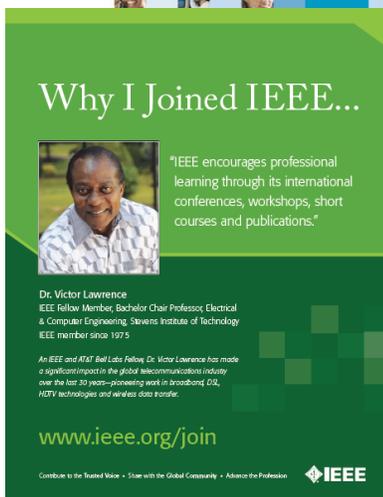
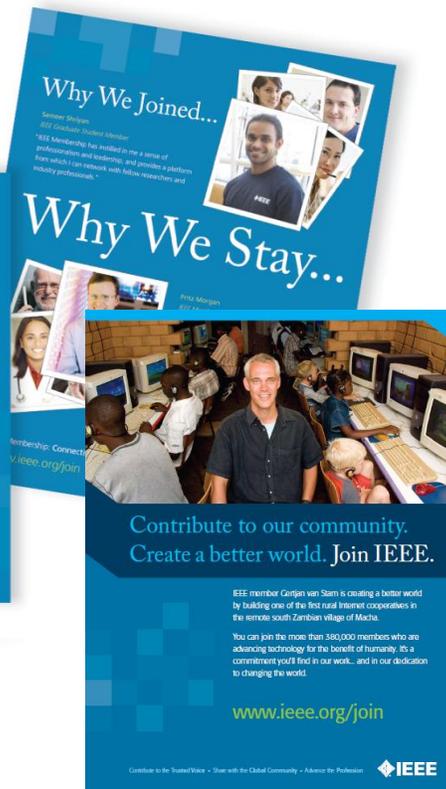
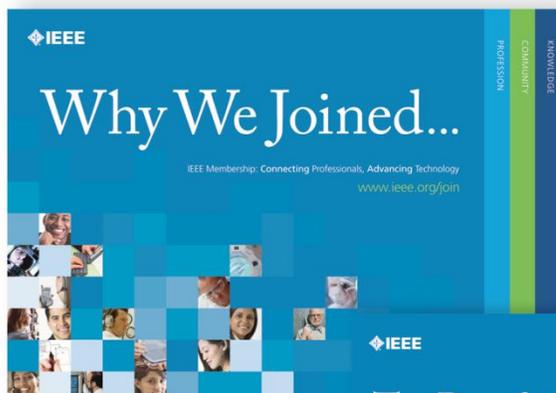




IEEE Membership Development Manual

August 2009

STUDENT BRANCH EDITION



This document has been developed as a resource for IEEE Volunteers and Staff, and is not intended for general circulation with promotional materials

Forward questions and suggestions to:
grow-membership@ieee.org

Getting Started Checklist

IEEE Student members are the future innovators and leaders, a vital part of the technology profession. IEEE membership can help enhance careers, starting as students and transitioning to the volunteer members that help shape the future for all society.

To become familiar with IEEE membership development, here is a quick checklist that will help introduce you to IEEE’s membership development program and to your team.

TASK	COMPLETED
Read this manual.	
Visit and review the resources located on the IEEE membership development web site, http://www.ieee.org/md or Student Branch information at http://www.ieee.org/students .	
With your officers, develop goals to grow membership in your Student Branch.	
Knowing the benefits of IEEE membership is your best tool for recruiting new members and retaining existing members. Identify energetic officers to help with membership development, activities, such as students speaking at classes (ask the professor first) or professors themselves talking about the important of professional organizations, like IEEE..	
Student members are required to join IEEE online. We provide tips on how to use the system to benefit your members later in this manual.	
Organize one of the first meetings as a “benefits review”. Ensure that you and the other Student Branch officers are familiar with the benefits of IEEE membership. Helpful information is on the web at http://www.ieee.org/benefits . This is the best way to make sure you are getting full value. See pages 19-24 in this manual for helpful information.	
Student Branch Counselors and Student Branch Chairs should use SAMIEEE, the member data access tool. Visit http://www.ieee.org/samieee for details. Regular reports can be run on the Student Branch members. Use the tool to inform Student members about activities, welcome new student members and send congratulations to them when they are about to graduate.	

Remember, your efforts at your Student Branch help the IEEE, your Region and your Section grow.

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Introduction to IEEE

Thank you for your Volunteer leadership!

Your dedication and commitment will help insure a vibrant professional association that evolves to meet the present and future needs of technology professionals worldwide. As you may be aware, IEEE does not have a professional sales force to promote membership. Rather, our sales force consists of our more than 375,000 members worldwide including more than 70,000 students. Think of the possibilities of being connected! And it is volunteer leaders, like you, that can help direct and harness this tremendous asset.

Through its global membership, the IEEE is a leading authority on areas ranging from aerospace systems, computers, information technology and telecommunications, to biomedical engineering, electric power and energy, consumer electronics, and more. Members rely on the IEEE as a source of technical and professional information, career resources, and other benefits and services. To foster an interest in the engineering profession, the IEEE also serves student members at over 1,600 universities and colleges around the world through the Student Branch program. Other important constituencies include prospective members and organizations that purchase IEEE products and participate in conferences or other IEEE programs.

Recruiting individuals to become IEEE members begins with communicating your own personal experience with IEEE. There is no better place for that to happen than at your Student Branch. Just as important – recruiting new IEEE members requires active listening, and understanding the needs of other individuals: the value of IEEE membership may translate differently for you than to another. When you ask an individual to join IEEE, or to retain their membership, do so with the understanding that this individual may or may not already have a perception of IEEE and its benefits. Moreover, we are encouraging individuals and students to belong to a professional association in an era when information access and networking is desktop-accessible.

Most likely, you have chosen a profession that has little to do with membership recruitment or retention, and participating in a “sales” function may not come easy. However, truth be known, we’re all salespeople—whether it’s recommending the latest technical innovation, a brand of wireless routers, or a student colleague for an internship or employment. According to one definition, “selling” is to persuade (another) to recognize the worth or desirability of something. When you look around and notice how your organization, workplace or relationships have improved because you communicated your great ideas and made contributions, was “selling” really such a bad thing? To be successful with membership development, we will need to be diligent in both raising awareness and asking individuals to join IEEE.

For most students, talking to other students and telling them about your IEEE experiences, comes naturally. You already do this when you are talking about class, the next project due or what you liked or didn’t like about your professor. When you are encouraging others to join IEEE, remember why you joined and tell them about the value you receive for the low, discounted IEEE student membership dues.

Connecting - Region, Section and Student Branch Development

When students join, they automatically become members of the IEEE Student Branch at their university or college. Also, students, like professional members, automatically become members of their local IEEE Section and Region, allowing them to share technical, professional and personal interests with others in IEEE's worldwide member community. The IEEE is divided into ten geographic regions worldwide:

- **IEEE Region 1 - Northeast United States**
- **IEEE Region 2 - Eastern United States**
- **IEEE Region 3 - Southeastern United States**
- **IEEE Region 4 - Central United States**
- **IEEE Region 5 - Southwestern United States**
- **IEEE Region 6 - Western United States**
- **IEEE Region 7 - Canada**
- **IEEE Region 8 - Europe, Middle East, Africa**
- **IEEE Region 9 - Latin America**
- **IEEE Region 10 - Asia & Pacific**

IEEE has over 1,600+ IEEE Student Branches established at leading universities and colleges around the world. There are Student Branches in every Region of IEEE. For a map of the Regions, visit

http://www.ieee.org/web/geo_activities/home/world_reg.html

Within these regions are 300+ local Sections and 1,700+ technical Chapters that unite local members with similar technical interests. A Chapter is a technical subunit of one or more IEEE societies, and has both the Section and an IEEE Society as a parent. Chapters are your local link to the valuable resources available from the IEEE and its 38 technical societies. Chapter activities may include guest speakers, workshops, and seminars as well as social functions. Chapters provide society members with valuable opportunities to network at a local level - enabling both personal and professional growth.

Like a Section, an IEEE Student Branch can also have Student Branch Chapters of any of the IEEE technical societies. The goal here would be to provide activities geared toward students and graduate students interested in that focused technical area.

For a list of Student Branches by Region, visit

<http://www.ieee.org/web/membership/students/branchlists/studentbranchesbyregion.html>

Each IEEE Region has a Student Activities Chair, also known as RSACs. Each Region also has a Student Representative, also known as RSRs. These are the primary contacts for information and assistance on Regional student activities and their names and contact information can be found on the web

<http://www.ieee.org/web/membership/students/branchresources/saccontacts.html>

Regional student activities may include conferences, student paper contests or design contests and other events – all things that add value to membership. Remind existing members of all of the value they receive.

Each IEEE Region has a Membership Development Chair. Responsibilities of the Region Chairs include coordinating activities between IEEE HQ and the Sections, as well as facilitating Region-wide membership development initiatives involving many Sections. It is imperative that every IEEE Section have a membership development officer with whom the Region Chair can make contact and support.

To find information on these officers, you can use the geographic organization roster

<http://www.ieee.org/organizations/rab/roster.html>

Society Membership Development

Society membership development is coordinated by each Society, and implemented through many channels, including conferences, publishing, being an author and chapter activities. Brochures about Society membership are available from IEEE, and can be ordered using the online form found at <http://www.ieee.org/mdsupplies>. For a real-time and linked directory of IEEE Societies, visit <http://www.ieee.org/societies>.

IEEE MGA Student Activities Committee

IEEE's student activities are coordinated through the Student Activities Committee of the IEEE Member and Geographic Activities Board. SAC creates, promotes and monitors students activities programs to help recruit and retain student members, while they are students and after graduation. When they graduate, young professional members can connect to IEEE GOLD activities.

Whether you are a Student Branch Counselor, chair or other officer, this Manual can be adopted to your needs providing an essential overview to make your job easier. Rest assured you are not alone in this endeavor. The IEEE has developed a dynamic support network to enable your success, combining a Volunteer and Staff partnership unparalleled in any professional association.

IEEE is the world's largest technical professional association. We inherit 125+ years of legacy, and are dedicated to make IEEE the association of choice for future technologists and engineers.

Thank you for passion about IEEE, and devotion to member development. Working together, we'll make it happen!



IEEE Student Member Elevation - After Graduation

Staying actively involved in IEEE activities after graduation is key to a successful career and can help sharpen professional development, technical skills; networking and communicating with top professionals in a chosen field; receiving the latest news on the cutting edge of technology.

In IEEE, student elevation occurs twice a year - in June and August. Once an IEEE Student member reaches his or her graduation date (based on information provided by the student), IEEE elevates them to the next grade of IEEE membership for which they qualify.

Approximately 20,000 students graduate each year. The first elevation occurs in June (Student members with graduation dates between 1 January and 30 June). Those individuals elevated to Member grade will receive a ballot to vote in IEEE elections in September. The second elevation occurs in August (Student members with graduation dates between 1 July and 31 December). This process is done for the next membership renewal.

The student elevation program is the best way to fill the pipeline with active and energetic professional members, who are now **IEEE Graduates of the Last Decade (GOLD)** (<http://www.ieee.org/gold>). **GOLD** focuses on the needs of recent graduates and young professionals. Whether it's pursuing post-graduate studies or becoming part of the workforce, GOLD provides special services focusing on both *Graduate Student Members (GSM)* and *Full Members* respectively. Find out more about **local GOLD activities** (<http://www.ieee.org/web/membership/gold/volunteers/affinitygroups.html>) and identify professional activities of your interest and in your area.

A key strategy for the IEEE Member & Geographic Activities (MGA) Board is to engage members throughout their career life cycle, and foster seamless transitions between. Several tactical implementations are underway including the mailing of graduation kits in September.

Developed to reinforce the message that there is an IEEE after graduation, the "kits" open with a letter from the IEEE GOLD Chair, which welcomes the students' entry into the next phase of their career. Mini product sheets for the IEEE Job site, the IEEE Mentoring Connection and IEEE memberNet showcase IEEE benefits that can enable a young professional's career,

The transition from student to professional membership involves a dues increase. With that in mind, the kits incorporate a "guide to member discounts" to accentuate the cost-savings membership provides, to reinforce how the cost of membership pays for itself and emphasizing value.

As with prior campaigns, IEEE offers an incentive to graduating students who update their mailing addresses and contact information. Students who update their information are entered into a drawing for an annual subscription to the IEEE Member Digital Library. As a stand-alone brochure, the Graduation Kits can be re-purposed for other student transition activities, e.g. as a hand-out at graduation STEP events at IEEE Student Branches or with GOLD Affinity Groups.

Student Member Grades

A **Student Member** must carry at least 50% of a normal full-time academic program as a registered undergraduate or graduate student in a regular course of study in IEEE-designated fields; and not yet qualify for Member grade. The total cumulative period for a member to hold the Student Member grade and/or the Graduate Student Member grade shall be limited to 8 years.

Student Members, upon graduation or upon reaching the 8-year limit (whichever occurs first), with at least a baccalaureate or higher degree (or its equivalent) from an accredited institution in an IEEE-designated field shall be transferred to Member grade.

Student Members other than those qualifying in the aforementioned paragraph upon graduation or upon reaching the 8-year limit (whichever occurs first) shall be transferred to Associate Member grade.

A **Graduate Student Member** must qualify for Member grade and carry at least 50% of a normal full-time academic program as a registered graduate student in a regular course of study in IEEE-designated fields. The total cumulative period for a member to hold the Student Member grade and/or the Graduate Student Member grade shall be limited to 8 years.

Graduate Student Members, upon graduation or upon reaching the total cumulative 8-year limit as a Student Member and/or Graduate Student Member (whichever occurs first), shall be transferred to Member grade

Transitional Dues

IEEE Student members who graduate and are elevated to professional IEEE membership, **will automatically receive a one-year discount with 50% off full IEEE and Society membership dues rates upon renewal.** The offer is available once to IEEE Student members upon their graduation and elevation to full IEEE membership. The discount is available to all IEEE Student members graduating with an undergraduate or graduate degree.

This is a one-time only discount. IEEE Student members, who previously graduated with a Bachelors degree and received a discount upon their elevation to full IEEE member grade, would not be eligible to receive the 50% discount again if they returned to school and completed an advanced degree program.

STEP – Student Transition and Elevation Partnership

Introduction & Objectives

Thank you for your Volunteer leadership! Members rely on the IEEE as a source of technical and professional information, career resources, and other benefits and services. To foster an interest in the engineering and technology profession, the IEEE serves a vibrant student membership at universities and colleges around the world.

Making the transition from student to young professional is often fraught with anxiety because of changes in location (moving to a first job or a new home) and changes in independence! The network of IEEE members found within local sections is key to helping make the transition a successful one.

STEP Mission

Provide a standardized yet localized program for facilitating the transition from student member to young professional, by introducing the opportunities and benefits of IEEE membership during the onset of a career.

STEP Objectives

- Identify a local IEEE entity beyond the student branch for members to contact
- Plan a joint Section and GOLD event to introduce local IEEE resources
- Illustrate IEEE member benefits appropriate for young professional members
- Identify recent IEEE Student members who have graduated with an undergraduate or graduate degree; help retaining members by capturing any change of address, email or other contact information

STEP Participants & Roles

- Section GOLD Affinity Group Chair
- Section Student Activities Chair
- Section Chair
- Section Membership Development Chair
- Student Branch Chair

Graduation Receptions

- Sponsored by IEEE Graduates of the Last Decade (GOLD)
- Allows students to network with other young professionals
- Linkage to another local entity other than student branch/chapter

Student Graduation Kits

- Mailed to every graduating student
- Recommends benefits for a beginning professional – Job Site, Mentoring Connection, memberNet
- Overview of members-only discounts
- Incentives to update mailing addresses and contact information after graduation

For more information, visit <http://www.ieee.org/web/membership/gold/STEP/index.html>

Who can help me? (from my Student Branch, Region, Section, GOLD Affinity Group, Chapters of societies, work, neighborhood, school, community, etc.) ...

(this page is blank for your Student Branch to enter contacts)

Student Branch Development Best Practices

1. Make sure you make committee appointments

This is a crucial first-step. At one of the first business meetings of your Student Branch, have food and beverages available and ask for volunteers for committee appointments. Membership development and public relations are two key positions. This person does not have to be experienced in Membership Development but they should be willing to learn and have time available to develop and implement membership goals and plans.

2. Develop a Membership Plan

An effective membership plan is driven by data, and integrates multiple membership development tactics. Be sure to familiarize yourself with these data sources and tactics.

Analytics (SAMIEEE)

Most membership development decisions have both a qualitative and quantitative component. Judgment, experience, and creativity play strong roles, as do data, models, and analysis. IEEE Student Branch Counselors and Chairs are automatically provided access to the SAMIEEE database. The data is updated three times a week, pulled directly from the IEEE's membership database, reflecting the most current information. Specific data access is based on the reporting of the current Student Branch officers.

<http://www.ieee.org/organizations/vols/samieee/>

Member-Get-a-Member Program

The Member-Get-a-Member Program encourages members to recruit fellow students to become IEEE members. As a reward for their efforts, they receive credit that can be used toward the following year's IEEE dues, IEEE Society fees or the purchase of IEEE products and services. Alternatively, members can donate the value of their credit to the IEEE Foundation. This program runs from 1 September to 15 August each year <http://www.ieee.org/mgm>. Credit vouchers are sent to qualified recruiters in October each year.

3. Using the IEEE Online Application

Students are required to join IEEE and renew membership online. IEEE will only accept membership applications and/or renewals from Students via the web. To accommodate this process, paper application forms and renewal forms for students are not being produced. IEEE will continue to offer a brochure highlighting the benefits of IEEE membership for students and young professionals. These brochures are distributed to Sections and Student Branches in September each year.

Here are tips on using the IEEE system. The online Student application has improved access which allows students from any school in the world to join IEEE online. Features include:

- Join IEEE online with a credit card
- Students self-certify that they qualify for IEEE student membership
- Undergraduate or graduate students taking at least 50% of a normal full-time program/course of study in IEEE designated fields are eligible for student membership in IEEE
- Students use the search to identify their school
- Improved data integrity since the Student enters his/her information directly. No re-keying of data is necessary
- Print and mail with payment option for those that do not have a credit card

IEEE is aware that many students do not have a credit card. Students who wish to pay by check or other means can still make use of the online application form. Complete the online application or renewal, the next

option presented is to “Continue to Checkout”, or “Print and Mail with Payment”. By choosing the “Print and Mail with payment” option, the information that has been entered is temporarily stored and matched with the form when it arrives at the IEEE Operations Center with payment. This policy was implemented in 2005 and Student Branches continue to adapt well to the process.

4. Searching for your School in the IEEE Online Application

When students join or renew, they need to provide their school information. In the online application system, the school search uses key words. For example, if you enter *Texas*, using the asterisk as a wild card, any school with the name Texas in it will appear. We do not use acronyms in the IEEE database. With over 1,600 IEEE Student Branches at universities and colleges worldwide, an acronym like MIT could mean several different educational institutions, e.g. Massachusetts Institute of Technology, Manipal Institute of Technology, Macau Institute of Technology, Madras Institute of Technology. In most cases, we also use standard abbreviations such as:

Univ = university, universidad, universitat

Inst = institute, instituto

Eng = engineering

Tech = technology, technical

The school search is important because that is how we track Student members. If the correct school is not selected by the new student or renewing student, then your Student Branch may not be credited with your excellent recruiting efforts.

5. Running a membership recruitment campaign on campus

Student Branches can set up a computer in the IEEE office or conference room to enable prospective students to join online right there and pay the dues with cash or other form of payment. The students can then select the “print and mail with payment” option and pay the Student Branch in local currency. The Student Branch membership committee can then send the group of applications, a list of the member names and IEEE member numbers, and send with one payment to the IEEE Operations Center for processing. The Student Branch officers can then let the students know about upcoming activities and to get engaged with future members, connecting them to the local IEEE community quickly.

6. Establish realistic membership goals

Whether the goal is to increase membership retention by 3% or grow new member recruitment by 5%, an effective membership development plan needs to have quantifiable metrics. Your Student Branch recruiting efforts help the IEEE meet its MD goals. Remember, that your Student Branch rebate is based on membership statistics as of 31 December each year. The better the recruiting efforts, the higher your \$2 per member rebate will be when you submit your annual report next year. Plan activities with other student organizations on campus, increase awareness of the IEEE brand and great people getting more involved in its activities

7. The Student MD officer needs to engage others for the best results

Invite other students, GOLD Affinity group members (recent graduates), faculty members and others with some available time to help. Ask them why they joined IEEE and help to promote awareness on campus, on their jobs, or faculty members can talk about IEEE in their classes. The tasks can yield profound results. Something as simple as designating an individual the “brochure person,” responsible for bringing membership brochures and making sure there is a computer with internet access set up so students can join online to every Student Branch event, will ensure an IEEE member presence for non-members in attendance. Designating an individual as a “greeter” at an event will establish a welcoming environment.

8. Promote IEEE membership and activities on a web site

Does your Student Branch have a web site? This is one of the best ways to introduce IEEE to prospective members, inform existing members about activities and give the public a great impression of your Student Branch. IEEE has the Entity Web Hosting (EWH) <http://ewh.ieee.org/> program, where you can host your web site at no charge. Display member benefits on all IEEE Student Branch Web pages and provide a links to join online. Have a staffed membership table with brochures and related MD materials at all Student Branch meetings and, campus events. If you receive support from local companies, recognize the companies at the next meeting or event.

9. Ordering Membership Promotional Supplies

IEEE membership brochures and other promotional supplies are available at no charge to Student Branches. Please keep the quantities ordered reasonable and give us at least three weeks to ship materials. There are over 1,600 Student Branches worldwide and want to be able to provide materials to everyone. Membership development kits will be sent to all Student Branch Counselors in August. Additional supplies can be ordered online at: <http://www.ieee.org/mdsupplies>

10. Communicate Value and Benefits

Communicate the benefits and services offered by IEEE at all meetings and activities. Before you can communicate the value of IEEE membership, you need to first know the benefits of membership. A list of IEEE member benefits can be found in this guide and are also available at: <http://www.ieee.org/benefits>. Plan activities to retain existing members and remind members and value of the benefits of IEEE membership. Students receive all the benefits of membership that professional members do, at a fraction of the cost

11. IEEE Merchandise

There is IEEE merchandise for purchase. This is a great way to promote awareness of IEEE on campus. Visit <http://www.ieee.org/merchandise>

12. Report Student Branch officers

As soon as elections are held, use the online form to report your officers.

<http://ewh.ieee.org/forms/scs/interactofficer.php>

13. Use SAMIEEE to keep track of and communicate with members

Student Branch Counselors and Chairs have access to SAMIEEE, Section/Society Access to Membership Information. The new version of SAMIEEE is a web enabled query tool that allows ad-hoc querying and downloading of IEEE's membership data using Analytics. This means that Branch Counselors and Student Branch Chairs can run a list of the current Student Branch members at anytime it is needed. All that is needed to access the officers reported to IEEE and updated in the database will have access to this tool. For details, please visit

<http://www.ieee.org/samieeee>

SAMIEEE is an IEEE web account (<http://www.ieee.org/web/accounts>). The Branch membership list can be used to check the new students who joined IEEE, contact active members, run a list of students who have not renewed their current year's membership. Sending your annual reporting with current Branch Counselors and Chairs is very important. Only those officers reported to IEEE will have access to SAMIEEE.

Calendar - IEEE Student Membership Development

Membership development is a function of recruiting new members as well as retaining existing members. As a Student Branch, IEEE will support you with both activities. The calendar below outlines the significant programs and processes that IEEE headquarters (HQ) facilitates during the year. Added award and contest deadlines this year.

<u>MONTH</u>	<u>RECRUITMENT</u>	<u>RETENTION</u>	<u>RECOVERY</u>
<u>JAN</u>	Student Branch Meetings – Opportunities to disseminate membership information	Overdue Notification – HQ mails print notification to non-renewed members informing them their IEEE membership is overdue. Local MD officers to receive pre-termination report	
<u>FEB</u>	Student Branch Meetings – Opportunities to disseminate membership information. Try visiting classes.	Termination Warning – Beginning of February – HQ mails non-renewed members reminder to renew their membership prior to month's end to avoid termination. Membership Terminates – End of February - Annual refresh of the IEEE membership database to determine which members have not paid their membership dues for the current year. Awards deadline – Outstanding Counselor Award deadline Contest deadline – IEEE President's change the World Competition proposals due 28 February	
<u>MAR</u> Your recruiting efforts help IEEE meet goals.	Half-Year Dues Cycle – IEEE HQ begins accepting half price dues for present year of service for new members only. Over 8 months of services for half price.	Participate in regional conferences and student events , student paper contests, design contests.	Arrears Recovery / HQ (US and Canada only) – Recovery outreach begins for those members whose membership has elapsed. E-mail message to recover arrears members in Regions 8, 9 & 10 / HQ Region, Section and Student Branch recovery efforts should also commence.
<u>APR</u>	Student Branches and GOLD Affinity Groups should plan STEP graduation events with the local Section. Important to leave activities, plans and ideas for new, incoming officers.	Student Graduation Notice – IEEE e-mails to graduating, student members reminder to update their mailing address information. Conducted several times throughout the year.	Arrears Recovery / Local – Region and Section recovery efforts commence. Arrears Recovery / HQ – IEEE Outreach continues
<u>MAY</u>	Student Branch Meetings – Hold meetings with new officers	Student Graduation Notice – IEEE e-mails to graduating, student members reminder to update their mailing address information. Conducted several times throughout the year.	Arrears Recovery / HQ – IEEE Outreach continues
<u>JUN</u>			Arrears Recovery / HQ – IEEE Outreach concludes at end of month.

<u>MONTH</u>	<u>RECRUITMENT</u>	<u>RETENTION</u>	<u>RECOVERY</u>
<u>JUL</u>			
<u>AUG</u>	<p>Recruitment Materials – Materials for new membership year sent to all Student Branches and Sections.</p> <p>15 August – end of half-year dues period.</p>	<p>Contest: Be the top Student Branch for new members this year – Begin a contest for recruiting new members.</p>	
<p><u>SEP</u> Your recruiting efforts can help IEEE meet year end goals.</p> <p>New IEEE membership year begins.</p>	<p>Recruitment Kick-Off – HQ mails membership recruitment kits to all Regional MD Chairs containing upgraded brochures (pricing, design) for new membership year.</p> <p>New members begin receiving acknowledgement pack/ welcome kit for subsequent year.</p> <p>Student Branch Meetings – Opportunities to disseminate membership information</p>	<p>New Membership Year Begins – IEEE HQ activates online renewal form for subsequent membership year.</p> <p>Graduation kit mailed - IEEE mails a graduation kit to all student members & graduate student members, whose record shows graduating during the current year. Reminders of discounts they receive and importance of retaining membership after graduation – GOLD is the next step.</p>	
<p><u>OCT</u> Students are required to renew online.</p>	<p>Student Branch Meetings – Opportunities to disseminate membership information.</p> <p>Student Branches and GOLD Affinity Groups should plan STEP graduation events with the local Section.</p>	<p>Membership Renewal – 1st Notice – IEEE HQ sends e-mail renewal reminder, with incentive to renew online before 15 November.</p> <p>Contest – IEEEExtreme 24 hour programming challenge will be held 24 October 2009</p>	
<p><u>NOV</u> Students are required to join online.</p>	<p>Student Branch Meetings – Opportunities to disseminate membership information</p>	<p>Membership Renewal – 2nd Notice – IEEE HQ sends e-mail renewal reminder to non-renewed, members, with incentive to renew online before 15 November.</p> <p>Award Deadline – IEEE Student Enterprise Award proposal deadline is 15 November</p>	<p>Extended Arrears Recovery – IEEE HQ coordinates recovery of memberships, 18 months elapsed. Asked to reinstate for the following year.</p>
<p><u>DEC</u> Begin building your MD team for the next year – identify volunteers.</p>	<p>Student Branch Meetings – Opportunities to disseminate membership information</p>	<p>Membership Renewal – 3rd Notice – IEEE HQ mails print invoice and annual benefits update to non-renewed, members.</p> <p>Remind current members to renew.</p>	

Monthly Checklist - Student Membership Development Opportunities

With your knowledge of the IEEE calendar, you can begin planning and synchronizing membership development activities regionally and locally. The checklist below will help you optimize your efforts by taking advantage of large-scale, IEEE membership development initiatives.

<u>MONTH</u>	<u>RECRUITMENT</u>	<u>RETENTION</u>	<u>RESOURCES</u>
<p>JAN Set annual goals for recruiting new members and retaining existing members. Plan local arrears recovery effort for those that have not renewed membership for the current year.</p>		<p> Student Branch MD Officer – Planning for local arrears recovery efforts. Consider an outreach prior to 1 March, when non-paying members become inactive.</p>	<ul style="list-style-type: none"> - IEEE Membership Recruitment Kit - Use SAMIEEE for list of active and members in arrears - Monthly MD webcast/conference call
<p>FEB Members who have not renewed membership for the current year will be flagged in “arrears” end of this month.</p>	<p>Student Branch MD Officer – Disseminate membership materials at all Student Branch meetings and local activities.</p>	<p>Student Branch & Section MD Officer – Diversify activities by holding a Student branch meeting with a Section. Highlight benefits of membership.</p>	<ul style="list-style-type: none"> - Use the online form to order additional membership recruitment supplies http://www.ieee.org/mdsupplies - Correspondence templates to MD volunteers
<p>MAR  <i>Individuals who join IEEE in March get <u>10-months</u> of membership for the price of 6. Incorporate message into outreaches.</i></p>	<p> <i>Individuals who join IEEE in March get <u>9-months</u> of membership for the price of 6. Incorporate message into outreach.</i></p> <p>Student Branch MD Officer– Planning for student member elevation outreach.</p> <p>Section MD Officer – Disseminate membership materials at all section meetings and local events.</p>	<p>Section MD Officer – Execute local arrears recovery efforts.</p>	<ul style="list-style-type: none"> - Half-Year membership promotion begins. - Monthly MD webcast/conference call
<p>APR</p>	<p> <i>Individuals who join IEEE in April get <u>9-months</u> of membership for the price of 6. Incorporate message into outreach.</i></p> <p>Student Branch MD Officer – Disseminate membership materials at all on campus events and regional conferences.</p> <p>Section MD Officer – Disseminate membership materials at all section meetings and local events.</p>	<p>Section MD Officer – Execute local arrears recovery efforts.</p>	<ul style="list-style-type: none"> - From SAMIEEE get a list of lapsed members - IEEE Membership “Cheat Sheet” – benefits at a glance & responding to objections - Monthly MD webcast/conference call
<p>MAY Hold student elections. Make sure outgoing officers complete annual report and leave good information for incoming officers.</p>	<p> <i>Individuals who join IEEE in May get <u>8-months</u> of membership for the price of 6. Incorporate message into outreach.</i></p> <p>Student Branch MD Officer– Disseminate membership materials at all regional events and conferences.</p> <p>Section MD Officer – Disseminate membership materials at all section meetings and local events.</p>		<ul style="list-style-type: none"> - Monthly MD webcast/conference call

MONTH	RECRUITMENT	RETENTION	RESOURCES
JUN IEEE elevates student members and graduate student members in June based on the graduation date on their IEEE member record for January-June graduation dates.		Student Branch MD Office – Congratulate graduates, leave god records for new officers.	<ul style="list-style-type: none"> - Monthly MD webcast/conference call
JUL	Student Branch MD Office – Disseminate membership materials at all regional events and conferences. Offload excess inventory of membership materials. Section MD Officer – Disseminate membership materials at all section meetings and local events. Offload excess inventory of membership materials.		<ul style="list-style-type: none"> - Online order form – recruitment supplies - Monthly MD webcast/conference call
AUG Membership Development kits sent to all Student Branches and Sections. IEEE elevates student members and graduate student members in August based on the graduation date on their IEEE member record for July-December graduation dates.	Student Branch MD Officer – Disseminate materials for recruiting new members. Now is the best time to join. New members received services through 31 December 2009. Section MD Officer – Disseminate membership materials at all section meetings and local events. Prepare for delivery of upgraded materials.		<ul style="list-style-type: none"> - Online order form – recruitment supplies - Senior member elevation packages - Monthly MD webcast/conference call
SEP Organize dissemination of membership development recruitment kits – sent to Branch Counselors in August.	 <i>Individuals who join IEEE in September get 16-months of membership for the price of 12. Incorporate message into outreach.</i> Student Branch MD Officer – Discard outdated membership materials. Take delivery of membership recruitment kit – disseminate at Region events and conferences. Section Chair/MD Officer – Discard outdated membership materials. Take delivery of membership recruitment kits containing upgraded materials – disseminate at local meetings and events.	 Make sure your current members know the value of their membership. At each Branch meeting, highlight a benefit, like memberNet. Have a contest to see how many of your members opt in to this networking tool.	<ul style="list-style-type: none"> - IEEE Membership Recruitment Kit - Correspondence templates to MD volunteers - Monthly MD webcast/conference call
OCT Review Student Branch membership statistics – use SAMIEEE. Are you meeting goals? How can you increase recruiting of new members? Visit other classes? Recruit other MD volunteers.	 <i>Individuals who join IEEE in October get 15-months of membership for the price of 12. Incorporate message into outreach.</i> Student Branch MD Officer – Planning for student member elevation outreach. Section Chair/MD Officer – Disseminate membership materials at all section meetings and local events.		<ul style="list-style-type: none"> - Online order form – recruitment supplies - Monthly MD webcast/conference call

<u>MONTH</u>	<u>RECRUITMENT</u>	<u>RETENTION</u>	<u>RESOURCES</u>
<u>NOV</u> Review list of IEEE awards and activities your Student Branch can participate in or get more actively involved.	<p> <i>Individuals who join IEEE in November get 14-months of membership for the price of 12. Incorporate message into outreach.</i></p> <p>Student Branch MD Officer – Disseminate membership materials at all regional events and conferences.</p> <p>Section Chair/MD Officer – Disseminate membership materials at all section meetings and local events.</p>		<ul style="list-style-type: none"> - Online order form – recruitment supplies - Monthly MD webcast/conference call
<u>DEC</u>	<p>Student Branch MD Officer – Start planning involvement in Student Branch awards and recruiting new members to say active, regional student conferences (if available). Talk about membership benefits at all of your classes – recruit help with this effort.</p>		<ul style="list-style-type: none"> - Monthly MD webcast/conference call

Thank you for all of your efforts to make this another successful year for the IEEE!

Monthly Checklist - Student Membership Development Opportunities - Blank for your Planning

With your knowledge of the IEEE calendar, you can begin planning and synchronizing membership development activities regionally and locally. The checklist below will help you optimize your efforts by taking advantage of large-scale, IEEE membership development initiatives.

<u>MONTH</u>	<u>RECRUITMENT</u>	<u>RETENTION</u>	<u>RESOURCES</u>
<u>JAN</u>			-
<u>FEB</u>			-
<u>MAR</u>			-
<u>APR</u>			-
<u>MAY</u>			-
<u>JUN</u>			-

<u>MONTH</u>	<u>RECRUITMENT</u>	<u>RETENTION</u>	<u>RESOURCES</u>
<u>JUL</u>			-
<u>AUG</u>			-
<u>SEP</u> Organize dissemination of membership development recruitment kits – sent to Branch Counselors in August.	💡 <i>Individuals who join IEEE in September get <u>16-months</u> of membership for the price of 12. Incorporate message into outreach.</i>	💡	-
<u>OCT</u>	💡 <i>Individuals who join IEEE in October get <u>15-months</u> of membership for the price of 12. Incorporate message into outreach.</i>		-
<u>NOV</u>	💡 <i>Individuals who join IEEE in November get <u>14-months</u> of membership for the price of 12. Incorporate message into outreach.</i>		-
<u>DEC</u>			-

IEEE Member Benefits

Knowing how IEEE can benefit others requires an understanding of all the benefits IEEE offers. IEEE is the world's largest technical society, bringing Members access to the industry's most essential technical information, networking opportunities, career development tools, and many other exclusive benefits. IEEE membership benefits break down into two categories: (1) Core Benefits received by all individuals who join IEEE, and (2) Premium Benefits, which are available exclusively to IEEE members at an additional cost.

Additional memberships are also available—Society, Standards and Women in Engineering memberships enrich the IEEE experience.

(1) Core Benefits

Knowledge - Staying current with the fast-changing world of technology...

[myIEEE](#) - a one-stop personalized web portal providing IEEE members with convenient access to IEEE's member benefits and account management

[IEEE.tv™](#) - internet television offering exclusive programming about technology and engineering to IEEE members, and accessible from myIEEE, the members-only portal

[IEEE memberNet](#) - an online search and networking tool that enables members to connect with technical and engineering experts worldwide

[IEEE Spectrum Magazine](#) - 12 monthly issues (print) and online, digital delivery

[The Institute Newsletter](#) - 12 monthly issues (4 print, 8 online)

[IEEE Potentials Magazine](#) - 6 issues online for all IEEE members through IEEE Xplore. Print subscription for IEEE student members in the U.S, and Canada included with membership. Optional print subscription for USD \$5 for students in all other countries and Members can subscribe for USD \$15.

[IEEE Xplore](#) - table-of-contents and abstract access to 2 million documents

[What's New @ IEEE](#) - produced monthly, electronic newsletters on 10 technical topics

[Microsoft software](#) – The IEEE, in conjunction with Microsoft, is pleased to offer a wide selection of development software to IEEE Student members. All new IEEE Student members and graduate student members and those students that renew will automatically qualify for free Microsoft software.

IEEE Member Benefits (cont)

Community - Belong to the network and buying power of 375,000 members in 150 countries...

IEEE Mentoring Connection – available to members after graduation, this online tool matching young IEEE members seeking professional guidance and counseling with veteran IEEE members willing to share their knowledge and life experiences

IEEE Sections - network with others in the local member community, and participate in local educational and professional activities

Technical Chapters - engage with others through informative technical meetings

Student Branches – opportunities to network with student members at universities and colleges

IEEE e-mail alias - with virus protection and spam filtering

ShopIEEE discounts - membership paying for itself, with as much as 50% off IEEE products

IEEE Conference registration discounts, proceedings, be an author and participation enhance membership experience

Volunteering - opportunities that build leadership and communication skills and networking opportunities

Profession - Empowering members to build and own their careers, and venues to give back to society...

IEEE Job Site - locate career opportunities easily and confidentially

Career Alert - a weekly email newsletter containing career advice plus the job of the week from the IEEE Job Site

Awards- recognize the accomplishments of technologists and engineers worldwide

Scholarships - enhance your resume with an IEEE scholarship

Consultants Database - a service available for matching technical consultants with clients

Today's Engineer - monthly webzine devoted to the issues affecting IEEE members' careers

IEEE Member Benefits (cont)

(2) Premium Benefits (benefits requiring an additional fee)

Expert Now IEEE™ - short courses and workshops delivered online in one-hour learning modules, offering Professional Development Hours (PDH) or Continuing Education Units (CEUs) to help maintain licensing or certification

IEEE Member Digital Library - access up to 25 articles a month from any IEEE publication or conference proceeding

Proceedings of the IEEE - leading authoritative resource for in-depth research coverage, tutorial information and reviews

Continuing Education Partners Program - up to a 10% discount on online degree programs

Insurance Services - customized selection of insurance products, designed for the professional technologist and engineer

Financial Services - receive discounts on financial services from IEEE's partnering companies

Home & Office Services - substantial discounts on products and services for your home and office

Travel Services - enhancing the overall travel experience for IEEE members and their families

Decide What IEEE Membership Means to you!

- Informs
- Provides status
- Provides leadership opportunities
- Network with the profession
- Helps develop interpersonal and communication skills
- Education for the profession
- A forum for technical discussion
- Recognition

Responding to Frequently Asked Objections

- How to manage membership <http://www.ieee.org/myieee>
- How to join <http://www.ieee.org/join>
- How to renew <http://www.ieee.org/renewal>
- How to add services <http://www.ieee.org/addservices>
- How to update your address. The best way is through myIEEE <http://www.ieee.org/myieee>
- I joined as a new member but I am not receiving my publications <http://www.ieee.org/publicationdelivery>
- I joined as a new member but I have not received my membership card <http://www.ieee.org/contactcenter>
- My name is not spelled correctly, how do I correct it? <http://www.ieee.org/contactcenter>
- Are there travel grants for individual students to attend conferences? IEEE does not have a formal travel grant program, however, many conferences do offer programs for students. Please check with the conference organizers, you can find contact information for IEEE sponsored and co-sponsored conferences using the Conference search at <http://www.ieee.org/conferencesearch> or check with the Society sponsoring the conference. For a list of societies, visit <http://www.ieee.org/societies>

Responding to the Membership Question - Why should I Join IEEE

As a Student Branch officer or Membership Development Officer, expect to hear objections to IEEE membership and pointed questions about membership value. This is normal—we all compare in today's competitive world. How you respond to such objections will differentiate your membership development success from others. Listed below are common objections to IEEE membership and suggestions how you can respond.

IEEE membership is too expensive.

The cost of IEEE membership compared to most professional associations is significantly lower, as much as 30%, compared to organizations such as the National Society of Professional Engineers, American Medical Association, and the American Bar Association. When you really think about it, IEEE membership dues are quite reasonable when you consider the quantity and quality of benefits offered to members. Also, IEEE membership often pays for itself. The discounts members receive on IEEE products or attending a conference makes membership a good return-on-investment and students receive a significant discount on membership dues.

The value of IEEE membership does not justify the cost.

IEEE membership offers an array of benefits that may be of interest to you. Perhaps you are unaware of the some of these benefits. They include access to technical publications; professional and educational development; unique networking venues; discounts on conferences, insurance programs and financial services. Every member has their own, personalized gateway into IEEE membership via myIEEE.

I have no time to read the publications.

It's a constant challenge between finding the time to be informed, and one day discovering that you're not technically current. Our members tell us that reading IEEE publications saves them time, as they do not need to "reinvent-the-wheel" at school or at work. IEEE publications are the world's best collection of technical information. Taking the time to read this information keeps you technically current. Investing 30 minutes with one publication could save you 40 hours of research at work.

I can find all this information on Google—what's the value of membership?

There's a lot of information to be found on Google, but IEEE publications are not available for free on Google. Moreover, the quality of technical information found via Google is random, and doesn't adhere to any consistent standards of technical excellence. Did you know that 60,000 patents cite IEEE information? – These patents cite IEEE, not Google. IEEE membership is much more than access to information. It's about networking, professional development, and you taking personal responsibility for your career. Membership is about meeting new colleagues, and coming into contact with really great people—individuals who join IEEE form friendships that last a lifetime. You wouldn't meet these people on Google.

The best way to respond is telling the prospective member why you joined and what participating in IEEE means to you.

Additional Memberships

IEEE Society Membership - Membership in an IEEE Society offers both tangible and intangible benefits. So what are some of the benefits of being an IEEE and Society member? Current members provide the answer. Members have cited the following benefits that influence their decision to join: affiliating or identifying oneself with a prestigious professional organization; having access to multi-disciplinary technical information; creating opportunities for peer networking; having the opportunity to publish and participate in conferences at member reduced rates; and advancing professionally on-the-job. IEEE's 38 Societies are as follows:

IEEE Aerospace & Electronic Systems Society
IEEE Antennas and Propagation Society
IEEE Broadcast Technology Society
IEEE Circuits and Systems Society
IEEE Communications Society
IEEE Components Packaging and Manufacturing Technology Society
IEEE Computational Intelligence Society
IEEE Computer Society
IEEE Consumer Electronics Society
IEEE Control Systems Society
IEEE Dielectrics and Electrical Insulation Society
IEEE Education Society
IEEE Electromagnetic Compatibility Society
IEEE Electron Devices Society
IEEE Engineering in Medicine and Biology Society
IEEE Geoscience & Remote Sensing Society
IEEE Industrial Electronics Society
IEEE Industry Applications Society
IEEE Information Theory Society
IEEE Instrumentation and Measurement Society
IEEE Intelligent Transportation Systems Society
IEEE Magnetics Society
IEEE Microwave Theory and Techniques Society
IEEE Nuclear and Plasma Sciences Society
IEEE Oceanic Engineering Society
IEEE Photonics Society
IEEE Power Electronics Society
IEEE Power & Energy Society
IEEE Product Safety Engineering Society
IEEE Professional Communication Society
IEEE Reliability Society
IEEE Robotics & Automation Society
IEEE Signal Processing Society
IEEE Society on Social Implications of Technology
IEEE Solid-State Circuits Society
IEEE Systems Man and Cybernetics Society
IEEE Ultrasonics Ferroelectrics and Frequency Control Society
IEEE Vehicular Technology Society

IEEE Standards Association Membership - influence the direction and application of standards development worldwide

IEEE Women in Engineering Membership - promotes the entry into and retention of women in engineering programs

Correspondence Templates

Student Branch Communications to Members in Arrears

Dear (Member)

We are writing regarding your IEEE membership. As a valued member of the <x> Section we would like to remind you to renew your membership for 2010. We are concerned that we have not heard from you.

Renew today and enjoy the benefits of IEEE membership.

- IEEE Xplore
- IEEE Spectrum Online
- IEEE Email Alias
- IEEE Job Site
- IEEE.tv - an internet television network that produces and delivers special-interest programming about technology and engineering for the benefit of IEEE's members and the public
- IEEE memberNet - an online search and networking tool that enables members to connect with technical and engineering experts worldwide
- myIEEE - a one-stop personalized web portal providing IEEE members with convenient access to IEEE's member benefits and account management
- IEEE Potentials magazine online through IEEE Xplore

Renewal Made Easy!

Renew on the Web at <http://www.ieee.org/renewal/>

Renew by phone: Just call + 1 800 678 4333 in the U.S. & Canada; and + 1 732 981 0060 (worldwide)

Renew by mail: Take a moment to complete your 2008 membership renewal today.

By email: member-services@ieee.org

If you have already renewed, please disregard this letter and thank you.

Sincerely,

John Doe
IEEE <x> Student Branch

MD Chair to Student members

Dear Student Colleagues:

I have the pleasure of serving as the membership development and activities chair for our Student Branch.. Today I am writing to ask for your help and participation in the 2008 drive to help increase our membership.

The foundation and strength of the IEEE is a strong and growing base of student members. IEEE depends on word of mouth to communicate the benefits of joining our organization and that means you. To continue to grow and build the IEEE, we need your help. Here's what you can do.

Participate in the Member-Get-A-Member program. This program is available with incentives for finding new members. You will get a \$2.00 credit voucher for every member that you recruit. But the real reward is more than a credit voucher. It's a stronger, better IEEE with enhanced connections into industry and the community. These connections help to build the IEEE network that supports our careers and the profession.

There are many tangible benefits associated with membership: career and professional development tools, discounts on products and services (both technical and non-technical), the award-winning Spectrum magazine, reduced conference registration fees, multiple opportunities to network with the leaders of the field, access to top technical information, an ever increasing number of continuing education courses, and much more. The list continues to grow each year. In 2005 we launched a members-only web portal, myIEEE. This portal puts all your membership benefits together in one, easily-accessible place. Many more benefits on the web at <http://www.ieee.org/benefits>

IEEE.tv™, an internet broadcast site for IEEE members has conference presentations, technical seminars, and other items of general interest directly on your desktop. memberNet is launched – the IEEE member directory online. This is your networking tool to stay connected with IEEE members worldwide. Opt in today at <http://www.ieee.org/membernet>

With all of that, I thank you for maintaining your membership in IEEE this year and hopefully in the future. I also urge you to recommend IEEE to your fellow students and colleagues. Please direct your colleagues to <http://www.ieee.org/join> to become a part of the IEEE network.

This is your organization. Help us to grow it and to keep it as vital and vibrant in the future as it has been in the past. Thank you for your participation.

Very truly yours,
John Doe, Ph. D.
Membership Development Chair
IEEE Student Branch at

My Correspondencethis page is left blank for you to add other ideas

Resources & Links

Enabling IEEE's Volunteers is essential to effective membership development. Please take a few minutes to acquaint yourself with IEEE's membership development resources and links.

Membership Development Web Site

Be sure to add to your favorites <http://www.ieee.org/md>! As a Membership Development Officer, you should immediately become familiar with the membership development web pages, linked from the IEEE home page. This one-stop resource allows you to access password-protected areas and peruse membership development tactics. With an IEEE web account, you can access:

- Monthly, membership progress reports
- Regional and section membership statistics
- IEEE Membership Development online community
- SAMIEEE

Membership development tactics are only a click away, including the following time-tested, IEEE programs:

- Member-Get-A-Member
- Authors outreach
- Conference member recruitment program



Should you need to contact Volunteers and Staff involved with membership development, the site also provides a rolodex of Committee and Staff contacts.

Online Order Form – Membership Development Supplies

A favorite resource to membership development officers is the online order form for membership recruitment materials. The form is accessible 24x7. Upon completing the form, IEEE HQ will ship the requested materials to the local address of the requestor, at no cost to the entity. The online order form is accessible from the membership development website. <http://www.ieee.org/mdsupplies>.

IEEE Membership Development Monthly Report

Prepared by the IEEE Regional Activities Department, this monthly report provides a pulse of membership progress and programs and is issued on behalf of the IEEE Membership Development Committee. Current and past reports are located at http://www.ieee.org/web/volunteers/membership_dev/md_reports.html

Membership Development Kits

Annually in August, IEEE sends Sections, Branches and Societies— membership recruitment kits worldwide. Each membership recruitment kit will contain a comprehensive supply of materials, a sample listing as follows:

- IEEE Membership Brochure (higher grade and student)
- Member Benefits Brochure
- Catalog of special interest memberships and subscriptions, an inventory of Society memberships, benefits, and pricing
- CD-ROM, “Discovering the Benefits of Membership”
- IEEE Posters (higher-grade and student membership, GOLD)
- IEEE Bookmarks
- Member-Get-A-Member Brochures
- Member-Get-A-Member Business Cards
- IEEE Promotional Giveaways

Additional materials can be ordered using the online order form. <http://www.ieee.org/mdsupplies>.

An important note, students are required to join IEEE online. No printed student applications are produced. For students that do not have a credit card to join online, they can use the “print and mail” option when they get to the payment page. Then the application can be sent with another form of payment to the IEEE Operations Center for processing. Student Branches have adapted to this policy and run their membership recruitment campaigns by having a computer set up so the students can join online and pay the dues to the Branch right there. The Student Branch can then send one group payment and including a list of the student applicants, their IEEE member number, and the amount paid. This same process can be used when students want to renew their memberships. The great thing is that the students are entering their personal addresses, email etc and no re-keying of the data is necessary by IEEE staff. Once the payment is received by IEEE, it is applied to the record and the process is completed.

SAMIEEE Tutorial for Student Branch Membership Development

Membership Statistics Using SAMIEEE

To get statistical reports for your Student Branch, please use SAMIEEE <http://www.ieee.org/samieee>.

Student Branch Counselors and Chairs have access to the membership data for their Student Branch members. This makes keeping reporting up to date really important.

SAMIEEE - Microsoft Internet Explorer provided by IEEE

File Edit View Favorites Tools Help

Address <http://www.ieee.org/organizations/vols/samieee/>

IEEE The world's leading professional association for the advancement of technology

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Search

IEEE The Web (Google)

About Us Membership Publications Conferences Standards Careers Education Volunteers Societies Geographic Activities

SAMIEEE

New Features

- A **Shared Folder** has been added to SAMIEEE. It gives volunteers a place to store and share their queries and reports with other volunteers who have SAMIEEE access. To learn more visit the [SAMIEEE Online Community](#).
- A "**Quick Guide For SAMIEEE/Analytics**" is now available. It is a two page reference that can help you walk through and learn the basic uses of the new tool. Click on the "View Reference Materials" below to view it.

<< [Access SAMIEEE](#) >>

By clicking 'Access SAMIEEE' you agree to accept the [terms of condition and use](#)

SAMIEEE is a web enabled tool that allows ad-hoc querying, reporting and downloading of IEEE's membership data. Access to this system is limited to registered users with designated or [automatic access](#). All users must have an [IEEE Web Account](#).

- [Access Geographical Membership Statistics](#)
- [Take a tour of the SAMIEEE online community](#)

Trusted sites

Using SAMIEEE

Use SAMIEEE to get information about members' in your geographic student unit!

Go to SAMIEEE <http://www.ieee.org/samieee>

Click Access SAMIEEE

Insert your web account User name Password and Login

Click SAMIeee in Shared Folders

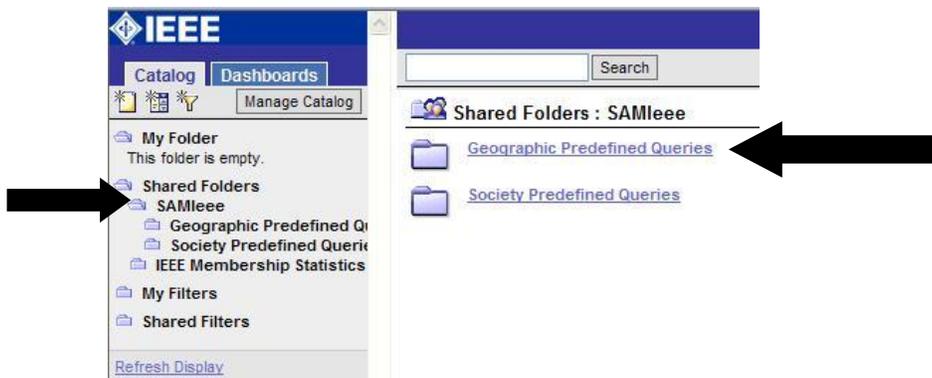
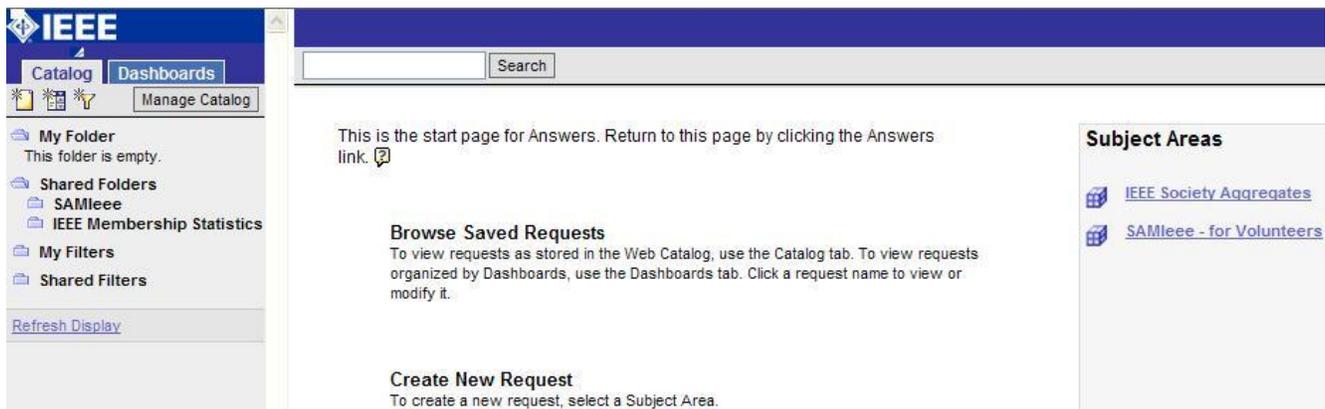
Click Geographic Predefined Query and you will get the list of Predefined Queries

From the list of Predefined Queries listed below are the queries that will be most useful to your Student Branch:

(GEO) Active Members Contact Info

(GEO) Arrears: Member Contact Info (student members who have not renewed membership for the current year)

(GEO) New IEEE members last 31 days (this report will help you check on new members that have joined)



Click on the query name to run or modify criteria link to modify the query.

 Shared Folders : SAMleee : Geographic Predefined Queries

 [\(GEO\) Active IEEE Members - Current GOLD \(Graduates of the Last Decade\)](#)
Query gives results based on Active IEEE Members and current GOLD Member.
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Active Members Contact Information](#)
Active Members with Address, Email and Phone information
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Active Member Counts by Grade, by Section](#)
Count of IEEE Members by Grade
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Active Society Memberships for Active IEEE Members](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Address Label Fields - All Active Members](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Arrears - Member Contact info - By Section, By Grade](#) ←

 [\(GEO\) Current IEEE Life Members](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Email Addresses - Active IEEE Members, by Grade](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) New IEEE Members - last 31 days](#) ←

 [\(GEO\) Society Member Counts by Section](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Volunteer History for Active Members](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Active Members with no Email - Contact Information](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Current IEEE Life Members, by Section](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Postal Code Counts for Active Members](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) SM Upgrade - 1st Level Requirements](#)
Fields show Degrees and Graduations Dates, Line of Business and Years of IEEE Service
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) White File - Active Members](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) White File - All Members](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) All Members - Grade, Status, Phones and Email - Sorted by Last Name](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Members Moved into Section - last 31 days \(include contact info\)](#)
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) Renewal Year for All Members - Name, Grade, Status, Email](#)
Results show most current Renewal Year for Member along with Name, Grade, Membership Status and Email Contact.
[Modify Criteria](#) | [Modify Views](#)

 [\(GEO\) 2007 Last Renewal Year for Members - Name, Grade, Email](#)
Results show most current Renewal Year for Member along with Name, Grade, Membership Status and Email Contact.
[Modify Criteria](#) | [Modify Views](#)

IEEE Contacts

IEEE Student Services

If you need assistance for your student branch development, activities, or membership development, please contact us and we'll be glad to help. Valuable information can also be found on the IEEE Student concourse at <http://www.ieee.org/students>

E-mail student-services@ieee.org

Telephone + 1 732 562 5527

IEEE Contact Center

If you need general assistance with member questions, including publication delivery, membership card not received, how to renew, etc., a staff associate in the IEEE Contact Center will assist you .

E-mail contact-center@ieee.org

Telephone + 1 800 678 IEEE or 4333 (USA)
 +1 732 981 0060 (Outside USA & Canada)

Fax +1 732 562 6380

Student Branch Development Activities

IEEE has many programs to improve the Student Branch and member experience. Three main “Best Practices” categories are highlighted – Awards, Activities and Events. The following information is intended to give Student Branch officers ideas. It is up to you to decide how to meet the needs of your audience – it may be undergraduate sophomores and juniors or graduate students. Knowledge sharing is the key to the success of Student Branches worldwide.

Awards

IEEE Darrel Chong Student Activity Award

Overview

The goal of an IEEE Student Activity is to meet a specific need of students in your university, to add value to the student membership experience and to foster the IEEE mission and vision in local activities throughout the world. Student Branches can plan activities for their members with focus on social, educational, professional and technical activities. They also have the unique ability to have fun!

Recipients

Below are the recipients of the IEEE Darrel Chong Student Activity Award, with the name of their activity. Each submission received an award based on criteria that includes the concept, implementation, repeatability and outcomes with focus on participation, relevance to IEEE and positive impact.

IEEE Darrel Chong Student Activity Award Recipients 2007, 2008 & 2009

University of California-Berkeley

IEEE Student Branch Hands on Electronics Course (California, USA)

University of Texas-Dallas

Building Connections: Networking students, alumni, industry, faculty and staff

University of Saskatchewan

High Voltage Classic hockey tournament (Canada)

Twente University

Robotics Contest (The Netherlands)

Middle East Technical University and Bogazici University

Turkey Section Science Parks Summit with Industry

Universidade Federal da Bahia (Brazil)

PEP Strategic Plan on the Beach

Bharati Vidyapeeth's College of Engineering (India)

ROOTS Reaching Out in Oblation to high schools (India)

Yuan-Ze University (Taiwan)

IEEE Week

University of Auckland (New Zealand)

Practice Interviews

Thadomal Shahani Engineering College (India)

ISAAC '07

Alexandria University (Egypt)

Interact with Today's World

Bilkent University (Turkey)

UD Road to University

University of Jordan (Jordan)

MovIEEE Series

Universidad Federal da Bahia (Brazil)

The Padawan Project

Dhirubhai Ambani Institute of Information Technology and Telecommunication (India)

IWHSSD

Dhirubhai Ambani Institute of Information Technology and Telecommunication (India)

J2EE

Resources

All Student Branches are eligible for this award and you can find details on the web

<http://www.ieee.org/web/membership/students/scholarshipsawardscontests/dchongaward.html>

IEEE Student Enterprise Award

Do your Student Branch members have a project idea but need help with funding?
Apply for a Student Enterprise Award

Overview

The objective of the IEEE Student Enterprise Award program is to provide the opportunity for IEEE Student members to work with others on an engineering project or technical project, while simultaneously strengthening Student Branch programs. Topics may be of a technical or non-technical nature ranging from research on cutting edge technology to community programs. In supporting the program, the donor said it best, "By supporting young and promising engineers and offering them the opportunity to develop their skills in communication, leadership, and resource management, it is my hope that young people who pursue academic degrees and careers in the fields of engineering will also be encouraged to use a broad spectrum of business skills."

Guidelines

To participate, each Student Branch will submit one proposal a year that outlines how the project will be completed, its impact on students, how it increases professional and technical awareness, a budget, schedule, and a request for up to USD \$1,500 in funding. Proposals must be in English.

Resources

Resources are only limited by the innovation and creativity of your Student Branch members. Remember to include Student Branch members, faculty, local IEEE Section volunteers for administrative and possible financial support of the project, GOLD members or recent graduates and companies for additional sponsorship.

For more information, visit the web

http://www.ieee.org/web/membership/students/scholarshipsawardscontests/IEEE_Student_Enterprise_Award.html

The IEEE Presidents' Change the World Competition

Does your Student Branch have innovative members? Compete in this new program and gain global recognition!

Overview

The IEEE Presidents' Change the World Competition is a contest designed to recognize students who identify a real-world problem, apply engineering, science, computing and leadership skills to solve it, and, thereby, benefit humanity or their community.

Guidelines

Participants may compete as an individual or as a team.

Individuals: Individuals who compete must be IEEE Student Members.

Individuals or team members must be IEEE student members at the time their entry is submitted.

The students must play the primary role in the problem-solving; however, they may receive technical and financial assistance from others.

Please note that the intent and spirit of the competition is for the students, not others, to solve a problem. Persons acting as team mentors or in an mentorship role must limit the level of support provided to general guidance and must not contribute in any other form that might be considered original authorship, or in way that may enable claims of rights or ownership to the submitted entries. In no case will work-on-behalf of teams or individuals be allowed.

Entries must be submitted using the form housed on the competition Web site at iee125.org/ChangetheWorld. Requirements include the following:

- Project title
- Problem description
- Solution
- Impact on humanity or a community
- Primary leader with name and contact information;
- Other major student contributors and their contributions;
- Other contributors

Prizes

IEEE Student Humanitarian Supreme	US\$10,000
IEEE Distinguished Student Humanitarian	5,000
IEEE Exceptional Student Humanitarian	2,500
Up to five Outstanding Student Humanitarian prizes	1,000

*As permitted by law.

Resources

Complete rules and conditions will be published on the competition web site

<http://www.ieee.org/web/membership/changetheworld.html>

IEEE Day with an Engineer or Technology Professional

Plan an IEEE day, connect with local industry and help students build a professional network.

Overview

What does a typical engineer do? What does a computer engineer do? A director of Information technology, how does she spend her day? Students should always be thinking about their career path and development. This event is a way to let students experience what it will be like working in the profession and to help them build their personal or professional network of contacts. Working with your local IEEE Section or GOLD Affinity Group (think recent graduates), you can arrange a day when a group of students can shadow a working professional.

Who can help?

Your local Section or GOLD Affinity group volunteers can help – they often work at companies in the area of your Student Branch. The GOLD Affinity group leaders are recent graduates and they can give some specific information about their job, how they were hired, did IEEE help them during the interview?

There you can find information about the Section officers and then just call or email them to ask for assistance. The Section may offer some suggestions on other Student Branch events, so be sure you keep in touch with them.

Resources

Student Branch officers can use their IEEE web account and access the geographic organization roster to find the local Section, Chapter and other officers <http://www.ieee.org/roster>

To find the GOLD Affinity group volunteers in your area, visit <http://www.ieee.org/web/membership/gold/volunteers/affinitygroups.html>

Interview or Resume Workshop

Engage your members with practical experience for their careers.

Overview

Plan an interview seminar, giving tips on how students should present themselves in an interview. Cover the basics such as the first impression, appropriate attire, what to do and what not to do, make sure student members can tell their story to the future employer – it is selling themselves and their experience. Being involved with IEEE is a great bonus and be prepared to talk about what you actively did. The next month, plan a resume writing workshop.

Who can help?

Contact the career center at your university for help with handouts. There is a lot of information on the internet on this subject.

Resources

Visit IEEE sites for career information

<http://www.ieee.org/web/careers/home/index.html>

<http://www.ieeeusa.org/careers/default.asp>

IEEE.tv

Engage your members with one of over 80 programs available as a workshop or seminar.

Overview

IEEE.tv now is the IEEE internet television broadcast and with over 80 programs, Student Branches can utilize this and set up a monthly program. Plan a workshop on the topics in careers and technology, technical tours, conference highlights and specials. Specials include a Smart Grad for Intelligent Energy Use and Art of the Start: Entrepreneurship.

Who can help?

This would be the type of program valuable for existing IEEE Student Branch members and to recruit new members. Members would have a regular activity to look forward to. Another option is to work with the local Section and make this a joint activity.

Resources

Visit the IEEE section for information

<http://www.ieee.org/ieetv>

Thank you for your
Volunteer leadership.

Thank you for making a difference!

