



**2003 *VIP* Pilot Program  
IEEE Region 3**

IEEE Development Office  
Karen Nowicki, *VIP* Coordinator

# **2003 *VIP* Pilot Program Plan**

## **Major Activities by Quarter**

### **1<sup>st</sup> 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

### 2<sup>nd</sup> 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

### 3<sup>rd</sup> 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

### 4<sup>th</sup> 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](mailto:k.collmann@ieee.org)**

**Karen Galuchie**

**Development Operations Mgr**

**Phone +1 732 562 3860**

**Email [k.galuchie@ieee.org](mailto:k.galuchie@ieee.org)**

**Karen Nowicki**

***VIP* Coordinator**

**Phone +1 732 562 3939**

**Email [k.nowicki@ieee.org](mailto:k.nowicki@ieee.org)**

**Ramona Ponce**

**Administrator**

**Phone +1 732 562 5550**

**Email [r.m.ponce@ieee.org](mailto:r.m.ponce@ieee.org)**

**Office Fax: +1 732 981 9515**