

IEEE Member and Geographic Activities Board Awards and Recognition Program Manual

January 2008

**IEEE Member and Geographic Activities Department
445 Hoes Lane
Piscataway, N.J. 08854**

IEEE MGA AWARDS & RECOGNITION MANUAL

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SECTION 1 - MGA AWARDS & RECOGNITION PROGRAM

1.1 Introduction

The Member and Geographic Activities Board (MGA Board) awards and recognition program is designed to help promote the IEEE's purpose of recognizing outstanding achievement in electrical, electronics, and computer engineering worldwide. The MGA awards program is administered by the MGA Awards and Recognition Committee (MGA ARC). MGA ARC is responsible for conducting a program which provides the means to recognize the individual or collective efforts of the membership in promoting the interests of IEEE as reflected in the operation of MGA and its organizational units (Regions, Areas, Councils, Sections, Chapters, Student Branches, and Student Branch Chapters). In an effort to enhance the nominating process, descriptions of all MGA awards have been assembled in this Manual.

1.2 MGA Awards & Recognition Committee Charter

- A. General. The MGA Awards and Recognition Committee shall report to the MGA Member Engagement and Life Cycle Committee. Changes to this Charter must be endorsed by MGA Member Engagement and Life Cycle Committee and approved by the Member & Geographic Activities Board.
- B. Scope. To promote, recognize and reward excellence in the MGAB operations and IEEE Geographic Unit Activities (Regions, Geographic Councils and Areas, Sections, Chapters, Student Branches, and Student Branch Chapters).
- C. Functions:
 1. Develop and implement award and recognition programs and procedures designed for sponsorship specifically by MGA Board.
 2. Develop, coordinate and implement awards and recognition programs for use by components of MGA Board to recognize individual IEEE members and organizational units.
 3. Develop, coordinate and implement awards for use by components of MGA Board to recognize support provided by firms, divisions of firms, or individuals, which enable volunteers of the IEEE to carry out their assignments.
 4. Develop and implement suitable documentation of awards and recognition presented by MGA Board and its components.
 5. Develop procedures for publicizing the availability of awards and recognitions; provide assistance in preparing nominations and assist in affording appropriate media exposure to awardees.
 6. Develop consolidated awards and recognitions procedures applicable to MGA and its components and ensure integration of the elements into appropriate guides and regulations.
 7. Develop budgeting procedures for MGA awards and serve as a resource on various funding processes as may be available and permitted in support of the awards programs.

8. Serve as an action body within MGA Board, relating to the IEEE Awards Board programs; represent MGA on the IEEE Awards Board and its subordinate bodies; represent MGA on awards planning and policy development councils; coordinate IEEE awards and recognition programs within MGA and act as an information source on IEEE awards and recognition programs for components of the MGA Board.
9. Stimulate, coordinate and assist in the administration of educational scholarships or awards program within the Region and Section organizations, as may be proposed therein or as may be delegated by the IEEE Awards Board or the IEEE Board of Directors.
10. Solicit and evaluate MGA award nominations and recommend award recipients to MGA Board.
11. Establish awards via Member Engagement & Life Cycle Committee.

D. Composition. The MGA Awards and Recognition Committee shall consist of the following:

Voting Members

- Chair
- Three (3) members from Regions 1-6.
- Three (3) members from Regions 7-10.
- Immediate Past Chair

Of the seven (7) appointed members, at least 3 individuals shall be past Regional Directors or Regional Director-elects and at least one (1) individual shall be a Graduate of the Last Decade.

The MGA Vice Chair – Member Development will appoint the Chair and members.

Corresponding Members

Corresponding Members - Region 1-10 Awards Chair (without vote) – Appointed by Region Director

The MGA Chair, MGA Secretary and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

E. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

1.3 Program Guidelines

The process for nominating candidates for awards will be greatly simplified if the nominator follows the general procedures listed below and supplemental procedures listed for each award.

1. The nominator can significantly influence the selection process by accurately completing the nomination form and by providing all required documentation. Supply relevant information in concise English. The form should be typed or printed neatly. Please follow all instructions carefully.
2. Neither MGA ARC nor a selection committee will research unsupported claims or enhance the nomination package in any way.
3. Consider the distinctive features of the award as described in the guidelines. Ask the question: Does the achievement fit the award?
4. Appropriate nomination forms are available from the Member and Geographic Activities Department or the Regional Awards and Recognition Chair. Copies of forms in this manual are an acceptable substitute. Questions should be directed to Chair of the MGA Awards and Recognition Committee.

IEEE Member and Geographic Activities
ATTN: MGA Awards
445 Hoes Lane
Piscataway, NJ 08854 USA

Telephone: +1 732 562 5519
Fax: +1 732 463 3657
E-Mail: mga-awards@ieee.org
<http://www.ieee.org/MGAawards.html>

5. Send the completed package to the address indicated on the nomination form.
6. The following are not eligible to be considered for the MGA Awards:
 - A. Self nominations.
 - B. Per IEEE Policy 4.4.B (Posthumous Awards). Posthumous awards shall be made only when knowledge of the awardees death is received after announcement of the recipient. Nominations of known deceased persons shall not receive consideration.
 - C. Per IEEE Policy 4.4.G (Staff Ineligibility). Members of the IEEE staff shall not be eligible as candidates for any new or revised award.
 - D. Per IEEE Policy 4.4.H (Eligibility and Process Limitations). No person shall receive an award, who, at any stage of the recipient-selection process for that award, is eligible to vote on who shall receive that award. Nor may they be the nominator or reference for a nomination of a candidate for such award. This conflict of interest limitation shall apply to all awards given by the IEEE or any of its organizational units

1.4 MGA Awards Summary

*The selection committee reserves the right to: (1) present multiple awards, or (2) not present an award if no nominations of sufficient stature are received.

MGA AWARDS

| Identification | Annual | Number | Selection Committee |
|--|---------------|----------------------|---------------------|
| MGA Achievement Award | Yes | Up to 6 awards | MGA ARC |
| MGA GOLD Achievement Award | Yes | Up to 6 awards | MGA ARC |
| MGA Innovation | Yes | One | MGA ARC |
| MGA Larry K. Wilson Transnational | Yes | One | MGA ARC |
| MGA Leadership | Yes | Up to 3 awards | MGA ARC |
| MGA William W. Middleton Distinguished Service | Every 3 Years | One | MGA ARC |
| Platinum Friend of IEEE Member and Geographic Activities Award | Every 3 years | One | MGA ARC |
| Friend of IEEE Member and Geographic Activities | Yes | Committee Discretion | MGA ARC |
| IEEE VP Member and Geographic Activities Discretionary Award | Discretionary | Discretion | VP MGA & ARC Chair |

SECTION RECOGNITION

| Identification | Annual | Number | Selection Committee |
|---|-------------------------|-------------------|---------------------------------------|
| MGA Outstanding Large Section Award | Yes | 1 | MGA ARC |
| MGA Outstanding Small Section Award | Yes | 1 | MGA ARC |
| Certificate of Appreciation, Section Chair | Yes | 1/Section | IEEE Member and Geographic Activities |
| Certificate of Appreciation, Chapter Chair | Yes | 1/Chapter | IEEE Member and Geographic Activities |
| Certificate of Appreciation, Affinity Chair | Yes | 1/ Affinity Group | IEEE Member and Geographic Activities |
| Certificate of Appreciation, General | Upon Request | Upon Request | Region Awards Committee |
| Section Membership Growth | Yes | 1/Region | IEEE Member and Geographic Activities |
| Section Sustained Membership Growth Award | Yes | 1/Region | IEEE Member and Geographic Activities |
| Student Branch Membership Growth | Yes | 1/Region | IEEE Member and Geographic Activities |
| Section Significant Anniversary Banner | Years -25, 50, 75 & 100 | As Required | IEEE Member and Geographic Activities |

SECTION 2 - MGA AWARDS

2.1 MGA Achievement Award (Established 1992)

PURPOSE/BASIS OF SELECTION

To recognize individuals, or a team (maximum two teams per year), involved with MGA and/or the Regional network for singular achievement in the development and completion of a project(s) or activity(ies) which are directed to the fulfillment of one or more of the goals and objectives of MGA. This award is designed to recognize those substantive projects or achievements of a relatively short nature (one to three years) but which have left an undeniable imprint on the fabric of regional operations.

ELIGIBILITY

- Must be an IEEE member in good standing.
- Cannot be a member of MGA Board or MGA ARC.
- Must not have received another MGA Achievement Award, Leadership or Innovation Award for the same project/work.
- Must not have received a MGA Achievement, Leadership or Innovation Award within the last 2 years.

SCHEDULE

Call for Nominations - February MGA Board Meeting

Nomination Deadline - 15 October

Recipient Selected - November MGA Board Meeting

Nominees and Recipient Notified - December

SCOPE

Up to six awards annually (of the six awarded, two may be team awards), all Regions considered; the award must be approved within five years of the initiation of the project or event and the special panel considering the annual nominations shall have the prerogative of carrying forward nominations to a more suitable time frame.

NOMINATION PACKAGE

1. MGA Award Nomination form completed by nominator.
2. Two letters of endorsement.

NOMINATIONS SUBMITTED TO

IEEE Member and Geographic Activities

ATTN: MGA Awards

445 Hoes Lane

PO Box 1331

Piscataway, NJ 08854 USA

Telephone: +1 732 562 5519

Fax: +1 732 463 3657

E-Mail: mga-awards@ieee.org

SELECTION COMMITTEE

The selection, to be approved by MGA, will be endorsed by MGA Awards & Recognition Committee.

AWARD INSTRUMENT

A specially engraved plaque awarded emphasizing "Exemplary Achievement in Implementing MGA Goals and Objectives" and a cash prize. When awarded to a Team, the Team leader will receive plaque, team members will receive certificates and the cash prize will be provided to the chair.

PRESENTATION

Made by the Vice President, Member and Geographic Activities (or his delegate) at an appropriate IEEE activity selected by the recipient.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients.

2.2 MGA Innovation Award (Established 1982)

PURPOSE/BASIS OF SELECTION

To recognize individuals, or a team (maximum two teams per year), whose accomplishment/project is judged to be the most innovative and effective in fulfilling one or more of the strategic goals and objectives of MGA.

ELIGIBILITY

- Must be an IEEE member in good standing.
- Cannot be a member of MGA Board or MGA ARC.
- Must not have received another MGA Achievement Award, Leadership or Innovation Award for the same project/work.
- Must not have received a MGA Achievement, Leadership or Innovation Award within the last 2 years.

SCHEDULE

Call for Nominations - February MGA Board Meeting
Nomination Deadline - 15 October
Recipient Selected - November MGA Board Meeting
Nominees and Recipient Notified - December

SCOPE

One award annually. Maximum two teams per year.

NOMINATION PACKAGE

1. MGA Award Nomination Form completed by nominator.
2. Two letters of endorsement (see specific instructions for completing nomination form).

NOMINATIONS SUBMITTED TO

IEEE Member and Geographic Activities
ATTN: MGA Awards
445 Hoes Lane
PO Box 1331
Piscataway, NJ 08854-1331 USA

Telephone: +1 732 562 5519
Fax: +1 732 463 3657
E-Mail: mga-awards@ieee.org

SELECTION COMMITTEE

The selections, to be approved by MGA Board, will be developed by MGA Awards & Recognition Committee. The MGA ARC Chairman will appoint a subcommittee of MGA ARC, consisting of a minimum of three past Regional Directors.

AWARD INSTRUMENT

A plaque suitably inscribed, attesting to the accomplishment(s) made by the individual(s)/team and a cash prize. When awarded to a Team, the Team leader will receive plaque, team members will receive certificates and the cash prize will be provided to the chair.

PRESENTATION

Made by the Vice President, Member and Geographic Activities (or his delegate) at an appropriate IEEE activity selected by the recipient.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients.

2.3 MGA Larry K. Wilson Transnational Award (Established 1984)

PURPOSE/BASIS OF SELECTION

To recognize the accomplishment judged to be the most significant and effective in fulfilling one or more of the Transnational goals and the strategic objectives of MGA as related to Transnational activities. This award is made in memory of Dr. Larry K. Wilson whose biography is listed below.

ELIGIBILITY

- Must be an IEEE member in good standing.
- Cannot be a member of MGA Board or MGA ARC.
- Must not be a past recipient of the MGA Larry K. Wilson Transnational Award.

SCHEDULE

Call for Nominations - February MGA Board Meeting
Nomination Deadline - 15 October
Recipient Selected - November MGA Board Meeting
Nominees and Recipient Notified - December

SCOPE

One award annually.

NOMINATION PACKAGE

1. MGA Award Nomination Form completed by nominator.
2. Two letters of endorsement (see specific instructions for completing nomination form).

NOMINATIONS SUBMITTED TO

IEEE Member and Geographic Activities
ATTN: MGA Awards
445 Hoes Lane
PO Box 1331

Telephone: +1 732 562 5519
Fax: +1 732 463 3657
E-Mail: mga-awards@ieee.org

Piscataway, NJ 08854-1331 USA

SELECTION COMMITTEE

The selections, to be approved by MGA Board, will be developed by the MGA Awards & Recognition Committee. The MGA ARC Chairman will appoint a subcommittee of MGA ARC, consisting of a minimum of three past Regional Directors.

AWARD INSTRUMENT

A plaque suitably inscribed, attesting to the accomplishment(s) made by the individual. and a cash prize.

PRESENTATION

Made by the Vice President, Member and Geographic Activities (or his delegate) at an appropriate IEEE activity selected by the recipient.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients.

BIOGRAPHY OF DR. LARRY K. WILSON

Larry K. Wilson served in a large number of IEEE offices, including Vice President of Member and Geographic Activities, before his untimely death in 1983 at the age of 49. His service characterized the dedicated volunteer on which the Institute depends for its work.

Larry received the BSEE and MSEE degrees from the Georgia Institute of Technology in 1955 and 1959. He served in the United States Navy after graduation and joined Sperry Microwave Electronics in 1959 where he was involved in the early development of microwave ferrite devices. He received the PhD from Vanderbilt University and joined the faculty there in 1964. He became Professor of Electrical Engineering in 1973 and served as Chair of the Division of Electrical and Computing Sciences from 1972 to 1975. As a faculty member he taught courses in electronics, microwaves and solid state. His activities in research included work in microwave integrated circuits and amorphous magnetic materials.

In the IEEE Larry served in many of the offices of the Nashville Section, including Chair and also as Chair of the Huntsville Chapter of the Microwave Theory and Techniques Society. He served as Area 5 Chair for Region 3 and was elected Region 3 Director for 1976-77. He was a member of USAB in 1976-77 and again in 1982-83. In 1980-81 he was Vice President of Member and Geographic Activities. He also served as the IEEE representative on the International Affairs Council of the American Association of Engineering Societies and on technical committees for the MTT Society and for the Magnetics Society.

In 1979, Larry set up and conducted the first Student Professional Awareness Conference (S-PAC) at Vanderbilt University, a model soon promoted throughout IEEE. In 1981, his efforts resulted in the founding of POTENTIALS, the IEEE's student magazine.

Throughout his IEEE career, Larry supported student activities and rallied support for them at every level of the Institute. While he served at the Institute level, he developed a sustained interest in the transnational activities of the IEEE. In recognition of his work, two annual awards have been established. The Larry K. Wilson Transnational Award is given by MGA to honor "the most innovative activity related to Regions 7, 8, 9 and 10 that best exemplifies the transnational goals" of IEEE. The Larry K. Wilson Regional Student Activities Award honors a student in each Region for "an extraordinary accomplishment" in student activities.

2.4 MGA Leadership Award (Established 1992)

PURPOSE/BASIS OF SELECTION

To recognize those individuals who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities, which support MGA goals and objectives at the local, regional, national, and/or international level.

ELIGIBILITY

- Must be an IEEE member in good standing.
- Cannot be a member of MGA Board or MGA ARC.
- Must not have received another MGA Achievement Award, Leadership or Innovation Award for the same project/work.
- Must not have received a MGA Achievement, Leadership or Innovation Award within the last 2 years.

SCHEDULE

Call for Nominations - February MGA Board Meeting

Nomination Deadline - 15 October

Recipient Selected - November MGA Board Meeting

Nominees and Recipient Notified - December

SCOPE

Up to three awards annually, all Regions considered. No awards may be presented when suitable selections cannot be made.

NOMINATION PACKAGE

1. MGA Award Nomination Form completed by nominator.
2. Two letters of endorsement.

BASIS OF SELECTION

The MGA Leadership Award recognizes individuals who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities which support MGA goals and objectives at the local, regional, national, and/or international level.

NOMINATIONS SUBMITTED TO

IEEE Member and Geographic Activities

ATTN: MGA Awards

445 Hoes Lane

PO Box 1331

Piscataway, NJ 08854-1331 USA

Telephone: +1 732 562 5519

Fax: +1 732 463 3657

E-Mail: mga-awards@ieee.org

SELECTION COMMITTEE

The selections, to be approved by MGA Board, will be developed by the MGA Awards & Recognition Committee.

AWARD INSTRUMENT

A specially engraved plaque emphasizing "Exemplary Leadership in Implementing MGA Goals and Objectives," designating the recipient and the entity in which the activity took place and a cash prize.

PRESENTATION

Made by the Vice President, Member and Geographic Activities (or his delegate) at an appropriate IEEE activity selected by the recipient.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients.

2.5 MGA GOLD (Graduates of the Last Decade) Achievement Award (established 18 November 2004)

PURPOSE/BASIS OF SELECTION

This award is designed to recognize those substantive projects or achievements of a relatively short nature (one to three years) but which have left an undeniable imprint on the fabric of GOLD operations. The award will be based on a selection that recognizes individuals, or a team (maximum two teams per year), involved with GOLD activities who are recognized for singular achievement in the development and completion of a project(s) or activity(ies) which are directed to the fulfillment of one or more of the GOLD goals and/or objectives. The individuals/teams nominated must be GOLD members at the time of nomination.

ELIGIBILITY

- Must be an IEEE member in good standing
- Cannot be a member of MGA Board or MGA ARC
- Must not have received another MGA Achievement Award, Leadership or Innovation Award for the same project/work.
- Must not have received a MGA Achievement, Leadership or Innovation Award within the last 2 years.

SCHEDULE

Call for Nominations - February MGA Board Meeting

Nomination Deadline - 15 October

Recipient Selected - November MGA Board Meeting

Nominees and Recipient Notified - December

SCOPE

Up to six awards annually (of the six awarded, two may be team awards), all Regions considered; the award must be approved within five years of the initiation of the project or event and the special panel considering the annual nominations shall have the prerogative of carrying forward nominations to a more suitable time frame.

NOMINATION PACKAGE

1. MGA Award Nomination form completed by nominator.
2. Two letters of endorsement.

NOMINATIONS SUBMITTED TO

IEEE Member and Geographic Activities

ATTN: MGA Awards

445 Hoes Lane

PO Box 1331

Piscataway, NJ 08854-1331 USA

Telephone: +1 732 562 5519

Fax: +1 732 463 3657

E-Mail: mga-awards@ieee.org

SELECTION COMMITTEE

The selection, to be approved by MGA Board, will be endorsed by MGA Awards & Recognition Committee.

AWARD INSTRUMENT

A specially engraved plaque emphasizing "Exemplary Achievement in Implementing MGA

Goals and Objectives” and a cash prize. When awarded to a Team, Team leader will receive plaque, team members will receive certificates and the cash prize will be provided to the chair.

PRESENTATION

Made by the Vice President, Member and Geographic Activities (or his delegate) at an appropriate IEEE activity selected by the recipient.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients.

**INSTRUCTIONS FOR COMPLETING
MGA AWARD NOMINATION FORMS FOR THE FOLLOWING AWARDS:**

***MGA Achievement Award * MGA Leadership Award * MGA GOLD Achievement, * MGA
Innovation Award * MGA Larry K. Wilson *Transnational Award**

GENERAL INSTRUCTIONS

1. Please type or print for the convenience of the many members who will review this nomination.
2. Responses should be concise. If more room is required, a maximum of two additional pages may be attached.
3. Completed nomination package should be sent to:
IEEE Member and Geographic Activities Telephone: +1 732 562 5519
ATTN: MGA Awards Fax: +1 732 463 3657
445 Hoes Lane E-Mail:mga-awards@ieee.org
Piscataway, NJ 08854-1331 USA
4. If this is a joint nomination, a separate nomination package must be prepared for each nominee.

SPECIFIC INSTRUCTIONS (listed by number according to the nomination form)

A MGA Board member CAN NOT be nominated for a MGA award nor may they serve as a reference or nominator of a candidate

- 1-2. Full name, IEEE membership number, grade, and complete addresses should be supplied.
3. Please indicate current IEEE responsibilities.
- 4-5. Refer to Appendix A - "MGA Goals and Objectives" met. Indicate the goal(s) by number in your response to this question. Your response should explain the achievement(s) which accomplished the MGA Goals and Objectives. Please explain in concise language what was innovative or significant about the approach or method of achievement.
6. Your response should explain the achievement(s) which accomplished the above listed goal(s). Please explain in concise language what was innovative or significant about the approach or method of achievement. The accomplishments of the candidate should be of "significant performance," and have made a distinguishing contribution to IEEE.
7. Your response to this question is the "Suggested Citation" that shall appear on both the plaque and/or the certificate awarded to the recipient(s). The citation should reflect the award criteria and the nominee's achievement.
8. In addition to the nominator, two IEEE members must endorse the nomination. You should supply the name and IEEE membership number of the endorsers. The nomination package must include a letter of endorsement from each of the named endorsers.
9. The nominator's name, address, IEEE membership number, and both home and work phone numbers should be supplied. The nominator should date and sign this form. If nomination is submitted by email the signature requirement is satisfied by transmission.
10. The Regional Director should be informed of the nomination but can not serve as an endorser or reference for the nomination.

MGA AWARD NOMINATION FORM
(Please check appropriate award)

- | | |
|--|---|
| <input type="checkbox"/> MGA Achievement Award | <input type="checkbox"/> MGA Leadership Award |
| <input type="checkbox"/> MGA Innovation Award | <input type="checkbox"/> MGA GOLD Achievement Award |
| <input type="checkbox"/> MGA Larry K. Wilson Transnational Award | |

| | |
|------------------|------------------|
| 1. Nominee_____ | Membership#_____ |
| 2. Address_____ | City_____ |
| State/Prov._____ | Postal code_____ |
| Country_____ | Email_____ |
| Phone (O)_____ | Phone (H)_____ |

3. Current Responsibilities _____

4. MGA Goals Met _____

5. How Goals Were Met _____

6. Significant Nature of Achievement _____

7. Suggested Citation _____

8. Endorsed by

| | |
|----------|--------------------|
| 1. _____ | Membership # _____ |
| 2. _____ | Membership # _____ |

9. Nominator _____ Membership# _____
Address _____
City _____ State/Prov. _____
Postal Code _____ Country _____ Email _____
Phone (O) _____ Phone (H) _____

Signature of Nominator _____

10 Additional Comments _____

PLEASE USE ONE ADDITIONAL PAGE IF NECESSARY: The MGA Awards and Recognition Committee reserves the right to consider any nomination for awards other than the award suggested when, in its opinion, the support and justification may more appropriately apply to other MGA Awards.
MGA awards are peer-recognized awards, therefore, SELF NOMINATION IS NOT PERMITTED.

2.6 MGA William W. Middleton Distinguished Service Award (Established 1990)

PURPOSE

To honor an individual, who over a long and sustained period of leadership contributed in an exemplary manner to the Member and Geographic Activities Board (MGA Board), its activities and achievements and the attainment of its goals and objectives.

The award is named for William W. Middleton, who for over forty years was associated with and contributed to the growth and maturation of MGA through service on it and its various Committees and Task Forces. Mr. Middleton's biography appears on page 16.

ELIGIBILITY

- Must be an IEEE member in good standing – Senior Member Grade or Higher.
- Cannot be a member of MGA Board or MGA ARC.
- Must not be a past recipient of the William W. Middleton Distinguished Service Award.

SCHEDULE (this award is presented every 3 years)

Call for Nominations - February MGA BOARD Meeting

Nomination Deadline - 1 June

Recipient Selected - June MGA Board Meeting

Nominees and Recipient Notified - July

AWARD

The award consists of a specially engraved plaque emphasizing the scope of the Member and Geographic Activities network and bearing the signature of the IEEE Vice President, Member and Geographic Activities.

NOMINATION PACKAGE

1. William W. Middleton Distinguished Service Award - Nomination Form, completed by nominator.
2. Two letters of endorsement (see specific instructions for completing nomination form).

NOMINATIONS SUBMITTED TO:

IEEE Member and Geographic Activities
ATTN: MGA Awards
445 Hoes Lane
PO Box 1331
Piscataway, NJ 08854 USA

Telephone: +1 732 562 5519
Fax: +1 732 463 3657
E-Mail: mga-awards@ieee.org

SELECTION COMMITTEE

The selections, to be approved by MGA Board, will be developed by MGA Awards & Recognition Committee.

FREQUENCY

Every three years, starting in 1990.

AWARD INSTRUMENT

A plaque suitably inscribed, attesting to the accomplishments made by the individual and a cash prize.

PRESENTATION

Made by the Vice President, Member and Geographic Activities (or his delegate) at the Sections Congress or at an appropriate IEEE activity selected by the recipient.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients.

BIOGRAPHY OF WILLIAM W. MIDDLETON

William W. (Bill) Middleton has a long history of dedicated and distinguished service in IEEE and one of its predecessor organizations, the American Institute of Electrical Engineers (AIEE). In 1990, the Member and Geographic Activities Board (MGA Board) created the William W. Middleton Award for Distinguished Service as a means to honor his achievements.

Bill was born in Bedford, Pennsylvania in 1920. He received a Bachelor of Science in Electrical Engineering from Penn State in 1947, resuming his college work after service in the United States Army Signal Corps. After graduation, he was employed by Bell Telephone Company of Pennsylvania in the Area Engineering Department in Harrisburg. Bill moved to company headquarters in Philadelphia in 1950, progressed through various positions, and retired in 1983 as General Business Services Engineering Manager with responsibilities for Pennsylvania and Delaware business customer premises engineering.

Prior to the formation of IEEE, Bill had been involved in various Section activities in AIEE, including being one of the founders of the Susquehanna Section, which was formed from parts of three other Sections. In addition to serving as Chair of the Susquehanna Section, he was also active nationally as Vice Chair of the AIEE Sections Committee, which carried over into the IEEE and later developed into the IEEE Member and Geographic Activities Board (MGA Board).

Bill has been involved in almost every facet of IEEE. In the formative years of IEEE, he chaired the committee responsible for Section Chair training and led the development of materials now recognized as the Sections Operations Guide, etc. He was a member of the first IEEE Technical Meetings Committee and the MGA Representative on the IEEE Centennial Task Force. In the mid 1970's, Bill served as a member of the MGA United States Activities Committee (USAC), helping it develop into the United States Activities Board (USAB), where he served during its formative years of 1975-76. He again served on USAB as Comptroller in 1984-89. He has held the USAB Committee Chairs in ethics, engineering licensure, awards, and opinion surveys and served on the government activities, intellectual property, and award committees and the Member and Career Activities Councils.

Involved with awards for many years, Bill has served on the IEEE Awards Board, was Chair of the Awards Planning & Policy Committee and has been Chair of both the USAB and MGA Awards and Recognition Committees. He also has served MGA as Chair of the Priorities and Planning Committee and the Joint MGA/TAB Chapters Committee. Bill has also served in many positions in Region 2.

Bill has served as Region 2 Director, member of the IEEE Board of Directors and in 1990 he served as Program Chair for Sections Congress '90.

For over 40 years Bill has been a part of IEEE policy making from grass roots to Board of Directors and has seen many of his ideas come to pass, "maybe not immediately, but eventually." His advice has always been, "don't worry about taking credit for things. There is more personal satisfaction in seeing them happen and knowing you had a big hand in it."

MGA AWARD NOMINATION FORM
WILLIAM W. MIDDLETON DISTINGUISHED SERVICE AWARD

1. Nominee _____ Membership # _____
2. Address _____ City _____
State/Prov. _____ Postal Code _____
Country _____ Email _____
Phone (O) _____ Phone (H) _____

3. Current Responsibilities _____

4. Previous Responsibilities _____

5. Length of Service _____

6. Significant Nature of Achievement _____

7. Suggested Citation _____

8. Endorsed by
1. _____ Membership # _____
2. _____ Membership # _____

9. Nominator _____ Membership # _____
Address _____
City _____
State/Prov. _____ Postal Code _____
Country _____
Email _____
Phone (O) _____ Phone (H) _____

Signature of Nominator _____

10 Additional Comments _____

PLEASE USE ONE ADDITIONAL PAGE IF NECESSARY: The MGA Awards and Recognition Committee reserves the right to consider any nomination for awards other than the award suggested when, in its opinion, the support and justification may more appropriately apply to other MGA Awards. MGA awards are peer-recognized awards, therefore, SELF NOMINATION IS NOT PERMITTED.

2.7 IEEE Vice President Member and Geographic Activities Discretionary Award

PURPOSE

To recognize an IEEE Member(s) or organization(s) that has (have) had a significant and substantial effect on Member and Geographic Activities related to the mission of MGA. To provide MGA with the ability to recognize qualified individuals (or organizations) whose activities may not be adequately covered by existing MGA Awards or in meritorious cases where the number of Awards are limited.

ELIGIBILITY

There are no restrictions.

SCHEDULE:

This award may be awarded upon discretion of the Vice President - Member and Geographic Activities. The presentation of the plaque will be at a location or suitable event determined by the recipient in consultation with the Region Director and/or nominator.

NOMINEE SOLICITATION

No formal nominations will be accepted. One award is to be presented per year. The award may not be rolled over in the event that no award is made.

Nominations may be proposed to the VP MGA by MGA ARC, or any member of MGA, through MGA ARC.

BASIS FOR JUDGING AND SELECTION

The selection will be based upon the achievement of a project(s) or activity(ies) which are directed to the fulfillment of one or more of the goals and objectives of IEEE on global or local level.

SELECTION COMMITTEE:

The Vice President – Member and Geographic Activities in consultation with the Chair of the MGA Awards & Recognition Committee.

AWARD INSTRUMENT

Recipients will receive a plaque with the signature of the Vice President – Member and Geographic Activities

2.8 Friend of IEEE Member and Geographic Activities Award (Established 1992)

PURPOSE

The Friend of IEEE Member and Geographic Activities award was created to specifically recognize support provided to the IEEE and its members in support of its goals by firms, divisions of firms or individuals.

TYPES OF AWARDS

There are two types of Friend of IEEE Member and Geographic Activities awards: Individual and Organizational. In addition, each award can be earned at two levels: Supporting and Sustaining Friend.

ELIGIBILITY

The eligibility of each category of award is as follows:

Individual awards will be given to those individuals that have provided recurrent or

unusually intense help to a member volunteer of the Institute. Generally, recipients of this award are not eligible for IEEE membership. Typical recipients might be administrative assistants, secretaries, fellow workers that are not engineers, local business people, etc.

Organizational awards are provided to those companies, or divisions of a company that encourage volunteerism through its practices. In particular, the atmosphere created by the company should be to facilitate the IEEE volunteer(s) to do his or her job. Examples of this atmosphere would be: time off to travel to IEEE meetings, full or partial reimbursement of travel and/or per diem, offering company space to conduct IEEE meetings, encouraging and/or promoting membership in professional organizations, underwriting all or a portion of IEEE dues for its members, or supporting the volunteer by permitting free or discounted use of company resources for such things as telephone, fax, electronic mail, printing newsletters and/or other circulars.

Supporting Awards. It is up to the volunteer to nominate an individual or company for the award. The nominator will submit a one page typed justification to the Member and Geographic Activities Board Awards and Recognition Committee (MGA ARC) on why the award should be given to the individual or firm nominated. Specific examples of support are required, generalized and unsupported statements will not be sufficient. In general, the proposed recipient should have a long (minimum of one full year) history of providing support to the volunteer. Supporting awards can be made for truly extraordinary examples of singular events, for example, assistance provided to host an IEEE conference or meeting. Winners must wait at least one year from receipt of the award before they can be resubmitted for another Friend of IEEE Member and Geographic Activities award.

Sustaining Friend Awards. Recipients of these awards must meet all of the conditions of the Supporting Award and must have demonstrated this support for a minimum period of three years and must have won a supporting award at least once during the period in question, usually three to five years. The nominator will submit a one to two page typed justification to MGA ARC on why the award should be given to the individual or firm nominated.

Requests for Sustaining Friend awards made to companies or to senior individuals within companies should be endorsed by an appropriate number of IEEE members to indicate that the support provided is genuine and broadly based. Sustaining Friend awards are not given for singular events. Recipients must wait at least three years from receipt of the Sustaining Friend award before they can be resubmitted for another Sustaining Friend award. However, recipients can be resubmitted for a Supporting award after one year.

SUBMITTING THE AWARD NOMINATION

Nominations can be submitted at any time during the year. MGA ARC will vote on each nomination received during each of its periodic meetings. MGA ARC can at its discretion downgrade a Sustaining Friend award to a Supporting award if it feels that there is insufficient justification for the higher award. In these cases the nominator will be contacted and told of the decision. If the nominator chooses he/she may elect not to have the lesser award and resubmit the nomination for the higher award with added justification.

NOMINATIONS SUBMITTED TO

IEEE Member and Geographic Activities
ATTN: MGA Awards
445 Hoes Lane
PO Box 1331
Piscataway, NJ 08854 USA

Telephone: +1 732 562 5519
Fax: +1 732 463 3657
E-Mail: mga-awards@ieee.org

SELECTION COMMITTEE

The selections, to be approved by MGA Board, will be developed by MGA Awards & Recognition Committee.

AWARDS INSTRUMENT

Supporting and Sustaining Friend Award consists of a suitably engraved plaque. Sustaining Friend awards made to administrative assistants, secretaries or others, may be awarded a framed parchment certificate. The nominator should state if the award is for a plaque or certificate.

PRESENTATION

Made by the Vice President, Member and Geographic Activities (or his delegate) at an appropriate IEEE activity selected by the recipient.

RECORDS:

The Member and Geographic Activities Department maintains a record of award recipients.

2.9 Platinum Friend of IEEE Member and Geographic Activities Award (Established 2005)

PURPOSE:

This award will recognize companies/organizations which have provided generous and sustained support to the IEEE and its members. This award is established as a means to garner publicity and recognition of IEEE; to influence the work environment of or members in a positive way. Platinum Friend awards are not given for singular events. Platinum Friend award is a one time industry award.

ELIGIBILITY:

- Must meet all of the conditions of the Supporting Friend of Member and Geographic Activities Award
- Must have demonstrated support for a minimum period of three years
- Must have won a supporting award at least once during the period in question, usually three to five years.

The nominator will submit a one to two page letter on why the award should be given to the individual or firm nominated. The solicitation process is explained below.

Requests for Platinum Friend awards made to companies or to senior individuals within companies should be endorsed by an appropriate number of IEEE members to indicate that the support provided is genuine and broadly based.

BASIS OF SELECTION:

Based on the nominations submitted, MGA ARC will determine the recipient of this award based on the following factors.

1. Atmosphere which encourages volunteerism
2. Availability of corporate space to conduct IEEE meetings
3. The encouragement to become an IEEE member
4. The number of IEEE activities sponsored by the company in the last 3 years
5. The free or discounted permission of company resources

(Scores: 0 = no information available; 1 = low; 2 = medium; 3 = high)

SCHEDULE (this award is presented every 3 years):

| | |
|---------------------------------|---|
| Call for Nomination | 1 June |
| Nomination Deadline | 15 October (year previous to selection) |
| Recipient Selected | November MGA Board Meeting |
| Nominees and Recipient Notified | December |

**The first year a recipient will be selected for this award will be in 2008 based upon recipients during the years 2005, 2006 & 2007.

AWARD:

The award consists of a specially engraved crystal/marble sculpture along with a mounted certificate emphasizing the scope of the Member and Geographic Activities network, bearing the signature of the IEEE Vice President, Member and Geographic Activities.

NOMINATION PACKAGE:

- At the end of each year, the ARC will review all Sustaining/Supporting Friend Award recipient nominations for that year, and provide scores to determine the best three candidates.
- At the end of the third year ARC will review all potential candidates and rank according to their scores.
- List the top 3 or 4 recipients for each year, and do the three-yearly nomination invitations from these.
- Sections which made the original nomination will be notified their nominee is being considered as a recipient of the Platinum Friend Award, and are encouraged to present the nomination for this new award.

SELECTION COMMITTEE:

The selections, to be approved by MGA Board, will be developed by MGA Awards & Recognition Committee.

FREQUENCY:

Every three years, starting in 2008.

PRESENTATION:

Presentation of the award shall be made by the Vice President, Member and Geographic Activities (or his delegate) at an industry related venue, selected by the recipient. Alternately, the award may be presented at an appropriate Sections Congress function, with consent from the Sections Congress Steering Committee.

PUBLICITY:

The recipient will be announced in the appropriate IEEE communication vehicles.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients.

**Friend of IEEE Member and Geographic Activities Award
Nomination Form
(Please check appropriate award)**

Individual - Supporting Friend Individual - Sustaining Friend

Organizational - Supporting Friend Organizational - Sustaining Friend

1. Nominee or Organization (if organization list primary contact) _____
2. Address _____ City _____
State/Prov. _____ Postal Code _____
Country _____ Email _____
Phone (O) _____ Phone (H) _____

3. How long has the candidate/organization provided service to Member and Geographic Activities? _____

4. How has the candidate or organization supported Member and Geographic Activities?

5. Nominated by _____ Membership # _____
Address _____ City _____
State/Prov. _____ Postal Code _____
Country _____ Email _____
Phone (O) _____ Phone (H) _____
Signature of Nominator _____

6. Endorsed by:

1. _____ Membership # _____
2. _____ Membership # _____
3. _____ Membership # _____
4. _____ Membership # _____
5. _____ Membership # _____

7. Suggested Citation _____

8. The award should consist of (select one) Plaque _____ Certificate _____

To be nominated for a **Supporting Friend Award**, the candidate should have a long (**minimum one full year**) history providing support to the IEEE. Specific examples of support are required: generalized and unsupported statements will not be sufficient. Supporting awards may be made for truly extraordinary examples of singular events, for example, assistance provided to host and IEEE conference or meeting.

To be nominated for a **Sustained Friend Award**, the candidate or organization should have a long (**minimum of three years**) history of demonstrating their support to Member and Geographic Activities. The candidate or organization must have won a Supporting Award at least once during this period. Sustaining Friend awards are not given for singular events.

PLEASE USE ONE ADDITIONAL PAGE IF NECESSARY: The MGA Awards and Recognition Committee reserves the right to consider any nomination for awards other than the award suggested when, in its opinion, the support and justification may more appropriately apply to other MGA Awards. MGA awards are peer-recognized awards, therefore, SELF NOMINATION IS NOT PERMITTED.

SECTION 3 - SECTION RECOGNITION AWARDS

3.1 Certificate of Appreciation, Section Chair

PURPOSE

To recognize services rendered to the IEEE while serving as Section Chair.

NO NOMINATION REQUIRED

The Section Secretary should notify Member and Geographic Activities of the term of office of the Chair. Member and Geographic Activities Department will automatically issue a certificate to the Chair when his/her term of office expires.

AWARD INSTRUMENT

Certificate of Appreciation, signed by the President of the IEEE.

PRESENTATION

No formal presentation vehicle.

3.2 Certificate of Appreciation, Chapter Chair

PURPOSE

To recognize services rendered to the IEEE while serving as Chapter Chair.

NO NOMINATION REQUIRED

The Section Secretary should notify the Member and Geographic Activities Department of the term of office of the Chair. The Member and Geographic Activities Department will automatically issue a certificate to the Chair when his/her term of office expires.

AWARD INSTRUMENT

Certificate of Appreciation, signed by the Society(ies) President(s).

PRESENTATION

No formal presentation vehicle.

3.3 Certificate of Appreciation, Affinity Chair (Established 2004)

PURPOSE

To recognize services rendered to the IEEE while serving as Affinity Chair.

NO NOMINATION REQUIRED

The Section Secretary should notify the Member and Geographic Activities Department of the term of office of the Affinity Chair. The Member and Geographic Activities Department will automatically issue a certificate to the Affinity Chair when his/her term of office expires.

AWARD INSTRUMENT

Certificate of Appreciation, signed by the Region Director.

PRESENTATION

No formal presentation vehicle.

3.4 Certificate of Appreciation, General

PURPOSE

To recognize exceptional services rendered.

SCOPE

May be requested by any regional organizational unit.

NO NOMINATION REQUIRED

The Member and Geographic Activities Department will issue either blank or completed certificates upon request of the regional organizational unit.

COST

Blank certificates: \$4.00 each. The signature of the President of IEEE may be added for \$1.00. Completed certificates of appreciation costs range from \$12.50 - \$18.00 (includes 1-4 lines of text).

Section/Chapter Support Products are available online:
<http://www.ieee.org/organizations/MGA/scs/products/index.html>

3.5 Section Membership Growth Award (Established 1982)

PURPOSE

To recognize the Section in each Region having achieved the highest rate of growth.

SCOPE

One per Region.

NO NOMINATION REQUIRED

The Member and Geographic Activities Department will automatically generate statistics for submission to MGA ARC for endorsement, to be approved by MGA Board.

BASIS OF SELECTION

Greatest level of growth will be based on a composite rating, considering the highest percentage of increase in membership and highest increase in new elections relative to other sections in good standing within each region. To qualify a Section must have the required maintenance level of 25 members as of the start of calendar year in which the award is given.

The equation used to obtain regional section growth statistics is:

$$\frac{\# \text{ new elections}}{\text{region's highest \# of new elections}} \times 20 + \frac{\text{Section \% growth}}{\text{Region's highest Section \% growth}} \times 30 = \text{Composite Score}$$

Note: Statistics do not include Student or Honorary Members

Note: In order to qualify as a recipient, the Section must be in compliance with all IEEE policies, seven (7) days prior to the MGA Board meeting in which the award recipients are approved.

AWARD INSTRUMENT

Certificate inscribed with Section name and accomplishment.

PRESENTATION

Presentation made by Vice President, Member and Geographic Activities and/or respective Regional Director at an occasion selected by the Region Director.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients. A list of recent recipients is shown in Appendix E.

3.6 Section Sustained Membership Growth Award

PURPOSE

To recognize the Sections which have had continued success in attracting and retaining IEEE membership.

SCOPE - One per Region.

NO NOMINATION REQUIRED

The Member and Geographic Activities Department will automatically generate statistics for submission to the MGA Awards & Recognition Committee. Following endorsement by MGA ARC, the Member and Geographic Activities Board will be requested to approve the recipients.

BASIS OF SELECTION

A set of 3-year results (4-year membership totals) will be tabulated as extracted from the individual year Section Membership Growth Award results. Sections that do not fulfill conditions 1 and 2 (as stated above in the introduction) are eliminated. The recipient is the Section with the best composite score.

The Section Membership Growth Award formula is as follows:

$$\begin{array}{rcccl} \# \text{ new elections} & & \text{Section \% growth} & & \\ \\ \text{region's highest \# of new} & \times 20+ & \text{Region's highest Section} & \times 30 & = & \text{Composite} \\ \text{elections} & & \text{\% growth} & & & \text{Score} \end{array}$$

- 1) The Section must have met ALL Bylaws requirements, including minimum membership and reporting during the last three years.
- 2) Total membership of the Section excluding Students has not decreased in any of the last four years.

Note: In order to qualify as a recipient, the Section must be in compliance with all IEEE policies, seven (7) days prior to the MGA Board meeting in which the award recipients are approved.

AWARD INSTRUMENT

Certificate inscribed with Section name and accomplishment
Letters to winning Section Chair

PRESENTATION

Presentation made by Vice President, Member and Geographic Activities and/or respective Regional Director at an occasion selected by the Regional Director.

TIMETABLE

Recipients of the Sustained Growth Award will be announced during the second Member and Geographic Activities Board meeting.

RECORDS

The Member and Geographic Activities Department maintains a record of award recipients.

3.7 Student Branch Membership Growth Award (Established 1982)

PURPOSE

To recognize the Student Branch in each Region having achieved the highest rate of growth.

SCOPE - One per Region

NO NOMINATION REQUIRED

The Member and Geographic Activities Department will automatically generate statistics for submission to the MGA Awards & Recognition Committee.

BASIS OF SELECTION

Greatest level of growth will be based on a composite rating, considering the highest percentage of increase in membership and highest increase in membership relative to other student branches within each region. To qualify a Student Branch must have a minimum of 20 members at the start of the fiscal year under consideration.

The equation used to obtain regional student branch growth statistics is:

$$\begin{array}{rcccl} \text{Student Branch growth} & & & \text{Student Branch \% growth} & \\ \\ \text{Region's highest Student} & \times 20 & & \text{Region's highest Student} & \times 30 = \text{Composite} \\ \text{Branch growth} & + & & \text{Branch \% growth} & \text{Score} \end{array}$$

AWARD INSTRUMENT

A certificate inscribed with Student Branch name and accomplishment.

PRESENTATION

Presentation made by the IEEE Vice President - Member and Geographic Activities and/or respective Regional Director at an occasion selected by the Student Branch.

RECORDS

Member and Geographic Activities maintains a record of award recipients.

3.8 Section Significant Anniversary Banner

PURPOSE

To recognize a Section for outstanding longevity through continuity in member support and enthusiasm.

SCOPE - Any eligible Section, all Regions.

NO NOMINATION REQUIRED

The Member and Geographic Activities Department will automatically generate information for submission to MGA ARC.

BASIS OF SELECTION

The significant anniversaries recognized are 25, 50, 75 and 100 years.

AWARD INSTRUMENT

Podium banner (30" x 42") with dark blue field. The banner will bear the following items:

"IEEE", and logo

"Service to the Profession" and anniversary, applied in gold cloth
Section name and founding year, silk screened in gold

PRESENTATION

Presented by the Regional Director or his delegate, at an occasion selected by the Region Director.

RECORDS

The Member and Geographic Activities Department maintains a record of recipients. See Appendix B for anniversary dates for all Sections.

3.9 MGA Outstanding Large Section Award (Established 2004)

PURPOSE

The MGA Outstanding Large Section Award will be awarded to one (1) Section (throughout all of IEEE Regions), to recognize the excellent work of the Section in the past year. The total membership of a Large Section (including Students) shall be 501 or greater as of 31 December of the prior year.

SCHEDULE

Nomination Deadline 15 May
Recipient endorsed by MGA ARC 1 June
Recipient notified After the June MGA Board Meeting

BASIS OF SELECTION

The following aspects and activities in the past year would form the basic criteria in selecting the Outstanding Large Section:

REQUIREMENTS

- Completed nomination form (MUST BE SUBMITTED)
- Submission of financial, officers and meeting report (MUST BE SUBMITTED)
- Evidence of retention of members
- New GOLD Affinity Group Formations
- Active Student Branch activity such as student paper contest, recruitment of student members
- Continuing Educational activities including conferences, technical activities, training courses
- Contacts with section members including the number of Newsletter issues, email Newsletters, regular updates of Section, Chapters and Student Branches Web Page
- Community projects/service which project positive visibility to IEEE.
- Continuing support for Section/Chapter Activities
- No Section may receive two MGA Outstanding Section Awards within three years.

SELECTION COMMITTEE

The MGA Awards & Recognition Committee to review the nominations submitted by the Region Awards Chair and selects the recipient. The Member and Geographic Activities Board will approve the recipient.

AWARD INSTRUMENT

A plaque awarded to the MGA Outstanding Large Section Recipient.

PRESENTATION

The VP-Member and Geographic Activities or the Regional Director to present the recipient at an appropriate Regional event in which the Section Chair or representative of the Section will be attending. In the year of Sections Congress, the current recipient and the two previous recipients will be properly recognized at Sections Congress.

RECORD

The Member and Geographic Activities Department maintains a record of award recipients.

3.10 MGA Outstanding Small Section Award (Established 2004)

PURPOSE

The MGA Outstanding Small Section Award will be awarded to one (1) Section (throughout all IEEE Regions) to recognize the excellent work of the Section in the past year. The total membership of a Small Section (including Students) shall be 500 or less as of 31 December of the prior year.

SCHEDULE

Nomination Deadline 15 May

Recipient endorsed by MGA ARC 1 June

Recipient notified following the June MGA Board Meeting

BASIS OF SELECTION

The following aspects and activities in the past year would form the basic criteria in selecting the Outstanding Small Section:

- Completed nomination form (MUST BE SUBMITTED)
- Submission of financial, officers and meeting report (MUST BE SUBMITTED)
- Evidence of retention of members
- New GOLD Affinity Group Formations
- Active Student Branch activity such as student paper contest, recruitment of student members
- Continuing Educational activities including conferences, technical activities, training courses
- Contacts with section members including the number of Newsletter issues, email Newsletters, regular updates of Section, Chapters and Student Branches Web Page
- Community projects/service that project positive visibility to IEEE.
- Continuing support for Section/Chapter Activities
- No Section may receive two MGA Outstanding Section Awards within three years.

SELECTION COMMITTEE

The MGA Awards & Recognition Committee to review the nominations submitted by the Region Awards Chair and selects the recipient. The Member and Geographic Activities Board will select the recipients.

AWARD INSTRUMENT

A plaque awarded to the MGA Outstanding Small Section Recipient.

PRESENTATION

The VP-Member and Geographic Activities or the Regional Director to present the recipient at an appropriate Regional event in which the Section Chair or representative of the Section will be attending. In the year of Sections Congress, the current recipient and the two previous recipients will be properly recognized at Sections Congress.

RECORD

The Member and Geographic Activities Department maintains a record of award recipients.

MEMBER AND GEOGRAPHIC ACTIVITIES BOARD

**OUTSTANDING LARGE/SMALL SECTION AWARD
NOMINATION FORM**

Small Section (< 500 members)

Large Section (>501 members)

1. Section Name _____ Region _____

Current Section Chair _____

Documentation that must be provided:

- ___ Completed nomination form
- ___ Verification that the financial report of the Section has been submitted & approved by IEEE Operations Center
- ___ Verification that the current officer report has been submitted to Member and Geographic Activities Department
- ___ Verification that the meeting report has been submitted to Member and Geographic Activities Department

Evidence Of:

- ___ New GOLD Affinity Group formations
- ___ Active Student Branch activity such as student paper contest, recruitment of student members
- ___ Continuing Educational activities including conferences, technical activities, training courses
- ___ Contacts with section members including the number of Newsletter issues, email Newsletters, regular updates of Section, Chapters and Student Branches Web Page
- ___ Community projects/service that promotes visibility to IEEE.
- ___ Continuing support for Section/Chapter Activities
- ___ Growth and or retention of members within the Section

2. List GOLD Affinity Groups formed within the Section

3. Describe how the Section has participated in Student Branch activities (i.e., student paper contest, recruitment of student members)

4. List Continuing Educational activities (i.e., conferences, technical activities, training courses)

5. Describe the methods of contact with section members (i.e., the number of Newsletter issues, email Newsletters, regular updates of Section, Chapters and Student Branches Web Page)

6. List community projects/service which project positive visibility to IEEE

7. Describe how the Section has provided continuing support for Section/Chapter Activities

8. Has the Section formed any new Chapters during the year, especially where there are a significant number of Society members (over 100) who reside within a Section, are without a Chapter?

9. Have all the Chapters within the Section at least met the annual two technical meeting requirements and, if not, what steps has the Section made in an effort to revitalize its under-performing Chapters?

10. Please confirm that the Region Director has been informed of this award nomination? If yes, please indicate the date and how they were notified. (i.e. via e-mail, on 09 June 2003)

Nominator Contact Information:

Name: _____ IEEE Member # _____
Email: _____ Phone Number: _____ Date: _____

Region Awards Committee Chair – Contact Information:

Name: _____ IEEE Member # _____
Email: _____ Phone Number: _____ Date: _____

SECTION 4 - GUIDELINES FOR REGION AND SECTION AWARDS

4.1 INTRODUCTION

"Awards" is the generic name given to recognition of excellence by the IEEE and includes medals, awards, scholarships and other recognitions administered under the overall responsibility of the IEEE Awards Board and the IEEE Board of Directors. Certain specific responsibilities have been delegated to subordinate Boards. Recognition and support for any student activity shall be for the direct benefit or perpetuation of the aims and objectives of IEEE or one of its organizational units. Scholarships should be designed to accomplish specific purposes not already covered by other agencies. For purposes of clarity, the IEEE has identified the various forms of student recognition and support generally characterized as Fellowships, Awards or Prizes in terms of:

- GRADUATE FELLOWSHIPS. May be presented annually, related to the interests of the sponsoring organizational unit, in any amount from \$5,000.00 to \$30,000.00.
- GRADUATE AWARDS. May be presented on a specific basis, related to the interests of the sponsoring organizational unit, in any amount from \$1,000.00 to \$15,000.00.
- UNDERGRADUATE SCHOLARSHIP. May be presented annually, related to the interests of the sponsoring organizational unit, in any amount from \$500.00 to \$15,000.00.
- UNDERGRADUATE AWARD. May be presented for outstanding achievement in any curriculum in the IEEE fields of interest in the form of a certificate and/or a monetary award not in excess of \$500.00.
- SECONDARY SCHOOL PRIZE. May be presented in furtherance of IEEE objectives and interests in the form of a certificate and/or a monetary award not in excess of \$500.00.
- EDUCATIONAL GRANTS. Special programs may be offered by IEEE organizational units where grants may be made to students/and or faculty in furtherance of the special interests of an IEEE organizational unit. Such programs do not generally fall under the purview of the IEEE Awards Board but may require approval by other bodies.
- FUNDING. Funds derived from Institute and Society member dues and fees or from organizational unit rebates **CAN NOT BE USED** for scholarship, fellowships, or other educational awards.
- APPROVAL. Proposals for fellowships, scholarships, educational awards, and prizes are submitted to the Awards and Recognition Committees of the major Boards of the IEEE for approval. In the case of organizational units responsible to MGA, all such proposals shall be submitted to the Chair, MGA ARC, IEEE Member and Geographic Activities, 445 Hoes Lane, Piscataway, NJ USA 08854-1331, telephone +1 732 562 5519, fax +1 732 463 3657 or mga-awards@ieee.org.
- REFERENCES. Detailed information regarding the awards programs of IEEE are contained in Section 4.0 of the IEEE Policy and Procedures Manual (<http://www.ieee.org/about/whatis/policies/index.html>)

4.2 GENERAL GUIDE FOR DEVELOPING AN EDUCATIONAL AWARD PROPOSAL

1. Develop a clear concept of what the IEEE organizational unit wants to accomplish, e.g., recognize outstanding academic record, foster specific graduate research, recognize Science Fair winners in electrical exhibits, etc., all in keeping with IEEE aims and objectives.
2. Decide what kind of an award (Graduate Fellowship, Graduate Award, Undergraduate Scholarship, Undergraduate Award, Secondary School Prize, or other award) most appropriately fits the objectives. (Use samples as guides.)
3. Determine the funding available in terms of amount, source, recurring availability and how the funds will be administered. (IEEE procedures must be followed explicitly as to sources of funds and how they may be administered.)
4. Determine who in the IEEE organizational unit will be responsible for preparing the proposal and seeing that it is followed through to approval, administering the program after it is approved on a continuing basis as to nominations, publicity, selection of applicants, and other administrative arrangements particular to the program selected. If another agency, such as a foundation, school or university, or some other relevant body is to handle any part of the program, a formal agreement must be prepared detailing responsibilities of the IEEE organizational unit and the other body as a contract which must be approved as a part of the proposal. (See Specific Procedures for details.)
5. Develop a draft(s) in accordance with IEEE requirements, using the samples as a guide, and secure preliminary approval of the draft from the IEEE organizational unit governing body. (Before any substantial amount of work is done it is best to make sure the IEEE organizational unit has authorized the concept of the project.) Defer final approval until the draft has been reviewed by MGA ARC or it has been discussed in detail with a representative of that Committee.
6. After the draft has been reviewed by MGA ARC, prepare final documents and necessary actions for approval (Executive Committee motions, etc.) as well as the assignment of ongoing responsibility and the funding approvals in the IEEE organizational unit. Approval of a third party agreement should be deferred until MGA Board approves the draft. However, it is desirable to have written clearance with the third party, stating that they have reviewed the proposed agreement (which obviously should be in conformity with prior discussions) and are prepared to approve it.
7. Forward the proposal (and agreement) properly signed by an authorized person of the organizational unit (Section Chair, preferably) to: Chair, MGA ARC, IEEE Member and Geographic Activities, 445 Hoes Lane, Piscataway, NJ USA 08854-1331 with a cover letter giving any pertinent background which would be helpful in evaluating the proposal. Such information may include the motion of the Executive Committee, information surrounding the relationship between the Section and University, biographical information about an individual if the scholarship is dedicated as a memorial, etc.
8. Upon receipt of approval, place the operation into effect and arrange to maintain records of each year's activity on this and other similar programs. Make arrangements for a suitable place and time for presentation in an appropriate manner. Recognition of the recipient and identification of the IEEE organizational unit donor should be arranged through appropriate media.

4.3 PROCEDURES FOR ESTABLISHING EDUCATIONAL AWARDS AND SCHOLARSHIPS

This procedure details the development, submission, approval and administrative procedures applicable to all educational award and scholarship proposals developed by Regional organizational units and submitted for final approval to MGA Board, or for review by MGA Board but requiring higher levels of approvals by virtue of exceeding the limitations of Table A in Section 4 of the IEEE Policies.

A. DEVELOPMENT OF A PROPOSAL

1. Develop an outline, which details the limitations which apply to the proposal. This ensures that all requirements will be met when the proposal specifications are drawn up.
2. Specify the elements of the proposal, which are found in the IEEE Policies, Section 4 - Awards Activities. The information submitted will be reviewed by the approving body; therefore, the details should be complete. When there are complex arrangements, such as cases involving agreements with third parties, etc. The proposal details may be abbreviated, if proper references are made to other documents which are appended and attached.
3. A draft proposal, for review by MGA ARC, is necessary if (1) the originating body is unfamiliar with the procedures for establishing educational awards and scholarships, and/or (2) the proposal is complex, and the benefits of a review by the appropriate Awards and Recognition Committee will be useful.
4. Use the following format for the Educational Award and Scholarship Specifications, from Section 4 of the IEEE Policies. This will expedite the approval process. Comments included with the various headings are intended as a guide reflecting the completeness required, and the issues or details which will be considered in the review of the process for approval.
 - a. Description:** Award specifications should be unambiguous and non-conflicting with existing awards. What objective is to be achieved? The award should stimulate outstanding achievement. A need for continuity of the award should be shown and the frequency of consideration. The title of the award and the sponsor should be stated. The title should also reflect sponsorship and purpose, when appropriate. For example, the IEEE ___ Section 200x Science Fair Prize in Engineering or the IEEE ___ Section Memorial Scholarship in honor of J.C. Doe.
 - b. Administration:** Specify the organizational unit, or organizational units responsible for administering the award or scholarship. This issue may have public connotations and potential legal aspects thus requiring careful development. Where a third party is used for any part of this responsibility, details of the agreement between the IEEE organizational unit and the third party should be clearly set forth and made a part of the proposal by reference or otherwise. (Sample third party agreements are available from Member and Geographic Activities.)
 - c. Eligibility:** Be very specific as to the parameters such as who may apply; if IEEE or Society membership is required; age, level of accomplishment e.g., grade requirements; or other limitations, restrictions or affiliations not otherwise prohibited or in violation of the non-discriminatory objectives of IEEE.
 - d. Prize:** Identify specifically what the educational award or scholarship will consist of, such as cash award, certificate, plaque, featured publication, etc. If multiple awards are permitted, specify the manner of prize sharing. The prize should be

well intentioned, meaningful and appropriate to the purpose of the award or scholarship. Scholarships in particular should be planned to be appropriate to both the goals of the sponsor and the probable needs of the recipient.

- e. Funds:** State source of funds, assurance of fund continuity. Is it a one-time or recurring award or scholarship? How are the funding programs managed and by whom? If a third party is involved, is the handling covered by agreement? What occurs to residual funds or cancellations of program or diminishment of resources?
- f. Nominee Solicitation:** Detail plans and procedures used to solicit nominees. If other bodies are involved explain how they are involved.
- g. Award or Selection Committee:** Identify membership, term of service, procedures for selection of members, responsibilities, etc. If other bodies are involved, how does IEEE exercise influence and control? Does the Committee have administrative as well as selection responsibilities, and if so, how is it accomplished?
- h. Schedule:** State schedule for submission of nominees, applications, committee meetings, approval meetings, notification of recipient, annual or periodic award, etc. When scholarships, etc. are proposed, how does the schedule fit with the academic need it embraces?
- i. Selection:** How is the selection process to be accomplished, e.g. scoring, voting or other procedures? Who does it? State all factors to be considered. Does high academic achievement or involvement with IEEE, etc. have a weighing factor? Are multiple recipients permitted and how administered? When recurring awards and awards of a substantive amount are concerned, continuity, expertise and the capability for addressing the objective should be factors.
- j. Presentation:** State preferred location and schedule for award presentation. Indicate if the recipient has a preference of location and time.
- k. Publicity:** Publicity as may be appropriate and available. For example, IEEE publications, feature publication or the local paper.

B. SUBMISSION OF THE PROPOSAL TO MGA ARC AND THE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD

1. If the organizational unit originating an educational award or scholarship proposal desires, MGA ARC will review such proposals in a draft form and advise as to any modifications or changes necessary for approval.
2. Completed proposals which have been approved by the appropriate responsible body of the MGA organizational unit involved should be submitted to the Chair of MGA ARC, IEEE Member and Geographic Activities, 445 Hoes Lane, Piscataway, NJ USA 08854-1331. An additional copy should be sent to the Regional Director.
3. Submit the proposal with a cover letter describing the background for the new educational award or scholarship. Include, if any, the committees who approved the proposal previously. Also include various considerations of funding, and any other information useful to the committee in judging this proposal. Such information may also include other similar awards of the organizational unit, what stimulated this proposal and any unique aspects related thereto.

C. REVIEW OF PROPOSAL BY MGA ARC

MGA ARC will evaluate the proposal in accordance with established policies and procedures and in terms of:

1. The award objectives of IEEE and MGA which are comprised by the proposal.

2. Monetary aspects, including the funding sources, third party agreements, custody of funds, depositories, foundations, and all other issues having to do with the fiscal integrity of the proposal.
3. Quality, completeness and merits of the proposal, and the desired results.
4. Assessment of the potential for successful implementation.

After detailed review of the proposal, MGA ARC will make one of the following recommendations:

5. Return to the originating organizational unit for resubmission with recommended modification.
6. Submit the proposal to MGA Board for final approval, if the proposal has met all the requirements for approval.
7. Submit the proposal to MGA Board and advise that it not be approved for reasons detailed in an accompanying letter.
8. Submit the proposal to MGA Board for approval and submission to the IEEE Awards Board for information. In those cases where the parameters fall outside the matrix for major Board approval, MGA ARC will prepare the appropriate rationale and descriptive information for submission of the proposal to the IEEE Awards Board and/or the IEEE Executive Committee.

D. ACTION BY THE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD

1. Approve as recommended.
2. Remand to MGA ARC for modifications by the originating organizational unit and resubmission.
3. Disapprove.
4. Forward to the IEEE Awards Board for information, based on the recommendations of MGA ARC.

E. SUBSEQUENT ACTION BY MGA ARC

1. In the case of disapproval or resubmission for changes by MGA Board, MGA ARC shall review the issues with the originating organizational unit and endeavor to resolve those matters in contention.
2. When a proposal is approved, MGA ARC will promptly notify the originating organizational unit.
3. Ensure that the Member and Geographic Activities file is posted with the details of the approved plan. Also place a copy in the MGA ARC file for future reference and follow-up.
4. Establish an annual reporting procedure of all existing educational awards and scholarships to be reviewed for viability and change. Develop a procedure for communicating changes on existing awards and scholarships, and the resubmission to ensure relevant conformity with changing policies.
5. Take steps to publicize newly approved awards and scholarships in relevant publications.

F. NAMING OF IEEE AWARDS AND MEDALS.

All new awards must start with the name IEEE, may contain the name of an individual, must contain the general area of coverage for an award, and may contain a phrase such as sponsored by a funding entity(ies).

1. When an award is named after a person, the sponsoring entity must obtain written consent from the individual that they agree to have an IEEE Award or medal named in

his or her honor. The written consent must accompany the award or medal proposal. Once the BoD approves the establishment of the award or medal, the sponsoring entity bears the responsibility of notifying the individual of said approval.

2. When an award is named after a person, that individual shall not be eligible for the award bearing his/her name, and not eligible to serve on the selection committee that bears his/her name.

G. OTHER INFORMATIONAL ASPECTS

1. Each Region, Geographic Council, Area and Section is responsible for policies governing procedures for, and the financing of, awards within their respective organizational units. A file, including full documentation of the educational awards or scholarships, should be maintained by the originating organizational unit. Complete information on all educational awards and scholarships should be maintained by MGA Board, and by the MGA ARC Chair.
2. For recurring educational awards and scholarships, a responsible continuing body should be established to carry out the award specifications in a uniform, knowledgeable and systematic manner.
3. For repositories of funds, properly established trusteeships, experienced and reliable third party organizational units, and the use of suitable foundations, such as the IEEE Foundation, are encouraged. Whenever such third party organizational units are used, the arrangements should be detailed in adequate and properly approved agreements.
4. Dues income MAY NOT be used for funding educational awards or scholarships. For additional information, reference the IEEE Financial Operations Manual, and/or contact the IEEE staff office responsible for your organizational unit.
5. As a prerequisite for approval, all educational awards and scholarship proposals are thoroughly reviewed by volunteer personnel at scheduled committee and Board meetings. Therefore, when proposing an initial award presentation date, for originating organizational units should allow adequate time for review by all of the required approving bodies.
6. Where an organizational unit is involved in a bequest, or proposes to develop an educational award or scholarship proposal from contributions, please refer to IEEE Policies Section 4, solicitation programs require approval of the IEEE Executive Committee.

4.4 SAMPLE REGION/SECTION AWARDS

The purpose of this Section is to provide a guideline for the establishment of new Region and Section Awards. For information on undergraduate and graduate fellowships please contact the Member and Geographic Activities Department at +1 732 562 5519 or via email at mga-awards@ieee.org.

A. REGION AWARD

IEEE REGION (#) AWARDS An Invitation to Nominate

PURPOSE: The purpose of the Region Awards Program is to publicly recognize professional and technical excellence and major accomplishments and contributions made by Region (#) IEEE members.

AWARD CATEGORIES

1. **New Technical Concepts in Electrical Engineering.** For significant patents, for discoveries of new devices or applications, and for significant reductions in components or processes.
2. **Electrical Engineering Professionalism.** For personal, high level leadership in research and design performance in support of all phases of the electrical engineering profession.
3. **Promotion of Self-Development for Practicing Electrical Engineers.** For arranging courses, seminars and tutorials to enhance the educational level and the competence of practicing electrical engineers.
4. **Enhancement of IEEE in Industry and Community Service.** For outstanding service to the IEEE at the Chapter, Section or Region level; and for major contributions to the industry and to the community.
5. **Electrical Engineering Management.** For managerial excellence in organization, leadership, design and development.
6. **Electrical Engineering Student Activities.** For improving communications between the IEEE and a Student Branch or Student Group; for support and service to a Student Branch or Student Group; and for service and leadership to the student community.

GUIDELINES: Each Region or Section may determine its own deadline for the submission of awards. The award recipients will be determined at the Annual Region (#) Meeting which is normally held in the Fall of each year. The number of Region (#) Awards to be given in any calendar year shall not exceed 30 which is approximately 0.1% of the current Region (#) membership.

ELIGIBILITY AND SPONSORS: Only Region (#) IEEE members are eligible to receive a Region (#) Award. Any IEEE Region (#) member, Chapter, Section or Subsection may sponsor a nomination for a Region (#) Award. The nomination forms can be obtained by requesting them from the Chair of the Region (#) Awards and Recognition Committee or your Section Chair.

To Nominate a Candidate:

1. Complete and sign the Region (#) Award Nomination Form. If there are any questions, please contact the Chair of the Awards Committee.

2. If additional information such as a resume is deemed advantageous to the candidate, it may accompany the nomination form.

3. Obtain three (3) signed endorsement letters. Send the form and the three letters to your Section Chair to forward to the Chair of the Region (#) Awards and Recognition Committee or send them directly to the Chair of the Region (#) Awards and Recognition Committee.

ADMINISTRATION AND PRESENTATION: All of the nominations that are received by the deadline will be reviewed by the Region (#) Awards and Recognition Committee. All submissions must be made on the attached form. Any submissions not using the proper form will not be reviewed and will be returned to the sponsor.

The Committee will make a determination as to which candidates should receive an Award and then will submit a formal recommendation to the Region (#) Executive Committee. This recommendation is usually made at the Fall Meeting of the Executive Committee following the close of the awards year. The Executive Committee will then approve the Region (#) members who will receive Awards. The formal presentation of the Awards will be made by the Region (#) Director or his designate, at an appropriate time and location, normally after the first of the awards year.

B. SAMPLE – REGION NOMINATION FORM

IEEE REGION (#) AWARD NOMINATION

1. AWARD CATEGORY FOR WHICH CANDIDATE IS BEING NOMINATED

(Please check only one category.)

- New Technical Concepts in Electrical Engineering
- Electrical Engineering Professionalism
- Promotion of Self-Development for Practicing Electrical Engineers
- Enhancement of IEEE, Industry or Community Service
- Electrical Engineering Management
- Electrical Engineering Student Activities

2. NAME _____ **Member#** _____

3. ADDRESS

4. ACHIEVEMENTS PERTINENT TO THE NOMINEE'S QUALIFICATION FOR THE REGION (#) AWARD. (Use additional sheets if required.)

5. PUBLICATIONS AND PATENTS. (Provide number, title, and date.) All items must be documented to be considered. (Please use additional sheets if needed.)

6. COLLEGE EDUCATION AND DEGREES. (Designate any honorary degrees with an "H".)

Degrees Received or Institution Date

Honors

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

7. IEEE SOCIETIES AND OTHER PROFESSIONAL ORGANIZATIONS.

Society/Organization Office Member Grade

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

8. Honors and Awards.

Award or Honor Organization Date

9. Suggested Wording for the Award Citation.

10. Names of Three Endorsers (Letters of endorsement must be attached).

Endorsed by

1. _____ Membership # _____
2. _____ Membership # _____
3. _____ Membership # _____

11. Nominator or Sponsor

Nominator _____ Membership # _____
Address _____
City _____
State/Prov. _____ Postal Code _____
Country _____
Email _____
Phone (O) _____ Phone (H) _____
Position/Title _____
Signature _____

For Review Committee Only

ACTION BY THE REGION (#) AWARDS AND RECOGNITION COMMITTEE

Nomination Accepted _____ **Nomination Rejected** _____

Reason For Rejection:

Insufficient Justification _____
Inappropriate or Irrelevant Support _____

For the Committee: _____ Date _____

Region (#) Director: _____ Date _____

C. SAMPLE – SECTION AWARD

IEEE SECTION (xyz) AWARD/An Invitation to Nominate

PURPOSE: The purpose of the (xyz) Section Award is to honor an IEEE (xyz) Section member who has made contributions of exceptional distinction that are a model for other members to emulate.

ADMINISTRATION: The award shall be administered by the IEEE (xyz) Section Executive Committee (ExCom). The IEEE (xyz) Section Awards Chair (normally the immediate past Chair) shall be responsible for administrative matters not requiring an ExCom vote and for ensuring that the terms of this proposal are observed. Final approval of the award recipient will reside with the IEEE (xyz) Section ExCom.

ELIGIBILITY: Any IEEE (xyz) Section member of good standing and of Member grade or above, is eligible for the (Name of Award)

PRIZE: The prize shall be (certificate, plaque) and a check (if applicable) in the amount of \$xxx payable to the recipient. It is expected that the award will normally be presented at the (annual meeting). The annual prize is not to exceed \$500.00.

FUNDS: The award shall be funded from the IEEE (xyz) Section budget. A separate checking account can be maintained exclusively for the award funds. In the event this award is permanently terminated, all residual funds in the awards account shall revert to the general fund of the IEEE (xyz) Section or other disposition determined by the IEEE (xyz) Section ExCom.

CANDIDATE SOLICITATION: Candidates shall be solicited through the Section Newsletter or other appropriate means as determined by the (xyz) Section ExCom.

AWARD COMMITTEE: The Award Committee shall be selected through the ExCom and shall have full responsibility for evaluation and selection of the recipient. The nominee shall be subject to final approval by the IEEE (xyz) Section ExCom. In the event the nominee is not approved by the ExCom or is unable to accept the award for any reason, an alternate recipient should be selected. The alternate shall also be subject to IEEE (xyz) Section ExCom approval.

SCHEDULE: Each Section may determine its own schedule.

SELECTION: It is expected that primary consideration will be given to contributions which have been visible, definable, significant, sustained and includes service to the Section, industry, profession or the community.

PRESENTATION: The award shall be presented by the Section Chair or his designee at an appropriate Section meeting. The award shall be presented in the name of the IEEE (xyz) Section.

PUBLICITY: The award recipient shall be publicized in the (name) newsletter of the IEEE (xyz) Section. A press release shall be sent to the appropriate newspaper(s) of the recipient's choice.

5.1 IEEE EDUCATIONAL ACTIVITIES AWARDS

The Educational Activities Board (EAB) recognizes and honors individuals and companies for major contributions to engineering and technical education. Awards are given for meritorious activities in accreditation, continuing education, educational innovation, pre-university education, and service to IEEE EAB, employee professional development, informal education systems and related achievement that advance the practice of engineering and of engineering education. For more information about EAB Awards please contact:

E-Mail: eab-awards@ieee.org

OR

WWW: <http://www.ieee.org/web/education/awards/index.html>

5.2 IEEE HISTORY COMMITTEE AWARDS

The IEEE History Committee oversees the following awards:

- Graduate Fellowship Program in the History of Electrical Engineering: This Award, established in 1978, is to encourage graduate students to pursue their studies in the History of Electrical Engineering. It is awarded annually by the IEEE Awards Board to a graduate student enrolling in an electrical engineering curriculum. The Fellowship, funded by the Life Member Fund, is an allocation of \$15,000 which is applied towards tuition and a stipend.
- IEEE Life Members' Prize In Electrical History: The Award is presented to the Author or Authors of the best articles published in the previous year on the history of Electro technology and its practitioners. The prize was established by the History Committee and is supported by the Life Member Fund. The Award consists of \$600 and a Certificate.

Nominations are solicited by the Center for the History of Electrical Engineering. For more information please contact:

E-Mail: history@ieee.org

OR

WWW: http://www.ieee.org/web/aboutus/history_center/about/programs.html

5.3 IEEE INSTITUTE AWARDS PROGRAM

These Institute Awards are administered by the IEEE Awards Board, which is appointed by the IEEE Board of Directors. The Awards Board makes recommendations to the IEEE Board of Directors for each recipient, with the appropriate citation.

Information and nomination forms may be obtained by contacting:

E-Mail: awards@ieee.org

OR

WWW: <http://www.ieee.org/about/awards>

5.4 IEEE STANDARDS ASSOCIATION AWARDS

For more information on IEEE Standards Association Awards contact:

E-Mail: m.hanantz@ieee.org

OR

WWW: <http://standards.ieee.org/sa/aw/index.html>

5.5 IEEE TECHNICAL ACTIVITIES BOARD AWARDS PROGRAM

The Technical Activities Board provides a lengthy listing of awards, sponsored by IEEE Societies, Technical Councils, Technical Conferences, and the Technical Activities Board, itself. In all there are over 200 Awards available annually. To obtain more information concerning the Technical Society Awards, contact:

E-Mail: society.awards@ieee.org

OR

WWW: http://www.ieee.org/web/volunteers/tab/tab_501.html (view TAB Awards and recognition Manual)

5.6 IEEE UNITED STATES OF AMERICA - IEEE USA AWARDS

The IEEE - United States Activities maintains a program of awards and recognition for contributions and service to engineering professionalism. The program is divided into three groups:

Additional information and nomination forms may be obtained by contacting:

Email: h.hall@ieee.org

OR

WWW: <http://www.ieeeusa.org/volunteers/committees/awards/>

5.7 IEEE STUDENT AWARDS

IEEE offers a variety of awards, competitions, contests, scholarships and fellowships. many are offered to IEEE student members, such as the Regional Student Paper Contests, the Student Enterprise Award, Darrel Chong Student Activity Award and the IEEEExtreme 24 hour Programming Challenge..

Email: student.services@ieee.org

OR

WWW:

http://www.ieee.org/web/membership/students/scholarshipsawardscontests/SAG_homepage.html

5.8 IEEE AWARD FOR DISTINGUISHED ETHICAL PRACTICES

This award recognizes an IEEE member or an organization employing IEEE members for: (a) exemplary ethical behavior/practices and/or (b) persuasive advocacy or promotion of ethical behavior/practices. Nomination deadline is 1 July.

For more information about IEEE Award for Distinguished Ethical Practices, contact:

E-Mail: ethics@ieee.org

OR

WWW: <http://www.ieee.org/web/aboutus/ethics/award.html>

APPENDICES

A. MGA GOALS AND OBJECTIVES

MGA Vision Statement

Statement: Ensure Quality Member Opportunities for Continuous Engagement

Guiding Principles

- Membership is a core value of IEEE.
- Members shape IEEE's future.
- Members collaborate to create IEEE's future.
- IEEE enhances members' future.

Mission

Statement: Inspire, Enable, Empower and Engage Members of IEEE

The IEEE Member and Geographic Activities Board serve the interest of IEEE and the members through the following:

Strategies

- Increase the value of IEEE membership.
- Utilize member life cycle concept.
- Provide a simple, consistent interface to members and prospective members.
- Track member involvement and development.
- Make the process of joining and maintaining membership simple and straightforward.
- Facilitate member collaboration.
- Become more transnational in look, feel and language, consistent with the IEEE Bylaws.
- Strengthen the relevancy of IEEE membership to industry.

Goals

- Increase member engagement.
- Improve relationships with and between members.
- Increase operational efficiency and effectiveness, within MGA and its interfaces.
- Enhance collaboration with other organization units. (MGAB recognizes the intimate relationship between Sections and Societies and their Chapters and will work with other organizational units of the IEEE to foster improved interaction.)
- Increase membership
- Increase the collaboration and cooperation between Geographic Units
- Enhance the membership-related information available to the member and the geographic units