IEEE Event Report

Please fill out the following form for all the events that you organize. The contact section should include people you needed to contact outside the IEEE officer group. Please be clear and concise in your explanations of the event and planning. Lastly, describe any suggestions for organizing the event in the future or things that helped make the event a success. Perhaps the event will need a new location in the future or there could be an improvement about specific aspect of the event. The file name should be saved as such: Date_EventName.doc

Organizer(s): Christian Tergino (Social Chair); Jason Moore (Social Co-Chair)
Event: Fun Friday
Date of Event: First Friday of every month
Cost: ECE Department pays for donuts for ECE students/faculty. Sometimes CS department will pay for CS students and faculty.
Contact(s): Kim Medley (ECE): kkmedley@vt.edu, Ginger Clayton (CS): ginger@vt.edu, Carol Lee Donuts: 540-552-6706

Brief Description of event: The Social Chair (or Social Co-Chair) picks up donuts from Carol Lee before 8am and brings them to campus for students and faculty to eat.

Description of planning:

```c
int main(){

At the beginning of the year: visit Kim Medley and ask if the ECE department will be able to provide donuts for Fun Fridays for the year.
   If not: There is no ECE Fun Fridays unless IEEE wants to purchase some donuts. Return -1 (error: empty stomach).
   If yes: Continue.

On the Monday or Tuesday before Fun Friday: send an email to Kim Medley asking her to put the Purchase Order (PO) for donuts in the IEEE mailbox by Wednesday morning. Email Ginger Clayton and ask her if the CS would like to provide donuts for the coming Friday.
   If not: Ask the Chair if IEEE would like to buy donuts for CS students. If so, Continue. Else continue skipping everything about CS donuts.
   If so: Ask Ginger Clayton, when you can stop by to pick up the Purchase Order.

Wednesday: If the ECE PO is not in the mailbox by late Wednesday, visit Kim Medley and get the PO. Visit Ginger Clayton to get the CS PO. She is in the Computer Science building in the Corporate Research Center (CRC). Go to the CRC and it's in Knowledge Works II. When you are walking from the parking lot, go through the doors on the left. Walk down the stairs and through the Department of Computer Science door. Make the next right and tell the receptionist that you want to talk to Ginger Clayton.

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Get an IEEE check from the Treasurer and have him/her sign it. Don’t write in an amount yet and don’t lose the check!

*Thursday (before 5pm):* Call up Carol Lee and place two orders: the first for 22 dozen assorted regular donuts (ECE). Say that they will be paid using the PO. They will need the PO number. If the CS department is paying for donuts, make sure you know how much they want to get and let Carol Lee know this. If IEEE is paying for the donuts, get 4 dozen donuts (unless Chair says otherwise) and say that you will pay by check. Tell them to have it ready for 7:45am.

*Friday (at 7:45am):* Arrive at Carol Lee Donuts on North Main St with PO(s). Hand them the PO(s). Put donuts in your car. Make sure to get receipt(s) for the order(s). You can then park in a metered spot in front of Whittemore (always available this early). Put the 22 dozen donuts on a table in front of the student lounge in Whittemore. If there is no table there, get a table from the ECE Shop on the 2nd floor (give donuts in exchange for table). Put membership material and newsletter on the table too. Stop by the ECE advising office and tell an advisor to send an email out over the ECE listserv to tell everyone about the donuts.

If there is donuts for CS students, bring them to the CS student lounge on the first floor of McBryde (I think its MCB 116). There are two or three 15 minute parking spots right in front of McBryde (on Old Turner St), park there. Put the donuts, membership material and newsletters on a table in the lounge.

If the CS department is paying for the donuts: put 40% of the CS donuts in the lounge. Then bring the other 60% to the CRC and give them to the receptionist to distribute.

If IEEE is paying for the CS donuts: put all the CS donuts in the lounge.

Return 0  (success: the zero is a donut! yum!)

**Important notes and suggestions:**
Learn C++!