

# Exemplary Student Branch Award

## Details of Documentation Requested

### Five Required Documentation

1. IEEE Student Branch Online Activity report - this must be a PDF downloaded from <https://sbr.vtools.ieee.org/> webpage to be valid;
2. IEEE Student Branch officer reporting - this must be a PDF downloaded from <https://officers.vtools.ieee.org/> webpage to be valid;
3. List of current student members (Name & Member No) from OU Analytics - this should be a file generated by OU Analytics platform;
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. - Fill in the document attached to the submission form; you will be scored based on your efforts and your results.

### Additional Documentation - Minimum of 12 documents required

1. Student Branch Officers and Committee roster - this must be an Excel document that includes all leading members, position and membership details;
2. Student Branch email address - this email address doesn't need to be an alias, but it should be an active account;
3. Published minutes of all Student Branch Officer meetings - attach copies in PDF file;
4. Annual Budget - this must be a document with the amount of money the student branch had at the start of last year and how you intended to spend that money.
5. Year-end Financial Statement for the Previous Year - this must be a file with the financial status of the student branch in the end of the year;
6. Fundraisers - attach a file with all activities performed to raise funds; you can include fundraiser name, date, amount of money invested, amount of money raised, profit and profit destination;

7. Request for IEEE foundings (Requests done to the IEEE Section, IEEE Region, MGA, Affinity Groups or Societies for funding) - attach a copy of the request and the response received.
8. Membership drive(s) - This must be a PDF file with the description of the efforts done to retain and recruit new members, as well as the number of new members recruited;
9. Newsletter or similar promotional efforts - Attach a PDF file that contains at least one sample of student branch promotional efforts;
10. Timely meeting notices - This must be a PDF file with proof that the student branch invites students to attend to meetings they organize, it may be via email, facebook, website, etc;
11. Formation of a new SB Chapter / Affinity Group - This must be a PDF of the approval letter;
12. Appointing and working with a Student Branch Mentor - This must be a PDF meeting report and mentor contact information (Counselors and advisors are not considered mentors);
13. Attendance at Section functions - List of events with dates, event name and count of attendees from the Student Branch;
14. Student Members attending the Region Student Congress or Cross-Section Congress - attach a file with a list of names and copies of registration confirmations;
15. Representative attending a Student Branch Leadership Workshop - This must be a PDF file with event agenda and attendee list to be valid;
16. Events and activities reported on vTools Events - attach report downloaded from <https://events.vtools.ieee.org/>;
17. Hosting a Student Professional Awareness Conference (Funded by SPAA committee) - attach approval email and conference report;
18. IEEE Day Celebration - This must be a PDF file with the event program details, agenda and report with pictures;
19. Participation of Student Branch Members in Humanitarian Activities - This must be a brief report with pictures in PDF file;
20. Student Branch Entry in the Region Student Paper Competition - This must be a PDF copy of the Abstract to be valid;

21. Student Branch entry in the Region Hardware Design Contest - This must be a PDF copy of the Abstract to be valid;
22. Student Branch participation in IEEE Student Competitions such as IEEEExtreme, IEEEmadC, etc. - This must be a PDF report to be valid;
23. Distinguished Lecture Program - This must be a brief PDF report that contains the request and approval to host this program and describes how the students took part in it;
24. Technical workshops - This must be a PDF file with a brief report with topics, description of the activities and pictures to be valid;
25. Technical seminars - This must be a PDF file with a brief report with topics, lectures names and pictures to be valid;
26. Technical visits to local industries and factories - This must be a PDF file with a brief report of the Activity and pictures to be valid;
27. STEP Event - This must be the Official report submitted for funding and list of participants to be valid;
28. Events organized with other organizational units (inside and outside IEEE) - This must be a PDF file with a brief report of the activity, pictures and the involvement of the other OUs;
29. Application for any one of the following IEEE Awards submitted last year – Attach a copy of the nomination form submitted (PDF Format only). IEEE Scholarships, The Darrel Chong Student Activity Award, Larry K Wilson Award, Branch Counselor/Advisor Award or any Sectional, National or Regional Awards are valid;
30. Winner of Exemplary Student Branch Award last year - Attach certificate;
31. Nomination for Larry K. Wilson Regional Student Activities Award - This must be a PDF file with proof of submission for the current year;
32. Nomination for IEEE Outstanding Branch Counselor and Advisor Award Recognition Program - This must be a PDF file with proof of submission for the current year.