



**IEEE STUDENT BRANCH
ANNUAL PLAN OF ACTIVITIES
ACADEMIC YEAR _____**

**DUE DATE
1 NOVEMBER**

SCHOOL NAME _____

_____ SCHOOL CODE

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ADDRESS _____

City State/Country Postal Code/Zip Code

BRANCH E-MAIL ADDRESS _____

DEPARTMENT NAME _____ REPORTING TO DEAN OF _____

TELEPHONE NUMBERS: DEPARTMENT (____) _____ FAX NO: _____

DEPARTMENT CHAIRMAN'S NAME _____ DEAN'S NAME _____

DEGREES OFFERED:	Elec. Eng.	Computer Eng.	Bio Eng.	Eng. Science	Elec. Eng. Tech.	*Other _____
2-Year Program:	_____	_____	_____	_____	_____	_____
4-Year Program:	_____	_____	_____	_____	_____	_____
Graduate:	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
Accredited by:	_____	_____	_____	_____	_____	_____

*Attach explanation as necessary describing degrees offered.

BRANCH EXECUTIVE COMMITTEE

_____ thru _____ Academic Year

Chair _____	Member Number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Vice-Chair _____	Member Number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Secretary _____	Member Number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Treasurer _____	Member Number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Counselor _____	Member Number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____
Branch Mentor _____	Member Number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Telephone: (____) _____

We have reviewed this Plan and found the information to be accurate and complete:

Branch Chairman _____	Signature _____	Date _____
Branch Counselor _____	Signature _____	Date _____

DISTRIBUTION

This plan shall be received by the IEEE Manager of Student Services no later than 1 November. Please send additional copies of this Plan to the:

- | | |
|---|-------------------|
| 1. Section Student Activities Committee Chairman | Date Mailed _____ |
| 2. Regional Student Activities Committee Chairman | Date Mailed _____ |
| 3. Regional Student Representative | Date Mailed _____ |
| 4. Maintained in the Branch files as a permanent record | |

Please note: Use this form to plan and outline your branch activities for the upcoming year. Contingent upon timely receipt of this plan, your Branch is entitled to an allotment of \$25.00 (for branches with less than 49 members) or \$50.00 (for branches with 50 members or more) based upon membership statistics as of 31 December.

IEEE STUDENT SERVICES
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331, U.S.A.
E-Mail: student-services@ieee.org; Fax: (732) 463-3657

PLANNED MEETINGS AND ACTIVITIES

INDICATE THE NUMBER OF MEETINGS FOR EACH MONTH	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BUSINESS -- General												
BUSINESS - ExCom												
PROFESSIONAL												
TECHNICAL - Speaker												
TECHNICAL - Tour												
TECHNICAL -- Film												
SOCIAL												

INDICATE THE MONTHS FOR WHICH THESE ACTIVITIES ARE PLANNED	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PAPER CONTEST (Awards)												
FUND RAISING												
BRANCH PROJECTS												
ELECTIONS												
MEMBERSHIP PROMOTION												
JOINT SECTION/ BRANCH ACTIVITIES												

On a separate sheet of paper, please answer each question below as concisely and specifically as you can. This information will also help you outline a strong Branch program for the coming year.

- 1) What is the primary purpose of your Branch as a student organization?
- 2) What are the specific goals of the Branch for the coming year?
- 3) What problems do you anticipate needing to overcome to successfully run the Branch? (What were some of last year's problems?)
- 4) Have you prepared a budget anticipating your expenses and income for the coming year? (If yes, please attach it to your plan; if no, prepare one now and include it with this planning.)
- 5) Do you have a Branch Chapter? ____Yes ____No

Prepared and submitted by: _____ Secretary _____ Date _____