

IEEE Winnipeg Section – Donations Criteria

The following represents the recommendations of the Donations Committee for a formal process when handling requests for monetary donations from the IEEE Winnipeg Section for non-IEEE Chapter/Affinity group requests.

1. The total annual amount available for donations shall be increased from \$1000 to \$1200 for reasons of fiscal planning.
2. The maximum donation amount to a group or event should be limited to \$150. Exceptions to this rule may be accepted for consideration at the discretion of the Winnipeg Section Chair.
3. The total donations for the first half of the fiscal year should be limited to \$600. If this amount has not been used after June 30, the remainder will be added to the \$600 remaining for the second half of the year. This will help insure that at least half of the money budgeted for donation purposes will still be available in the later half of the fiscal year for groups that need it. It will allow the Winnipeg Section to support at least eight events or causes each year while being financially responsible.
4. Any group that requires financial support from the IEEE Winnipeg Section must submit an application that includes the following:
 - a. The title of the event to be funded.
 - b. The name of the group sponsoring the event and/or contact information for the individual responsible for organizing it.
 - c. A short paragraph giving the purpose or description of the event.
 - d. The expected date of the event or, for multi-day events, a rough timeline detailing its progression.
 - e. A short paragraph giving the background of the organization including their approximate membership size and mandate.
 - f. Target demographic/audience to allow the Section to assist with more focused advertising.
 - g. A short paragraph or two describing how the event promotes the mandate of the IEEE Winnipeg Section.
 - h. If available, a budget for the event, highlighting where the money that is requested is to be allocated.
5. All of the above information must be included in the application for it to be considered.
6. The above application should be submitted to the Executive Committee Chair four weeks prior to the next meeting of the Winnipeg Section Executive Committee to allow time for review. It may be done electronically (preferred) or in written form.
7. The individual listed on the application as the contact for the event must be available at the next meeting of the Executive Committee to present their request

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- in the form of a motion. If they are not able to attend another member of the group organizing the event should attend in their place.
8. All decisions made on whether or not to fund an event at the Executive Council meeting will be final.
 9. If the Winnipeg Section votes in favor of the applicant's request, the applicant will be expected to submit a report to the Chair within three months after the event has taken place. The report should include:
 - a. The title of the event.
 - b. The name of the group sponsoring the event and/or contact information for the individual responsible for organizing it.
 - c. The date that the event occurred.
 - d. The total attendance of the event.
 - e. A short paragraph detailing the activities which took place at the event and the organizers impression of its' relative success along with any ideas for how it could be improved in the future.
 10. In lieu of a written report, the applicant may also give a presentation within three months of the event taking place at a meeting of the Winnipeg Section Executive Committee. This presentation should include the information listed above.