2020 IEEE R10 EXCOM MEET
2020 Student Activities Committee Plan
11 January 2020, Queenstown, New Zealand

Huynh Thi Thanh Binh
2019-2020 R10 Student Committee Chair
Saaveethya Sivakumar
2019-2020 Student Representative
Students Activities Committee 2020 Plan

Committee Structure
1. Advisors: Zia Ahmed, Elisa Barney, Pasan Pethiyagode
2. Chair: Huynh Thi Thanh Binh
3. Regional Student Representative: Saaveethya Sivakumar
   Members: TBC

Objectives
1. Improve student engagement in IEEE R10 SAC activities
2. Improve student member retention rate in R10
3. Reviving and Closing Student Branches
4. Progress Student to YP transitions

Projects / Tasks
1. Membership Development
   • SAC Student Ambassador Program
   • R10 SAC and SSR Forum
   • Joint SB Initiative Fund
   • Membership Drives and Leadership Training Fund
   • R10 SAC and SSR Manual (Release of Issue 2)
2. Webinar Series (Leadership & Educational)
3. Regular Activities
   • R10 SAC Contests (R10 PG Paper Contest, R10 UG Video Contest and Website Contest)
   • R10 SAC Awards (R10 SAC Outstanding Student Volunteer, R10 SAC Outstanding Volunteer and R10 SAC Outstanding Student Branch Award)
5. R10 SYWL Congress 2020
6. Support MGA SAC Awards and Contests
   • LKW Regional Student Volunteer Award
   • Exemplary Student Branch Award
   • Global Website Contest

Budget
1. Membership Development: USD 8000
2. Contests: USD 2200
3. R10 SAC Awards: USD 1070
4. Travel: USD 8300
5. Other: USD 716
   Total Proposed Budget: USD 20.286

Project / Task Measurable
Membership Development:
• Number of SBs revived
• Number of SBs closed
• Number of student Ambassadors Participated
• Trend of Student Member retention rate
• Trend of Student – YP transition rate
• Number of membership development activities organized.

Contests & Awards:
• Number of submissions
• Quality of Submission

Timeline & Metrics
1. Membership Development: Oct 2020
2. Webinar Series: Nov 2020
3. Awards: July 2020
5. SYWL: Sept 2020
<table>
<thead>
<tr>
<th>Activity</th>
<th>Proposed Improvements</th>
<th>Timeline</th>
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| IEEE Region 10 Postgraduate Paper      | • Eligibility- Limited to only graduate student members currently enrolled in a postgraduate course  
                                          • Two webinars to enhance technical writing skills  
                                          • A total of THREE WINNERS, 1 for Female  
                                          • E-certificate  
                                          • Cash Prizes for all the winners USD 300 1st, USD 200 2nd and USD 100 3rd  
                                          USD 200 for WIE Best Paper Award            | Call for Submissions: March, 2020  
                                          Submission Deadline: May, 2020  
                                          Winners announcement: September, 2020    |
| Student Website Contest                | Aims to motivate student volunteers to use electronic media  
                                          Cash Prizes for all the winners USD 300 1st, USD 200 2nd and USD 100 3rd | Call for Submissions: March, 2020  
                                          Submission Deadline: May, 2020  
                                          Winners announcement: September, 2020    |
| Undergraduate Project Video Contest    | Aims to improve the engineering students’ communication and presentation skills to a wider online viewing community  
                                          Cash Prizes for all the winners  
                                          Cash Prizes: USD 300 1st, USD 200 2nd and USD 100 3rd  
                                          200 USD for WIE                           | Call for Submissions: March, 2020  
                                          Submission Deadline: May, 2020  
                                          Winners announcement: September, 2020    |
Awards
Recognize the contribution of Student IEEE member

R10 Awards
1. IEEE Region 10 SAC Student Branch Award
2. IEEE Region 10 SAC Volunteer Award
3. IEEE Region 10 SAC Student Volunteer Award
1 winner/ 1 award, 200 USD

Schedule
Call for Nomination: February 2020
Nominators and Recipients Notified: July 2020

Support MGA SAC Awards & Contests
1. Larry K. Wilson Regional Student Activities Award (Regional Judging)
2. IEEE Regional Exemplary Student Branch Award (Regional Judging)
3. IEEE Student Branch Website Contest (Regional Judging)
R10 SAC Joint SB Funding

**Objective**
The Initiative will introduce a fund/ grant to the sections that can be used for events involving at least 2 student branches, one that is currently inactive or struggling and another that is highly active. The initiative is created so that the inactive, struggling or newly formed student branches will have guidance and direction in order to be active.

**Total Budget- USD 4000**
Selected project’s will be funded based on R10 Matching fund policy with a maximum of USD 400
Totally a maximum of 10 projects will be funded

**Task Measurables**
- Number of Student Branches Participated
- Number of Projects submitted
- Student member growth of inactive Student Branches
- Number of participants

**Timeline**
- Call for proposals: March
- Review Proposals: March – April
- Duration given to organise projects- mid April – mid August
- Claim for funds: August- September
R10 SAC Leadership Training and Membership Development Fund

Objective
The Initiative will introduce a fund/grant to activities that focus in student membership development and/or student leadership training in Student Branch level or Section level within R10. The initiative is created to persuade sections to organize activities between Student Branches, student members and branch counselors giving training on leadership, successful execution of student branch program and to run membership drives aiming to enhance student membership number and its retention.

Total Budget- USD 4000
Selected project’s will be funded based on R10 Matching fund policy with a maximum of USD 400. Totally a maximum of 10 projects will be funded.

Task Measurables
▶ Number of Student Branches Participated
▶ Number of participants
▶ Number of Projects submitted
▶ Student member growth

Timeline
▶ Call for proposals: March
▶ Review Proposals: March – April
▶ Duration given to organise projects- mid April – mid August
▶ Claim for funds: August- September
R10 SAC Manual- Update

Objective
This document issued by IEEE Region 10 provides guidelines for Council/Section Student Activities Committee Chair (SAC Chair) and Council/Section Student Representatives (SSR) for conducting student activities, managing Student Branches and streamlining their operations.

Tasks
▶ Revise the manual
▶ Manual distribution (soft copy and hard copy)

Task Measurables
▶ Feedback from section SACs, SSRs, and SBs
▶ Growth in the number of section SAC appointments
▶ Growth in SB reporting
▶ Reduction in inactive SB number
▶ Growth in number of participants for SAC activities

Timeline
▶ Final Update for 2020: February 1st 2020
▶ Publish in websites, emails and social media
▶ Printing: February before R10 AGM
▶ Distribute at R10 AGM and R10 Congress
R10 SAC Ambassador Program

Objective
Enhance participation of section student activities through appointing ambassadors to spread effective information about R10 SAC activities. An appointed ambassador will communicate with their section committee as well as the student branches and report details for R10 (i.e. current student branch officers in the section, etc.). Currently, only 20 sections were appointed with an ambassador.

Tasks
Appoint Ambassadors for the remaining sections
Provide Training for Ambassadors

Task Measurables
- Participation Matrix of each section
- Participation growth if inactive sections
- Growth of annual SB reporting
- Growth of SAC officer reporting
- Reduction in number of probation list SBs

Timeline
- January 2020-December 2020
R10 SAC Website Upgrade

Objective
Upgrade website into a more user friendly and fresh look with much informative content

Total Budget- USD 0

Tasks
- Obtain website template
- Test the template
- update website content
- Publish the new look
- Timely updates

Task Measurables
- Number of website views

Timeline
- Renew the website template: January 2020-March 2020
- Timely Updates: March 2020- December 2020