Name of the Student Chapter

Name of the Student Branch

Name of the Section

Presentation

Here you will present the reader your Student Chapter in a summarized way. You can place, for example, the year of foundation, the areas of action of the chapter, number of volunteers, the internal organization of the chapter and the results obtained with the management since August 2023.

The summary must be done sequentially, that is, it is not allowed to list the topics. This element ***should not have more than 200 words***

Figure 1- Put a photo that represents your Student Technical Chapter here [1].

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INITIAL ORIENTATIONS

The article aims to be a compilation of good methodologies that the Student Chapter has. Remember that one of the objectives of the contest is to spread good practices and ideas.

The document is divided into eleven (11) sections: institutional organization, strategies for documenting activities, strategies for internal communication and integration of members, training of volunteers, obtaining and managing funds, planning activities, external communication strategies, project development and activities, associations, participation in events and IEEE contests and incentive to the membership.

It is advised that in each section, the chapter presents the methodologies used and, whenever possible, **exalt the results obtained**. Did the chapter manage to retain its members effectively? Did you obtain funds for your activities? How many people did the Student Chapter impacted with the projects carried out? Does the chapter have a good relationship with the Student Branch? Some of these questions can be answered during the development of the text. The use of figures and tables help in visualization and are important allies.

The number of pages was designed so that you have an average of one (1) page per section, except **Development of Projects and activities**, for which 2 pages were assigned, considering that in that section it is advisable to place several figures to illustrate the activities developed. However, you may use the maximum number of twelve (12) pages in the way that best suits you. Be clear and objective!

Information added to the article that cannot be verified will decrease the confidence of the reader about the data presented. Make sure that you add evidence in the Reference section about the facts described. During evaluation, it will be very consulted.

Good writing and success!

Institutional organization

The institutional organization is the basis of any chapter. The definition of mission, vision and values helps all volunteers have a clear idea of the objectives of the institution. In addition, having documents where the values of the Student Chapter are established is essential to perpetuate the culture of the chapter.

Here you will explain how your chapter works internally. How does the board of directors or committees you have had work? Write the main functions of each position. You can place an image of the organization chart to illustrate better.

Another important point is the documentation. Does the chapter have a statute or a similar document that makes this operation official?

Documentation strategies for activities

The turnover of members within a Student Chapter is extremely high. That is why it is essential to keep the activities documented.

Among the functions of a structured documentation is: to preserve the history of the chapter over the years and enable these activities to be replicated by the institution itself later, as well as by other organizational units. In addition, this documentation may contain a report of lessons learned, which will allow members to avoid unnecessary errors in the future.

In this section you will explain to the reader what strategies the chapter uses to keep the institution's activities documented. Does the chapter produce annual activity reports? Are the meetings documented through minutes? Does the institution make reports of lessons learned from the activities?

Internal communication strategies and member integration

The internal management of the student chapter is essential for the proper functioning of the institution. Having internal communication tools makes all the difference in the quality and effectiveness of tasks, thus avoiding misunderstandings and rework. What are the tools and strategies used by the chapter for effective internal communication?

Another important point is the integration among the members. Does the group have activities related to integration? Write about this and use figures that can help illustrate these activities better.

Training of volunteers

Within the student chapter, volunteers must always seek to progress their professional capacities in order to better develop their functions and be able to apply this knowledge in the student chapter and in the community. Put here how the student chapter has supported the development of knowledge of its volunteers.

Achievement and administration of funds

To develop the activities, it is necessary to have financial resources. IEEE has several options of financial support for projects. Has your student chapter already tried to get information and achieve these supports?

In addition, the student chapter can also develop activities that both raise money and promote the training of volunteers. Has your institution encouraged activities that seek financial resources to carry out activities?

After obtaining financial resources it is necessary to manage them effectively. Have the resources of the student chapter been well managed? Are they used to promote the goals of your student chapter? In addition, all entries and exits must be organized for the generation of the financial report. Does your chapter have cash flow or any document that makes it possible to control finances?

Planning of activities

A good planning of the activities that will be carried out throughout the year can avoid a lot of headaches. Does the student chapter develop a Strategic Planning considering the objectives of the institution for each year? Do they use any specific methodology? Is there a calendar of activities? Do you plan the elections? Do you prepare for the Student Branch Reporting? Reporting is important to keep the student branch and their respective Chapters and Affinity Groups as active to IEEE.

External communication strategies

The way in which the institution is shown towards the external environment is decisive so that it can efficiently pass on its values and the purpose of the student chapter.

Cite the strategies used for communication with other institutions and / or communities. How do you communicate with authorities from your educational institution or university? Do you have a complete and updated website? The use of social networks has become increasingly important. Does the institution have social networks? Do you often update them?

Having an IEEE institutional e-mail can give the group more credibility. Have you created an @ ieee.org alias?

Development of projects and activities

The main objective of a Student Chapter is the union and collaboration of people who have an ideal in common. The development of projects and activities related to the theme of the Student Chapter is an excellent way to make the purposes of the institution reach the community.

Here you will briefly describe the activities developed by your Student Chapter from August 2020 to July 2021. Does your chapter use any project management methodology? How do the

activities developed align with the objectives of your Student Chapter? What was the social impact caused? Do you know how many people were benefited by the activities? Have you celebrated IEEE Day? In addition to the activities related to the theme of its Student Chapter, does the institution seek to promote humanitarian activities and thus promote the mission of the IEEE?

Associations

For the development of activities it is necessary to count on the collaboration of other institutions in order to increase the impact and efficiency of the projects carried out. Place the alliances made here to improve the promotion of your activities. Did the chapter make any association with other student institutions, companies, NGOs or with the Section?

In addition to external cooperation, you should also think about the importance of union with the Student Branch and with the other Student Chapters and Affinity Groups of the same university / institution. Have you made collaborations within your Branch?

Participation of IEEE events and contests

At least once a year, the Region, the Councils and the Sections, generally, promote meetings with the purpose of training the volunteers in relation to the resources of IEEE and promoting networking among the diverse student groups. Has your chapter made an effort to participate in these meetings? Place the results of these participations here.

IEEE also promotes the launching of competitions at the national, regional and global levels to grant recognition to the activities carried out by student groups. Did the Student Chapter participate in some contests in the last year? Here, what is worth trying! Show evidence of participation in contests. The figures can help in this task.

Membership incentive

The development of membership is very important for the continuity of the Student Chapter. Does your institution have strategies for developing membership of IEEE and the Student Chapter in question within the student institution itself and in the academic community? Tell us more about this strategy.

References

[1] R9 SAC Team, "Contests", 2021 [Online]. Available at: https://site.ieee.org/r9-sac/es/exemplary-student-chapter/. [Accessed: May 25, 2021].

Contacts

Website

e-mail

Fanpage

Instagram

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IMPORTANT: This contact board has been created so that other IEEE institutions can contact your chapter if this article is published in the Links. The contacts posted here are just suggestions. You can add or withdraw according to the reality of your chapter.