

Calendar – IEEE Student Branch Development

January	<ul style="list-style-type: none"> ✓ Hold your first Branch meeting of the semester and begin planning for the upcoming year ✓ Order Membership Kit for promotional collateral for events/activities: (http://ewh.ieee.org/forms/md/supplies-ondemand.php) ✓ Report any newly elected Chair or Counselor positions via: https://officers.vtools.ieee.org/
February	<ul style="list-style-type: none"> ✓ 1 February – Student Branch Awards deadline: http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html ✓ Host a membership drive – tell your classmates about IEEE! Be sure to hashtag #IEEESTUDENTS with the pictures of your event ✓ Welcome all of your Student Branch Members and welcome new engineering students – your Branch Counselor can help with this
March	<ul style="list-style-type: none"> ✓ Half year dues-new members receive 8 months of service for half price: www.ieee.org/join or www.ieee.org/renew ✓ Submit a story to IEEE Potentials – share your Branch history ✓ Host a Professional Awareness event: http://www.ieeeusa.org/volunteers/committees/spac/
April	<ul style="list-style-type: none"> ✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: www.ieee.org/step ✓ Student graduation notices are emailed from IEEE Headquarters reminding students to update all contact information
May	<ul style="list-style-type: none"> ✓ Contact your local branch members – welcome new members and send off your graduates!
June	<ul style="list-style-type: none"> ✓ Connect with your local Section for activities/events for next semester ✓ Prepare your previous semester’s Activity Report in preparation for the 1 November deadline
July	<ul style="list-style-type: none"> ✓ Order Membership Kit for promotional collateral for events/activities: (http://ewh.ieee.org/forms/md/supplies-ondemand.php)

August	<ul style="list-style-type: none"> ✓ Begin planning for the fall semester – what activities/events will you hold? Solidify all locations and times, if possible. ✓ Connect with your local Section via MyIEEE: www.ieee.org/myieee (select communities). Inform them of your planned events and invite them to participate! ✓ Registration opens for IEEEExtreme www.ieee.org/xtreme.
September	<ul style="list-style-type: none"> ✓ Welcome all of your Student Branch Members and welcome new engineering students – your Branch Counselor can help with this. ✓ Report any newly elected Chair or Counselor positions via: https://officers.vtools.ieee.org/. ✓ Host a membership drive – tell your classmates about IEEE! Be sure to hashtag #IEEESTUDENTS with the pictures of your event.
October	<ul style="list-style-type: none"> ✓ Participate in the largest IEEE Student Competition – IEEEExtreme www.ieee.org/xtreme. Be sure to solidify your proctor! ✓ Introduce your Student Branch to your campus community by hosting a meeting and greet. Collaborate with local IEEE Affinity Groups and Chapters. ✓ 1 November – deadline for Branch Activity Reports: https://sbr.vtools.ieee.org/
November	<ul style="list-style-type: none"> ✓ 15 November – Nominations for Student Branch Awards begins: (http://www.ieee.org/membership_services/membership_students/awards/student_branch_awards.html). ✓ Share the IEEE benefits with your members: www.ieee.org/benefits.
December	<ul style="list-style-type: none"> ✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: www.ieee.org/step