

**IEEE**

IEEE Student Awards

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IEEE Regional Exemplary Student Branch Award - Nomination Form

Exemplary Student Branch Award - Nomination Form

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To review eligibility and criteria, please visit [IEEE Regional Exemplary Student Branch Award](#).

Student Branch details

Student Branch Name	<input type="text"/>
Student Branch Code (if you don't know your SB code, contact your branch counselor, use SAMIEEE or contact IEEE Student Services)	<input type="text"/>
Section Name (please enter the actual section name; do not append the word Section)	<input type="text"/>
Region	<input type="text"/>
Nomination Period - calendar year for which the nomination is submitted	<input type="text"/>
Start Date (Month/Year) - date of the first activity organized in the nomination period	<input type="text"/>
End Date (Month/Year) - date of the last activity organized in the nomination period	<input type="text"/>

Required Documentation

The following items are required for a complete application. Supply electronic copies of the documentation with this nomination. Attachments should NOT be longer than 5 pages. Failure to comply with this requirement could result in disqualification.

IEEE Student Branch Online Activity report (Saved web-page from <https://sbr.vtools.ieee.org/> and | or printed in PDF)

 Nenhum arquivo selecionado

IEEE Student Branch officer reporting (Saved web-page from <https://officers.vtools.ieee.org/> and | or printed in PDF)

 Nenhum arquivo selecionado

List of current student members from SAMIEEE (attached in excel format)

 Nenhum arquivo selecionado

Link to active IEEE Student Branch Website

Please explain briefly the retention statistics in your Student Branch and the efforts by the student branch to retain members in IEEE (either as Student Members

or upon graduation as
Graduate Student Members
or Young Professionals
Members)

Additional Documentation

Twelve (12) of the following items are required for a complete application. Please check the items below that will be included in your submission and furnish supporting information. Attachments should NOT be longer than 5 pages and should be written in English. Failure to comply with this requirements could result in disqualification.

Checklist

- ☐ Application for Awards
- ☐ Student Branch Officers and Committee roster
- ☐ Attendance at Section functions
- ☐ Student Branch email address
- ☐ Fund raisers
- ☐ Hosting an SPAC
- ☐ Membership drive(s)
- ☐ Published minutes of meetings
- ☐ Newsletter or similar promotional efforts
- ☐ Annual Budget
- ☐ Year-end Financial Statement
- ☐ Timely meeting notices
- ☐ IEEE Day Celebration
- ☐ Entry in the Region Student Paper Competition
- ☐ Entry in the Region Hardware Design Contest
- ☐ Participation in the Student Enterprise Award
- ☐ Organising an S-PAVe
- ☐ Nomination for Larry K. Wilson Regional Student Activities Award
- ☐ Nomination for IEEE Outstanding Branch Counselor and Advisor Award
- ☐ Student Members attending the Region Student Congress
- ☐ Representative attending a Student Branch Leadership Workshop
- ☐ Appointing and working with a Student Branch Mentor
- ☐ Distinguished Lecture Program
- ☐ Formation of a new SB Chapter / Affinity Group
- ☐ Other SB Activities
- ☐ Technical workshops
- ☐ Technical seminars
- ☐ STEP Event

Application for Awards : IEEE Educational Awards, IEEE Scholarships, The Darrel Chong Student Activity Award, etc. (attach copies of nomination forms submitted in nomination period and before 15th of February following period)

Nenhum arquivo selecionado

Student Branch Officers and Committee roster (attach excel sheet positions and names)

Nenhum arquivo selecionado

Attendance at Section functions (list of events with dates, event name and count of attendees from the SB)

**Student Branch email address****Fund raisers (list of fund raiser events with financial report)**

Nenhum arquivo selecionado

Hosting an SPAC (funded by SPAA committee; approval email and report to be attached)

Nenhum arquivo selecionado

Membership drive(s) (description of the drive and number of new members recruited)**Published minutes of all Student Branch Officer meetings (attach copies)**

Nenhum arquivo selecionado

Newsletter or similar promotional efforts (attach one sample)

Nenhum arquivo selecionado

Annual Budget (attach copy)

Nenhum arquivo selecionado

Year-end Financial Statement (attach copy)

Nenhum arquivo selecionado

Timely meeting notices (provide sample of email notices / Facebook notices / website notices, etc.)

Nenhum arquivo selecionado

IEEE Day Celebration (program details, agenda, report with pictures, etc.)

Nenhum arquivo selecionado

Student Branch Entry in the Region Student Paper Competition (attach copy of Abstract)

Nenhum arquivo selecionado

Student Branch entry in the Region Hardware Design Contest (attach copy of Abstract)

Nenhum arquivo selecionado

Student Branch participation in the Student Enterprise Award in the nomination period (attach report, pictures etc.)

Nenhum arquivo selecionado

Organizing an S-PAVe (brief report)

Nenhum arquivo selecionado

Nomination for Larry K. Wilson Regional Student Activities Award (attach copy of a nomination form submitted in the current application period)

Escolher arquivo

Nenhum arquivo selecionado

Nomination for IEEE Outstanding Branch Counselor and Advisor Award Recognition Program (attach copy of a nomination form submitted in the current application period)

Escolher arquivo

Nenhum arquivo selecionado

Student Members attending the Region Student Congress or Cross-Section Congress (provide list of names and copies of registration confirmations)

Representative attending a Student Branch Leadership Workshop (attach agenda and attendee list)

Escolher arquivo

Nenhum arquivo selecionado

Appointing and working with a Student Branch Mentor (attach meeting report and mentor contact information)

Escolher arquivo

Nenhum arquivo selecionado

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Formation of a new SB Chapter / Affinity Group (attach approval letter)

Escolher arquivo

Nenhum arquivo selecionado

Technical workshops (brief report with topics, description of the courses / trainings / hands-on activities, pictures)

Escolher arquivo

Nenhum arquivo selecionado

Technical seminars (brief report with topics, lecturer names, pictures, etc)

Escolher arquivo

Nenhum arquivo selecionado

STEP Event (official report submitted for funding and list of participants)

Escolher arquivo

Nenhum arquivo selecionado

Other SB Activities (include activities not covered in any of the above items) Max 350 words

Nominator Information

Nominator Name

Nominator Email address

Nominator Member Number

Student Branch Officer
Position held by Nominator

Endorsement of SB
Counselor (or Dept. Head or
Section SAC or Section Chair)
Max 500 words. We advice
you to copy here the text

from the original
endorsement letter
submitted by your Counselor

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