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| January | ✓ Hold your first Branch meeting of the semester and begin planning for the upcoming year  
  ✓ Report any newly elected Chair or Counselor positions via: [https://officers.vtools.ieee.org/](https://officers.vtools.ieee.org/) |
| February| ✓ 1 February – Student Branch Awards deadline: [http://www.ieee.org/membership_services/membership/students.awards/student_branch.awards.html](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   | ✓ Half year dues-new members receive 8 months of service for half price: [www.ieee.org/join](http://www.ieee.org/join) or [www.ieee.org/renew](http://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/](http://www.ieeeusa.org/volunteers/committees/spac/) |
| April   | ✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: [www.ieee.org/step](http://www.ieee.org/step)  
  ✓ Student graduation notices are emailed from IEEE Headquarters reminding students to update all contact information |
| May     | ✓ Contact your local branch members – welcome new members and send off your graduates! |
| June    | ✓ 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 |
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| **August** | ✓ 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 IEEEXtreme www.ieee.org/xtreme. |
| **September** | ✓ 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** | ✓ Participate in the largest IEEE Student Competition – IEEEXtreme 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** | ✓ 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** | ✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: www.ieee.org/step |