

## MGA Outstanding Section Award Nomination Form

The MGA Outstanding Section Awards were created to recognize the excellent work of a large Section, a medium Section, and a small Section in the past year.

- **LARGE SECTION = 1501 or more members (including Students) as of 31 December of the prior year**
- **MEDIUM SECTION = 501 - 1500 members (including Students) as of 31 December of the prior year**
- **SMALL SECTION = 500 or less members (including Students) as of 31 December of the prior year**

After reviewing the MGA [Outstanding Section Awards Website](#), please complete this online application form below. **Completion of the nomination form is mandatory. Uploading additional attachments is optional.**

[Watch Video on Writing and Selecting Successful Nominations](#)

**The nomination deadline is Monday, 15 May 2023 @ 11:59 PM EDT (New York time)**

**Important Instructions - Please read carefully**

Please complete the nomination form below for MGA Outstanding Section Award. Click the '**Save**' button located at the end of the form to save your progress and return at a later time. When you return, select 'Edit' from your home page to continue your nomination form and enter the required information. Click the '**Save & Finalize**' button once you have completed your nomination. **A nomination is complete ONLY after you click the 'Save & Finalize' button.**

### **Category \***

Select one Category

- Large Outstanding Section
- Medium Outstanding Section
- Small Outstanding Section

## Please verify the following:

Select one or more options

- Financial report of the Section has been submitted and approved by IEEE Operations Center
- Current officer reporting has been submitted to IEEE/MGA
- Required number of meetings have been held and reported to IEEE/MGA - Section (5), Chapter (2), Affinity Group (2)
- Section has not received this award in the last three years

## Award

Select one option

- Large Section Award
- Medium Section Award
- Small Section Award

## Region

Select one option

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10

**Section Name \***

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**Current Section Chair** - [View IEEE Geographic Unit Roster](#)

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## Section Website URL

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### Is the Section Website up to date?

Select one option

- Yes
- No

### What information can be found on the Section Website? (check all that apply)

Select one or more options

- Current executive committee officer names
- Officer contact information
- Officer head-shot photos
- Calendar of upcoming meetings and events
- Photos from recent events or activities
- Information about Chapters, Affinity Groups, and Student Branches in the Section
- Links to other IEEE web pages
- Section local operating procedures
- Section meeting minutes
- Social Media feeds
- Blog
- Archives
- Other

### Section Information

Please provide the following information:

**Active/Inactive Units \***

Are all units (Chapters, Affinity Groups, Student Branches, etc.) within the Section active and have the minimum membership requirement? If not, which units are inactive and what steps has the Section made in an effort to revitalize its under-performing units?

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**Newly formed Units \***

What units were newly formed during the previous year, and what is being done to create new groups?

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**Member Categories \***

Provide Section totals for the following categories: Professional Members, Student Members, Life Members, Women in Engineering, and Young Professionals

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## Member Engagement

Please provide examples of the following types of programs/activities/efforts in which the Section and its units participated. Please do not just list meetings and activities. Be sure to include the benefit/impact to IEEE members and/or the public and be very clear on important accomplishments and why they were meaningful. Discuss what is being done to attract, retain, satisfy, and engage members. Within these areas, please also comment on if/how the programs/efforts:

- Benefited IEEE Student members (e.g., Student Branch Programs)
- Facilitated interface between Higher Grade IEEE members and IEEE Student Branch members
- Facilitated member grade elevations (e.g., Senior Member, Fellow, STEP transition)
- Facilitated improved industrial relations
- Facilitated improved government relations
- Were co-sponsored with other professional/technical organizations

Search for your Section Activities in [vTools Events](#)

### **Community Service Projects \***

Community Service Projects that projected positive visibility to IEEE.

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### **Technical Programs \***

Technical Programs that projected visibility to IEEE.

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**Professional Programs \***

Professional Programs (non-technical programs contributing to members' careers) that projected visibility to IEEE.

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**Educational Programs \***

Educational Programs that projected visibility to IEEE.

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**Other Programs \***

Other Programs that projected visibility to IEEE.

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Does the Section have a Section Awards Chair?

Select one option

- Yes
- No

Does the Section have a Section Awards Program?

Select one option

- Yes
- No

### **Examples of Awards Presented**

If Yes, please provide examples of awards presented by the Section and its units to recognize IEEE members, non-members, firms, etc. Include how the recipient was impacted and the goal that was achieved.

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### **Member Recruitment & Communication**

Compare statistics for Higher Grade membership and Student membership in the Section and its units from this year to the previous year. Please do not just list membership numbers. Please comment on what the number differences mean, and any impacts, triggers, or causes.

Click [here](#) to view the Annual Statistics of IEEE

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### **Communications with Members \***

Describe the methods used to communicate with Section members and the number of times that each method was used last year. (e.g., Section website, electronic newsletter, E-Notice, hardcopy newsletter, postcard).

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### **New Member Recruitment \***

Detail efforts conducted by the Section and its units to recruit new IEEE members and new volunteers.

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**Student Member Recruitment \***

Detail efforts conducted by the Section to recruit and retain Student Members. Include details on STEP programs and efforts to transition Student Members to Young Professional Members.

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**Section Governing Documents \***

List any Section governing documents and the last year they were updated (e.g., bylaws, operations manual, guides). Provide web link(s) to governing documents, if applicable.

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**Nominator Contact Information**

Name

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IEEE Member Number

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Email

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Phone Number

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IEEE staff will verify the following information for your Section and submit it to the MGA Awards and Recognition Committee for all qualified nominations. Please be sure all reporting is up to date before submitting your nomination.

- Names and titles of all Section Officers from last year
- Complete Meeting Activity Report for all units within the Section
- List of all organizational units in the Section, including:
  1. Chapters, Joint Chapters, and Technical Councils
  2. Affinity Groups (e.g., Young Professionals, Women in Engineering, Consultants Network, Life Members)
  3. Student Branches and Student Branch Chapters (with college/university name)

**Optional**

**Additional documentation, maximum 3 pages of relevant information, may be uploaded in support of the nomination.**

[File Upload]

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***End of Nomination Form***