



2017 IEEE Region 5 Student Area Paper Award Guidance

These guidelines will cover the awarding process for Region 5 Area Student Paper Competition.

Award amounts established (or planned) in the 2017 budget are shown in the table below. Multiple winners can win any category of which the amounts are divided equally.

	Area Competition	Region 5 Competition
1 st Place	\$125	\$800
2 nd Place	\$100	\$500
3 rd Place	\$75	\$200

No less than four weeks out, the Area Chairs (or their designee) shall provide to both the Region Treasurer and Region 5 Student Activities Chair (SAC) the following:

1. On a spreadsheet, each winner's formal name as to appear on award check, school name, award amount, Area represented, email address, cell phone, and student member number¹.
2. A completed W-8 or W-9 from each winner since the award is taxable. Use the IEEE substitute forms at https://www.ieee.org/about/volunteers/tax-administration/related_info.html . W-8 is for Int'l students.
3. Mailing address to send an award check for each winner. A check will be disbursed within the week.

Region 5 Student Activities Chair:

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¹ The student is to be a member upon award announcement and prior to award disbursement.