



Rules

Exemplary Student Affinity Group Award

Deadline for submissions:

August 1st

2024 IEEE Regional Exemplary Student Affinity Group Award

IEEE R9 Student Activities Committee

Last modified: June 24 , 2024

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2024 IEEE Regional Exemplary Student Affinity Group Award

IEEE R9 Student Activities Committee makes known to the public the rules for the **Exemplary Student Affinity Group Contest**. The purpose of this contest is to recognize effective efforts developed by Women In Engineering and SIGHT Student Groups of IEEE Region 9.

The contest will include an article where the Affinity Group will present information about its management practices and additional documentation that can support those topics addressed in the article.

For the article, activities that were carried out in the period of **August 2023 to July 2024** will be considered.

1 OBJECTIVES

Exemplary Student Affinity Groups will be considered those who demonstrate that they have good management of the institution's internal and external resources and, mainly, effectively promote the theme of their affinity group through projects and activities. In addition, groups must have quality documentation, which can be used for the continuity of the group's culture and dissemination of knowledge of good practices and ideas. Thus, the objectives of this contest are:

1. Recognize and reward Student Affinity Groups that have good management both externally and internally and present quality documentation;
2. Encourage institutional organization, internal management, obtaining and managing funds, planning activities, external communication, carrying out projects and activities, developing partnerships, participating in IEEE events and competitions and promoting IEEE membership and the affinity group in question;
3. Disseminate good management methodologies by Region 9;
4. Promote IEEE and Affinity Group mission in communities where there are student units and organizations.

2 ELIGIBILITY

Student Affinity Groups who are eligible to participate will be considered those who:

- Have chair and advisor reported in **IEEE vTools Officer Reporting**;
- Be active (have 5 student members);
- Have submitted the 2024 Student Branch report.

3 DOCUMENTS

3.1 Mandatory Documents

Mandatory documents of the contest are:

- Photograph representing the Affinity Group (it will be used to publish results, if the group is rewarded);
- Recommendation letters

Letters of recommendation of the following official positions are required:

- Student Branch Chair or Vice-Chair;
- Student Affinity Group Advisor, Student Branch Counselor or Section Student Activities Chair;

In these letters, it must be highlighted why the chapter deserves to receive this recognition. There's no template provided. However, letters should have a maximum of 1 (one) page.

- Article
 - It is required to use the [template](#) made available by the Awards & Recognition Committee;
 - It must be sent in .pdf format;
 - The articles must have a maximum of **12 (twelve) pages**.
 - Body of the article should be *Times New Roman*, font size 12 (twelve), justified, with space between lines equal to 1 (one). The text should use a spacing of 0 (zero) between paragraphs. Section titles should use Calibri font size fourteen (14), left alignment. The spacing between the section titles and the text should be six (6);
 - Citations, if they exist, must be in the IEEE format. References should come at the end of the text organized numerically according to the order in which the citations appear in the document. Check [IEEE guidelines](#) for citations;
 - All figures and tables should have subtitles and use IEEE format;
 - Regarding sections in the article, participants should only fill those that apply to them;
 - Activities developed from **August 2023 to July 2024** will be considered.

Mandatory documents must be written in **English**.

3.2 Additional Documentation

Additional documents requested comply with the objectives of the contest and can be found in Table 1.

Table 1: Additional Documents Request

Topic	Document(s)
Institutional organization	Statute or internal regulation
Activities Documentation	2023 Activities Reports with the correspondent vTools link and 2024 minutes
Annual Planning	Strategic planning and 2024 Activities Calendar
Fund Management	2023 Financial Report and updated cash flow
External communication	Website/blog link and social media

- Files will be sent through a link and they should be compressed (.rar or .zip). All documents uploaded should have proper names;
- Regarding 2024 minutes, it is necessary to share the link to the folder. Judges will decide which minutes will be analyzed;
- Website/blog and social media will also be provided through a link in the form.
- Participants should include at least **three** additional documents.

4 EVALUATION OF THE CONTEST

4.1 Evaluation Commission

The evaluation commission will be formed by, but not limited to:

- Student Activities Committee Chair R9;
- Region 9 Affinity Groups Representatives.

4.2 Evaluation criteria

4.2.1 Article

Criteria used to evaluate the article, as well as the scoring for each of them, can be found in Table 2.

Table 2: Articles Evaluation Criteria

Criteria	Punctuation
Institutional Organization	8
Activities Documentation Strategy	8
Internal communication strategy and member integration	8
Volunteers training	8
Fundraising and fund management	7
Activities Planning	9
External communication strategies	8
Projects and activities development	19
Associations	9
Participation in IEEE events and contests	9
Membership Promotion	7

- *Institutional Organization*: If the Student Affinity Group has a known mission, vision and values, board of directors or structured committees and documentation that supports and registers that organization;
- *Activities documentation strategies*: If there's any record of the activities developed, creation of meeting minutes and reports of lessons learned;
- *Internal communication strategies and member integration*: Methodologies and tools usage for internal communication. In addition, promotion and results of integration events will be analyzed;
- *Volunteers training*: Effectiveness in internal training and importance of the type of training for the volunteer in its professional development;
- *Fundraising and fund management*: Attempt to raise IEEE funds, development and results of activities performed to obtain financial resources and effective strategies in resources management;
- *Activities planning*: Strategic planning of annual objectives and organization of probable events and activities in the calendar. Elections planning and Student Branch Reporting preparation will be considered;
- *External communication strategies*: If the group has good methodologies to communicate with other institutions and the community. In addition, the existence of a website, blog, social media or IEEE alias will be considered;
- *Projects and activities development*: Development and impact of activities performed by the Student Chapter from August 2023 to July 2024, specially, IEEE Day. It would also be considered if projects comply with the objectives of the Society and if the group promotes humanitarian activities;
- *Associations*: Ability to develop effective alliances to develop activities and cooperation with the Student Branch, chapters and affinity groups of the same institution;

- *Participation in IEEE events and contests:* Efforts to participate in IEEE events and the impact within the Affinity Group caused by these activities. The efforts of the group to participate in national, regional and global contests promoted by IEEE from August 2023 to July 2024;
- *Membership promotion:* Strategies to promote IEEE membership, as well as memberships of the Affinity Group in question.

4.2.2 Additional Documentation

The requested documents, as well as the score of each of the topics, are in the Table 3.

Table 3: Requested documents

Topic	Document(s)	Score
Institutional organization	Statute or internal regulations	18
Activities documentation	2023 activities report with the correspondent vTools link and minutes of 2024 meetings	25
Annual Planning	Strategic planning and 2024 activities calendar	25
Fund management	2023 Financial Report and updated cash flow	15
External communication	Link to website/blog and social media	17

The organization and clarity will be evaluated in all documents, that is, if the files are well structured.

In each document, the following will be analyzed:

- *Statute or internal regulations:* If the Student Affinity Group is well organized in a general way and, mainly, if it contains a detailed description of all the boards of directors or committees;
- *2023 activities report and minutes of 2024 meetings:* The content and effectiveness of the documents, that is to say, if they can really serve as a record of the projects and activities so that they can subsequently be carried out again. It will also be considered if the documents have any type of contact to solve future doubts and if they are reported in vTools;
- *2024 Strategic Planning:* Clear definition of annual objectives;
- *2024 Activities Calendar:* Definition of the dates of the activities of the year. In particular, if IEEE Day is planned, the organization of the elections of the board of directors, participation in competitions and events of the IEEE and the filling of the Student Branch Reporting;
- *2023 Financial Report:* Presentation of cash flow and, mainly, a financial analysis of the year;
- *Updated cash flow:* Registration of the 2024 entries and exits of the Student Affinity Group;

- *Website/blog and social media*: If the platforms have good content and if they are updated often. Remember that the main objective of a Student Chapter is to promote the area of the affinity group to which it belongs and publish relevant information on that area can help its members.

4.3 Calculation of the final score

For each of the criteria, indicators will be used that will receive grades from 1 to 5. The final score (FS) will be made with 70 % of the article score (AS), 20 % of the additional documentation score (AD) and 10% of the letters of recommendation (RL). So, the PF will be calculated as described in equation (1).

$$FS = 0,70 * AS + 0,20 * AD + 0.10 * RL \quad (1)$$

4.4 Tiebreaker criteria

In case of a tie, the organizing committee reserves the right to decide the winner in a meeting. The quality of the article and documentation, as well as the letters of recommendation sent, will be considered.

5 DISCLOSURE OF RESULTS

The results will be revealed at 2024 R9 Regional Student Branches Meeting. They will also be sent via email to the winners and published in our social media.

6 AWARD

The winners will be awarded the prize of:

- **First place**: US\$100,00 + Certificate of appreciation;
- **Second place**: US\$50,00 + Certificate of appreciation;
- **Third place**: Certificate of appreciation.

All winners will receive a digital certificate by email. Physical certificates will be delivered during the **Regional Meeting of Student Branches R9**, if possible.

Monetary prizes will be transferred to the custody account of the section to which the Student Branch belongs.

7 CONTEST SCHEDULE

Contest events and dates are in the following table 4.

Table 4: Contest schedule

Events	Dates
Publication of the bases	June 25th, 2024
Submissions Deadline	August 1st, 2024 (GMT -5)
Evaluation Period	From August to October 2024
Announcement of results	During the SBRM
Awards	During the SBRM
Certificates and money delivery	Until March 31st 2025

8 CHECKLIST OF THE COMPETITION DOCUMENTS

Mandatory Documents:

- Photograph representing the Affinity Group;**
- Recommendation letters;**
- Article**

Additional documents:

- Statute or internal regiment;**
- Previous year activities report (including corresponding vTools Events links)**
- Minutes of current year meetings;**
- Strategic planning for the current year;**
- Calendar of activities for the current year;**
- Financial report from last year;**
- Updated cash flow;**
- Website / blog link;**
- Link of the social network most used by the Affinity Group.**

9 TUTORIALS

- [How to obtain the Geo-code?](#)
- [How to check if the president and advisor are up to date?;](#)
- [How do I know the number of members of my IEEE student chapter affinity group?](#)

10 FINAL CONSIDERATIONS

- When submitting an article, the applicant is responsible for the veracity and originality of the information contained in the document;
- The applicant must agree with all the criteria of the base;
- Points that are not in this base should be dealt with the organizing commission by email;
- If there are no cases that meet the objectives of the contest, the evaluating commission will not be obliged to appoint winners;

- Documentation submitted for this award might be shared by the organizing committee for other participant's reference;
- If necessary, the organizing committee reserves the right to make changes at some point (s) of this base by notifying applicants.

11 CONTACTS

The R9 SAC, informs the participants that they will be available to answer questions related to the contest through the **email address** r9studentawards@gmail.com with **copy to:**

- **Fiorella J. Montalvo Casma** - Coordinator of R9 SAC Awards and Recognition Committee (fiorella_montalvo@ieee.org);
- **Victor R. Marques de Souza** - Co-Coordinator of R9 SAC Awards and Recognition Committee (victormarques@ieee.org).
- **Vicente A. Navarro Valencia** - Member of R9 SAC Awards and Recognition SubCommittee (vicente.navarro@ieee.org).
- **Henry M. Suarez-Aviles** Member of R9 SAC Awards and Recognition SubCommittee (henry.suarez.ec@ieee.org).
- **Tâmara R. Dantas dos Santos** Member of R9 SAC Awards and Recognition SubCommittee (tamararuth@ieee.org).