

IEEE STUDENT TRANSITION & ELEVATION PARTNERSHIP (STEP)

IEEE STEP EVENT PLAN AND BUDGET

Calendar Year 2009

v109

1. Event Title		IEEE STEP Program Funding Proposal	
2. Sponsoring Section/Affinity Group/Chapter			
3. STEP Event Contact		4. STEP Event Alternate Contact	
Name		Name	
IEEE Position		IEEE Position	
IEEE Region		IEEE Region	
Address		Address	
Tel		Tel	
FAX		FAX	
E-Mail		E-Mail	
5. STEP Event Time Plan			
Date		Alternate?	
6. STEP Event Program Outline		Please show outline of event's program	
7. STEP Event invited speakers?		Any information placed on IEEE web sites?	
8. Collaboration with other IEEE units?		Please list and include name and email address	
9. Member participation in STEP Event?		Please provide listing of invited and those attending event, with IEEE Member number.	
10. STEP Funding Requirements		Please provide details of expenses	
Type Of Expense		Amount	
1			
2			
3			
4			
5			

11. STEP Event Funding Sources		
	<i>Sponsored Funds</i>	<i>Any Additional Funding? (any Industry sponsorship)</i>
IEEE STEP		
Region		\$0.00
Section		\$0.00
Chapter		\$0.00
		\$0.00
		\$0.00
Sub Total	\$0.00	\$0.00
STEP Event Grand Total		\$0.00

13. Project Approval	
	Date:
Sponsoring Entity (from Section 2)	

After completion, send this form to:

IEEE Member & Geographic Activities - STEP Program
 445 Hoes Lane
 Piscataway NJ 08855-1331
 USA
gold@ieee.org
 732 562 6528 (FAX)

Please send proposal electronically via email - preferred
 Please send proposal via fax - alternate sending route