

## **OUTSTANDING SMALL SECTION AWARD**

**Purpose** - The Region 4 Outstanding Small Section Award will be awarded to one Section to recognize the excellent work of the Section in the past year. The total membership of a Small Section (including Students) shall be 500 or less as of 31 December of the prior year.

### **Basis of selection**

The following aspects and activities in the past year would be considered in selecting the Outstanding Small Section:

- Completed nomination form must be submitted. (See Below)
- Submission of financial, officers and meeting report must be submitted.
- Evidence of retention of members;
- New GOLD Affinity Group Formations;
- Active Student Branch activity such as student paper contest, recruitment of student members;
- Continuing Educational activities including conferences, technical activities, training courses;
- Contacts with section members including the number of Newsletter issues, email Newsletters, regular updates of Section, Chapters and Student Branches Web Page;
- Community projects/service that project positive visibility to IEEE; and
- Continuing support for Section/Chapter Activities.

No Section may receive two Region 4 Outstanding Small Section Awards within three years.

### **Selection Committee**

The Region 4 Awards & Recognition Committee to review the nominations submitted by the Region Awards Chair and selects and endorses the recipient. The Region 4 Executive Committee will approve the recipient.

**Award Instrument** - A plaque will be awarded to the Region 4 Outstanding Small Section Recipient.

### **Presentation**

The "Outstanding Small Section Award" shall consist of a plaque of professional quality. Presentation of the award shall be either at a Section or Regional meeting. The Region Executive Committee shall approve the specific location.

**Return Submittal Package by April 30 to:**

**John D. Johnson  
400 19<sup>th</sup> Street  
Moline, IL 61265  
j.johnson@ieee.org**

**REGION 4 OUTSTANDING SMALL SECTION AWARD  
NOMINATION FORM**  
Small Section ( ≤ 500 members)

1. Section Name \_\_\_\_\_ Region \_\_\_\_\_  
Current Section Chair \_\_\_\_\_

**Documentation that must be provided:**

- Completed nomination form
- Verification that the financial report of the Section has been submitted & approved by IEEE Operations Center
- Verification that the current officer report has been submitted to Member & Geographic Activities Department
- Verification that the meeting report has been submitted to Member & Geographic Activities Department

**As appropriate evidence of:**

- New GOLD Affinity Group formations
- Active Student Branch activity such as student paper contest, recruitment of student members, formation of new Student Branch or Student Branch Chapters
- Continuing Educational activities including conferences, technical activities, training courses
- Contacts with section members including the number of Newsletter issues, email Newsletters, regular updates of Section, Chapters and Student Branches Web Page
- Community projects/service that promotes visibility to IEEE.
- Continuing support for Section/Chapter Activities
- Growth and or retention of members within the Section
- Relations with Industry or other professional associations

2. List GOLD Affinity Groups formed within the Section

---

---

---

3. Describe how the Section has participated in Student Branch activities (i.e., student paper contest, recruitment of student members)

---

---

---

4. List Continuing Educational activities (i.e., conferences, technical activities, training courses)

---

---

---

5. Describe the methods of contact with section members (i.e., the number of Newsletter issues, email Newsletters, regular updates of Section, Chapters and Student Branches Web Page)

---

---

---

6. List community projects/service, which project positive visibility to IEEE

---

---

---

7. Describe how the Section has provided continuing support for Section/Chapter Activities

---

---

---

8. Has the Section formed any new Chapters during the year, especially where there are a significant number of Society members (over 100) who reside within a Section, are without a Chapter?

---

---

---

9. Have all the Chapters within the Section at least met the annual two technical meeting requirements and, if not, what steps has the Section made in an effort to revitalize its under-performing Chapters?

---

---

---

10. Please confirm that the Section Chair has been informed of this award nomination? If yes, please indicate the date & how they were notified. (i.e. via e-mail on 9 June 2007)

---

---

---

**Nominator Contact Information**

Name: \_\_\_\_\_ Member # \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number \_\_\_\_\_

Additional documentation may be submitted in support of the nomination.

**Return Submittal Package by April 30 to:**

**John D. Johnson  
400 19<sup>th</sup> Street  
Moline, IL 61265  
j.johnson@ieee.org**