

IEEE Student Branch Leadership Training Part 3

Branch Operations: Reporting + Resources

Region 7

IEEE Canada

Student Congress 2013

Mississauga – Sep. 13 – 15

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Revised September 17th, 2013



Student Branch Reporting Requirements

Each year, Student Branches must submit reports to IEEE Student Services for officers and activities. To encourage you to complete these, the IEEE provides Student Branch funding – an incentive rebate. Remember IEEE is interested in the innovative and creative Student Branch activities.

May 2010, IEEE MGA launched the new Student Branch activity reporting online. IEEE is no longer accepting the old annual plan/annual report forms.

Visit the URL:

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

Officer reporting is due annually using the online form

<https://officers.vtools.ieee.org/>

You can only report the Student Branch Chair and the Student Branch Counselor

Please, list all positions, committees, affinity groups and branch chapters on your Website. (For the record and to recognize the volunteers)



Student Branch Rebate/Allotments

- By completing the Student Branch activity reporting online, you will be providing IEEE with important information about your activities, finances and provide feedback.
- Reporting is due in May or two months after the academic year ends at your university (whichever is more convenient).
No later than November 15th in order to get funded in December.
- Student Branches will receive a combined payment of the Student Branch rebate/allotment based on membership statistics as of the previous 31 December.
- The 2013 rebates/allotments will be based on membership as of 31 December 2012.

Student Branch Rebate/Allotments

This report for the previous year (or academic year or year – your choice) needs to be submitted by Nov. 15th in any given year in order to get the funds in December. (payments are always made in December)

It is best to submit the Student Branch Report at the end of every Academic Year - at the time when or before new branch officers take office.

- Student Branch rebates – US \$2.00 per Branch member
- Student Branch allotment – US \$50.00 (49 members or less) or US\$100.00 (50 members or more).
- One check or payment will be sent to Student Branch Counselors in December or to the Section Concentration Banking Account – your choice.

The IEEE Student Branch Calendar

- A useful tool for planning purposes.
- A good way to remind Branch members of upcoming activities.
- Should list all award deadlines.
- Post on the student web site or general area
- Post it on a bulletin board at your college or university (next to your McNaughton Centre, for example.
- Student Branch Secretary needs to keep the calendar current.

Branch Resources

- **Regional Student Representative (RSR)**
- **Regional Student Activities Chair (RSAC)**
<http://sites.ieee.org/r7-sac/about/sac/>
- Section Chair, Section Student Activities Chair (Section SAC).
- Student Branch Counselor and other faculty
- Student Branch Mentor – if your branch has one
- YP (GOLD) Affinity Group Chair
- Section Chapters
- WIE Affinity Group
- **IEEE Student Services Manager (IEEE Operations Center):**
student-services@ieee.org
- **IEEE Student Concourse**
 - <http://www.ieee.org/students>
 - <http://ieee.ca/students>

Branch Resources (continued)

- Find a Student Branch in your area:
 - <http://ieeecanadianfoundation.org/EN/branches.php>
- Membership Development Order Form:
 - <http://ewh.ieee.org/forms/md/supplies.php> - need IEEE web account to access
- IEEE SAMIEEE
 - to access your Student Branch membership data (Student Branch Counselors and Chairs have access, as long as reported to IEEE)
<http://www.ieee.org/samieee>
- MyIEEE: <http://www.ieee.org/myieee>
- IEEE.tv: <http://www.ieee.org/ieeetv>
- memberNet: <http://www.ieee.org/membernet>
- IEEE Job Site: <http://careers.ieee.org>
- Student Branch Awards: <http://www.ieee.org/scholarships>
- Student member benefits:
http://www.ieee.org/membership_services/membership/students/student_benefits.html