

Student Organizations College of Engineering

Please make certain the Dean's Office has your new officers and advisors as well as meeting dates, times and locations. You may contact Elizabeth Gibisch at egibisch@ksu.edu or 532-5590. Also, you need to make certain OSAS has that information and that you are registered in OrgSync.

A funding request email will be going out shortly to the Presidents and Advisors. Funding requests are for the full academic year and are due by the end of September. Funding requests must contain:

- A proposed budget
 - ACTUAL BUDGET REQUEST MUST BE ON THE ONLINE FORM. The form may be accessed at: <https://www.engg.ksu.edu/current-students/student-orgs/orgbudget/logout.php>
 - Must include funds carried over from the previous year. This includes the balance in your checking account, your Foundation account and any other account you might have. You may work with your departmental accountants to get the balance in your Foundation account or may contact me if you are a college-wide organization.
 - Support from the department must be agreed to by the department head sponsoring the organization BEFORE submitting the funding request to the Dean's Office.
 - Best practice to seek SGA/OSAS funding before the funding request to the Dean's Office as this will also help to meet their funding request deadlines.
 - Travel information must be provided for each planned travel event. You will also need to include the purpose of the travel, i.e., competition, conference, industry tour, etc.
 - A description of benefits (100 words or less) that describes what this funding will allow your organization to accomplish.
 - Membership of your organization: Include total number of student members as well as the number of Freshmen, Sophomores, Juniors, Seniors and Grad Students.
- A bulleted list (one page max) of the following:
 - A brief listing of the previous year's activities and/or events such as competitions, regional/national meetings, major recruitment activities, major service activities, other significant activities or events.
 - Results of competitions or other significant outcomes (if applicable).
 - Dates and locations of known key activities and/or events for the coming year.

After review by ESC committee, the recommendations are given to the Senior Associate Dean. Upon his approval, the President, Advisor and departments will receive an email outlining the approved funding. Funding is approved based on the following conditions:

- Expense reimbursement procedures must be followed.
- A representative of your org must attend ESC All Council meetings.
- The org must help with events such as scholarship day, engineering day, state fair, etc., when called upon.

Expenditures:

Charge cards available for checkout in the Dean's Office (**if not available in your departmental office**):

Dillon's
HyVee
Menard's
Walmart

Receipt and documentation will need to be turned in with the card.

Documentation for expenditures and/or reimbursements:

- Original itemized receipt (credit card receipts that list only the total are not acceptable).
- Name, address and email of the person or entity to be paid.
- Description of what was purchased and why.
- If it is for an event, identify where the event was held, the date of the event, and identify the attendees (i.e., members of the student org, students from the college of engineering, staff, donors, etc.). If less than 20 are in attendance, you will need a list of the names and their affiliation with K-State.
- Date of the expenditure.

Prohibited expenditures:

Alcohol
Tobacco
Ammunition or firearm usage
Business class or first class airfare
Insurance or ticket protectors on airfare
Vicinity miles for meals
Charges for movies, spas, exercise facilities or items of a similar nature
Snacks and beverages except when they are with a meal or substitute for a meal
Tips must not exceed 20%
You are not allowed to pay the expenses of other travelers

Raffles – The University General Counsel has stated that student organizations may NOT use raffles as fund raisers as they are not qualified nonprofit organizations.

ANOTHER NOTE: Student orgs are not tax exempt unless it is through the parent/national organization. However, items may be purchased by a department or the college on behalf of the student organization and that purchase is tax exempt.

Receipts/invoices need to go the organization's treasurer. If you are a departmental organization and you receive funding from the Dean's Office, it will need to go the departmental accountant who will forward the request to me for the Dean's Office share. If you are a college-wide organization, the treasurer will bring the receipts to me.

Income:

If you receive a donation, it needs to be deposited in your organization's Foundation account so the donor may receive tax credit and acknowledgement from the Foundation and Dean's Office. It is also recommended that the student org sends a thank you note. Please work with our Development Team on donations.

Membership dues, monetary awards, reimbursements and proceeds from fund raising such as sales of t-shirts, etc. need to be deposited into your checking account. (PLEASE NOTE: Student Organizations must have a Tax ID number and sales tax must be collected, reported and remitted.)

Forms:

- Motor pool vehicle request (Request for Transportation Form). ALWAYS include the Collision Insurance option. You may use non-state employees if you complete the Non-State Driver Agreement and submit it to the Department of Administration **2 – 3 weeks prior** to needing the vehicle.
- Building request form (Request for Use of University Buildings and Grounds) needs to be completed for events. If it is a fundraising event, you will also need to complete the OSAS Fund Raising Permit Form (available through OrgSync) and attach it to the building request form. If you are serving food, you will need to attach a copy of the menu, the organization preparing the food and a summary of how you will ensure safe food handling. Please remember to include additional trash barrels on the building request form. The Dean's Office has some tables and chairs you may check out for use in the engineering complex. Call the Dean's Office at 532-5590 or come by 1046 Rathbone to reserve those in advance of the event.

Other Policies:

- Policy regarding events serving food on campus from the Campus Sanitarian, Ron Bridges.
- College of Engineering Alcohol Policy.