

# IEEE Region 5 Student Branch Resources

*By Devin Cornell and Joanna Lou*

## Introduction

The goal of this document is to provide you (Student Branch Leaders) with the resources you need to run your Student Branch. Running a student branch can be a challenging endeavour that will help you expand your professional network on campus and help you fully explore your strengths as a leader. These skills are sought after by employers and the 425 thousand other members know the significance of having it on your resume. We encourage you to use your passion for technology to inspire others and make a difference on your campus!

If you have any questions about this document, please feel free to contact your Region 5 Student Representative Joanna Lou: [jlou3@slu.edu](mailto:jlou3@slu.edu) or Student Activities Coordinator Devin Cornell [d.j.c@ieee.org](mailto:d.j.c@ieee.org).

## Table of Contents

[Introduction](#)

[Table of Contents](#)

[Student Branch Reporting](#)

[Student Branch Officer Reporting](#)

[Student Branch Activity Reporting](#)

[IEEE Funding Resources](#)

[IEEE Member Geographic Activities](#)

[Your Section](#)

[IEEE-USA PACE Funding](#)

[IEEE-USA SPAX Funding](#)

[About the IEEE Organization](#)

## Student Branch Reporting

As a Student Branch leader, there are only two things you need to update every year to stay registered with IEEE. These requirements are also important if you would like to request other sources of funding. If you don't submit them your student branch will be fine, but it will make it harder to use IEEE resources.

- Student Branch Officer Reporting
- Student Branch Activity Reporting

These two minimum requirements are explained below.

## Student Branch Officer Reporting

[Student Branch Officer Reporting](#) is Important so IEEE can keep track of Student Branch leaders, and the leaders can receive important information from IEEE. Note that your officers must all be [IEEE Global Members](#), and new officers will be the ones submitting the form. [Here is another tutorial](#) that may be helpful.

1. First, go to the officer reporting page on [vTools](#) and log in using your [IEEE Login](#). The page should ask for your SPO ID (which we will find in step 2).
2. Look up your Student Branch Code ("SPO ID") [in this document](#) (from 2015).
3. Enter your student branch code or partial school name into the "select unit" box, and a dropdown should appear with your university/branch. If a dropdown menu does not appear, refresh the page and try again. It may take a second to load.
4. On the next page it should say "Successfully changed organizational unit", and display a table of positions in your student branch.
5. **To update a particular position**, select the position button and choose to "add officer". Fill in their member number and term start date, and submit to update the position. Once you submit it may take some time for IEEE to approve the change.
6. **To add a position to the list**, on the right above the table choose "Request a new officer position" and then submit the positions you would like to add into the last message box. You will need to use your Student Branch Code for the "Organizational Unit" box. Once you submit it may take some time for IEEE to approve the change.

## Student Branch Activity Reporting

Activity reporting is important so IEEE can understand the types of activities you are doing and what you would like to do in the future.

1. First, go to the [vTools page for Student Branch Reporting](#).
2. Click on the link titled "Click to Select School" and find your school.
3. Navigate through the other tabs "School", "Finances", "Activities", "Feedback", and "Signatures" filling out the information that you have about your Student Branch.
4. Finally, go to the tab "Save and Submit" to name your report (the name is so you can keep track of it) and "submit" it to IEEE.
5. NOTE: Any report is better than not submitting one at all. This process can help you think about what you want to do with your branch, but if you are still considering then just put as much as you have.

## IEEE Funding Resources

What can IEEE do for you? There are a number of ways that IEEE can help you run your student branch or create programs that include multiple Student Branches. You should at least know about these sources of funding:

- Global Member Geographic Activities
- Your Section
- IEEE-USA PACE Funding
- Student Professional Awareness Experience (SPAx)
- Professional Societies

### IEEE Member Geographic Activities

This one is easy! Every year you will automatically get money for having students at your school registered as IEEE members! They just need to make sure they choose your student branch as their current branch. To access this money, you need to talk to your section (can be found from [this list](#) or you can probably find leadership contact info in the [ieee roster](#)). This change in reimbursement method is new and sections may not always be aware of it, so be sure to let them know they will be receiving money meant for you!

### Your Section

Your IEEE Section is sometimes given funds to help support your activities, but they don't always reach out to you. Find your section from [this list](#) and contact the emails you find on their website. The process to get funding from your Section is an informal one, but it is likely that they could provide you with funds as long as you have concrete plans for your events or activities. You never know unless you reach out!

### IEEE-USA PACE Funding

The [PACE Funding Program](#) is a formal process designed to get funding to your Section for specific activities. As a Student Branch you cannot apply directly, but you *can* work with your section to submit a request for an event or program idea that *you* have.

### IEEE-USA SPAX Funding

If you have an idea that falls under the requirements for a [SPAX](#) program, you can request funding from these programs. SPAX stands for Student Professional Awareness Experience and can include a broad spectrum of programs you can create to meet the needs of your Student Branch or Section. Was there ever a type of event that you wanted to create but didn't have a funding source? [This is your best bet.](#)

### IEEE Technical Societies

Technical societies often have resources set aside to help and encourage students. While some of you may prefer to focus on professional development events for your students, you can also get access to funding to help develop student technical skills. These avenues may require a bit more research, but there are thousands of dollars of untapped funds for student branches just like you! To find the technical societies you can start by looking at the [IEEE Roster](#) under the "IEEE Societies" drop-down. Once you find a society you are interested in, you can find contact information for both global society leaders and local chapter leaders. Some societies have representatives for outreach, and they may be the most helpful to contact. Also be sure to google the society name to find their website and see if they have anything there you could use.

As a last resort you can contact other society leaders that may be able to point you in the right direction.

## About the IEEE Organization

This section provides more information about the structure of IEEE. The table below shows organizational levels from your Student Branch all the way to the global organization that is IEEE. I also encourage you to take a look at the [IEEE Organizational Roster](#) to see all the groups you can become involved with in IEEE. Volunteering to lead a robotics team, organize a school event, or grow a student branch could have a big impact on your career as a student. Beyond being a student you can volunteer to organize a conference, contribute to a technical standard, or just meet other professionals in your area of interest. Use IEEE as a resource throughout your career!

<p><a href="#">Find your Student Branch!</a></p>	<p><b>Student Branch Level</b> Typically one per school, this is where you can make a real impact in your school and local community! Inspire students at your school to become involved in geographical and technical organizations all over the world. Become an industry leader using the IEEE Network! You can see all of the organizations within IEEE by looking at the <a href="#">Organizational Roster</a>. More helpful information <a href="#">about running your student branch can be found here</a>, but you have a lot of freedom in how you organize your branch. Feel free to play to your strengths as a leader!</p>
<p><a href="#">Find Your Section!</a></p>	<p><b>Section Level</b> These are locally organized groups that manage several student branches and also local technical groups. You can find your section and reach out to them by looking at <a href="#">this list on the R5 website</a>.</p>



**Region Level:** [IEEE Region 5](#)  
 Puts on [yearly conference with student competitions every April](#), maintains volunteers to help your Student Branch Successful.

**Student Activities Coordinator:**  
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**Region Student Representative:**  
 Joanna Lou ([jlou3@slu.edu](mailto:jlou3@slu.edu))



**National Level:** [IEEE-USA](#)  
 Not strictly part of the Member Geographic Activities stack-up, but provides many resources for US students including funding, conferences, and other activities.



**Global Level:** [IEEE MGA](#)  
 This division under IEEE Global manages all student branch activities and provides yearly refund for student branches.



[ieee.org](http://ieee.org)  
 Manages IEEE membership, creates [technical standards](#), organizes technical societies, allows professionals to create conferences and publication organizing bodies.