

## IEEE Regional Exemplary SB Award - Required Documents

### List 1: Required Documents (5 - Mandatory Requirements)

1. IEEE Student Branch Online Activity Report (<https://officers.vtools.ieee.org/>)
2. IEEE Student Branch Officer Reporting (<https://sbr.vtools.ieee.org/>)
3. List of current IEEE Student Members (Name & Member No) from OU Analytics
4. Link to active IEEE Student Branch Website or Social Media Channel
5. Please explain briefly the retention statistics of your Student Branch and the efforts taken by the student branch to retain members in IEEE

### List 2: Additional Documents (12 out of 28 Documents are Required)

1. Application copy of one of the IEEE Awards & Scholarship Programs
2. Student Branch Officers and Committee Roster
3. Attendance at Section functions
4. Student Branch email address
5. Fundraisers
6. Hosting a Student Professional Awareness Conference
7. Membership drive(s)
8. Published minutes of meetings
9. Newsletter or similar promotional efforts
10. Annual Budget
11. Year-end Financial Statement
12. Timely meeting notices
13. IEEE Day Celebration
14. Entry in the Region Student Paper Competition
15. Entry in the Region Hardware Design Contest
16. Student Branch participation in IEEE Student Competitions such as IEEEExtreme, IEEEmadC, etc.
17. Participation of Student Branch Members in Humanitarian Activities
18. Nomination for Larry K. Wilson Regional Student Activities Award
19. Nomination for IEEE Outstanding Branch Counselor and Advisor Award
20. Student Members attending the Region Student Congress or Cross-Section Congress
21. Representative attending a Student Branch Leadership Workshop
22. Appointing and working with a Student Branch Mentor
23. Distinguished Lecture Program
24. Formation of a new SB Chapter / Affinity Group
25. Technical workshops
26. Technical seminars
27. STEP Event
28. Upload Additional Documentation about Student Branch Activities (Optional)