<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| January | ✓ Hold your first Branch meeting of the semester and begin planning for the upcoming year  
✓ Order Membership Kit for promotional collateral for events/activities:  
(http://ewh.ieee.org/forms/md/supplies-ondemand.php)  
✓ Report any newly elected Chair or Counselor positions via: https://officers.vtools.ieee.org/ |
| February | ✓ 1 February – Student Branch Awards deadline:  
http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html  
✓ Host a membership drive – tell your classmates about IEEE! Be sure to hashtag #IEEESTUDENTS with the pictures of your event  
✓ Welcome all of your Student Branch Members and welcome new engineering students – your Branch Counselor can help with this |
| March | ✓ Half year dues-new members receive 8 months of service for half price: www.ieee.org/join or www.ieee.org/renew  
✓ Submit a story to IEEE Potentials – share your Branch history  
✓ Host a Professional Awareness event:  
http://www.ieeeusa.org/volunteers/committees/spac/ |
| April | ✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: www.ieee.org/step  
✓ Student graduation notices are emailed from IEEE Headquarters reminding students to update all contact information |
| May | ✓ Contact your local branch members – welcome new members and send off your graduates! |
| June | ✓ Connect with your local Section for activities/events for next semester  
✓ Prepare your previous semester’s Activity Report in preparation for the 1 November deadline |
| July | ✓ Order Membership Kit for promotional collateral for events/activities:  
(http://ewh.ieee.org/forms/md/supplies-ondemand.php) |
<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| August     | ✓ Begin planning for the fall semester – what activities/events will you hold? Solidify all locations and times, if possible.  
|            | ✓ Connect with your local Section via MyIEEE:  
|            | www.ieee.org/myieee (select communities). Inform them of your planned events and invite them to participate!  
|            | ✓ Registration opens for IEEEXtreme www.ieee.org/xtreme.               |
| September  | ✓ Welcome all of your Student Branch Members and welcome new engineering students – your Branch Counselor can help with this.  
|            | ✓ Report any newly elected Chair or Counselor positions via: https://officers.vtools.ieee.org/.  
|            | ✓ Host a membership drive – tell your classmates about IEEE! Be sure to hashtag #IEEESTUDENTS with the pictures of your event. |
| October    | ✓ Participate in the largest IEEE Student Competition – IEEEXtreme www.ieee.org/xtreme. Be sure to solidify your proctor!  
|            | ✓ Introduce your Student Branch to your campus community by hosting a meeting and greet. Collaborate with local IEEE Affinity Groups and Chapters.  
|            | ✓ 1 November – deadline for Branch Activity Reports: https://sbr.vtools.ieee.org/ |
| November   | ✓ 15 November – Nominations for Student Branch Awards begins:  
|            | (http://www.ieee.org/membership_services/membership /students/awards/student_branch_awards.html).  
|            | ✓ Share the IEEE benefits with your members: www.ieee.org/benefits. |
| December   | ✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: www.ieee.org/step |