

Note the highest priorities for funding from the College of Engineering for student organizations is for student competition and/or design teams, followed by professional development activities. Funding for general social activities and events may be provided when there is a clear professional development and engagement aspect to the event.

1. Travel
  - a. Travel to a student competition or professional society meeting.
    - i. Up to \$150 per person; Max support is \$3000 per organization (some exceptions may be granted)
      1. Travel awards will vary depending on the nature and professional development aspects of the activity and available funds.
    - ii. Travel support from SGA must also be requested
  - b. Professional development travel (industry site tours, professional development workshops, etc)
    - i. Up to \$100 per person; Max support is \$1000 per student organization (some exceptions may be granted)
      1. Travel awards will vary depending on the nature and professional development aspects of the activity and available funds.
    - ii. Travel support from SGA must also be requested
  - c. International travel requests for service learning, study abroad and related activities:
    - i. Travel awards will vary depending on the nature and professional development aspects of the activity and available funds. Full semester Study Abroad activities will be given the greatest consideration. However, Faculty led Study Tours and Service Learning activities will also be considered.
    - ii. All International travel funding requests should be submitted through the College of Engineering Study Abroad process.
2. Supplies / Parts / Equipment
  - a. Funding requests for supplies, parts, and equipment must include a general budget description of the general items to be purchased.
  - b. Funds may be provided for: Office supplies; general parts and hardware; electronic supplies; fabrication materials, etc.
3. Social Activities and Events
  - a. Funding for social activities and events must include a general description of the activity/event and an estimated cost for each activity/event. Include general costs for food, supplies/materials, and activities.
    - i. Funding for social activities and events will vary depending on the nature and professional development aspects of the activity and available funds.
4. "Other" Funding requests
  - a. Requests for "Other" funds must include a detailed budget, description of the specific request, and associated benefits of the request.
5. Department match
  - a. All department based organizations must include a fund request match from their respective departments.
6. Description of Benefits
  - a. All requests must include a brief (100 words or less) description of the benefits of the requested funds.