

*IEEE-USA
Professional Activities
Project Plan and Financing Request*

1. Project Title	
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2. Sponsoring Section/Council/Area/Chapter	Region

3. Treasurer Address/Phone		4. Project Manager Address/Phone	
Name		Name	
Address		Address	
Tel		Tel	
FAX		FAX	
E-Mail		E-Mail	

5. Statement of Objectives

6. Plans for Achieving Objectives

7. How Achievement will be Measured

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8. How Many Members will Benefit from this Project?

9. Activities (list major activities required for project achievement and the targeted completion dates)

	ACTIVITY	DATES
1)		
2)		
3)		
4)		
5)		

10. Funding Requirements (refer to activities above by number)

	TYPE OF EXPENSE	AMOUNT
1)		\$
2)		\$
3)		\$
4)		\$
5)		\$
TOTAL FUNDING REQUIRED		\$

11. Project Funding Sources

12. Disbursements, Regional Funds

<table style="width: 100%;"> <tr> <td style="width: 15%;">Region</td> <td style="width: 5%;">\$</td> <td style="width: 30%;"></td> </tr> <tr> <td>Section</td> <td>\$</td> <td></td> </tr> <tr> <td>Project Income</td> <td>\$</td> <td></td> </tr> <tr> <td>Other</td> <td>\$</td> <td></td> </tr> </table>	Region	\$		Section	\$		Project Income	\$		Other	\$		<table style="width: 100%;"> <tr> <td style="width: 15%;">Adv. Disbursement</td> <td style="width: 5%;">\$</td> <td style="width: 30%;"></td> </tr> <tr> <td>Final Disbursement</td> <td>\$</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>\$</td> </tr> </table>	Adv. Disbursement	\$		Final Disbursement	\$		TOTAL		\$
Region	\$																					
Section	\$																					
Project Income	\$																					
Other	\$																					
Adv. Disbursement	\$																					
Final Disbursement	\$																					
TOTAL		\$																				

13. Project Approval (Signatures)

PACE Chair (Section/Area/Council/Chapter)	Date: _____
	Date: _____
Chair (Section/Area/Council/Chapter)	Date: _____
	Date: _____
Regional PACE Coordinator	Date: _____
	Date: _____
Regional Director	