

## Chapter Briefs July 2006

A bi-monthly newsletter dedicated to sharing information of interest to IEEE Chapters to assist them in their communications and support efforts to their Chapters.

Some articles may have been compiled from internal IEEE communications, as well as Society newsletters.

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## Technical Chapter & Affinity Group Required Reports

Technical Chapters and Affinity Groups are required to annually report: 1) [meeting activity](#), 2) [financial activity](#) and 3) [current Chair](#). These reports are necessary for the Chapter/Affinity Group to maintain viability. A Chapter/Affinity Group may be dissolved if reports are not submitted.

### 1. Meeting Activity Reports:

Meeting reports should be submitted after each meeting is held.

Submit via the web form at [www.ieee.org/L31](http://www.ieee.org/L31). The Section secretary should be copied using the "Email CC list" field on the bottom of the form. Once submitted from the web, there is no need to send hard copy or re-submit the forms at the end of the year.

Chapters must hold a minimum of two technical meetings per year and maintain a membership of at least ten members, other than Students.

Affinity Groups are required to maintain a membership at least six members, other than Students, and to submit an annual roster of members, including names and member numbers. They should hold not less than two group technical, professional, or educational meetings per year.

For details on rebate funding and earning an activity bonus, see the [Rebate Schedule](#).

### 2. Financial Activity Report:

Income and expense information, and year end bank statements (if applicable) should be submitted to your Section's treasurer for consolidation into the Section Financial report (L50).

When? The information described above should be give to your Section's treasurer as soon as possible after 31 December. The Section treasurer has to have the consolidated report to IEEE by the third week in February.

Chapters and Affinity Groups maintaining a separate bank account and involved in a lot of financial activity may submit a separate L50 [financial report](#). A copy of this report should go to the Section treasurer. Consistency **must** be maintained from year to year regarding the way the financial report is submitted (consolidated or separate).

### 3. Officer Report:

The Chapter Chair's name, member number and email address should be sent to the Section secretary for Section records and submission with the Section's reports.

When? Within 21 days of an election. If the same officer is going to be in place for an upcoming year, send that information to the Section secretary in December, along with updated contact information if applicable.

**NOTE:** Chapters also have a Technical Society "Parent." Each Society has different reporting requirements (or may have no requirements at all). Please see the [Society Chapter Funding Guide](#) or contact your Society officers for more information.

## Chapter Chair Roster

To make it easier for societies to retrieve accurate data regarding their chapters and their chairs a roster was created and posted to the Technical Activities Roster page at:

<http://www.ieee.org/portal/pages/tab/roster/index.html> This roster will be updated bi-weekly, to insure that the information is kept current. To access this roster you will need to login using your webaccount.

## Concentration Banking

**What is the Concentration Banking Program?** This program offers IEEE Geographic Units and Conferences a bank account with unlimited check writing privileges, which pays a higher rate of interest than traditional business checking accounts. For more information click on the following link: <http://www.ieee.org/portal/pages/services/financial/treasury/concentration.html>

## Engineering Careers Brochure for 11-13-Year-Old Students

IEEE-USA has unveiled a new six-panel engineering careers brochure that is designed for 11-13-year-olds. Titled "My Science, My Math, My Engineering! How Am I Ever Going to Use This Stuff in the Real World?," the brochure:

- \* lists courses youngsters should take to get ready for engineering;
- \* shows how they can figure out if engineering is interesting; and
- \* asks what could \*you\* do if you were an engineer?

Approximately 20,000 copies of "My Science, My Math, My Engineering!" have been preordered by more than two-dozen U.S. children's museums.

To see the brochure, go to

[http://www.ieeeusa.org/volunteers/committees/pec/Precollege\\_brochure.pdf](http://www.ieeeusa.org/volunteers/committees/pec/Precollege_brochure.pdf).

Copies can be obtained without charge by writing to IEEE-USA Communications Assistant Helen Hall at [h.hall@ieee.org](mailto:h.hall@ieee.org). For more information on IEEE-USA, go to <http://www.ieeeusa.org>.

## TRYENGINEERING Site

TRYENGINEERING SITE: TryEngineering.org is a new web site which combines interactive activities with information on careers in engineering. A 2005 comprehensive review by EAB determined that most resources tend to focus on Mathematics and Science and that inadequate messaging is sent regarding the nature of engineering and the life of engineers. TryEngineering.org is a resource specifically designed to educate counselors, teachers, parents, and students about the different engineering disciplines and the impact engineers have on society. TryEngineering.org provides visitors with the unique ability to find accredited engineering programs at universities throughout the US and Canada. The site also provides visitors with preparatory guidelines for students looking into an engineering career and classroom activities that demonstrate engineering principles. The site was developed in partnership with IBM and The

New York Hall of Science and was launched 5 June 2006. Sixteen days after launch, the website received over 18,813 hits and over 3,110 unique visitor sessions. The next steps for the project are to expand the university database, translate the site for non-English speaking countries, and expand the lesson plan database. Check out TryEngineering at <<http://www.tryengineering.org>>.