

# The IEEE Australia Council

## Outstanding Student Branch Awards

### Entry Form

*(Please use block letters to fill in the form, except for the signature)*

Student Branch name \_\_\_\_\_

Section \_\_\_\_\_

Submitted by \_\_\_\_\_ IEEE Number \_\_\_\_\_

Position held \_\_\_\_\_

e-mail \_\_\_\_\_ Phone \_\_\_\_\_

Branch chair \_\_\_\_\_ IEEE Number \_\_\_\_\_

e-mail \_\_\_\_\_ Phone \_\_\_\_\_

Section chair \_\_\_\_\_

e-mail \_\_\_\_\_ Phone \_\_\_\_\_

I hereby declare that to the best of my knowledge the information submitted for the IEEE Australia Council Outstanding Student Branch Award is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach a letter of endorsement from the Chair of your local IEEE section.

Please supply evidence to show compliance with the following selection criteria:

1. Copy of student branch annual plan
2. Copy of student branch annual report for the previous year
3. Copy of newly-elected student office reporting form
4. Details of student branch technical meetings in the current year

**Please tick below any items that the student branch has achieved and attach documentary evidence:**

1. Adoption of student branch bylaws
2. Active web home page
3. Student branch e-mail address
4. Realistic budget
5. Sub-committees appointed by branch officers
6. Timely meeting notices and publication of minutes
7. Significant branch activities (fund raising, technical events, etc)
8. Student recruitment drives
9. Participation at section functions
10. Newsletter or contribution to section's newsletter
11. Applications by student branch members for other IEEE awards, eg, scholarships
12. Student branch entry in Region 10's student paper competition
13. Student branch entry in Region 10's student branch website competition
14. Student branch entry in any Region 10 competition
15. One or more student members attending Region 10's Student Congress
16. Appointing and working with a branch mentor