



THE SCOOP



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SERVICE WITH A SMILE...



June 1st is the deadline for acceptance of nominations for the **William W. Middleton Distinguished Service Award**, named to honor its first recipient. For over thirty years, Bill Middleton has contributed to the growth and accomplishments of the Regional Activities Board (RAB) through his service on the Board, and on its various committees and task forces.

Established in 1990, and presented once every three years, the award recognizes an individual who has contributed in an exemplary manner to RAB's goals and objectives, activities and achievements, over a sustained period of leadership.

We know that there are many names which come to mind as eligible to be selected for this award; if you begin writing now, you'll *probably* be able to get them in by June 1st. Nominations should be sent to RAB Awards in Regional Activities. The award will be presented at Sections Congress '96, or at another IEEE activity selected by the recipient.

WANTED: NEW/USED GOLD IDEAS IN GOOD CONDITION

Membership Development is seeking input from the many Sections which are not GOLD (Graduates of the Last Decade) pilot sites, but which have developed methods for assisting their Student members to make the transition into the Section.

Whether your methods include formal events like wine & cheese gatherings and picnics, or are outreach programs that enable and encourage recent grads to stay in touch, we are interested in hearing what you have been doing to retain members reaching this critical point in their IEEE membership.

Don't hesitate to let us know what you've come up with - whether your efforts have been an overwhelming success or not. Perhaps your idea will spark something in another Section which becomes their program of a lifetime. The goal is to pool our creative resources to reaffirm that the IEEE is vital to the success of every EE - particularly the recent grad. You know

it, we know it, and they need to know it! Please send us your ideas by e-mailing "gold.ideas@ieee.org", or faxing them to Carol Coffey.

While we're on the subject:

Graduation Information Update forms were recently mailed to those students who had given us graduation dates in mid-1996. These forms enable graduating students to provide us with new or more permanent contact information, as well as affording others the opportunity to let us know if they have revised their date of graduation. This would be an ideal time for Sections and Student Branches to encourage their completion and return.

Message: nobody@sec.e-mails

Let's be honest. When was the last time your Section checked to be sure that its Section e-mail address pointed to the right person? If you think it might have been back when 3.5" floppies were new, you might want to check it out.

Each Section has its own e-mail address which is a combination of "sec.**section name**@ieee.org", created so that a distribution of e-mails could be sent to all Sections at one time, and so that correspondents would be able to contact a particular Section easily. Recent e-mail attempts have brought to light that many of these e-mail addresses point to another dimension. While the Region e-mail coordinators are always working to avoid such lapses, your help in making sure they

have current information is vital. If you're not certain where your Section's email address is pointing, please contact your Region's e-mail coordinator, or Vera Sharoff for verification.

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A Signature Collection

According to the IEEE Policy and Procedures Manual, it is the responsibility of the Finance Chair or Treasurer of each entity to establish bank accounts in the name of IEEE. All bank accounts must begin with "IEEE" followed by the entity or conference name. When outgoing officers are removed from entity bank accounts, it is the responsibility of the new officers to add the proper signatures to each signature card. All IEEE bank account signature cards, at a minimum, must have the following signatures:

1. The Finance Chair or entity Treasurer
2. The Conference or entity Chair
3. The IEEE Staff Director of Financial Services (Michael J. Sosa), or designee.

This requirement applies to bank accounts established for all IEEE Conferences, Symposiums, workshops and meetings; IEEE Societies, Councils, Chapters, Regions, Sections, Subsections, Student Branches; and all other IEEE entities.

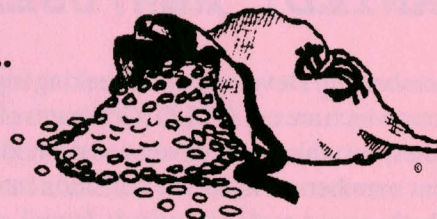
Accounts must never be in an individual's name. IEEE Sections, Subsections, Councils, Chapters, and Regional Offices in Regions 1-6 must use their Employer Identification Number (EIN) for accounts; all others in the U.S. must use the EIN assigned to the IEEE.

While compliance with these requirements can appear tedious, the IEEE as an entity is responsible for compliance of all of its entities. Failure to comply could have serious implications for the IEEE and all of its entities, and each entity's compliance is necessary to avoid them. Please make sure that the required minimum signatures are on file for each bank account belonging to an IEEE entity. If your entity's bank account(s) is/are lacking Michael J. Sosa's signature, please send the necessary bank account signature cards to: **IEEE Tax Compliance Department, 445 Hoes Lane, PO Box 1331, Piscataway, NJ 08855-1331.** All signature cards will be returned to the sender, once this signature has been acquired.

If you have any questions regarding compliance or the IEEE's EIN, please contact David Galicki or Bill Thiemann in the Tax Compliance Department.

SAVING MONEY IS NOT TAXING...

... in Colorado * District of Columbia * Florida * Maryland
Massachusetts * New Mexico * New Jersey * Vermont
New York*



In the United States, the IEEE is granted exemption from paying sales taxes on purchases made in the states shown above. This exemption can be used by the IEEE, its Societies, Councils, Sections, Subsections, Chapters and Conferences. If you are in a position to make purchases on behalf of one or more of these entities within the above states, you might be able to save that entity a substantial amount of money by taking advantage of this exemption. Please keep in mind that all purchases must be made with the appropriate IEEE entity check to be eligible for the exemption.

The IEEE has filed applications in all other states which allow tax exemptions to non-profit organizations, but these applications have been refused for various reasons. However, please keep in mind that if your entity is located in a non-exempt state (i.e., Pennsylvania) but near enough to an exempt state (i.e., New Jersey), you might consider securing a NJ tax exempt form, and making your purchases "across the border", particularly if your entity stands to benefit with substantial savings.

If you haven't already acquired a state tax exemption form for your entity, individual state forms and instructions are available upon request by contacting David Galicki or Bill Thiemann in the IEEE Tax Compliance Department. Please be sure to specify the state(s) needed, and include your fax number or mailing address for prompt processing.

*** IEEE Sections located in the state of New York cannot use the NY State exemption certificate provided to the IEEE. Sections in New York must apply for their own sales tax exemption number. Sections in New York that have not already obtained an exemption number should contact the IEEE Tax Compliance Department.**

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