Step by step instruction set to help start a new PES Student Branch Chapter

More details at http://sites.ieee.org/vtools/vtools-officer-reporting-tutorials/
Step 1: Find the name of the student branch of your university

A. Go to https://officers.vtools.ieee.org/
Step 1: Find the name of the student branch of your university

B. Sign in using your IEEE credentials (User name and password)
Step 1: Find the name of the student branch of your university

C. Select ‘Manage Officers’
Step 1: Find the name of the student branch of your university

D. Type your University in the text box ‘Select an Organizational Unit here to manage’, from the drop down list select your student branch. In this case STB98501 – Virginia Commonwealth University
Step 2: Find the contacts for your student branch

I. Click on ‘Select Organizational Unit’
Step 2: Find the contacts for your student branch

II. Click on ‘Select Organizational Unit’ to find the names of the Student Branch Chair and Counsel
Step 3: Select an advisor

I. You will need to find a faculty who is willing to volunteer as the Student Branch Chapter (SBC) Advisor. The Advisor Should be a member of IEEE PES.

- Higher grade IEEE PES Member
- You will need get their IEEE Member number and email
Step 4: Submit the petition

I. Information required to be filled in the online petition

• Proposed name for SBC (Virginia University Student branch Chapter or it could be Student branch Chapter of the Virginia University)
• Your IEEE member number
• Name, email and member number of the incumbent Student Branch Counselor
• Name, email and member number of the selected (proposed) Student Branch Chapter Advisor
• Name and signatures of at least six (6) IEEE Student Branch members, who are members of PES
Step 4: Submit the petition

II. Petition can be accessed at
https://www.ieee.org/societies_communities/geo_activities/forms_petitions/index.html
Step 4: Submit the petition

III. Fill the online application
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III. Fill the online application

A screenshot of the online petition is shown below. The process is very intuitive and if you have the information stated earlier the process will be a breeze.
Next Steps

• After the petition is submitted, it will be forwarded to IEEE Member & Geographic Activities for processing.

• The chapter will be established following approval from the appropriate Region Director and PES President (or their designee).

• You can view the year to date (YTD) geographic unit formation report lists the petitions approved on the MGA web page

• Email petition@ieee.org with questions regarding unit formation policies or unit formation petition processes.
Happy volunteering for IEEE PES!

www.ieee-pes.org