



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

**DUE DATE:
1 MAY**

SCHOOL NAME: _____ SCHOOL CODE _____

ADDRESS: _____

City State/Country Postal/Zip Code

BRANCH
E-MAIL ADDRESS: _____

BRANCH ORGANIZATION:

CURRENT YEAR

NEXT YEAR

From _____ To _____

From _____ To _____

Branch Chairperson _____

Telephone _____

Other Officers
(Include titles) _____

Student Branch Counselor _____

Telephone _____

FAX No. _____

EMAIL Address _____

Branch Mentor _____

SCHOOL OFFICIALS:

(Please Print or Type Full Names and Titles)

Department Chairman _____

Dean _____

DISTRIBUTION:

This report is to be submitted to IEEE Student Services* and to your Region and Section Student Activities Committee Chairmen no later than 1 May. Additional copies of the Report shall be maintained in Branch files as permanent records.

Date Filed: _____

Date Mailed: _____

TRANSMITTAL:

We have examined this Report and to the best of our knowledge believe it to be true, complete and correct.

Prepared by: _____ Branch Office Held _____ Date _____

Received and Approved by: _____
Student Branch Counselor Date

Student Branch Chairperson Date

PLEASE NOTE: Contingent upon timely receipt of this report, your Branch is entitled to a \$2.00 per member rebate based on membership statistics as of 31 December.

BRANCH ACTIVITIES REPORT

Describe below activities sponsored by your Student Branch. Include such activities as technical meetings, special tours, panel discussions or speakers, S-PAC's and other professional activities, or even social meetings and fund-raising events. The information you provide will enable both Headquarters and the Regional Student Activities Committee Chairman to gain valuable insight into your Student Branch and its progress. This record of your activities will also be of use to succeeding officers in organizing their programs. Please provide total number of meetings in each category in the space provided below. Describe events briefly. (Use additional sheets as necessary.)

MEETINGS

(1) TECHNICAL (including Speakers, Panel Discussions and Plant Tours)

TOTAL _____

(2) PROFESSIONAL (including S-PACS)

TOTAL _____

(3) SOCIAL ACTIVITIES (fund raising events, pizza parties, dances, etc.)

TOTAL _____

(4) ACTIVITIES HELD JOINTLY WITH LOCAL SECTION (mentor programs, day with an engineer, sponsored dinners, etc.)

TOTAL _____

(5) OTHER ACTIVITIES (including projects like Careers Day, Branch project, Student Paper Contest, etc.)

TOTAL _____

SUMMARY: Please provide the total number of meetings in the following categories: (1) technical meetings, (2) professional, (3) social, (4) joint activities, (5) Other, etc. sponsored by your Branch. Do not include Department-sponsored seminars or talks, or business and planning meetings.

TOTALS: (1) _____ (2) _____ (3) _____ (4) _____ (5) _____

Average number of Student participants _____

Total Branch Membership _____
(ref. 12/31 HQ printout)

STUDENT BRANCH ASSESSMENT:

Future Plans -- Is your Branch planning technical or professional activities, setting up a Branch e-mail address, sponsoring any Section/Branch joint activities? Provide details:

RECOMMENDATIONS:

Have you received assistance or information from these sources? (Please identify and explain)

Student Branch Counselor _____

Department Chairman _____

Section _____

Regional Student Activities Committee Chairman _____

Regional Student Representative _____

Regional Director _____

Student Services at Headquarters _____

SPAC Committee _____

How can we help you to improve? _____

FINANCIAL STATEMENT (Dates given conform with IEEE calendar fiscal year policy.)

TOTAL FUNDS ON HAND -- 1 JANUARY, _____

INCOME RECEIVED DURING _____

Headquarters Rebate \$ _____

Headquarters Allotment \$ _____

All other Receipts* (Itemize below) \$ _____

Total Receipts \$ _____

*Itemize All Receipts (Use additional sheets if necessary)

_____ \$ _____

_____ _____

_____ _____

Total \$ _____

EXPENSES PAID DURING _____

Meeting Expenses \$ _____

Publication Expenses \$ _____

All other Expenses** (Itemize below) \$ _____

Total Expenses \$ _____

**Itemize All Expenses

_____ \$ _____

_____ _____

_____ _____

Total \$ _____

EXCESS (OR DEFICIT) INCOME RECEIVED OVER EXPENSES PAID \$ _____

TOTAL CASH AND OTHER ASSETS - DECEMBER 31, _____ \$ _____

Student Branch Chairperson _____ Date

Student Branch Counselor _____ Date