

IEEE Malaysia Section Education Activity Support Fund Guideline

Aim

1. Facilitate & support Education Activities events/programs that directly promote membership growth
2. Support Education Activities events/programs that bring added value to IEEE members

Target

1. All O.U. (Chapters, Student Branches etc) under purview of IEEE Malaysia Section, thereafter known as IEEE MY O.U.

Education Activity Support Fund Schedule

- Proposal deadline: 15 August 2018
- Notification: 31 August 2018
- Project completion BEFORE 30 October 2018
- Final Report: 30 October 2018

Education Activity Support Fund Scope

- Educational Outreach
- Continuing Education/Professional Development
- Accreditation Seminar
- TISP (Teacher in Service Program)

Education Activity Support Fund Terms and Conditions

1. IEEE MY O.U. submit proposal application form.
2. A tentative funding amount will be approved by IEEE Malaysia Section based on submitted budget.
3. IEEE MY O.U. submit confirmation of support fund form.
4. IEEE MY O.U. must conduct a membership drive talk and booth at the EA event.
5. Funding (up to a maximum of MYR1,000 per event) can cover materials, refreshments, door gifts and consumables. Honorarium and travelling expenses are not allowed.
6. Final funding amount approved will be based on receipts. Funds are released only on reimbursement basis, on receipt of the following:
 - Final report (Template from EA Chair)
 - Scanned attendance list at event with signatures
 - Scanned receipts
 - Newsletter article to IEEE Malaysia Section (Template from Communication Chair)
7. In all publicity materials, including printed and electronic media, an acknowledgement to IEEE Malaysia EA Support Fund 2018 and logo of IEEE Malaysia Section must be visibly displayed.
8. Recipient is encouraged to publicize the event in Newspaper, TV, Social media to promote visibility of IEEE, and inform the 2018 IEEE MY Section Educational Activities Chair, LEE Yoot Khuan.
9. A maximum of ONE EA grant per IEEE MY O.U will be observed for each calendar year.

IEEE Malaysia Section Educational Activities Support Fund Proposal Form

Application DL: 15 August 2018
Final Report DL: 31 October 2018

Email to IEEE Malaysia Section EA Chair, LEE Yoot Khuan, leeyootkhuan@salam.uitm.edu.my

Name of IEEE OU	(IEEE O.U. of IEEE Malaysia Section only)	
Project Leader/ Contact person	Name	
	IEEE Membership #	
	IEEE Position	
	Email	
	Handphone	
Members	Name & IEEE Membership #	
	Name & IEEE Membership #	
	Name & IEEE Membership #	
	Name & IEEE Membership #	
Name of event		
Type of event	(Strike out the irrelevant) Educational Outreach/ Continuing Education/ Professional Development/ Accreditation/ TISP	
Lesson Plan	(TISP Only)	
Date of event		
Venue of event		
Expected Audience/ Participants	Total	
	IEEE Members	
	Non-IEEE Members	
	Teachers (TISP only)	
Objectives	(Maximum of 3 and 50 words)	
Tentative Program	(Time: Happening on-the-day)	
How project will Bring added value to IEEE members	(Maximum of 50 words – Very important)	
How project will increase IEEE membership	(Maximum of 50 words – Very important)	
Proposed income and expenditure	(Table of Itemized income and expenditure to be supported by Section and others)	
	Income (<i>List all income avenues</i>)	MYR
	• <i>Amount requested from IEEE Malaysia Section (Maximum of MYR1000)</i>	
	• <i>Other income/sponsor sources</i>	
	Expenses (<i>List all expected expenses</i>)	MYR
	Surplus/Deficit	

Endorsed by Chapter Chair for Chapters or Student Branch Counsellor for Student Branches:

Signature	
Name	
Membership #	