

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.

Telephone:

ATTN: Student Services Manager

(908) 463-3657

E-Mail:

PO Box 1331

Piscataway, NJ 08855-1331 USA

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)

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| <p><u>List 1. Documentation that must be provided:</u></p> <p>____ Copy of Branch Annual Plan</p> <p>____ Copy of Branch Annual Report</p> <p>____ Copy of Branch Counselor Nomination Reporting Form</p> <p>____ Copy of Newly Elected Student Officer Reporting Form</p> <p>____ Copy of last page of previous-year-end membership roster (must have at least 10 members)</p> <p>____ Details of Branch technical meetings (at least 2)</p> <p>____ = TOTAL FOR LIST 1 (6 REQUIRED)</p> | <p>____ Newsletter or similar promotional efforts</p> <p>____ Realistic Budget</p> <p>____ Timely meeting notices</p> <p>____ Other notable Branch activities (eg. Engineers Day, National Engineers Week)</p> <p>____ Applications by Branch members for other IEEE Awards (eg. Scholarships)</p> <p>____ Branch entry in the Region Student Paper Competition</p> <p>____ Branch entry in the Region Hardware Design Contest, if applicable</p> <p>____ Hosting an S-PAC or submitting an S-PAVe entry</p> <p>____ Nomination for Larry K. Wilson Award</p> <p>____ Nomination for Outstanding Branch Counselor</p> <p>____ One or more student members attending the Region Student Conference, if applicable</p> <p>____ Representative attending the Region Branch Chairman's Workshop</p> <p>____ Appointing and working with a Branch Mentor</p> <p>____ Existence of a World Wide Web home page</p> <p>____ Other IEEE activities (eg. successful Branch Chapter, distinguished lecturer participant, formed a new Branch Chapter)</p> <p>____ TOTAL FOR LIST 2 (12 REQUIRED)</p> |
|---|---|

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.

- | | |
|--|---|
| <p>____ Adoption of Branch Bylaws</p> <p>____ Appointment of subcommittees by the Branch officers</p> <p>____ Attendance at Section functions</p> <p>____ Branch e-mail address</p> <p>____ Fund raisers</p> <p>____ Membership drive(s)</p> <p>____ Minutes published for all Branch officer meetings</p> | <p>____ Existence of a World Wide Web home page</p> <p>____ Other IEEE activities (eg. successful Branch Chapter, distinguished lecturer participant, formed a new Branch Chapter)</p> <p>____ TOTAL FOR LIST 2 (12 REQUIRED)</p> |
|--|---|

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.