



## Bob Haislmaier Angel Fund Request Form



- Instructions:
1. Fill in the required information
  2. Save as an RTF document
  3. E-mail the document to the Chapter's Angel

CHAPTER BASIC INFORMATION	
Name / location of local chapter:	
Name / title of chapter officer:	
Address:	
Telephone number:	
E-mail address	
Is the Chapter associated with IEEE Societies other than EMC ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Society/ies that your chapter is affiliated with other than EMC:	

EVENT INFORMATION	
Calendar year:	
Requested Angel Fund support:	\$
Event description	
Purpose and usage of Angel funds	

ESTIMATED CHAPTER INCOME DURING EVENT CALENDAR YEAR	
Support from IEEE Section:	
Support from other affiliated IEEE Societies (please list):	
Other money generating activities (please list):	

HAVE YOU RECEIVED OTHER FUNDING FOR THIS EVENT FROM ANY OTHER IEEE ORGANIZATION (i.e., Section, other society, etc.)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>



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ANGEL FUNDS RECEIVED FOR EVENT CALENDAR YEAR AND PREVIOUS TWO YEARS (IF ANY)		
Meeting Date	Sum of Angel Funds Provided	Purpose and Usage
	\$	
	\$	

*Add more lines if required*

FUNDING RECEIVED FOR CALENDAR YEAR PRIOR TO THE PLANNED EVENT CALENDAR YEAR	
from IEEE Section:	\$
from Bob Haislmaier Angel Program:	\$
from other affiliated IEEE Societies (please list):	\$
Other money generating activities (please list):	\$

METHOD OF FUNDING	
Bank transfer	<input type="checkbox"/>
Check	<input type="checkbox"/>
<b>Bank Account information</b> Bank name: Branch Name and number: Address: Bank account number: Bank account owner name: Swift #:	

Field reserved to the Angel

Angel	Approved Funding	Date
	\$	

Field reserved to the VP for Member Services

Signature	Approved Funding	Date
	\$	

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## **Bob Haislmaier Angel Fund Financial Policy**

A Chapter's first source of funding is the local IEEE Section. Each IEEE Section receives funds based on number of meetings a Society Chapter has per year and number of attendees per meeting.

The EMC Society Board of Directors is authorized to provide Chapters with additional support for activities under certain circumstances. This program, which falls under the auspices of the VP Member Services, is called the "Bob Haislmaier Angel Program". The following guidance is provided for Chapters submitting a request for additional funding from the "Bob Haislmaier Angel Fund.

### **Purpose.**

The "Bob Haislmaier Angel Fund" is intended to provide additional financial support to enable chapters to host programs for their members that they would otherwise have difficulty in funding. Activities or expenses intended to be funded by other means (e.g., speaker travel funded under the Distinguished Lecturer Program) are not eligible for Angel Fund financing. Angel Fund financing may be used to offset other costs in an activity, such as food, venue or program materials.

### **Requests.**

- **Chapters should submit requests in advance of the planned activity to ensure that funding is approved and available.**
- A maximum of \$600 per Chapter per year is available from the Fund.
- A maximum of \$600 per activity per year is available from the Fund.
- Chapters may submit multiple requests per year to receive funding from the Fund, as long as the total sum received per year does not exceed the yearly maximum.
- Chapters shall not submit more than one request for a single activity. Multiple Chapters shall not combine requests to obtain more than \$600 for a single activity. Each request shall be submitted, justified and considered separately.
- Chapters shall submit requests using the Angel Request Form. Sufficient information should be provided to allow the Chapter Angel to evaluate the request.
- Requests should be submitted by November 1 of the year prior to the planned activity. Received requests will be evaluated and approved/denied by December 1 of



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the year prior to the planned activity. Chapters may submit requests after the above deadline; however, funds may no longer be available.

- Requests submitted by Chapters that have not received Angel funds within the last 2 years will be prioritized over other requests.
- Requests submitted by Chapters that have submitted a meeting summary to the EMC Magazine describing the use of the Angel Funds for the most recently funded event will be prioritized over other requests.

### Payments

- Payments shall only be made to a Chapter (or its Section). The Chapter or Section shall have an authorized bank account to receive funds. No check shall be made payable to an individual.
- Funding shall be in accordance with the EMC Financial Policy available on the EMCS website.
- The financial year of the Fund is the calendar year. New funds are made available to the Fund on January 1 of the year. No funds will be distributed in December to allow the Treasurer to comply with the IEEE's end-of-year financial requirements.

### Process.

- 1) The Chapter Chair submits a completed Angel Request Form to the Chapter Angel.
- 2) The Chapter Angel evaluates the request. The Chapter Angel may seek additional information from the Chapter. Upon approval of the request, the Angel will forward the request to the VP for Member Services. If the request is not approved, the Chapter Angel will inform the Chapter of the reason why approval was not granted.
- 3) The VP for Member Services evaluates the request, prioritizes the request against other received requests, and determines funds available to support the activity. The VP for Member Services may seek additional information from the Chapter and/or the Chapter Angel. Upon approval of the request, the VP for Member Services will forward the request to the EMCS Treasurer for funding. If the request is not approved, the VP for Member Services will inform the Chapter Angel and the Chapter of the reason why approval was not granted.
- 4) The EMCS Treasurer will have IEEE headquarters issue a check or bank transfer for the approved amount to the Chapter.