

# PROFESSIONAL ACTIVITIES PROJECT PLAN AND FINANCING REQUEST

Calendar Year 2000

<b>1. PROJECT TITLE</b>  M-PAC Region Conference, St. Louis 2000	
<b>2. SPONSORING SECTION/COUNCIL/AREA/CHAPTER</b> <span style="float: right;"><b>REGION 5</b></span>  St. Louis Section	
<b>3. TREASURER/ADDRESS</b>  Steve Watkins Univ. of MO – Rolla Dept of Elect. & Cmptr Eng. 1870 Miner Dr. Rolla, MO 65409	<b>4. PROJECT MANAGER/ADDRESS/PHONE</b>  James V. Leonard 408 Concordia Lane St. Charles, MO 63301 314/925-6828
<b>5. STATEMENT OF OBJECTIVES</b>  Our objectives include planning and executing a successful M-PAC. We plan to enhance member awareness for professional development & promote member involvement and membership in IEEE. By holding the M-PAC as part of the St. Louis 2000.	
<b>6. PLANS FOR ACHIEVING OBJECTIVES</b>  We plan to follow all National Guidelines for planning our M-PAC. We plan to advertise our M-PAC throughout the Mighty Mho, the Region 5 Electronic Newsletter, & other electronic media. We plan to attract new members by holding the M-PAC as part of the St. Louis 2000. There will be 4 speakers at Tech Con. National speaker John Meredith on Life Long Learning, Jim Watson on Com Connection, Local speaker John Guidry on Outsourcing & Geo Tomazi on Registration.	
<b>7. HOW ACHIEVEMENT WILL BE MEASURED</b>  We will measure our achievement by keeping a record of our M-PAC, and how many R5 M-PAC ensure & the overall increase in membership. We will also provide a survey for all the attendees to provide us with comments and feedback on the M-PAC Conference.	
<b>8. HOW MANY MEMBERS WILL BENEFIT FROM THIS PROJECT?</b>  All R5 Sections (approx. 25) will benefit from this project by attending the conference & holding a Section M-PAC.	

Use additional sheets if necessary  
After completion, send this form to your Regional PACE Coordinator

January 2000



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

Activities	Dates
1. Promotional Materials including flyers and posters	Jan 00
2. Lunch for Speakers	Apr 00
3. Dinner with Speakers	Apr 00
4. Conference	Apr 00
5. _____	_____

10. FUNDING REQUIREMENTS (refer to activities above by number):

Type of Expense	Amount
1. Promotion/ Printing	\$ 250.00
2. Lunch for attendees	\$ 250.00
3. Dinner	\$ 400.00
4. Local speaker/ travel expenses	\$ 300.00
5. Rental facility & equipment Airport Marriott	\$ 100.00
6. Speakers' gifts 4 @ \$25	\$ 100.00
<b>TOTAL FUNDING REQUIRED</b>	<b>\$ 1400.00</b>

11. PROJECT FUNDING SOURCES

Region	\$ 400.00
Section	\$ 500.00
Project Income	\$ _____
Employment Assistance Cmte.	\$ 500.00
Other	\$ 1400.00

12. DISBURSEMENTS

1) Regional Funds	
Advance disbursement	
(pre-event cost)	\$ _____
Final disbursement	\$ _____
2) EAC Funds	
Advance disbursement	\$ _____
Final disbursement	\$ _____
<b>TOTAL</b>	<b>\$ 400.00</b>

13. PROJECT APPROVAL

\_\_\_\_\_  
PACE Chair (Section/Area/Council/Chapter) DATE: \_\_\_\_\_

\_\_\_\_\_  
Chair (Section/Area/Council/Chapter) DATE: \_\_\_\_\_

\_\_\_\_\_  
Regional PACE Employment Assistance Program Coordinator (if applicable) DATE: \_\_\_\_\_

\_\_\_\_\_  
Regional PACE Coordinator DATE: \_\_\_\_\_

\_\_\_\_\_  
Regional Director DATE: \_\_\_\_\_