



IEEE STUDENT BRANCH  
ANNUAL PLAN OF ACTIVITIES  
ACADEMIC YEAR \_\_\_\_\_

DUE DATE  
1 NOVEMBER

SCHOOL NAME \_\_\_\_\_

\_\_\_\_\_ SCHOOL CODE 

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ADDRESS \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State/Country \_\_\_\_\_ Postal Code/Zip Code \_\_\_\_\_

BRANCH E-MAIL ADDRESS \_\_\_\_\_

DEPARTMENT NAME \_\_\_\_\_ REPORTING TO DEAN OF \_\_\_\_\_

TELEPHONE NUMBERS: DEPARTMENT (\_\_\_\_) \_\_\_\_\_ FAX NO: \_\_\_\_\_

DEPARTMENT CHAIRMAN'S NAME \_\_\_\_\_ DEAN'S NAME \_\_\_\_\_

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

\*Attach explanation as necessary describing degrees offered.

BRANCH EXECUTIVE COMMITTEE

\_\_\_\_\_ thru \_\_\_\_\_ Academic Year

Chair _____	Member Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Vice-Chair _____	Member Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Secretary _____	Member Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Treasurer _____	Member Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Counselor _____	Member Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Branch Mentor _____	Member Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____

We have reviewed this Plan and found the information to be accurate and complete:

Branch Chairman \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Branch Counselor \_\_\_\_\_  
Signature \_\_\_\_\_ 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 Chairman        | Date Mailed _____ |
| 2. Regional Student Activities Committee Chairman       | Date Mailed _____ |
| 3. Regional Student Representative                      | Date Mailed _____ |
| 4. Maintained in the Branch files as a 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 \$50.00 (for branches with less than 49 members) or \$100.00 (for branches with 50 members or more) based upon membership statistics as of 31 December.

IEEE STUDENT SERVICES  
445 Hoes Lane  
P.O. Box 1331  
Piscataway, NJ 08855-1331, U.S.A.  
E-Mail: [student-services@ieee.org](mailto:student-services@ieee.org); Fax: (732) 463-9359

## PLANNED MEETINGS AND ACTIVITIES

<b>INDICATE THE NUMBER OF MEETINGS FOR EACH MONTH</b>	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BUSINESS -- General												
BUSINESS - ExCom												
PROFESSIONAL												
TECHNICAL - Speaker												
TECHNICAL - Tour												
TECHNICAL -- Film												
SOCIAL												

<b>INDICATE THE MONTHS FOR WHICH THESE ACTIVITIES ARE PLANNED</b>	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PAPER CONTEST (Awards)												
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 this planning.)
- 5) Do you have a Branch Chapter? \_\_\_\_Yes \_\_\_\_No

Prepared and submitted by:

Secretary

Date