Funding Chapter Programs
Objectives

- Outline strategies and methods of funding Chapter activities
- Share experiences
- Document ideas for funding
- Document ways IEEE/COMSOC could help the Chapters
Activities Needing Funding

- Symposium / Conferences
- Monthly Meetings (luncheon, evening or other)
- Local Publications
- People networking / Social Events
- Professional Events (ethics, career development)
- Grants and Scholarships
- Competitions (papers, design)
- Field Trips
- Member services (electronic and others)
- Administrative
## Funding Sources

- **IEEE / COMSOC funds**
  - Section pass through of $180 + $3N
  - Project money
  - DLT (In kind services)
  - Special Speaker
  - Section Money given to Chapter
  - PACE / Division

- ** Corporations**
  - Cash
  - In kind
    - Printing and Mailing
    - Facilities
  - Co-sponsoring non-exclusive events for business and Industry
Funding Sources (cont)

- Events (i.e. conferences) other than corporate
- Investments
- University
- Government
- Professional Societies
Symposiums, Conferences, and Periodic Meetings
Symposiums, Conferences, and Meetings

- **Venue/Equipment**
  - Donation of university or company premises
  - Pay rent for hotel from sponsor money or registration fees
  - Piggy-back onto another event
  - Room and Audio/Video
  - Liability insurance
Symposiums, Conferences, and Meetings

• Catering
  – Discounted, donated or self catering by participants
  – Organized at venue by Chapter or sponsors
Symposiums, Conferences, and Meetings

• Publicity
  – Word of mouth (free)
  – Email / Website (free)
  – Notices on bulletin boards, at other events, or in other periodicals (free or a low cost)
  – Printed programs (expensive)
  – ‘Snail mail’ by Chapter or sponsor (expensive)
  – Posters (low cost, mailing is expensive)
  – News letters (expensive)
Symposiums, Conferences, and Meetings

• Speakers
  – Most are free
  – If paid need increased ticket price (consider cost /benefit from attendees perspective)
  – Piggy back trips so expenses paid by someone else
Symposiums, Conferences, and Meetings

- Documentation/Proceedings
  - Electronic (low cost or donated) – Also a source of income
  - Participants can purchase CD
    - To offset costs
    - To increase revenue
  - Paper copy paid from registration fees, sponsor or advertisements
Symposiums, Conferences, and Meetings

- Transport/Accommodations
  - Invited speaker
    - Travel sometimes partially or fully paid by Sponsor
    - Hotel block booking may cover Speaker’s room
  - Use students for local transportation
Symposiums, Conferences, and Meetings

- **Staff**
  - Volunteers (lower cost or free)
  - Contractors (AV, Translators)
  - Reception / registration
  - Consultants are sometimes needed for special skills (expensive)
Ideas to Reduce Costs

• See if any corporate matching gift programs could be applied
• Use tax exempt status for applicable purchases (North America)
• Use IEEE Liability Insurance coverage to reduce costs (North America)
• Get IEEE/COMSOC to negotiate volume discounts i.e. hotel rooms for meetings
• Local Chapter negotiate special rates on volume
Corporate Sponsorships

• Sponsor event, program (series), or Chapter
• Know the market
  – Who has the money
  – Who needs the exposure
  – Local community needs
• Business plan/ business case for the corporation
  – Tell them who you are (Share your vision)
  – Tell them how the sponsorship benefits them
  – Propose budget/needs
• Ask (Use Chapter contacts)
  – For their help and a long-term commitment
Negotiate Cost Reductions

- Know the market
  - Who are we paying for services
    - University/Industry campus
    - Hotel/Restaurant
- Build your proposal
  - Tell them who you are
  - Tell them how their support benefits them
  - Propose budget/needs
- Ask
  - Reduced price (consider alternate time, date)
  - For long-term commitment
Support Requested from IEEE/COMSOC

- Provide a list of all possible funding (i.e. PACE, Division) from all IEEE groups and sources.
- Provide criteria and deadlines for getting funds.
- Negotiate global discount contracts with airlines, hotels, etc. to reduce costs.
- Investigate other cost savings i.e. tax exempt status, liability insurance.
Local Publications

• Preferred
  – Advertising by sponsoring publication with a corporation
  – Corporations do or pay for printing

• Secondary
  – Section funding
Networking / Social Events

• Preferred
  – COMSOC new member development funds
  – Corporate sponsorship
    • Facilities/Food or funds

• Secondary
  – Section funding
  – Award event
  – Event fee
Scholarships/Student Aid

• Preferred
  – Investments (endowments)
  – Section co-sponsored conferences

• Secondary
  – Joint Corporation / Chapter scholarships
  – Excess funds in Chapter budget
Professional Activities

• Preferred
  – PACE (US only), Division (Non US) – Clarification needed from IEEE and COMSOC
  – Joint Professional development activities with other professional societies

• Secondary
  – Section funds
  – Investments
  – Event fees
Field Trips

• Preferred
  – Corporate sponsorship
  – University (for students)

• Secondary
  – Section funds
  – Investments
  – Event fees
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