



**IEEE**

youngprofessionals

# **Region Young Professionals Coordinators' Guide**



## About

This guide is intended to help all Region Young Professionals Coordinators, by providing information and best practices on some of the most relevant topics to them. The following pages also provide insight from the 2017 Region Young Professionals Coordinators, who helped develop the guide.

The guide is divided in seven sections, each addressing a different topic. You will find important information highlighted in the "Note!" text boxes, and best-practices listed under **Do's** segments. The online tools and resources mentioned include hyperlinks for your convenience - over time these might change. This document will be periodically updated, to ensure no inaccurate information is presented, and new sources and useful tips are included.

We hope this guide will prove itself a trusty ally on your journey with IEEE Young Professionals!

## IEEE terminology

**AG:** Affinity Group

**EA:** Educational Activities

**EAB:** Educational Activities Board

**ExCom:** Executive Committee

**GSM:** Graduate Student Members

**MA:** Member Activities

**MGA:** Member and Geographic Activities Board

**OpCom:** Operating Committee

**OU:** Organizational Unit (for example Regions, Sections, Student Branches, Affinity Groups etc.)

**PSPB:** Publication Services and Products Board

**R(x):** Region (x)

**RSR:** Regional Student Representative

**SA:** Standards Activity Board

**SAC:** Student Activities Committee

**SB:** Student Branch

**SR:** Student Representative (at Section level - not all Sections have them)

**TA:** Technical Activities

**TAB:** Technical Activities Board

**VolT:** Volunteer Leadership Training Program

**YP:** Young Professionals

**YP AG:** Young Professionals Affinity Group

This guidebook was written by Flavia Dinca on behalf of IEEE Young Professionals, and incorporates suggestions from the 2017 Region Young Professionals Coordinators.

# 1. Your role as Region Young Professionals Coordinator

## 1.1 General role description

*The Region Young Professionals (YP) Coordinator supports the vitality of YP members in their Region, through providing a vision, constant contact and communication, advocacy, and mentorship.*

A Region YP Coordinator's main duties and tasks include, but are not limited to:

- Representing Young Professionals members in your Region:
  - You are the main link between your Region's Committee and your Region's YP members and volunteers. While YP Affinity Group Chairs should manage local YP members, you are the main bridge between them and your Region's leadership.
  - You need to know what YPs in your Region want.
  - You need to know what your Region's leadership wants.
- Ensure the Young Professionals community in your Region is healthy and vibrant:
  - Identify needs and shortcomings that affect Young Professionals in your Region and find solutions
  - Encourage formation of new Young Professionals Affinity Groups (YP AGs)
- Main link between your Region and the global IEEE Young Professionals team
- As a Region YP Coordinator, you are a voting member of the IEEE Young Professionals Committee:
  - You are required to attend the annual Young Professionals face-to-face meeting
  - You vote for motions and recommendations which define the outlook and direction of IEEE Young Professionals
- Attend Region meetings (varies from Region to Region in terms of frequency and format) and report Young Professionals activities and general status to your Region Director
- Attend regular virtual meetings with the IEEE Young Professionals Committee (WebEx or Skype)
- Region-specific duties - your Region Director or predecessor should inform you about these responsibilities when you assume your position
- All Region YP Coordinators must report their activities, plans and intentions to their Region Director and to the IEEE Young Professionals Executive Committee. In some Regions, you also need to report to the Region Vice-Chair under whom you serve.

## 1.2 Region YP Committee or Executive Team

Not all Regions have a Region Young Professionals Committee or Executive team. Nevertheless, such groups dramatically increase the quality and quantity of YP-oriented activities in a Region, and can help develop innovative programs to address members' needs. Therefore, we strongly encourage all Region Directors and Region YP Coordinators to establish a Region Young Professionals Committee or Executive team.

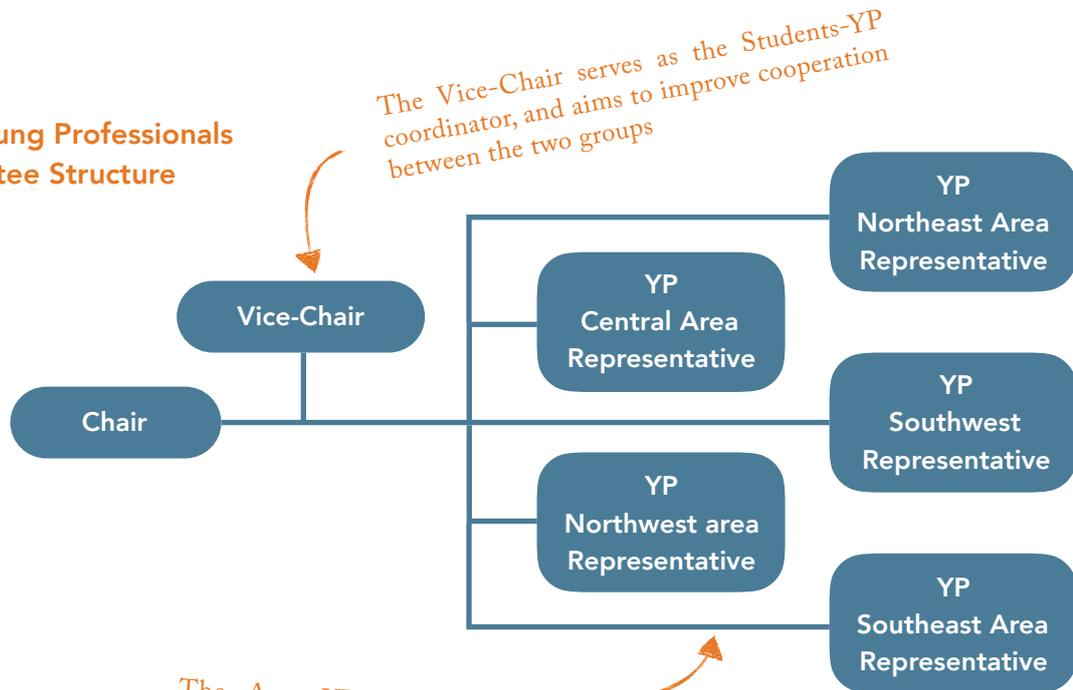
A decorative graphic consisting of three curved, overlapping shapes in shades of blue and green, resembling a stylized leaf or a modern logo element, positioned to the left of the 'Note!' icon.

**Note!**

By having a Region Young Professionals Committee or Executive Team, succession is improved and it guarantees smoother continuity. It also improves efficiency by distributing tasks and workload between several dedicated volunteers (e.g. guidance of the YP AGs in your Region).

Feel free to adapt the structure of the committee or executive team to the needs of your Region, the amount of work, and number of Young Professionals members. On the following pages you will see the structure of existing Region Young Professionals Committees and teams. They all have a different approach to structure and task division, however there are some common elements as well.

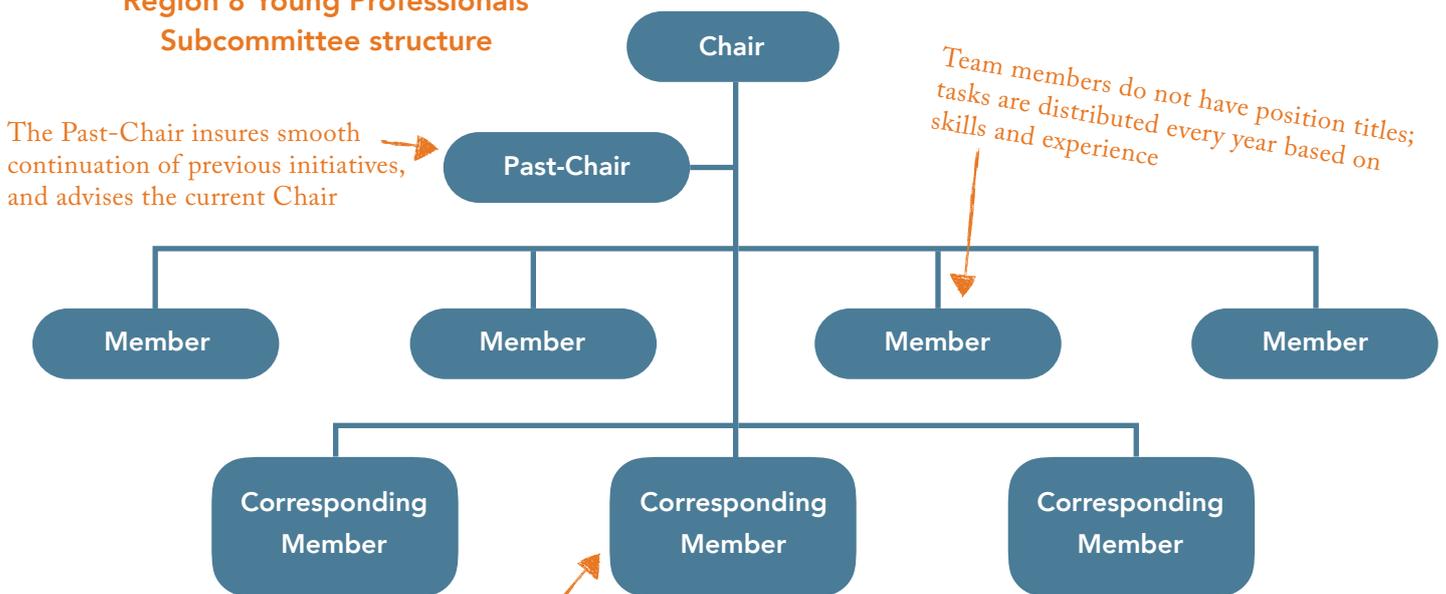
### Region 6 Young Professionals Committee Structure



The Vice-Chair serves as the Students-YP coordinator, and aims to improve cooperation between the two groups

The Area YP representatives are located in their respective areas, and help implement the Regional team's ideas, as well as coordinate the YP AGs in their Area.

### Region 8 Young Professionals Subcommittee structure

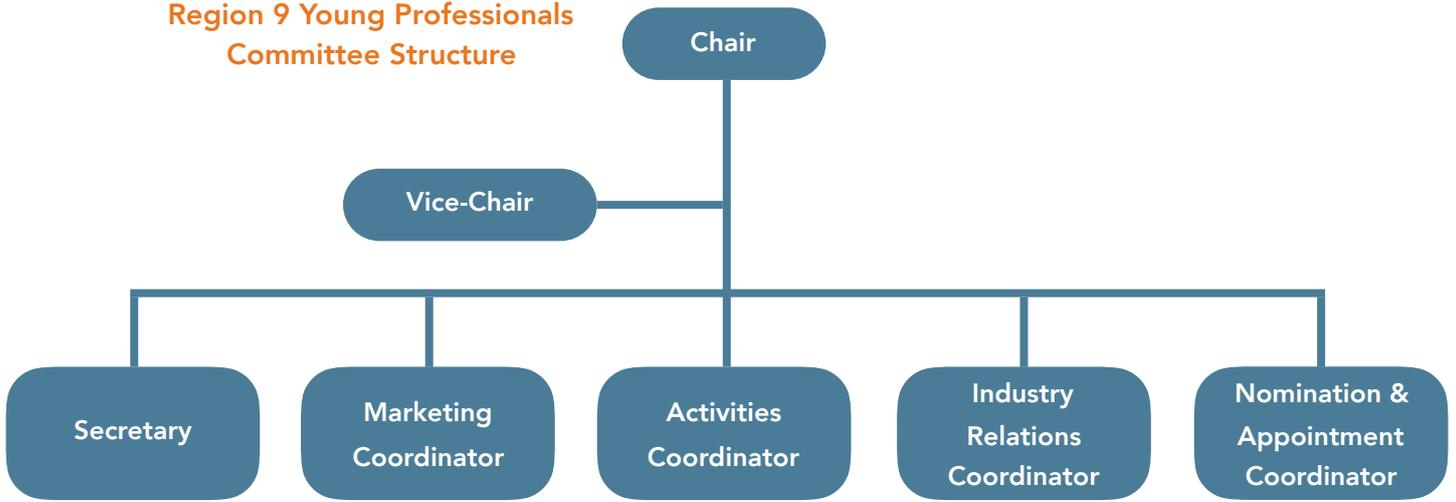


The Past-Chair insures smooth continuation of previous initiatives, and advises the current Chair

Team members do not have position titles; tasks are distributed every year based on skills and experience

Corresponding members are optional, and at the discretion of the Region Director - they act as aid to the main team members

**Region 9 Young Professionals  
Committee Structure**



**Region 10 Young Professionals  
Committee Structure**



### 1.3 Engaging with the Region Director, Sections and other OUs

We are stronger together - and so are you and the other OUs and Officers in your Region. By collaborating with other teams, you will be able to achieve more: workload will be distributed between more volunteers, there will be more resources (financial, human, material etc.), you will be able to organize larger scale events and reach a bigger audience.

Since the Region Director appointed you as the Region YP Coordinator, we assume you know each other, at least on a basic level. Your Region Director and Region OpCom (sometimes called ExCom in some Regions) are key people who influence your activities and resources. Make sure you keep in contact constantly, either during Region meetings, through email or by having regular calls. Should you have any difficulties engaging with them, reach out to the IEEE YP ExCom for advice.

Section Chairs are the leaders of the Sections in your Region, and have a great deal of freedom. You will need their support and approval for establishing new YP AGs, or for revitalizing inactive YP AGs. The level of possible cooperation between you and a Section Chair can vary greatly, but you should never exclude them or go against their opinions when dealing with Young Professionals in the respective Section.



In Sections, Section Chairs have the decision-making power. Even as a Region YP Coordinator, you cannot conduct YP activities in a Section if they are against the decision of the respective Section Chair.



Section Chairs have the final say regarding elections for their Section's YP AGs. Some Section Chairs appoint Officers to their Section's YP AG, thus bypassing the election process. This practice varies in frequency depending the Region. The MGA Operations Manual lists Officers' appointment by the parent Section as an alternative to the election process - the election process should always be encouraged as the first option, since it ensures a fair and equal process.



If a Section Chair is not willing to cooperate, reach out to your Region Director. He/She is the most suitable person to examine the situation and provide a solution.



## 2. Basic Knowledge

### 2.1 IEEE Structure

The general IEEE structure is by no means an easy concept to grasp. IEEE generally follows (i) a cascade style, by having numerous organizational units (OUs) arranged in hierarchical order, and (ii) a dual complementary regional and technical structure, based on geographic distribution and technical focus. You can read more about IEEE's organizational structure on [the official website](#).



IEEE's main boards, in addition to the Board of Directors, are the Member and Geographic Activities Board (MGA), the Technical Activities Board (TAB), the Educational Activities Board (EAB), the Standards Activities Board (SA), and the Publication Services and Products Board (PSPB).

### 2.2 Understanding the Young Professionals program

The Young Professionals program was originally developed to bridge in the gap between Student Members and Senior Members, in addition to improving the retention rate of Graduate Student Members (GSMs).



Young Professionals is not a membership grade. It is a free-of-charge add-on program to your IEEE membership.



All IEEE members who have graduated from their **first degree** within the past **15 years** are automatically included in the Young Professionals program. Older members can also opt-in if they wish to. Because of these factors, Young Professionals can be Graduate Student Members, regular Members, Senior Members, or even Fellows.

#### 2.2.1 IEEE Young Professionals Structure

IEEE Young Professionals have the following units and volunteer positions:

- IEEE Young Professionals Executive Committee (ExCom - generally referred to as IEEE Young Professionals):
  - IEEE YP Chair + IEEE YP Past-Chair + Vice-Chairs
- IEEE Young Professionals Committee (also referred to as Full Committee - all members have voting power):
  - IEEE YP ExCom + 10 Region YP Coordinators (appointed by Region Directors) + MGA Young Professionals Appointed Representatives (who are not Vice-Chairs) + TAB Young Professionals Appointed Representatives (who are not Vice-Chairs)
- MGA Young Professionals Appointed Representatives (appointed by the MGA Board, at least 2 of whom must be YP members):
  - Regions 1-6 Representative
  - Regions 7-10 Representative
  - Region Director Representative



- Three TAB Young Professionals Appointed Representatives (appointed by TAB, at least 2 of whom must be YP members):
  - Regions 1-6 Representative
  - Regions 7-10 Representative
  - Division Director Representative
- Young Professionals Technical Society Representatives: each Technical Society appoints a YP Representative, however this is not officially enforced on Technical Societies or Councils.
- EAB Young Professionals Liaison (appointed by EAB)
- PSPB Young Professionals Representative (appointed by PSPB)
- Ad-hoc Committee Young Professionals member/representative (not all Ad-hocs recognize this; generally appointed by the Ad-Hoc Committee Chair, with the endorsement of the IEEE President)
- Any other OU within IEEE can appoint a YP Representative or Liaison (for example IEEE SAC Young Professionals Liaison) - these tend to change from year to year and are not fixed positions as of the time of writing this guide.

The IEEE Young Professionals ExCom manages the Young Professionals program, ensuring that both volunteers' and members' needs are fulfilled. They are also the main support for Region YP Coordinators outside their Region, and can provide event funding within specific guidelines and promotional materials.

### 2.2.2 (Almost) Everything about Young Professionals AGs

At the local level, Young Professionals are organized in Affinity Groups (AGs).



Young Professionals can only have AGs. They cannot have Chapters, or Student Branches.



There can be only one YP AG per Section. There is only one exception to this, in South Africa Section. While this has been a topic of debate for a considerable amount of time, there are no clear definitions as to how exceptions can be made, however they have to be an agreement founded on strong arguments, between the Section in question, the parent Region, IEEE Young Professionals, and any other relevant MGA or IEEE OU.



It is not allowed to have Student Branch Young Professionals Affinity Groups. There are no exceptions to this rule.

The rules governing YP AGs can be found in the [MGA Operations Manual](#), Section 9.9. You should be extremely familiar with the rules laid out in this manual, since you are responsible for enforcing them in your Region!



Here are the key points about YP AGs, extracted from the MGA Operations Manual:

- AGs must organize and report on vTools at least 2 activities per year in order to be considered active (see section 3.1.1 below on vTools event reporting)
  - If a YP AG fails to report 2 activities in a year, it will be considered inactive and added to the MGA List of Delinquent AGs and Chapters. All IEEE rebate for the AG in question will be suspended for 3 years. If the YP AG fails to improve and submit the required 2 activities per year, it will be dissolved without further warning after 3 years from being added to the MGA List of Delinquent AGs and Chapters. Your Region Director or a member of the IEEE Young Professionals ExCom will inform you about the inactive YP AGs in your Region every year, around August-September. You can check yourself the events and Officers of YP AGs in your Region at any time, through vTools (see section 3.1 below).
- Required AG Officers: Chair, Vice-Chair, Treasurer and Secretary (the Treasurer position can either be stand-alone, or held by the Vice-Chair or Secretary). All YP AGs should be strongly encouraged to adhere to this rule, and report all Officers on vTools (see section 3.1.1 below on vTools Officer reporting). Productivity and succession are greatly improved by having several Officers in a YP AG
  - AGs must organize elections for AG Officers every 2 years:
    - A person cannot hold the same position for more than 4 years consecutively
    - A person cannot hold the same position for more than 6 years in their lifetime

### 2.2.3 Managing YP AGs

By having active and healthy YP AGs in your Region, you can cooperate with them to improve the membership experience for YPs at the local level. YP AGs should engage local Young Professionals members by organizing local events, and participating in congresses and conferences. This will take the pressure off from the Region YP Coordinator in terms of organizing events, and it can help you identify other dedicated volunteers who can serve as part of the Region YP team in the future.

Do make use of the YP AG spreadsheet on the Google Drive that is shared with all current Region YP Coordinators (send the IEEE YP ExCom an email to gain access to it). This will help you keep track of YP AGs in your Region, see how other Regions are doing, and will also keep the IEEE YP ExCom updated on the current situation. Alternatively, create a personal spreadsheet, and add any details you find useful and relevant.

#### DO's:

- ✓ Do keep in mind that your priority should be overseeing the status of YP in your Region - not organizing events. Active YP AGs can help manage the event organization on your behalf.
- ✓ Check the Event Exchange Program to get event ideas and see what other YPs around the world have been up to, and make sure YP AGs in your Region are aware of this tool.
- ✓ Encourage connection with other shared-interest groups outside of IEEE: you can be surprised how much great value can result from connecting with other tech groups and young professional groups in your area.



Regular communication with YP AGs in your Region is essential, be it via email, Facebook or calls! Check Section 5 regarding tips on how to keep in touch with YP AGs in your Region.



You should encourage YP AGs in your Region to collaborate with Students, Society Chapters and other AGs in their Sections. Consider setting up Student and YP congresses/event to increase collaboration between students and YPs.



## 3. Tools

### 3.1 Volunteer tools

IEEE has a lot of internal tools that will enable you to get the necessary membership data and communicate with your YP members. Among other tools that are mentioned in this guide, two of the most important ones that you must know and understand how to use are vTools and SAMIEEE.

#### 3.1.1 vTools

[vTools](#) is a set of tools built and managed by IEEE volunteers. For detailed tutorials and instructions on how to use the various vTools tools, check the [official sources](#).

[vTools Officers](#) is where Officers are reported. Use it to check YP AGs Officers and their term start- and end dates. This tool helps you keep track of YP AG Chairs in your Region, and to ensure Officers abide by the MGA Operations Manual rules (see Section 2.2.2). vTools Officers will only provide you with the name of the Officers, not the contact details. You will need SAMIEEE to get contact details (see below).

[vTools Events \(Meetings\)](#) is used for submitting upcoming meeting details and report past events (previously called L31 reports). Use it to check what YP AGs in your Region are up to, how many events are taking place, number of attendees, and many other details. It will also help you identify YP AGs in your Region that have not submitted the required 2 activity reports per year.

[vTools Voting](#) will make everyone's lives easier when holding an election. You will probably not use it often, but encourage YP AGs in your Region to use it when organizing elections for new Officers. It will help formalize and simplify the process, while ensuring the validity of the votes.

[vTools eNotice](#) will enable you to easily send emails to a target audience in one go. This tool is also very important for YP AGs, so make sure AG Chairs in your Region are aware of it. They can use it to send event invitations to all Young Professionals members in their Section or election notices, for example.

#### 3.1.2 SAMIEEE

[SAMIEEE](#) is a web-based ad-hoc query tool that provides volunteers access to member data - it allows ad-hoc querying, reporting, and downloading of IEEE's membership data. If you need the contact details of YP AG Officers you can find them here. You can also track YP membership numbers in your Region, divided according to Sections, and download the complete list of YPs and their contact details in a given Section (useful if you have to revitalize an inactive AG or set up a new YP AG - however do make sure you check the contact and email flags). It is a rather complicated tool, and can take a long time to load the data, but it is incredibly powerful once mastered.



### 3.1.3 Other main tools

[\*IEEE web hosting\*](#) is sadly little known by most volunteers, but it is your one-stop-shop for setting up a website or web presence. You will find tools and materials that will guide you in creating a suitable online presence for Young Professionals in your Region.

[\*Listserv\*](#) allows volunteers to request and manage mailing lists. You can use it to set up, for example, a mailing list for all YP AG Chairs in your Region - this will make things so much easier when you have to share information with them, and will ensure no one is accidentally left out. You can also request an email alias for your Region YP team, for example r0yp@ieee.org.

[\*WebEx Meeting\*](#): can be used to host virtual meetings with your team or YP AG Chairs in your Region. You will need to request a session in advance. The tool allows you to share presentations, as well as record them for future use and distribution.

The [\*online Petition page\*](#) and the [\*online petition form\*](#) are used for establishing new YP AGs, or other entities within MGA.

[\*IEEE VoLT\*](#) is the online Volunteer Leadership Training Program. Over the course of several sessions, you will have the opportunity to learn about different aspects of IEEE.

If you don't have permissions to access any of these tools, reach out to your Region Director or IEEE staff members (see section 7 at end of guide for contact details).



## 4. On strategy and tactics

### 4.1 Develop a strategy for your term as Region YP Coordinator

What do you want to do? What do you want to achieve? What are some of the main problems you want to tackle and provide solutions for? These are just some of the questions to get you started with figuring out what you want to do, and developing a strategy to achieve your goals. You need to develop a vision and strategy if you want your work to make a difference, and your tenure to be relevant to the Young Professionals community and to your Region.

Start by describing your *vision*, and your *mission* (note that these two concepts are related, but still different). You will then need to set *objectives*, and once you have objectives, you will need a *strategy* on how you can accomplish them. Finally, you will need an *action plan* before you get started, to make sure you do the right work at the right time. This will help avoid redundant tasks, poor coordination between volunteers or deliverables, or missing out on deadlines. As Roger L. Martin put it, you cannot achieve much with “your analysis alone, or your big picture alone, or your changes alone”. All of these aspects need to come together in a concrete plan.

#### DOs:

- Develop (and continue your predecessor’s) multiple-year strategic plan to pass from generation to generation. Make sure you share this with your Region, the IEEE Young Professionals ExCom, and relevant YP volunteers in your Region:
  - To make things manageable, develop an yearly plan with clear achievable monthly/quarterly goals
- Take into account the IEEE Young Professionals goals and direction
- Align your plans with your Region’s yearly points of concern
  - Engage with other OUs in your Region, like Students Activities, Technical Activities and Societies, Educational Activities teams or industry oriented OUs.
- Develop initiatives that focus on your local members’ needs, not only on volunteers
- Check the available events and activities manuals and guides available on the IEEE Young Professionals website, or from other OUs.

### 4.2 Developing KPIs - ensuring positive impact of YP activities

A Key Performance Indicator (KPI) is a measurable value that demonstrates how effectively you are achieving your key objectives as a coordinator or team. You can set KPIs focusing on your goals for your Region’s Young Professionals community, or to measure the success of a particular initiative you are launching. To properly define relevant indicators, you need to think about what it is important to your mission. Is it an increase in Young Professionals members in your Region? Is it an increase in volunteers? Is it an increase in participation and overall engagement?

- Check existing research documents from IEEE
- Conduct geographic and professional segmentation studies to understand the needs of your members in a more local fashion. This will help you understand better the people you are reaching out to.



- Are you struggling with a particular point? Get in touch with other Region YP Coordinators who can share best practices, or try to find solutions together.
- For specific graphics and templates, as well as event checklists and guides, please check the official IEEE Young Professionals website.

### 4.3 Ensuring successful transition

#### DOs:

- Either have a Vice-Chair that takes over after you or implement a Past-Chair/Chair scheme in which you can learn from your predecessor's experience
- Develop Regional manuals that can help the new Region YP Coordinator and their team figure out their roles and what they should do
- Start searching for a successor as soon as you are appointed as Region YP Coordinator. Work with the incoming Region Director to choose and train them:
  - Try to do this at as soon as possible, and at the very least one year before the end of your term
  - Include them in the following (if they are not already included):
    - IEEE Young Professionals committee conference calls
    - Region meetings
    - Decisions
    - Keeping them in the loop on email communication from IEEE Young Professionals
    - Introducing them to Section Chairs



## 5. Communication

There are no specific rules that dictate how a Region YP Coordinator can or should communicate with local YP members in their Region, or YP AG volunteers and Officers. These practices are adapted from Region to Region to suit specific needs. Nevertheless, you do have the freedom to contact YP members in your Region directly (and independent of anyone else), if you choose so, however you should keep YP AGs informed of your plans, in order to avoid confusion or clashing efforts.

Below are some suggestions and tips on items you should communicate to the Young Professionals in your Region within a year, especially to your YP AGs.

### Beginning of the year - welcome

- About your Region's Young Professionals, introduce yourself and any team members you have
- Quick recap of last year
- Invitation to offer support
- Distribution of relevant manuals and support materials to YP AGs
- Young Professionals Funding Opportunities information
- Social media links to connect
- Keep Region Director + IEEE Young Professionals Chair in the loop
- Optional: Call to Action to a WebEx meeting to clarify questions or doubts

### End of year/term

- Year review
- Major activities / initiatives with results
- Award winners (if any)
- Introduction of new Region YP Coordinator (if any)
- Keep Region Director + IEEE Young Professionals Chair in the loop

### Recurring communication with YP AGs

- Awards
- Meetings/congress/other relevant events
- Funding opportunities and updates
- Reminder to conduct and report activities
- Any needs for running elections



## DO's:

- Have meetings 1 or every 2 months (email/Skype) to check on:
  - Relations with Sections
  - Funding issues
  - Help with finding active volunteers
  - Share through the Region YP channel the activities volunteers are organizing in their Section
  - Discuss larger event opportunities
- Neighboring Sections tend to have similar challenges, so it is useful to have group calls and encourage them to collaborate
- If you have a committee, you can divide the AGs to between the committee members. This will reduce the workload, and committee members will be able to connect in a more personal manner to AG Officers.
- Promote and advertise events of interest
- Have email communications forwarded to the entire Region YP Committee or team, rather than just the Chair. This will help keep all relevant volunteers in the loop. Alternatively, in order to avoid spam, you can have weekly or bi-weekly recaps.
- Monthly office hours where the Region YP Coordinator is available for questions, offering support in a 1-hour WebEx call. Members and volunteers can ask questions or request support with any issues they might have.
- Keep communication short and to the point
- Make HTML communication in HTML for better formatting



## 6. Funding strategies

### 6.1 External Funding and Support

External funding and support can be a major boost to your activities and initiatives. We strongly encourage all Young Professionals to seek collaborations and partnerships with external entities, especially with Industry. As an example, you can consider the existing documentation that IEEE Young Professionals currently uses for this purpose, on the [official YP website](#).

#### 6.1.1 Potential Sponsors

The amount of sponsorship requested should be felt out based on size of the organization and the feel/tone/enthusiasm of communication with the potential sponsors, such as:

- Not for profit organizations (IEEE, Charities, Non-Profits, Societies, Professional Organizations, Philanthropic Individuals, Foundations, National Engineering Organizations):
  - Focus on their mission statement
- Government (National, State/Province, City, Municipality):
  - Be patient for slow communication cycles
- Small/Medium Enterprises (Successful Local Business, typically < 100 employees):
  - They focus on bottom line and Return on Investment (ROI)
- Large Enterprise (Multi-national Organization):
  - Reach as high as possible
- Check the IEEE [reference](#) on how to Structure Agreements.

Funding	vs.	Support
Traditional cash-transfer form of sponsorship		Support can come in many shapes/forms, not just financial contributions.
Remind entities that cash sponsorship is tax deductible (country dependent).		You should consider what the company can add to your proposal.
It is very important that you clearly indicate what the finances will be used on. Many organisations have strict guidelines on use of funding and things they will/won't fund.		Often companies are not willing to part with cash, but will provide you with access to an under-utilized asset or something equivalent (ex. providing you with a venue, providing you with a guest speaker, providing you with a service/product (software, hardware, advertising materials etc), providing you with use of the company/organization's communication channel to advertise, co-branding with IEEE at local, regional and global level).
If you think there may be any conflicts of interest or issues obtaining funding for legal reasons, email <a href="mailto:compliance@ieee.org">compliance@ieee.org</a>		



## 6.1.2 Step-by-Step Guide to apply for external funding

### Make the Call

- In your initial outreach, skip the emails - if you do not have a network connection within the organization and cannot find a number - use LinkedIn
- This outreach should be made 6 months in advance and should be pursued with persistence
- Do your best using the resources and network available to you to reach out to the highest role position in the organization

### Convey the Value Proposition

- Value proposition of sponsorship must be “clear” and in the opening lines of the document (skip the small talk - this can be introduced later)
- The value proposition must clearly indicate why someone or an organization should support your event and what they will get out of doing this
- Sponsorship/support request documents must be tailored for individuals/companies much like a CV/Resume is tailored for an employer - tailor this by studying websites and publications from the potential sponsor
- Conduct research into the company/individual you are seeking support from to understand what their priorities are:
  - Are they looking to recruit graduates?
  - Are they looking to grow their brand recognition?
  - Is their priority sales and exposure of their products to young people?
  - Are they prioritizing being good corporate citizens? Etc

### Keep Records

- Maintain a tracker of all entities that are being contacted (including contact information), when they were last contacted, and notes on the communication
- Archive the tracker and all sponsorship packages for future use
- Google Drive archival and collaborative editing is recommended for this

### Convey Your Successes

- External Reporting - be sure to follow-up and show pictures of what was promised in the initial sponsorship outreach
- Internal Reporting - publicize sponsorship successes or growth in sponsorship event over event or year over year to Region and MGA leadership to grow internal support



## 6.2 Internal Funding

There are two approaches to getting funding from IEEE:

1. Seek information regarding funding opportunities
2. Propose something and seek funding for it.



Always remember that a value proposition must be presented to IEEE just as it is to an external funding body. You may be able to attract funding from numerous IEEE bodies if there is a common interest.

Maintain a list of activity level and sponsorship successes to convey the value of Young Professionals to the Region and seek heightened regional funding.

- IEEE Young Professionals funding, via MGA
  - You can find more details about the available funding on behalf of MGA on the IEEE Young Professional website and [official funding portal](#)
- Region-Specific Funding
  - Reach out to your Region Director and ExCom to inquire about existing funding opportunities in the budget
  - Regions tend to allocate a specific amount of money for each of their Committees or teams. If you collaborate with them, you will have enhanced financial resources
- Section-Specific Funding
  - Reach out to your Section chair and executive committee for funding opportunities in the budget
- Society-Specific Funding
  - Merge with other technical working groups
- Other IEEE Board Funding Opportunities
  - The IEEE has numerous operational units and boards which either has funding available for activities or has programs in which Young Professionals can partner
  - [IEEE USA](#)
  - [IEEE Foundation](#): The IEEE Foundation enables IEEE programs that enhance technology access, literacy, and education; supports the IEEE professional community; and inspires the generosity of donors.
  - [Life Members Fund](#)
  - [Humanitarian Projects](#): IEEE SIGHT - The Special Interest Group on Humanitarian Technology (SIGHT) program is a network of IEEE volunteers around the globe that partner with underserved communities and local organizations to leverage technology for sustainable development.
  - [IEEE New Initiative Program](#): if you have big ideas, and you like to test your limits, check the available funding from IEEE NIC - your project might just be the next big thing for IEEE!
- Any other programs or initiatives within IEEE that YPs can collaborate with



## 7. Contact details and online presence

### DO's:

- ✓ Society Rep Connection: Many societies have a YP representative who can be a link to organize activities between YP AGs and each society. That helps to introduce YP in the special topic of each society and we can also get important DLPs for conferences, meet-up events and signature events.

	<b>IEEE Young Professionals</b> <a href="#">website</a> email: <a href="mailto:yp@ieee.org">yp@ieee.org</a> <a href="#">Facebook</a>	<a href="#">LinkedIn</a> Twitter: @IEEEYP <a href="#">YouTube</a> <a href="#">IEEE IMPACT (YP Blog)</a>	Region YP Coordinators, Technical Society Liaisons, and other YP representatives Slack Community - contact the IEEE YP ExCom to gain access
<b>Region 1 Young Professionals</b> <a href="#">website</a> Facebook	<b>Region 2 Young Professionals</b> <a href="#">website</a> Facebook	<b>Region 3 Young Professionals</b> <a href="#">website</a> Facebook	
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