

PROFESSIONAL ACTIVITIES PROJECT PLAN AND FINANCING REQUEST

Calendar Year 2000

1. PROJECT TITLE Professional Development Conference (MPAC) March 30, 2000	
2. SPONSORING SECTION/COUNCIL/AREA/CHAPTER Panhandle Section	
REGION 5	
3. TREASURER/ADDRESS Richard A. Hamilton C/O: SPS PO Box 1261 Amarillo, TX 79170	4. PROJECT MANAGER/ADDRESS/PHONE Ted Carr C/O: SPS PO Box 1261 Amarillo, TX 79170
5. STATEMENT OF OBJECTIVES To provide a high quality, professional topics seminar for the members of the Panhandle Section IEEE as well as the local chapters of TSPE, NSPE, ASME, ASCE & SPE. This MPAC will also be open to other professionals in the community. This MPAC will provide education & information on professional topics as well as Professional Development Hours or CEUs for all attendees. In addition, this MPAC will provide an opportunity to promote IEEE in the Panhandle of Texas & recruit new members for our Section & PES Chapter. Members & students from the GOLD members in an attempt to get their participation.	
6. PLANS FOR ACHIEVING OBJECTIVES Our Section plans to work with our own membership & our valued IEEE resources to orchestrate & implement a top notch MPAC that will bring high value professional development to the attendees. The MPAC will be advertised and promoted through the Panhandle Section members, local media, as well as through the other professional groups mentioned above.	
7. HOW ACHIEVEMENT WILL BE MEASURED Achievement will be measured by the perceived quality of speakers we are able to schedule, the number of participants attending, the amount of interest shown by the attendees in their participation & by an exit survey of the MPAC participants. A special attempt will be made to survey any GOLD or student attendees.	
8. HOW MANY MEMBERS WILL BENEFIT FROM THIS PROJECT? All the Section members (about 150) will be eligible to attend & all that participate will benefit. Additionally, many members will be involved in planning & organized the conference.	

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. Obtain resources for MPAC from R5	3/23/00
2. Arrange for speakers and meeting details	3/01/00
3. Notify membership & advertise MPAC	3/16/00
4. Deliver MPAC program	3/30/00
5. _____	_____

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

Type of Expense	Amount
1. Publicity	\$ 50.00
2. Rent Amarillo College Facilities	\$ 250.00
3. Hospitality	\$ 20.00
4. Speaker (ASME)	
5. Local Speakers	\$ 300.00
6. Dinner	\$ 350.00
7. Misc.	\$ 50.00
TOTAL FUNDING REQUIRED	\$ 500.00

11. PROJECT FUNDING SOURCES

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

12. DISBURSEMENTS

1) Regional Funds	
Advance disbursement	
(pre-event cost)	\$ 500.00
Final disbursement	\$ _____
2) EAC Funds	
Advance disbursement	\$ _____
Final disbursement	\$ _____
TOTAL	\$ 500.00

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: _____