

# Student Branch Annual Plan Reporting

## *Guidelines and walkthrough*



 IEEE R8 SAC  
@ieee.r8sac

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 IEEE R8 SAC

 IEEE R8 Student  
Activities Committee

# Focus Areas

- › What is the Student Branch Annual Plan Reporting?
- › Benefits of Student Branch Annual Plan Reporting
- › Where to submit my Student Branch Annual Plan
- › How to submit my Student Branch Annual Plan



# What is the Student Branch Annual Plan Reporting?

- ▶ One of the **most crucial processes** to be taken up and completed **before the 1st of February (or earlier)** of every year is the Student Branch (SB) Annual Plan Reporting.
- ▶ Within the SB annual report, you will need to give an **event and month wise** break up of the **different activities** scheduled for the **concerned year**. These activities **may include and are not limited to**: administrative meetings, technical talks, social meetings, bootcamps and social events.

# What is the Student Branch Annual Plan Reporting?

- ▶ This report will help you keep track of all activities and events planned for the given year and record the yearly financial statements at the beginning of the year. It will also serve for a valuable tracker whether for you, IEEE headquarters or Regional SAC chair to constantly monitor your SB progress.
- ▶ Reporting your annual plan is mandatory for keeping your student branch considered as active. In case of lacking your report, your Student Branch is listed in the probation list. If the probation continues for a second year in a row, your Student Branch shall be dissolved.

# Benefits of Student Branch Annual Plan reporting



- ▶ IEEE Student Branches are supported through a **specific amount of money** which is called **Rebate**.
- ▶ Upon the timely receipt of your Student Branch Annual Plan and for the maintenance of your Student Branch, IEEE will transfer the rebate to your Section's bank account for the use of your Student Branch.



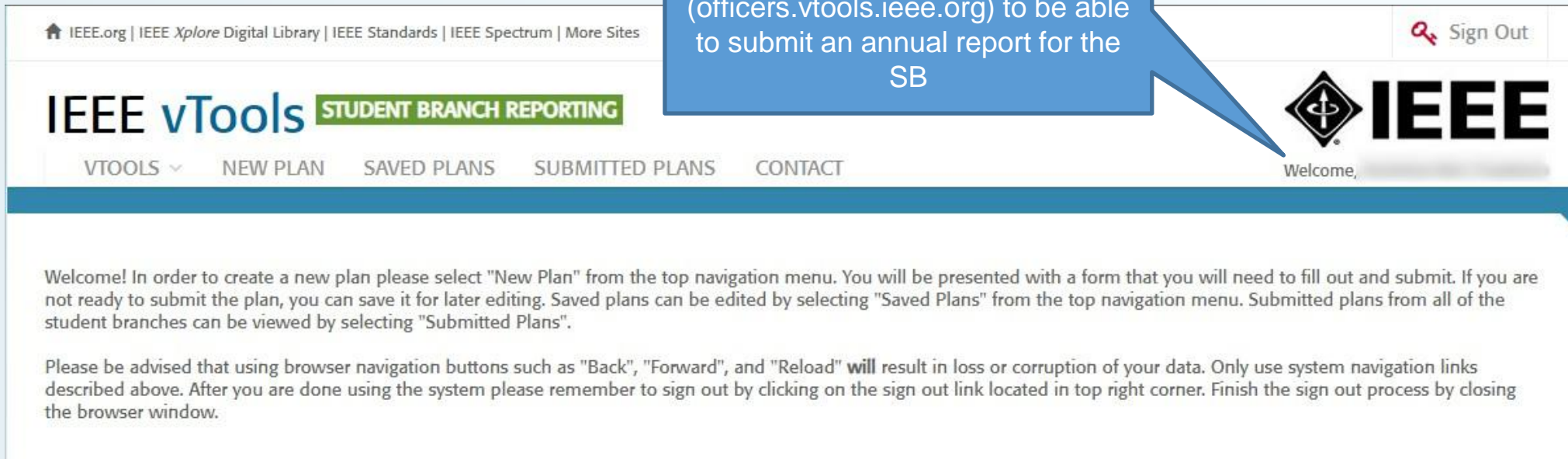
# Benefits of Student Branch Annual Plan reporting

- ▶ This amount can be calculated using the following formula:
  - Two dollars (US\$2.00) per SB member and an additional US\$1.00 per SB Chapter member based on membership count as of December 31st.
  - If your SB has fifty (50) members plus, an amount of one-hundred dollars (US\$100.00) will be added to the previous amount.
  - If your SB has less than fifty (50) members, an amount of fifty dollars (US\$50.00) will be added to the previous amount.

# Where to submit my Student Branch Annual Plan

[sbr.vtools.ieee.org](https://sbr.vtools.ieee.org)

You must be signed in and reported as an officer within the board of your SB (officers.vtools.ieee.org) to be able to submit an annual report for the SB



The screenshot shows the IEEE vTools Student Branch Reporting website. At the top, there is a navigation bar with links to IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. On the right, there is a 'Sign Out' link. Below the navigation bar, the main header features the 'IEEE vTools' logo and a green box with the text 'STUDENT BRANCH REPORTING'. Below this, there is a navigation menu with links to 'VTOOLS', 'NEW PLAN', 'SAVED PLANS', 'SUBMITTED PLANS', and 'CONTACT'. On the right side of the header, there is an IEEE logo and a 'Welcome,' message. A blue callout box points to the IEEE logo with the text: 'You must be signed in and reported as an officer within the board of your SB (officers.vtools.ieee.org) to be able to submit an annual report for the SB'. Below the header, there is a main content area with a welcome message and instructions on how to create a new plan, save plans, and view submitted plans. A warning message at the bottom of the main content area states: 'Please be advised that using browser navigation buttons such as "Back", "Forward", and "Reload" will result in loss or corruption of your data. Only use system navigation links described above. After you are done using the system please remember to sign out by clicking on the sign out link located in top right corner. Finish the sign out process by closing the browser window.'

Welcome! In order to create a new plan please select "New Plan" from the top navigation menu. You will be presented with a form that you will need to fill out and submit. If you are not ready to submit the plan, you can save it for later editing. Saved plans can be edited by selecting "Saved Plans" from the top navigation menu. Submitted plans from all of the student branches can be viewed by selecting "Submitted Plans".

Please be advised that using browser navigation buttons such as "Back", "Forward", and "Reload" **will** result in loss or corruption of your data. Only use system navigation links described above. After you are done using the system please remember to sign out by clicking on the sign out link located in top right corner. Finish the sign out process by closing the browser window.

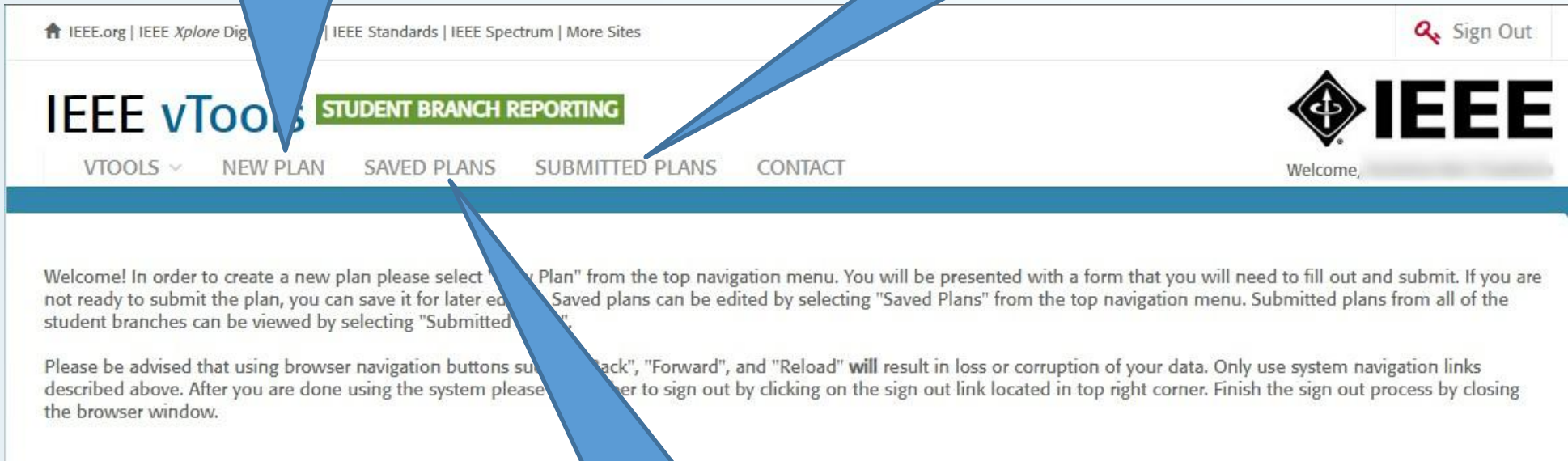


# Where to submit my Student Branch Annual Plan

sbr.vtools.ieee.org

Select "New Plan" to open new plan form.

Click on 'Submitted Plans' to view and download PDF version.



The screenshot shows the IEEE vTools Student Branch Reporting interface. At the top, there is a navigation bar with links: IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites. On the right, there is a 'Sign Out' link. Below this, the main header features the IEEE vTools logo and the text 'STUDENT BRANCH REPORTING'. A navigation menu includes: VTOOLS, NEW PLAN, SAVED PLANS, SUBMITTED PLANS, and CONTACT. A 'Welcome,' message is visible on the right. The main content area contains a welcome message and instructions: 'Welcome! In order to create a new plan please select "New Plan" from the top navigation menu. You will be presented with a form that you will need to fill out and submit. If you are not ready to submit the plan, you can save it for later editing. Saved plans can be edited by selecting "Saved Plans" from the top navigation menu. Submitted plans from all of the student branches can be viewed by selecting "Submitted Plans" from the top navigation menu.' Below this, a warning states: 'Please be advised that using browser navigation buttons such as "Back", "Forward", and "Reload" will result in loss or corruption of your data. Only use system navigation links described above. After you are done using the system please click on the sign out link located in top right corner. Finish the sign out process by closing the browser window.'

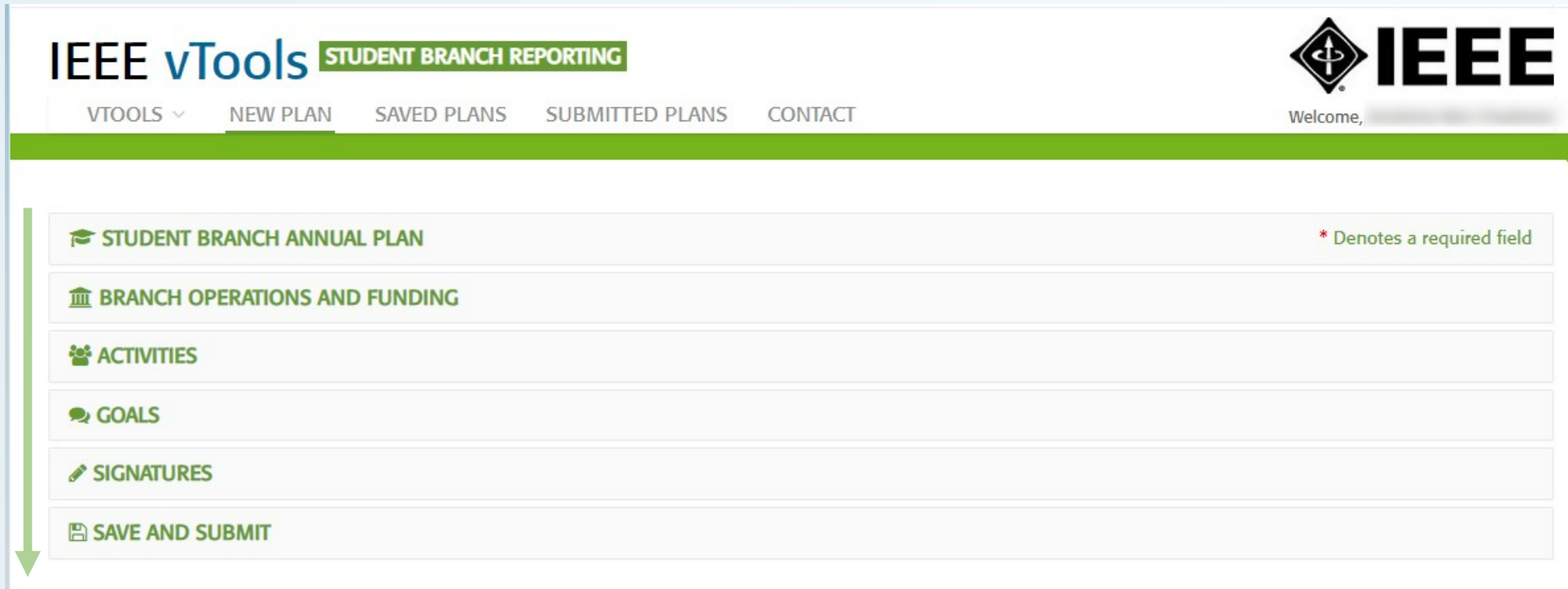
Click on 'Saved Plans' to edit plans that have been saved and not submitted.



# How to submit my student branch annual plan

[sbr.vtools.ieee.org](http://sbr.vtools.ieee.org)

- ▶ We will be guiding you through these six categories that you should click and fill one by one.



The screenshot shows the IEEE vTools Student Branch Reporting interface. At the top, there is a navigation bar with the IEEE vTools logo and a green button labeled "STUDENT BRANCH REPORTING". Below this, there are links for "VTOOLS", "NEW PLAN", "SAVED PLANS", "SUBMITTED PLANS", and "CONTACT". On the right, there is a "Welcome," message followed by a blurred name. The main content area is a list of six categories, each with an icon and a text label. A green arrow on the left side of the list points downwards, indicating the sequence of steps. A red asterisk and the text "\* Denotes a required field" are shown in the top right corner of the list area.

Category	Icon
STUDENT BRANCH ANNUAL PLAN	Graduation cap
BRANCH OPERATIONS AND FUNDING	Bank building
ACTIVITIES	Group of people
GOALS	Speech bubble
SIGNATURES	Pen and paper
SAVE AND SUBMIT	Save icon

# How to submit my student branch annual plan

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## STUDENT BRANCH ANNUAL PLAN

\* Denotes a required field

Student Branch Code / Name \* ?

Reporting Year \* ?

2023

Student Branch Chair Name \* ?

Student Branch Chair Email \* ?

Student Branch URL ?

Student Branch Email Address ?


Type your Student Branch name and select it from the drop-down list

Type the name and email of the SB Chair















Type the URL and email of your student branch.  
(You might use your SB Social Media page in case you don't have a website)

# How to submit my student branch annual plan

[sbr.vtools.ieee.org](http://sbr.vtools.ieee.org)

 **BRANCH OPERATIONS AND FUNDING**

Branch Operations and Funding Information \* ?












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In the textbox above, describe your branch operations and how you obtain funding for activities. Include information such as total funds on hand at the beginning of the year, total income received during the year, links to fundraising activities, if applicable.

In this field, you can mention some of the below information:

- Total funds on hand at the beginning of the year
- How you obtain your funding
- Management best practices
- Total income recieved during the year

# How to submit my student branch annual plan

[sbr.vtools.ieee.org](http://sbr.vtools.ieee.org)

**ACTIVITIES**

In the table below, indicate if your Student Branch sponsored the following activities. Activities might include technical meetings, special tours, panel discussions or speakers, S-PAC's and other professional activities, or even social meetings and fund-raising events. The information you provide will enable both Headquarters and the Regional Student Activities Committee Chair to gain valuable insight into your Student Branch and its progress. This record of your activities will also be of use to succeeding officers in organizing their programs. Please provide total number of meetings in each category in the space provided below.

Technical											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Non-technical											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Administrative											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


You will need to mention how many activities does your SB count to organize per month.

- ▶ Technical activities may include panel discussions and technical workshops.
- ▶ Non-technical activities may include Educational and Professional activities
- ▶ Administrative activities may include executive board meetings
- ▶ Other activities may include Social meetings












**Don't forget that you need to organize at least 4 events or meetings per year to be considered as an active Student Branch.**

# How to submit my student branch annual plan

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 **GOALS**

**Yearly Goals** \* ?  
What are the specific goals of the branch for the coming year?



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Next

Describe briefly the goals and objectives you will be trying to achieve in the planning year.

# How to submit my student branch annual plan

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## SIGNATURES

Please provide an email address for the officers listed below. A request will be forwarded to the Branch officers to provide their electronic signature for the submitted plan.

Visit <https://www.ieee.org/about/volunteers/rosters.html> for this information.

Please be certain to submit your officer reporting at <https://officers.vtools.ieee.org>.

Branch Chair \* 

Branch Counselor \* 

Section Chair \* 

Section Student Activities Committee Chair 

Section Student Representative 

Regional Student Activities Committee Chair \* 

Regional Student Representative \* 

Next 



Type the email of the listed officers



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 IEEE R8 SAC


 IEEE R8 Student  
Activities Committee



# How to submit my student branch annual plan

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 **SAVE AND SUBMIT**

**Plan Name \*** 

Please enter a name under which you want to save this plan. You will use this name to identify this plan when editing saved or viewing submitted plans.

If you would like to save this plan without submitting, please click the "Save" link. You will be able to come back and edit it prior to submitting. If you are ready to submit the plan, please click the "Submit" link. If any of the required information is missing you will be asked to provide it before the plan can be submitted. Once the plan is submitted it will be processed by IEEE Student Services.

Save
Submit
Cancel

Type a name for your annual plan and then click on the « **Submit** » button.

OBRIGADO  
gracias  
どうも  
ARIGATO  
grazas  
GRAZZI  
THANKS  
qujan  
PALDIES  
DANK U  
danke  
OBRIGADO  
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благодаря  
DANK U  
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MERSI  
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danke schön  
KÖSZI  
PALDIES  
muchas gracias  
ありがとう  
TEŞEKKÜR EDERİM  
MOLTE GRAZIE  
GO RAIBH MAITH AGAT  
danke  
THANK YOU  
благодаря  
TAK  
どうも  
muchas gracias  
asante  
vielen dank  
grazie  
DZLEKI  
Gràcies  
TACK  
TEŞEKKÜR EDERİM  
muchas gracias  
obrigado  
спасибо  
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@ieee.r8sac

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Activities Committee