

Guidelines for Writing the IEEE Photonics Society (IPS) Chapter Annual Report

Deadline: 15 July

1. The Chapter Annual Report purpose is:
 - to keep the Society informed of the activity of its Chapters
 - to serve as a basis for choosing the Photonics Society Awards
 - to help the Chapter Chairs and Vice Presidents (Membership & Regional Activities) determine your subsidy for next year
2. Please fill out the attached two-page form, or submit documentation that includes all information contained on the form. Briefly describe your chapter's activities from **1 July 2011 to 30 June 2012** in the simplest and most direct way possible.
3. To be eligible for any of the Chapter awards, an **Annual Report must be submitted** and must be postmarked no later than **15 July**. **ONE additional page of "free form" elaboration** may be attached to the basic 2-page report.
4. List your "Best Practices" in part III (a) and "K-12 (pre-college) Outreach Programs" in part III (b)
5. Chapter Chairs who submit annual reports will vote for the Chapter Awards.

The "**Chapter-of-the-Year**" Award will be based on **all** information supplied in the report.
The "**Largest Membership Increase**" Award will be based on information supplied in Part I. C.
The "**Most Improved Chapter**" Award will be based on information supplied in Part IV.
The "**Most Innovative Chapter**" Award will be based on information supplied in Part V.
The "**Senior Member Initiative**" Award will be based on the IEEE Senior Member Initiative report in Part I. F.

6. "Key interest items" considered in selecting the chapter awards are:
 - a. Quality of programming and number of meetings.
 - b. Chapter goals:
what were they; how well were they met
 - c. How well is the Chapter doing:
in meeting local needs; in meeting Society needs
 - d. Average attendance:
absolute
 - e. Membership increase:
absolute
 - f. Collaboration:
with other IEEE chapters or other technical groups
 - g. Innovation:
any special / unusual programs
 - h. Special items:
workshops; student involvement; community involvement; recognition of members for service; other

IEEE Photonics Society (IPS) Chapter Annual Report

(for the period 1 July, 2011 – 30 July, 2012):

Deadline: 15 July

Name of Chapter – (please print): _____

Chapter's URL (if any): _____

I. Basic Information:

A. Reporting Chapter Chairman for period 1 July, 2011 to 30 June, 2012:

Name: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

B. Joint Chapter? Yes _____ No _____

If joint, please list names of other participating societies.

1. _____

2. _____

3. _____

4. _____

(For questions C, D and E, keep in mind the Chapter's fiscal year runs from 1 July through 30 June)

C. Number of Photonics Society members as of approximately 30 June:

This Year _____ Last Year _____ % Change _____

D. Total Number of Technical Meetings and Number of Speakers as of 30 June:

Technical Meetings: This Year _____ Last Year _____

Number of Speakers _____

E. Technical Meeting Attendance:

This Year _____ Last Year _____ % Change _____

F. Number of Chapter members elevated to Senior or Fellow grade:

Senior _____ Fellow _____

G. Chapter Chair for period 1 July, 2012 – 30 June, 2013 (new Chapter Chair contact)

New Chapter Chairman Name: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

This information will be used to update the Chapter Chair list on the Photonics Society website.

PLEASE NOTE: Your Chapter is responsible to update your Officers lists with IEEE Member & Geographic Activities (MGA) department. Election results must be reported to IEEE using the Geographic Unit Reporting website at: <http://www.ieee.org/scsreports> or by using the direct link to the Officer Confirmation form at: <http://ewh.ieee.org/forms/scs/interactofficer.php>

H. Check list:

Sent L-31 forms to IEEE (minimum of 2/yr required)

http://www.ieee.org/societies_communities/geo_activities/required_reporting/meeting_form.html

Nominated member for Senior Member grade

http://www.ieee.org/membership_services/membership/senior/index.html

Sent nomination for Distinguished Lecturer Award

<http://www.photonicsociety.org/sites/default/files/Nom%20Form%20-%20DL.pdf>

II. Overview of Basic Chapter Activities:

Please make a list of the following:

Activity Type (Tech. Meeting, Workshop, etc)	Title / Speaker or Workshop Name	Attendance	Joint Activity Sponsors

III. List of a) Best Practices

b) Outreach Programs to pre-college level students

IV. List most significant chapter improvements over last year. (*Most Improved Chapter Award*)

V. List workshops, symposia, educational programs, consulting programs, job fairs etc. (*Most Innovative Chapter Award*)

VI. Did your chapter take advantage of the EYS or EYB programs? If so, please provide information.

VII. Miscellaneous Information.

Elaboration on any of the above entries. (*Please attach up to ONE page.*)

We wish to have our chapter considered for the following chapter awards:

- Chapter of the Year (All information)
- Best Membership Percentage Increase (Part I.C.)
- Most Improved Chapter (Part IV)
- Most Innovative Chapter Activities (Part V)
- Senior Member Initiative (Part I.F.)

Chapter Chair Signature: _____

Please send your completed document by **15 July** to:

IEEE Photonics Society (IPS) Chapters
445 Hoes Lane, Piscataway, NJ 08854

Email: PhotonicsMembership@ieee.org Fax: +1 732 562 8434