



IEEE

Student Branch Reporting



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Agenda

- λ Branch Resources
- λ Branch Reporting
 - λ Officer Reporting
 - λ Branch Activity Reporting



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Branch Resources

http://www.ieee.org/membership_services/membership/students/branch_resources.html

- ◆ **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

IEEEExtreme 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](#)



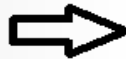
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Branch Reporting

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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Branch Reporting Officer Reporting

In order to protect the Officer Reporting Form against spam, accessing the form now requires you to [login using your IEEE Web Account](#).

[Report new officers or officer changes using the Officer Reporting Form](#) ←

- IEEE Financial Reporting (L50)
- IEEE Meeting Reporting
- IEEE Officer Reporting

Guidelines

Authentication Required

A username and password are being requested by <http://ewh.ieee.org>. The site says: "Your IEEE webaccount username and password is requested by EWH"

User Name:

Password:

OK Cancel

days following the election.

- Use IEEE e-mail aliases when available.
- If a newly elected Officer does not meet eligibility requirements, or if Officers are not reported, the position will be listed as vacant until reporting of an eligible officer is received.
- Remember to print a copy for your records in order to verify against the most recent [Geographic Activities Roster](#).

Chapters/Affinity Groups

The Chapter/Affinity Group Chair and Treasurer name, member number, and e-mail address should be sent to the section secretary for section records and submission with the section's reports, within 20 days of an election. If the same officer is going to be in place for an upcoming year, send that information to the Section Secretary in December, along with updated contact information if applicable.

Geographic Unit Operations

[IEEE Geographic Unit Operations Home](#)

[Regional World Map \(with links to Regions\)](#)

[IEEE Center for Leadership Excellence](#)

[Resources for Geographic Unit Officers](#)

[Sections Congress 2011](#)

[Affinity Groups](#)

[Chapters](#)

[Required Reporting and Rebates](#)

[SCOOP Newsletter for Geographic Unit Volunteers](#)

[Unit Bylaws and Addendums](#)



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Branch Reporting

Officer Reporting

as vacant until reporting of an eligible officer is received. You can review eligibility requirements by entity can be viewed at http://www.ieee.org/societies_communities/geo_activities/volunteer/qualify.html.

Your Name:	<input type="text"/>
Your Officer Position [?]:	<input type="text"/>
Your Geographic Unit [?]:	<input type="text"/>
Your Email:	<input type="text"/>
<input type="radio"/> Yes, Send copy of this form to (1 Email only):	<input type="text"/>

New Officers' Terms Start Dates:

* Officers' Terms Start Date [MM/DD/YYYY]:	<input type="text"/>	
* Officers' Terms End Date [MM/DD/YYYY]:	<input type="text"/>	

Geographic Officers (Region/Council/Section/Subsection) EXPAND ▾

Chapter and/or Affinity Group Officers EXPAND ▾

Student Branches EXPAND ▾

Student Branch Chapters/Affinity Group Officers EXPAND ▾

Reset

Submit

Student Branches

Officer Qualifications

- IEEE Membership must be current (membership dues must be paid) upon entering office, and must be maintained throughout term of office.
- Counselor: A Graduate Student Member, Member, Senior Member, or Fellow grade
- Officers (Chair, Vice Chair, Secretary, Treasurer): A Graduate Student Member or Student member

Student Branch:	<input type="text"/>
Reporting Position:	<input type="text"/>
If "Other Position" is selected, please specify:	<input type="text"/>
Name:	<input type="text"/>
Member Number:	<input type="text"/>
Email:	<input type="text"/>

Student Branch:	<input type="text"/>
Reporting Position:	<input type="text"/>
If "Other Position" is selected, please specify:	<input type="text"/>
Name:	<input type="text"/>
Member Number:	<input type="text"/>
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Student Branch:	<input type="text"/>
Reporting Position:	<input type="text"/>
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<http://sbr.vtools.ieee.org/>



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Branch Reporting

Branch Activity Reporting

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Student Branch Reporting



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Welcome, KANIJAYA! ([Logout](#))

Welcome! In order to create a new report please select "New Report" from the top navigation menu. You will be presented with a form that you will need to fill out and submit. If you are not ready to submit the report, you can save it for later editing. Saved reports can be edited by selecting "Saved Reports" from the top navigation menu. Submitted reports from all of the student branches can be viewed by selecting "Submitted Reports".

Please be advised that using browser navigation buttons such as "Back", "Forward", and "Reload" **will** result in loss or corruption of your data. Only use system navigation links described above. After you are done using the system please remember to logout by clicking on the logout link located in top right corner. Finish the logout process by closing the browser window.



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Welcome, KANIJAYA! ([Logout](#))

[School](#) | [Finances](#) | [Activities](#) | [Feedback](#) | [Signatures](#) | [Save and Submit](#)

School Name*

[Click to select school](#)

School Code*

If you have a student branch chapter of IEEE technical societies it should be noted in parentheses at the end of the school name.

Reporting Academic Year*

Branch URL

Branch E-mail address



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Branch Reporting

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Search by School name
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 ----- Click on a letter to get a list of schools -----

OR

Search by Date range
[Submitted or updated by staff in the last](#) [days](#)

OR

Search by Region
[Submitted by branches in region](#)

School Name	Report Name	Last Updated	Status	Signatures	Action
British Columbia Inst Of Tech Sb	09-10 BCIT SB Report	07:13PM EDT 02 June 2010	Submitted		View
Ecole De Technologie Superieure Sb	IEEE-ETS-2009-2010	01:19PM EDT 14 May 2010	Submitted		View
Victoria Univ Of Sb	May Report	01:51PM EDT 01 June 2010	Submitted		View



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Branch Reporting

Branch Activity Reporting

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



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