Student Branch Reporting

Agenda

λ Branch Resources

λ Branch Reporting

    λ Officer Reporting

    λ Branch Activity Reporting

IEEE Technological innovation and excellence for the benefit of humanity.

Branch Resources

* **Student Resources**

Students Home

+ **For Student Members**

– **For Student Volunteers**
  › Branch Resources and Reporting
  › Branch Leader News
  › Student Branch List
  › Student Branch Awards
  › MGA Student Activities Committee
  › Member and Geographic Activities

+ **IEEE Student Branches**

Awards, Contests and Competitions

+ **Other Student Resources**

Student Branches are the backbone of the IEEE student program. That is why IEEE has created a variety of resources here to ensure that they are successful in their work.

On this Page:
› How to form new student groups
› Steps for Student Branch reporting
› Student Branch Web site development
› Student member recruiting, retention, and tracking and officer tracking
› Other Useful Resources

World Competition

IEEEXtreme 4.0 Competition Information

› Eligibility
› Rules
› Registration
› Prizes
› Judges

* How to form new student groups

Guidelines for establishing an IEEE Student Branch as well as the required petition form are available in two formats below.

› Student Branch Formation PDF (PDF, 143KB)
› Student Branch Formation Word Document (DOC, 144KB)

Information is also available on establishing an IEEE student branch chapter of technical societies. A Student Branch Chapter is a technical sub-unit of an IEEE Student Branch.

› Student Branch Chapter Formation PDF (PDF, 32KB)
› Student Branch Chapter Formation Word Document(DOC, 65.5KB)

Students may also petition to establish an IEEE student branch affinity group of Women in Engineering. A Student Branch affinity group is a sub-unit of an IEEE Student Branch.

› Student Branch Affinity Group Petition Form (DOC, 38 KB)
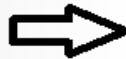› Learn more about Women in Engineering (WIE) affinity groups

◆ **IEEE** Technological innovation and excellence for the benefit of humanity.

Branch Reporting
Officer Reporting

♦ Steps for Student Branch reporting

Student Branches can report their officers at any time during the year and annually when elections are held.

› Online student officer reporting

In May 2010, annual activity reporting for Student Branches is available online. This easy to use online form will simplify the annual reporting that all Student Branches are required to submit to IEEE. The one, simple online form takes the place of the printed annual report of activities and the annual plan of activities. You will need your IEEE web account username and password to log in.

› Student Branch activity report online

Upon submitting the online form in May or two months after the academic year ends for you, the Student Branches will receive a combined payment of the Student Branch rebate/allotment, which is based on membership statistics as of 31 December 2009.

To assist Student Branches with operational expenses, IEEE provides financial assistance directly to Student Branches. The online reporting gives IEEE important updates from the Student Branch including a web site and email address, financial data, a calendar of planned activities for the next academic year and events held during the previous academic year, feedback on their primary purpose, goals and challenges. The Student Branch will also be able to send copies of the reporting to the Region and Section by entering e-mail addresses.

http://ewh.ieee.org/forms/scs/interactofficerform.php

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http://sbr.vtools.ieee.org/

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The online form is due two months after the academic year ends at your university or in May whichever is more convenient.

IEEE Student Branches are supported through the rebate program annually and by December each year, upon submitting the online form, a rebate of US $2.00 per Student member of the Student Branch and an allotment of either US$50.00 (for Branches with 49 or less members) or US $100.00 (for Branches with 50 or more members).

Copy the report to RSAC, RSR, Section Chair, Branch counsellor