

## Calendar – IEEE Student Branch Development

<b>January</b>	<ul style="list-style-type: none"> <li>✓ Hold your first Branch meeting of the semester and begin planning for the upcoming year</li> <li>✓ Order Membership Kit for promotional collateral for events/activities: (<a href="http://ewh.ieee.org/forms/md/supplies-ondemand.php">http://ewh.ieee.org/forms/md/supplies-ondemand.php</a>)</li> <li>✓ Report any newly elected Chair or Counselor positions via: <a href="https://officers.vtools.ieee.org/">https://officers.vtools.ieee.org/</a></li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>✓ 1 February – Student Branch Awards deadline: <a href="http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html">http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html</a></li> <li>✓ Host a membership drive – tell your classmates about IEEE! Be sure to hashtag #IEEESTUDENTS with the pictures of your event</li> <li>✓ Welcome all of your Student Branch Members and welcome new engineering students – your Branch Counselor can help with this</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>✓ Half year dues-new members receive 8 months of service for half price: <a href="http://www.ieee.org/join">www.ieee.org/join</a> or <a href="http://www.ieee.org/renew">www.ieee.org/renew</a></li> <li>✓ Submit a story to IEEE Potentials – share your Branch history</li> <li>✓ Host a Professional Awareness event: <a href="http://www.ieeeusa.org/volunteers/committees/spac/">http://www.ieeeusa.org/volunteers/committees/spac/</a></li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: <a href="http://www.ieee.org/step">www.ieee.org/step</a></li> <li>✓ Student graduation notices are emailed from IEEE Headquarters reminding students to update all contact information</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>✓ Contact your local branch members – welcome new members and send off your graduates!</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>✓ Connect with your local Section for activities/events for next semester</li> <li>✓ Prepare your previous semester’s Activity Report in preparation for the 1 November deadline</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>✓ Order Membership Kit for promotional collateral for events/activities: (<a href="http://ewh.ieee.org/forms/md/supplies-ondemand.php">http://ewh.ieee.org/forms/md/supplies-ondemand.php</a>)</li> </ul>

<b>August</b>	<ul style="list-style-type: none"> <li>✓ Begin planning for the fall semester – what activities/events will you hold? Solidify all locations and times, if possible.</li> <li>✓ Connect with your local Section via MyIEEE: <a href="http://www.ieee.org/myieee">www.ieee.org/myieee</a> (select communities). Inform them of your planned events and invite them to participate!</li> <li>✓ Registration opens for IEEEExtreme <a href="http://www.ieee.org/xtreme">www.ieee.org/xtreme</a>.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>✓ Welcome all of your Student Branch Members and welcome new engineering students – your Branch Counselor can help with this.</li> <li>✓ Report any newly elected Chair or Counselor positions via: <a href="https://officers.vtools.ieee.org/">https://officers.vtools.ieee.org/</a>.</li> <li>✓ Host a membership drive – tell your classmates about IEEE! Be sure to hashtag #IEEESTUDENTS with the pictures of your event.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>✓ Participate in the largest IEEE Student Competition – IEEEExtreme <a href="http://www.ieee.org/xtreme">www.ieee.org/xtreme</a>. Be sure to solidify your proctor!</li> <li>✓ Introduce your Student Branch to your campus community by hosting a meeting and greet. Collaborate with local IEEE Affinity Groups and Chapters.</li> <li>✓ 1 November – deadline for Branch Activity Reports: <a href="https://sbr.vtools.ieee.org/">https://sbr.vtools.ieee.org/</a></li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>✓ 15 November – Nominations for Student Branch Awards begins: (<a href="http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html">http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html</a>).</li> <li>✓ Share the IEEE benefits with your members: <a href="http://www.ieee.org/benefits">www.ieee.org/benefits</a>.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: <a href="http://www.ieee.org/step">www.ieee.org/step</a></li> </ul>