



## 2024 IEEE AP-S Annual Chapter Support Request Form

**Submission due date: March 31, 2024**

### Annual Chapter Support

The Antennas and Propagation Society offers a fund to aid individual Chapters with legitimate expenses beyond the financial assistance the local IEEE Section gives. The expenses must be specifically AP-S related, such as costs incurred for food and drink, printing and mailing, special travel expenses for a speaker, etc. The maximum amount of support that can be given to a Chapter per year depends on whether it is AP-S only or joint with other Societies. The maximum amount for AP-S-only Chapters is \$1,300, based on the number of technical events organized in the previous year. For joint Chapters with more than one Society affiliation, the maximum amount is \$650, which also depends on the number of technical events organized in the previous year. Before requesting support from AP-S, a Chapter Officer should consult their local IEEE Section Chair to learn about its support options.

Suppose the funds needed exceed what the Section can provide. In that case, a Chapter Officer can request additional funds from the AP-S CAC (Chapter Activity Committee) budget by completing and submitting an “Annual Support Special Project Application Form” to the CAC. This form can be found on the AP-S Chapter’s web page or requested from the Chapters Activities Coordinator. Annual funding is determined by the time of the request and the explanation of the need. The CAC will forward the request to the AP-S Treasurer, who will then issue funds as requested by the Chapter (e.g., check, wire transfer, IEEE Section Concentration bank account).

### Annual Support Application Instructions

1. If you are planning to request Chapter annual rebate funds from the Antennas and Propagation Society's Chapter budget, please file the Chapter’s Annual Report for the previous year.
2. There is no need to submit a “long” proposal or justification. A one-page application is desired, but use additional pages if needed.
3. Indicate how the funds should be sent to your chapter:
  - a. The preferred method of funds transfer by electronic means is through the IEEE Section Concentration Bank Account. Please enter the Concentration Bank Account information:
  - b. If funds are to be transferred by electronic means to the chapter (the preferred method for many non-US chapters), then enter the complete wire transfer information (e.g., Chapter Bank, account number, etc.),
  - c. If the check is to be made payable to the AP-S Chapter Bank Account, please enter complete details and mailing address.

**Note:** IEEE stopped transferring funds to the private bank account opened in the name of Chapter officers.

4. E-mail this form to the Chair of the CAC (Chapter Activity Committee), Email: [akpoddar@ieee.org](mailto:akpoddar@ieee.org)



## 2024 AP-S Annual Support Application

1. Has a Final Report been submitted to the AP-S Chapter Activities Coordinator (Yes/No)?
2. Chapter Name, Chapter Classification (“AP-S Only” or “Joint”):
  - a. Chapter Name:
  - b. If “Joint” list partnering societies:
3. Requested Amount:
4. Other Sources of Support (list amount and organization):-
  - a. Section Support:
  - b. Industrial:
  - c. Other:
5. Briefly describe the intended use of the funds:
6. Briefly describe how these funds will benefit the AP-S members:
7. Fund Transfer Information (i.e., check, wire transfer, concentration account, etc.). Provide names, addresses, account numbers, bank information, etc., as applicable to the nature by which the funds are to be transferred.

Funding Method (checks one and fills out corresponding information):

**Concentration Banking Transfer**

Concentration Banking Account Name:

Account Number (also known as HOP number):

**Wire Transfer**

Bank Account name (please be exact):

Bank Name:

Bank Address:

SWIFT Code:

Bank Account #

IBAN # (if applicable)

Special Instructions (include intermediary banks if applicable):

**ACH Transfer**

Bank Account name (please be exact):

Bank Name:

Bank Address:

ABA #

Bank Account #

Special Instructions (if applicable):