

**IEEE REGIONAL EXEMPLARY STUDENT BRANCH AWARD  
NOMINATION FORM**

Nomination of the IEEE Student Branch at

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(SCHOOL NAME)

as an exemplary Student Branch for the \_\_\_\_/\_\_\_\_ academic year

The following documentation is attached (check each item submitted in List 1)

List 1. Documentation that must be provided:

- ☐ Copy of Branch Annual Plan
- ☐ Copy of Branch Annual Report
- ☐ Copy of Branch Counselor Nomination Reporting Form
- ☐ Copy of Newly Elected Student Officer Reporting Form
- ☐ Copy of last page of previous-year-end membership roster (must have at least 10 members)
- ☐ Details of Branch technical meetings (at least 2)

☐ = TOTAL FOR LIST 1 (6 REQUIRED)

List 2. List 2. Elective documentation in the form of evidence of the items listed below. Please put a check mark in the space provided to indicate that your branch is adhering to or participating in the item or program listed. Verification and/or documentation should be available upon request.

- ☐ Adoption of Branch Bylaws
- ☐ Appointment of subcommittees by the Branch officers
- ☐ Attendance at Section functions
- ☐ Branch e-mail address
- ☐ Fund raisers
- ☐ Membership drive(s)
- ☐ Minutes published for all Branch officer meetings

Signature of Nominator \_\_\_\_\_ Date \_\_\_\_\_

Branch Office held by Nominator \_\_\_\_\_

Endorsement of Branch Counselor \_\_\_\_\_ Date \_\_\_\_\_

- ☐ Newsletter or similar promotional efforts
- ☐ Realistic Budget
- ☐ Timely meeting notices
- ☐ Other notable Branch activities (eg. Engineers Day, National Engineers Week)
- ☐ Applications by Branch members for other IEEE Awards (eg. Scholarships)
- ☐ Branch entry in the Region Student Paper Competition
- ☐ Branch entry in the Region Hardware Design Contest, if applicable
- ☐ Hosting an S-PAC or submitting an S-PAVe entry
- ☐ Nomination for Larry K. Wilson Award
- ☐ Nomination for Outstanding Branch Counselor
- ☐ One or more student members attending the Region Student Conference, if applicable
- ☐ Representative attending the Region Branch Chairman's Workshop
- ☐ Appointing and working with a Branch Mentor
- ☐ Existence of a World Wide Web home page
- ☐ Other IEEE activities (eg. successful Branch Chapter, distinguished lecturer participant, formed a new Branch Chapter)

☐ TOTAL FOR LIST 2 (12 REQUIRED)

Send complete nomination to Regional Student Activities Committee Chairman (RSAC) no later than one month before the first day of your Region's student conference or meeting.