



2003 *VIP* Pilot Program IEEE Region 3

IEEE Development Office
Karen Nowicki, *VIP* Coordinator

2003 *VIP* Pilot Program Plan

Major Activities by Quarter

1st Quarter

January:

- Conduct focus group “Supporting Our Volunteers”

Feb/March:

- Conduct focus group “Training Our Volunteers”
- Conduct a practice training session with IEEE staff.

2003 *VIP* Pilot Program Plan

Major Activities by Quarter

2nd Quarter

April

- Hold first official *VIP* training classes at SoutheastCon, 3-4 April 2003

May

- Trained *VIP*s contact prospective donors
- Teleconference meeting with “Training our Volunteers” Focus Group
- Teleconference meeting with *VIP* Planning Committee

June

- Conduct teleconference with “Supporting our Volunteers” Focus Group

2003 *VIP* Pilot Program Plan

Major Activities by Quarter

3rd Quarter

July

- Revise *VIP* Resource Manual and *VIP* Support and Training programs based on the second focus group meetings.
- Review philanthropic projects/assignments of trained *VIP*s, contact *VIP*s and get reports on projects

August

- Identify & approach new members for *VIP* program

September

- Training session at a local Region 3 meeting or activity (time and location TBD)
- Revise *VIP* materials in preparation for 2004.

2003 *VIP* Pilot Program Plan

Major Activities by Quarter

4th Quarter

October

- Second group of trained *VIP*s contact prospective donors
- Conduct third & final meetings with Focus Groups
- Conduct final meeting with *VIP* Planning Committee

November

- Collect final reports from *VIP*s, Focus Groups, and *VIP* Planning Committee
- Prepare final *VIP* Pilot program report for the Foundation Board meeting in November
- Prepare plans for 2004 *VIP* Program

December

- Thank you mailing or small event for participants in the 2003 *VIP* Region 3 Pilot program

Contact the IEEE Development Team

Kristina Collmann

Director

Phone +1 732 562 3915

Email k.collmann@ieee.org

Karen Galuchie

Development Operations Mgr

Phone +1 732 562 3860

Email k.galuchie@ieee.org

Karen Nowicki

***VIP* Coordinator**

Phone +1 732 562 3939

Email k.nowicki@ieee.org

Ramona Ponce

Administrator

Phone +1 732 562 5550

Email r.m.ponce@ieee.org

Office Fax: +1 732 981 9515