

**Guidelines for Circuits and Systems Society Chapters Seeking Subsidies**  
**Deadline: 15 November 2008**

CASS Chapters are eligible for up to \$2,000 a year to subsidize chapter maintenance costs. CASS joint Chapters are eligible for up to \$1,000 a year. Joint chapters in their first year may receive up to \$2,000. Chapter subsidies are issued only once a year and are not automatically renewed for subsequent years.

**The following information will help you apply for a CASS Chapter Subsidy:**

1. You must apply by 15 November 2008 to be funded for the following year. Send your application via e-mail to Heidi Zazza, CASS Executive Director, at [h.zazza@ieee.org](mailto:h.zazza@ieee.org). Please use "08-SubsidyRequest" in the subject line of your e-mail in order to help the Subsidy Committee when sorting applications.
2. If you received a subsidy last year, you must provide a brief report detailing the expenses that were subsidized as a demonstration of effective use of prior funding.
3. Your Chapter Subsidy application should contain the following information:

***Activities:***

- briefly describe the activities to be funded
- briefly describe the anticipated benefits for the Chapter and CASS

***Budget:***

- specify the total amount requested from CASS
- specify additional IEEE Section or local industry support
- for joint chapters, specify additional subsidies being requested from other sponsoring societies to match your CASS request

***Background Information:***

Report on how you used previous CASS or other IEEE subsidies last year.

4. Activities which are considered fundable include:

- routine meeting expenses
- membership promotion
- newsletters

- web development
- travel allowances for speakers invited to chapter events (excluding CASS Distinguished Lecturers, who are funded separately by the Society's DL program society; a current roster is available at: <http://ewh.ieee.org/soc/icss/dlp.php>).
- educational activities
- support for student activities at local institutions.

**Separate Application Required: Please note that one-time special events must be submitted individually for each event separately from chapter maintenance**

5. After your request is received, the following procedures will be followed:

Each request will be reviewed by the CASS Subsidy Committee.

Decisions will be announced by 15 December 2008. the first quarter of the following year. Checks or wire transfers will be completed once up to date chapter banking information has been provided to the CASS Executive Office.

At the end of each funding cycle, the Chapter should submit a report on the supported activities to the CASS Executive Director. If another subsidy is desired the following year, the new request may be combined with the report.

*Banking Arrangements:*

If you have a chapter banking account, the following information is required for IEEE Accounts Payable to prepare and send a wire transfer or check for deposit:

*Wire Transfer:*

Bank Name

Bank Account Name

Bank Account Number

City

State

SWIFT

Special instructions (including intermediary bank(s), if applicable)

*Concentration or Custody Banking Transfer:*

Concentration or Custody Banking Account Name

Account Number (also known as HOP number)

*Check:*

Bank Name

Bank Account Name

SWIFT

Bank Account Number

Account name to whom the check is payable

Mailing address

If you do not [yet] have a Chapter banking account, you may want to request that a wire transfer be addressed to the Treasurer of your IEEE Section for deposit in the Section's concentration or custody bank account. In this case, the Chapter Chair customarily notifies the Section Treasurer that chapter-related funds are being wired to the Section account; the Section Treasurer, or other Section officer, customarily notifies the Chapter to claim them when they have arrived.

