Student Branch Chair/Date

PLEASE NOTE: Contingent upon timely receipt of this report, your Branch is entitled to a $1.00 per member rebate based on membership statistics as of December 31.

*IEEE Student Services/445 Hoes Lane/PO Box 1331/Piscataway, NJ 08855-1331

E-Mail: student-services@ieee.org: Fax: (732) 463-3657

BRANCH ACTIVITIES REPORT

Describe below activities sponsored by your Student Branch. Include activities such as technical meetings, special tours, panel discussions or speakers, S-PAC's and other professional activities, social meetings and fundraising events. The information you provide will enable both Headquarters and the Regional Student Activities Chair to gain valuable insight into your Student Branch and its progress. This record of your activities will also be of use to succeeding officers in organizing their programs. Please provide the total number of meetings in each category in the space provided below. Describe events briefly. (Use additional sheets as needed.)

MEETINGS

(1) TECHNICAL (including Speakers, Panel Discussions and Plant Tours)

_____

_____

_____ TOTAL _____

(2) PROFESSIONAL (including S-PACs and/or S-PAVes)

_____

_____

_____ TOTAL _____

(3) SOCIAL ACTIVITIES (fundraising events, pizza parties, dances, etc.)

_____

_____

_____ TOTAL _____

(4) ACTIVITIES HELD JOINTLY WITH LOCAL SECTION (mentor programs, day with an engineer, sponsored dinners, etc.)

_____

_____

_____ TOTAL _____

(5) OTHER ACTIVITIES (projects like Careers Day, Bendix project, Student Paper Contest, etc.)

_____

_____

_____ TOTAL _____

SUMMARY: Please provide the total number of meetings in the following categories: (1) technical meetings, (2) professional, (3) social, (4) joint activities, (5) Other, etc. sponsored by your Branch. Do not include Department-sponsored seminars or talks, or business and planning meetings.

TOTALS: (1) _____ (2) _____ (3) _____ (4) _____ (5) _____

Average number of Student participants _____

Total Branch Membership _____
(ref. 12/31 HQ printout)

STUDENT BRANCH ASSESSMENT:

Future Plans Is your Branch planning technical or professional activities, setting up a Branch E-Mail address, sponsoring any Section/Branch joint activities? Provide details:

_____

_____

_____

_____

_____

RECOMMENDATIONS:

Have you received assistance or information from these sources? (Please identify and explain)

Student Branch Counselor: (Y / N) _____

_____

Department Chair: (Y / N) _____

_____

Section: (Y / N) _____

_____

Regional Student Activities Chair: (Y / N) _____

_____

Regional Student Representative: (Y / N) _____

_____

Regional Director: (Y / N) _____

_____

Student Services at Headquarters: (Y / N) _____

_____

S-PAC Committee: (Y / N) _____

_____

How can we help you to improve? _____

_____

_____

_____

_____

_____

FINANCIAL STATEMENT (Dates given conform with IEEE calendar fiscal year policy.)

TOTAL FUNDS ON HAND - JANUARY 1, 20 _____ $_____

INCOME RECEIVED DURING 20_____

Headquarters Rebate $_____

Headquarters Allotment $_____

All other Receipts* (itemize below) $_____

Total Receipts $_____

*Itemize All Receipts (Use additional sheets if necessary)

_____ $_____

_____ _____

_____ _____

_____ _____

Sub-total $_____

EXPENSES PAID DURING 200_____

Meeting Expenses $_____

Publication Expenses $_____

All other Expenses** (itemize below) $_____

Total Expenses $_____

**Itemize All Expenses (Use additional sheets if necessary)

_____ $_____

_____ _____

_____ _____

_____ _____

Sub-total $_____

EXCESS (OR DEFICIT) INCOME RECEIVED OVER EXPENSES PAID $_____

TOTAL CASH AND OTHER ASSETS - DECEMBER 31, 20 _____ $_____

_____ _____

Student Branch Chair Date

_____ _____

Student Branch Counselor Date

IEEE

THE INSTITUTE OF ELECTRICAL
AND ELECTRONICS ENGINEERS, INC.

NEWLY ELECTED STUDENT OFFICER REPORTING FORM

Please note the following Student members have been elected as Branch Officers at:

Student Branch _____

_____ School Code

OFFICE	NAME	NUMBER
Chair		
Vice-Chair		
Secretary		
Treasurer		
Branch Mentor		

Term Of Office Effective / / Expiration / /

Endorsed by
IEEE Counselor Signature _____ Date _____

Printed Name _____

Department Head Signature _____ Date _____

Printed Name _____

File this form with the IEEE Student Services. 445 Hoes Lane, PO Box 1331, Piscataway, NJ, USA 08855-1331; E-Mail: student-services@ieee.org; fax: (732) 463-3657 and send copies to: (1) Regional SAC Chair; (2) Regional Student Representative; (3) Section Chair; and (4) Section SAC Chair within 4 weeks of the election.

PLEASE TYPE OR PRINT LEGIBLY IN INK.

FOR OFFICE USE
Date _____
Processed by _____

School Code

TRC

Student Branch Counselor M M Y Y

Student Branch Chair M M Y Y

Department Head M M Y Y

COUNSELOR APPOINTMENT NOMINATION FORM

To be filed every two years upon selection of a Branch Counselor by IEEE Student Branch members.

Please note that the following individual has been recommended by the members of the Student Branch to serve as Branch Counselor at this institution.

Name of Counselor: _____ Member Number: _____

Term of Office (not to exceed 2 years): Effective Date: ___/___/___ Expiration Date: ___/___/___

Name of Institution: _____ School Code: _____

Counselor's Mailing Address: _____

_____

Counselor's E-Mail Address: _____

Counselor's Telephone: (office) _____ (home) _____

(fax) _____

Nominated By:

Branch Chair: _____ Date: _____

Printed Name: _____

Endorsed By:

Section Chair or SAC: _____ Date: _____

Printed Name: _____

Department Head or Dean: _____ Date: _____

Printed Name: _____

Accepted By:

New Counselor: _____ Date: _____

IEEE Bylaw 407.3 reads as follows:

> At each Student Branch there shall be a Branch Counselor who shall be an IEEE member teaching in IEEE designated fields. The appropriate Section Chairman, based upon the recommendation of the Student members of the Branch, and in accordance with the practices of the establishment of other student organizations at the educational institution involved, shall appoint the Counselor. The appointment or reappointment shall normally be for two years. Each Counselor is charged with promoting the welfare of the IEEE at the institution, particularly in matters relating to Student activities.

*Every two years, obtain all required signatures, mail nomination form to *IEEE Student Services, and mail copies of the original to: (1) Regional SAC Chair; (2) Regional Student Representative;*

(3) Section SAC Chair; and (4) Regional Director.

*IEEE Student Services/445 Hoes Lane/PO Box 1331/Piscataway, NJ 08855-1331; Fax: (908) 463-3657

IEEE Student Branch Mentor Appointment Form

The individual listed below has been appointed at the Branch Mentor to the Student Branches

Branch Mentor Name: _____

Company: _____

_____

_____

Home Telephone: _____

Fax: _____

Appointment endorsed by:

Representative of Section: _____

Representative of the Student Branch(

Name: _____

Name: _____

Name: _ School: _____

Date: _____

Send completed appointment form to: Laura J. Durrett, IEEE Student Services Coordinator
445 Hoes Lane/P.O. Box 1331/Piscataway, NJ 08855-1331
Fax: (908) 463-3657 E-Mail: l.durrett@ieee.org OR student.services@ieee.org

2003 IEEE REGION 7 STUDENT PAPER COMPETITION
STUDENT PAPER PREPARATION GUIDELINES

1. Submission of Papers

   Each paper submitted for judging must be securely fastened in an individual folder

2. Subject Matter

   Papers should cover technical, engineering, management, or societal aspects of subjects reasonably within or related to areas with which the IEEE is concerned. The paper can be one written for a course project or work term report, and can be co-authored by up to 4 students. It is **NOT** necessary to write a special paper for this Competition.

3. Written Preparation

   3.1 All papers must be typewritten, double-spaced, single-sided on 8 ½" x 11" paper. An equation or symbol that cannot be typed may be written in.

   3.2 The pages of the paper must be numbered consecutively. The overall length of the paper, which includes the introduction, body, conclusions, references, appendices, tables and diagrams, should not exceed approximately 30 pages.

   3.3 In general, the contents of a student paper shall be organized as follows:

   3.3.1 Removable fly-leaf page: Since the judges must handle the papers without knowing the identity of the author(s) or author's school, ***the paper itself cannot contain any identification other than the title.*** The title, name of the author(s), IEEE membership number(s), school name, and Branch Counselor's name must be shown on a fly-leaf which can be removed.

   3.3.2 Title Page: On the title page, **only** the title of the paper should appear. The title should consist of the minimum number of words necessary to accurately portray the contents of the paper. Reader interest is stimulated by a well-chosen title. The author's name **should not** appear on the title page, nor should any other names of persons or schools.

   3.3.3 Table of Contents: The table of contents should consist of a list of the parts of the paper, and the page numbers, in the order in which they occur.

   3.3.4 Abstract: The abstract should not describe the paper, but should give, in brief, the essential facts of its contents. The abstract should not exceed 150 words.

   3.3.5 Introduction: The introduction should lead to the development of the subject so that the reader may obtain a clear understanding of the significance of the paper.

3.3.6 Body
should be restricted to a singe removable fly-leaf page. Thus, no mention of the author's name or school should be made in the body of the paper (see 3.3.1). Any refer
school should read "the university" or "the college" without giving the actual name.

The main argument of the subject is carried out in the body of the paper, com
data. The argument should proceed in a logical sequence according to a prepared outline. The writing should be in third person. Support data and results can be pre
curves, charts, or tables.

3.3.7 _____: The conclusions are often considered the most important part of a paper. They should be stated concisely in a separate section at the end of the paper.

Tables: Tables should be numbered consecutively using Roman numerals: Table I, Table II, etc.

should be distributed logically throughout the paper, but it is permissible to bind them together at the end.

Figures: Figures should be numbered consecutively using Arabic numerals: Figure 1, Figure 2, oscillograms, and line drawings. If a figure does not fit within the text of the body, it should be placed on a sepa
distributed logically throughout the paper, but it is permissible to bind them together at the end.

Appendices: Detailed mathematical proofs, development of equations, and examples which are

argument, should be treated in the appendices. Any equations, figures, or tables should be numbered consecutively following the numbers used for the equations, figures, and tables in the

3.3.11 References
preparation of the paper, a suitable reference list should be appended. References should be

For a periodical: R.N. Hall, "Power Rectifiers and Transformers", in *Proc.* , Vol. 40, pp. 1512-1518, November 1952.

Edson, *Vacuum Tube Oscillators*
York, pp. 170-171, 1948.

3.3.12
complete dues payment must be received by Piscataway when the paper is submitted for judging.

2003 IEEE REGION 7
STUDENT PAPER COMPETITION
PRE-REGISTRATION FORM

Competition: (Hackbusch or Palin)

School: _____

Name: _____ Member Number: _____

Counselor: _____

Telephone: ( ) _____

Tentative Title: _____

_____

Brief Content Description:

_____
_____
_____
_____
_____
_____
_____
_____

The paper will be written in ENGLISH or FRENCH

Please mail this form to your respective SAC Chair.

Deadline: **April 1st, 2003**

STUDENT PAPER COMPETITION

REGISTRATION FORM

June 1st, 2003

Papers received after that date be accepted for judging.

Paper Title: ____

_____

Author's Name(s):_____ Number:

_____ _____

_____

_____

NOTE: .

Address for all correspondence (at any time of the year):

_____

Address: _____

_____

_____

School:

Counselor: _____

_____

undergraduate Student member of the IEEE in good standing, or is from

certify that this entry conforms to the IEEE Canada Student Paper Preparation Guidelines."

_____

Branch Counselor Date

three copies of your paper to your respective SAC Chair.

IEEE REGIONAL EXEMPLARY STUDENT BRANCH AWARD

New, Improved and Easier to Participate

PURPOSE

SCHEDULE

The awards are to be determined annually, prior to or at, an appropriate Student Conference or meeting, based on

Regional Student Activities Committee Chairman (RSAC) no later than one calendar month before the first day of the conference.

An award will be presented annually to each qualifying Student Branch in the Region, without numerical limit. To qualify for the award a Branch must conform to IEEE Bylaws, have an active program, and support IEEE goals.

NOMINATIONS

A Student Branch must be nominated for this award, by an officer of the Branch, on the Exemplary Student Branch Award Nomination form (attached). The nomination must be accompanied by supporting documentation to illustrate that the nominated Branch is deserving of the award, and the certifying endorsement of the Branch Counselor.

BASIS OF SELECTION

Awards will be presented to those Student Branches that are found to be operated in a manner consistent with the goals of the IEEE. A branch will be considered to have met this criterion if it has furnished all items in List 1 and at least 12 items in List 2 of the Documentation. Verification and/or documentation of the items checked in list 2 should be available upon request.

AWARD

PRESENTATION

normally be presented at a meeting of the Section within which the Branch is located.

The selection committee is to consist of the RSR, the RSAC (or designated representative), and a representative

chairman.

Regional Student Activities Committee Chairman (RSAC) or Student Services Manager.

ATTN: Student Services Manager

PO Box 1331
Piscataway, NJ 08855-1331 USA

Telephone: (908) 463-3657

E-Mail:

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 List 1)

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)

List 2. 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
___ 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
___ 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)

Signature of Nominator _____ Date _____

Branch Office held by Nominator _____

Endorsement of Branch Counselor _____ Date _____

Send complete nomination to Regional Student Activities Committee Chairman (RSAC) no later than one month before the first day of your Region's student conference or meeting.

IEEE CANADA

Nomination Form for the Armitage Outstanding Student Branch Award

For recognition of outstanding Student Branch achievements

Name of Student Branch: _____

Name of Counselor: _____

Mailing Address:

_____

_____

Telephone Number: _____

Fax Number: _____

E-Mail address:

7. Describe the
benefitted from each activity (add an extra sheet of paper if necessary).

8.

Date: _____ ____

Please submit this form to your Regional SAC Chair no later than .

Institute of Electrical and Electronics Engineers
Regional Activities Board (RAB)
Student Professional Awareness Conference (S-PAC)
Planning Your S-PAC Budget
Regions 7-10 Only

What's in Here?

This package contains an S-PAC Budget Planning Worksheet. The purpose of the worksheet is to guide you, step-by-step, through the data items and calculations necessary to plan your budget, to figure out your ticket prices, and to determine the level of subsidy that you may request from RAB (the *RAB Subsidy*). It consolidates key values from your worksheet and presents them as a balance of income and expenses. It also requires a summary of the program you intend to present. *By the way, if are already confused by the acronyms, check the Glossary.*

It looks long, but...

The worksheet seems long, but it is simple to use. Each data item is either a number or cost that you must supply, or some value that is computed from other data on the worksheet. Important data items have a reference code; for example, N.11 is the estimated total number of attendees. All calculations are expressed as simple formulas using the reference codes; e.g., **Total Income** is given by the formula **= I.1** + **I.2** + **I.3**, where I.1, I.2, and I.3 are reference codes.

What's in the Worksheet?

The worksheet has seven sections: (1) *Program Description*, (2) *Attendance Estimates*, (3) *Expense Estimates*, (4) *Income Estimates*, (5) *Cost Analysis*, (6) *Ticket Revenue Analysis*, and (7) *Budget Summary*. These should be completed in the order that they appear. Sections 2-6 have a series of notes that clarify individual data items. Of particular importance is the *Cost Analysis* section. This tells you the actual cost per person of your S-PAC. You determine your ticket prices and ticket revenue by using this information. After all, how would know what to charge, unless you know what the cost is (assuming that you don't want to loose money).

What and How Much is the RAB Subsidy?

The RAB Subsidy is money provided by RAB to subsidize IEEE student members for S-PAC expenses. The maximum request is calculated in Section 6 on the basis of projected attendance. You may receive approval for either this amount, or some value lower, depending on available funds, the extent to which you have sought other funding sources, and your use of realistic attendance estimates. Regardless, you must submit your request in advance of your S-PAC, in order to have your request considered for approval. After the S-PAC, the amount of pre-approved funds (or less depending your end results) will be released after submission of your final report. **YOU CANNOT USE THE RAB SUBSIDY TO GENERATE A PROFIT.**

When and Where do I submit my budget?

The budget worksheet and summary should be submitted 6 weeks in advance of your planned S-PAC date. If you are still unsure about some numbers (they are tentative or you are awaiting final confirmation), don't hold up the system. Just add a note indicating what you are unsure of and then send in the forms. If you are late with the forms, still send them in anyway. However, don't start asking for money after you have held your S-PAC! Mail or fax your completed forms to the *IEEE Student Services Coordinator* listed on the last page.

Where do I go for Help?

If you have questions regarding your budget, and particularly the RAB Subsidy, please contact either the *IEEE Student Services Coordinator* or the *RAB/SAC/SPAA Chair*

You should also contact your *Regional SAC Chair (RSAC)* *IEEE Student Services Coordinator* *Regional S-PAC Coordinator*. RAB _____ the expenses of Speaker Travel for these regions. We limit the number of non-local speakers to at most one. For larger

Legitimate expenses for non-local speakers are governed by IEEE Travel Regulations, but to give you some idea: economy or cheaper air travel, train or bus; private automobile, 1-2 nights hotel accommodation as necessary; meals (that are not provided by the S-PAC). For local speakers we will fund local transportation costs. Upon receipt of a travel expense report, RAB directly reimburses Speakers for allowable expenses; you will not be handling this money.

The Budget Summary form has a place for you to indicate the estimated Speaker Travel expenses. This is to give us an idea of approximately how much money is involved. If you have questions about Speaker Travel, please contact the *IEEE Student Services Coordinator*. **RAB RESERVES THE RIGHT NOT TO FUND SPEAKER TRAVEL THAT WE HAVE NOT APPROVED**. So don't just go and invite anyone you like without consulting with us first. For example, if you live in Canada and want to invite a Speaker from the Netherlands, chances are that RAB would not approve this travel.

Also, just because RAB can fund travel for non-local speakers, there is no reason that you must bring in non-local speakers. Many schools, especially those in large cities, have excellent speakers of a wide variety of subjects all within local travel distance.

What about other Professional Societies?

A lot of schools have student organizations from other professional engineering or like societies. As S-PAC subjects are relevant to students outside of electrical engineering, you might consider involving students from the other societies in your effort, beyond just allowing them to buy tickets at non-member prices. If you want to give them a price break, this is okay if their societies are providing funds to help out with the S-PAC costs - IEEE is putting a lot of money into this effort, and its money for IEEE Student members! If you wish to do something like this, then please contact either the *IEEE Student Services Coordinator*, or the *RAB/SAC/SPAA Chair*.

Institute of Electrical and Electronics Engineers
Student Professional Awareness Conference (S-PAC)

Please complete the general information below. Failure to provide complete information may slow down processing of your request.

_____

S-PAC Date:

S-PAC Chair: Name
_____
_____
_____
Tel _____
Fax _____
E-Mail

Other Committee Chairs:
Finance
Publicity
Facilities
_____
Ticket Sales

We will assume that the *S-PAC Chair*

Alternate Contact: Name
Addr _____
_____
_____
_____

Branch Counselor: _____
Tel _____

Department Chair: _____
Tel

Please send/fax your completed package 6 weeks in advance of your S-PAC date to:

IEEE Student Services Coordinator

Piscataway, NJ
USA 08855-1331

1. Please outline your S-PAC format below.
(e.g., number of speakers, afternoon, morning, all day, meal included etc.)

2. Program Summary

Speakers	**Name**	**Topic**
M/C	_____	Not Applicable
Speaker	_____	_____
Speaker	_____	_____
Speaker	_____	_____

AND

Speaker	_____	_____

OR

Discussion Panel: **Topic?** _____

Section 2. Attendance Estimates

Item Description		*Subtotals*
Number of paying attendees "incl. meal" [note A]		
	_____ N.1	
New IEEE Student Members		
Non-IEEE St. members [note B]		
Sub-Total		_____ N.4
	[note A]	
IEEE Student Members	____ N.5	
New IEEE Student Members		
Non-IEEE St. members [note B]		
Sub-Total		_____ N.8
		_____ N.9
= N.4 N.8		
Complimentary "incl. meal"	_____ N.10	
Complimentary "conf. only"	_____ N.11	

Total number of complimentary attendees
= N.10 +

In the space below, please explain approximately how you arrived at your attendance estimates [note A].

Notes:

Be realistic in your attendance estimates. Use past S-PAC experience if it is available, and keep in mind your potential attendance.

[B] aculty members, section people, spouses, other students, et cetera. If other professional societies (like ASME or CSME) want to get involved and can contribute to funding, you Chair or IEEE Student Services.

[C] President of the University, Engineering Dean, EE Department Head), IEEE Branch Counselor, and the Speakers.

Item Description	*Subtotals*	*Totals*
Meal Cost (<u>per person</u>) [notes A,B]	$ _____ E.1	
Refreshment Cost (<u>per person</u>) [note A,C]	$ _____ E.2	
Pre/Post Conference Meal with Speakers [notes A,D]	$ _____ E.3	
Complimentary Guest Costs	$ _____ E.4	
= E.1 x **N.10 + E.2** x **N.12**		
Lecture Hall and Audio/Video [note E]	$ _____ E.5	
Miscellaneous: [notes F,G]		
Printing and Programs $ _____		
Advertising and Promotion $ _____		
Door Prizes $ _____		
Sub-Total Miscellaneous	$ _____ E.6	
Other _____	$ _____ E.7	
Fixed expenses per person		$ _____ E.8
= (E.3 + **E.4** + **E.5** + **E.6** + **E.7)** x **N.9**		
Total expenses per person ("incl. meal")		$ _____ E.9
= E.1 + **E.2** + **E.8**		
Total expenses per person ("conf. only")		$ _____ E.10
= E.2 + **E.8**		
Total expenses ("incl. meal")		$ _____ E.11
= E.9 x **N.4**		
Total expenses ("conf. only")		$ _____ E.12
= E.10 x **N.8**		
Total expenses		$ _____ E.13
= E.11 + **E.12**		

Notes:

[A] In all expense quotes, please include all taxes and gratuities.

[B] When planning a meal, keep the price reasonable; e.g., try for under $15 per person (taxes and gratuities included).

[C] Keep your meeting refreshments costs low; e.g., try for under $2 per person (taxes and gratuities included). This amount may be a little higher (say $5 per person) if you are not planning any meal.

[D] Often you might take speakers out for a luncheon or breakfast before an S-PAC (if breakfast or lunch are not part of the S-PAC already) or maybe dinner after an S-PAC (if the S-PAC did not include dinner). Do not count meals that are part of the S-PAC.

[E] Try to get the lecture hall and A/V equipment at no charge from the University.

[F] Try to get companies to donate the door prizes; e.g., a calculator or gift certificate. You might also be able to get other miscellaneous items donated, such as printing.

[G] Do not list contributed items as expenses; for example, if a company donates a $100 gift certificate as a door prize, do not list the door prize as an expense.

Item Description		*Totals*
School:		
	$ _____	
Department		
Faculty	$ _____	
	$ _____	
Student Government		
Other _____	$ _____	
		$ _____ I.1
IEEE (not including RAB):		
	$ _____	
Region (name _____)		
Other IEEE (name _____)	$ _____	
[note A]		$ _____ I.2
_____		
_____		
[note B]		$ _____ I.3
		$ _____ I.4
= I.1 I.2 +		
Total Income per person ("meal incl.")		$ _____ I.5
x **E.11 E.13)** ÷		
Total Income per person ("conf. only")		$ _____ I.6
x **E.12 E.13)** ÷		

Notes:

[A] ut available funding from IEEE entities. You should contact your local Section for Section funding. Contact your Regional SAC Chair for Regional funding. Please indicate the name of the

[B] Do NOT list non-cash donations as income. Only list cash that is provided for you to spend as necessary. For you can't spend it!).

Section 5. Cost Analysis

Total Cost per person ("meal incl.")	$ _____ C.1
Total Cost per person ("conf. only")	$ _____ C.2
Total Cost	$ _____ C.3
x **N.4) + (C.2 N.8)**	

Use the Cost per person (C.1, C.2) to help you determine ticket prices.

Item Description	*Subtotals*	*Totals*
IEEE Student Member Revenue [note A]		
Meal Incl. N.1 x **$ _____** = $ _____		
Conf. Only N.5 x **$ _____** = $ _____		
Sub-Total	$ _____ R.1	
New IEEE Student Member Revenue [note B]		
Meal Incl. N.2 x **$ _____** = $ _____		
Conf. Only N.6 x **$ _____** = $ _____		
Sub-Total	$ _____ R.2	
Non-Member Revenue [note C]		
Meal Incl. N.3 x **$ _____** = $ _____		
Conf. Only N.7 x **$ _____** = $ _____		
Sub-Total	$ _____ R.3	
RAB Subsidy Request		
IEEE Student Members ("meal incl.")		
First 100 attendees (up to $4/p) $ _____		
Next 100 attendees (up to $2/p) $ _____		
IEEE Student Members ("conf. only")		
First 100 attendees (up to $2/p) $ _____		
Next 100 attendees (up to $1/p) $ _____		
New IEEE Student Members ("meal incl.")		
First 50 attendees (up to $8/p) $ _____		
Next 50 attendees (up to $4/p) $ _____		
New IEEE Student Members ("conf. only")		
First 50 attendees (up to $4/p) $ _____		
Next 50 attendees (up to $2/p) $ _____		
Sub-Total [note D]	$ _____ R.4	
Total Revenue (including RAB Subsidy)		$_____ R.5
= R.1 + R.2 + R.3 + R.4		
(This should equal Total Cost, C.3)		

Notes:

[A] There must be a differential between IEEE Student Member prices and Non-member prices. The RAB Subsidy is designed to support IEEE Student Members only. As a guess, for IEEE Student Members try $6 for meal incl., or $1 or $2 for conf. only.

[B] Try to plan ticket prices so that New IEEE Student members do not pay, or that they pay the lowest price of all. The RAB Subsidy is designed to encourage new student member participation.

[C] Non-member prices **must at least cover** the Cost per person (C.1 or C.2, whichever is appropriate); you might further enhance your revenue from non-members by rounding up ticket prices; e.g., if cost is $8.25 per person ("meal incl."), you could charge $10. The extra money would allow you to charge less for IEEE Student Members (or new members).

[D] **WARNING**: YOU MAY NOT USE RAB SUBSIDIES TO MAKE A PROFIT

Expense Estimate:

x **N.4)**	
Total Refreshment Cost (E.2 x	$ _____
Pre or Post Conference Meal with Speakers (E.3)	
Complimentary Guest Costs (E.4)	$ _____
	$ _____
Miscellaneous (E.6)	
Other (E.7)	$ _____
	$ _____

Income Estimate:

	$ _____
IEEE (do not include RAB Subsidy) (I.2)	
Other Cash Income (I.3)	$ _____
	$ _____
Ticket Revenue (R.1 R.2 +	$ _____
Total	

Balance: $ _____

PLEASE NOTE: RAB Subsidy may not be used to create a profit.

Speaker Name: _____ Traveling From: _____ $

Speaker Name: _____ Traveling From: _____ $ _____

$ _____

Speaker Name: _____ Traveling From: _____ _____

Total Travel Expense Estimate

Note: RAB normally funds _____ travel for only one Speaker.
If this is a problem, please contact RAB/SAC/SPAA Chair or IEEE Student Services

---

_____ **Date:**

Institute of Electrical and Electronics Engineers
Student Professional Awareness Conference (S-PAC)
S-PAC Review Form

Please complete the general information below. Failure to provide complete information may slow down processing of your RAB subsidy.

School Name: _____

S-PAC Date: _____

S-PAC Student Contact:

Name _____

Addr _____

_____

_____

Tel _____

Fax _____

E-Mail _____

Please mail or fax your completed package as soon as possible after your S-PAC date (preferably within 2 weeks). You are expected to submit it, even if you do not need a RAB subsidy.

Don't forget to mail in your S-PAC feedback sheets!

Previously approved speaker travel expenses should be submitted directly by the speakers to the IEEE Student Services Coordinator.

MAIL OR FAX TO:

Mrs. Laura J. Durrett
IEEE Student Services Coordinator
Regional Activities Department
IEEE Service Center
445 Hoes Lane/PO Box 1331
Piscataway, New Jersey,
U.S.A. 08855-1331
fax. (908) 463-3657
E-Mail. l.durrett@ieee.org

In this section, where an appraisal is requested, please use a scale of 1-5 (1 poor, 5 excellent).

Please outline your S-PAC format below.

Appraisal (1-5): **Format of Conference?**

Organization of Conference? **____**

2. Program Summary

	Appraisal (1-5)	**Name**	
Speaker		_____	_____
	_____	_____	
Speaker	_____		_____
		AND	
	_____	_____	_____
		OR	
	Appraisal? _____	_____	

1. Highlights from students' evaluations:

2. In what way was the conference useful?

3. What would you have done differently?

4. Suggestions to future S-PAC organizers:

Use additional pages if necessary. If a separate report was also written, then please attach a copy.

NOTE: Your comments on the conference are appreciated. Speaker evaluations are important to the ongoing success of the S-PAC program.

Prepared By: _____ Date: _____

Item Description		*Subtotals*	*Totals*
Number of paying attendees "incl. meal"			
IEEE Student Members	_____ N.1		
New IEEE Student Members	_____ N.2		
Non-IEEE St. members	_____ N.3		
Sub-Total		_____ N.4	
Number of paying attendees "conf. only"			
IEEE Student Members	_____ N.5		
New IEEE Student Members	_____ N.6		
Non-IEEE St. members	_____ N.7		
Sub-Total		_____ N.8	
Total number of paying attendees = N.4 + N.8			_____ N.9
Complimentary "incl. meal"	_____ N.10		
Complimentary "conf. only"	_____ N.11		
Total number of complimentary attendees = N.10 + N.11			_____ N.12

Section 4. Expenses

Item Description		*Subtotals*	*Totals*
Meal Cost		$ _____ E.1	
Refreshment Cost		$ _____ E.2	
Pre/Post Conference Meal with Speakers		$ _____ E.3	
Lecture Hall and Audio/Video		$ _____ E.4	
Miscellaneous:			
Printing and Programs	$ _____		
Advertising and Promotion	$ _____		
Door Prizes	$ _____		
Sub-Total Miscellaneous		$ _____ E.5	
Other _____		$ _____ E.6	
_____			
Total expenses = E.1 + E.2 + E.3 + E.4 + E.5 + E.6			$ _____ E.7

Item Description		*Subtotals*	*Totals*
School:			
Branch	$ _____		
Department	$ _____		
Faculty	$ _____		
University	$ _____		
Student Government	$ _____		
Other _____	$ _____		
Sub-Total for School Income		$ _____ I.1	
IEEE (not including RAB):			
Section (name _____)	$ _____		
PACE (name _____)	$ _____		
Other (name _____)	$ _____		
Sub-Total for IEEE Income		$ _____ I.2	
Other Cash Income (who? how much?)			
_____			
_____			
Sub-Total for Other Income		$ _____ I.3	
Total Income			$ _____ I.4
= I.1 + I.2 + I.3			

Section 6. Ticket Revenue

Item Description		*Subtotals*	*Totals*
IEEE Student Member Revenue			
Meal Incl. N.1 $ _____ =	$ _____		
Conf. Only N.5 $ _____ =	$ _____		
Sub-Total		$ _____ R.1	
New IEEE Student Member Revenue			
Meal Incl. N.2 $ _____ =	$ _____		
Conf. Only N.6 $ _____ =	$ _____		
Sub-Total		$ _____ R.2	
Non-Member Revenue			
Meal Incl. N.3 $ _____ =	$ _____		
Conf. Only N.7 $ _____ =	$ _____		
Sub-Total		$ _____ R.3	
RAB Subsidy Request		$ _____ R.4	
Total Revenue (including RAB Subsidy)			$ _____ R.5
= R.1 + R.2 + R.3 + R.4			
BALANCE: (Total Revenue + Total Income) - Total Expenses			**$ _____**
= (R.5 + I.4) - E.7			

Previously approved RAB Subsidy funds will be released contingent upon receipt of this completed form and copies of bills paid and receipts.

Student Professional Awareness Venture (S-PAVe)

Please complete the general information below.

1. School Name: _____

2. Venture Title:

3. Time Duration of Venture (from start to end): _____

PAVe funds: $ _____

$ _____

6. S- Name _____

Addr _____

_____

Tel _____

Fax

E-Mail

We will assume that the *S-* will be our primary contact for this proposal.
Please allow 2-3 weeks for processing.

Submission

Please send your completed package to: **Durrett**
IEEE Student Services Coordinator

IEEE Service Centre
445 Hoes Lane/P.O. Box 1331

U.S.A. 08855-1331

E-Mail: l.durrett@ieee.org

8. Please summarize your venture below.

9. Support List. List names of individuals that are providing letters of support.

Position	*Name*	
Branch Counsellor	_____	
Regional S-PAC Coord. (Regions 1-6 only)	_____	
_____	_____	(financial support? Y / N)
_____	_____	(financial support? Y / N)
_____	_____	(financial support? Y / N)
_____	_____	(financial support? Y / N)

10. Proposal Checklist. The following items should be appended to this form:

(1) Your Venture Description and Milestone List
(2) Your Proposed Budget
(3) All letters of support or financial support

11. Signature

S-PAVe Student Contact: _____ **Date:** _____

LOSSARY

IEEE	s, Inc.
RAB	
TAB	IEEE Technical Activities Board
	United States Activities Board
S-PAC	
S-PAVe	
RAB/SAC	RAB Student Activities Committee
	Student Activities Committee
	RAB/SAC Subcommittee on Student Professional Awareness Activities
USAB/SPAC	
RSAC	Regional SAC Chair
	Regional Student Representative
WCC	
CCC	Cen
ECC	Eastern Canada Council

IEEE Code of Ethics

***We, the members of the IEEE**,*

in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

1. *to accept responsibility in making engineering decisions consistent with the safety, health, and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;*

2. *to voice real or perceived conflicts of interest wherever possible, and to disclose them to affected parties when they do exist;*

3. *to be honest and realistic in stating claims or estimates based on available data;*

4. *to reject bribery in all its forms;*

5. *to improve the understanding of technology, its appropriate applications, and potential consequences;*

6. *to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations.*

7. *to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;*

8. *to treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin;*

9. *to avoid injuring others, their property, reputation, or employment by false or malicious action;*

10. *to assist colleagues and co-workers in their professional development and to support them in following this code of ethics.*

Approved by the IEEE Board of Directors *August 1990*