<table>
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<tr>
<th>Month</th>
<th>Activities</th>
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| January | ✓ Hold your first Branch meeting of the semester and begin planning for the upcoming year  
          ✓ Order Membership Kit for promotional collateral for events/activities:  
          (http://ewh.ieee.org/forms/md/supplies-ondemand.php)  
          ✓ Report any newly elected Chair or Counselor positions via:  
          https://officers.vtools.ieee.org/ |
| February| ✓ 1 February – Student Branch Awards deadline: http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html  
          ✓ Host a membership drive – tell your classmates about IEEE! Be sure to hashtag #IEEESTUDENTS with the pictures of your event  
          ✓ Welcome all of your Student Branch Members and welcome new engineering students – your Branch Counselor can help with this |
| March   | ✓ Half year dues-new members receive 8 months of service for half price: www.ieee.org/join or www.ieee.org/renew  
          ✓ Submit a story to IEEE Potentials – share your Branch history  
          ✓ Host a Professional Awareness event:  
          http://www.ieeeusa.org/volunteers/committees/spac/ |
| April   | ✓ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: www.ieee.org/step  
          ✓ Student graduation notices are emailed from IEEE Headquarters reminding students to update all contact information |
| May     | ✓ Connect with your local branch members – welcome new members and send off your graduates! |
| June    | ✓ Connect with your local Section for activities/events for next semester  
          ✓ Prepare your previous semester’s Activity Report in preparation for the 1 November deadline |
| July    | ✓ Order Membership Kit for promotional collateral for events/activities:  
          (http://ewh.ieee.org/forms/md/supplies-ondemand.php) |
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| August   | ✅ Begin planning for the fall semester – what activities/events will you hold? Solidify all locations and times, if possible.  
  ✅ Connect with your local Section via MyIEEE: [www.ieee.org/myieee](http://www.ieee.org/myieee) (select communities). Inform them of your planned events and invite them to participate!  
| September| ✅ Welcome all of your Student Branch Members and welcome new engineering students – your Branch Counselor can help with this.  
  ✅ Report any newly elected Chair or Counselor positions via: [https://officers.vtools.ieee.org/](https://officers.vtools.ieee.org/).  
  ✅ Host a membership drive – tell your classmates about IEEE! Be sure to hashtag #IEEESTUDENTS with the pictures of your event. |
| October  | ✅ Participate in the largest IEEE Student Competition – IEEEXtreme [www.ieee.org/xtreme](http://www.ieee.org/xtreme). Be sure to solidify your proctor!  
  ✅ Introduce your Student Branch to your campus community by hosting a meeting and greet. Collaborate with local IEEE Affinity Groups and Chapters.  
  ✅ 1 November – deadline for Branch Activity Reports: [https://sbr.vtools.ieee.org/](https://sbr.vtools.ieee.org/) |
| November | ✅ 15 November – Nominations for Student Branch Awards begins:  
  ([http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html](http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html)).  
  ✅ Share the IEEE benefits with your members: [www.ieee.org/benefits](http://www.ieee.org/benefits). |
| December | ✅ Connect with your local Section and Young Professional Affinity Group to host a STEP event for your graduating Student Members: [www.ieee.org/step](http://www.ieee.org/step). |