

Voluntary Contribution Fund (VCF)

The **Voluntary Contribution Fund (VCF)** supports impactful IEEE initiatives across Region 9 through voluntary donations from IEEE members and other contributors. The fund helps empower volunteers to create opportunities for students, young professionals, and local communities through projects aligned with the IEEE mission.

A separate account is maintained within IEEE Region 9 and managed by the Regional Treasurer, following the directives of the **IEEE Region 9 Past Directors Council**. Any interest or returns generated by the fund are reinvested to expand future support opportunities.

An annual report on contributions received and fund utilization is presented to the Regional Committee and the IEEE Foundation.

What Does the VCF Support?

The VCF is intended to support IEEE activities such as:

- Student activities and initiatives
- Young Professionals activities
- Educational and technical development projects
- IEEE activities in countries facing particularly difficult economic conditions

It shall not be considered a source of sponsorship, but a source of support for events at a regional level and below.

Who Can Apply?

The following IEEE organizational units may request support from the fund:

- Sections
 - Student Branches
 - Student Affinity Groups
 - Student Branch Chapters
 - Professional Affinity Groups
 - Professional Chapters
 - Local Groups
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How to Apply

Proposals are accepted on a rolling basis throughout the year, but they are evaluated six times per year according to the fixed review schedule below.

To ensure your proposal is processed in time, please submit your request by the due date that falls at least two weeks prior to your planned event.

Review Deadlines & Evaluation Schedule::

- Cycle 1: January 20
- Cycle 2: March 20
- Cycle 3: May 20
- Cycle 4: July 20
- Cycle 5: September 20
- Cycle 6: November 10

Applications must be sent through the form: <https://forms.gle/P7dGbMcgN6w1fJSs8>

Jenifer Castillo

Chair, IEEE Region 9 Past Directors Council Chair

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Proposal Requirements

Each proposal should include at least the following information:

- Project title and scope
 - Purpose and expected impact
 - Explanation of alignment with IEEE Region 9 VCF scope, especially for students and/or young professionals
 - Date and location of implementation
 - Organizing entity (Section, Student Branch, Chapter, etc.)
 - Name of the volunteer directly responsible for execution
 - Detailed budget, including funding sources and planned expenses
 - Letter of support with the Section chair and Section treasurer, endorsing the activity and approving the usage of the custody account.
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Approval and Report Process

After submission, the IEEE Region 9 Past Directors Council will review the proposal and may request additional information from the responsible volunteer.

Final funding decisions are made by the IEEE Region 9 Past Directors Council.

Once approved, the submitters will be provided with a form to report the activity and the funds will be transferred to the custody account of the corresponding Section. Once the activity is carried out the report must be submitted within one (1) month.

Projects or events that have not submitted pending reports from previous funding cycles will not be considered for new support.

Funding Guidelines

To ensure long-term sustainability of the VCF:

- Recurring congresses or established events are encouraged to progressively become self-sufficient.
 - The VCF funding shall not be the sole source of the financial support of the activity.
 - Recommended support for a single project shall not exceed **US\$3,000**
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Support the Fund

The Voluntary Contribution Fund exists thanks to the generosity of members and supporters who believe in the future of IEEE Region 9.

If you would like to contribute to the VCF, please contact:

[Insert donation channel or official link here]

Your support helps create new opportunities for volunteers, students, and communities across the region.