

August 29, 2016

TO: Engineering Department Heads
Engineering Student Council
Student Group Faculty Advisors
Student Group Presidents

FROM: Gary A. Clark, PhD, PE; Senior Associate Dean 

RE: Requests to the College of Engineering for funding student organizations for academic year 2016-2017

Every year the College of Engineering contributes financial support to many of the student organizations in the college and departments. This memo is intended to clarify the guidelines/procedures for obtaining this support.

Guidelines/Criteria

- Highest priority is given to college-wide student design/competition teams and leadership organizations.
- Departments or disciplinary focused groups may receive support for regional/national competitions or other activities that advance the priorities of the college.
- Department-based organizations must receive matching support from their respective departments. This must be approved in advance by the department head.
- The college support is awarded to groups based on their entire budget, not on specific events or activities.
- Many groups that receive college support are also requested to participate in college events and activities.

Procedures

- Requests for support covering the entire academic year must be made by **September 30**. Given the very tight fiscal situation, it is unlikely any requests made after September 30 will be entertained.
- **Each request must contain the following:**
 1. Completed and submitted online budget request:
 - a. Budget request must utilize the online system found on the College of Engineering website at: <https://www.engg.ksu.edu/current-students/student-orgs/orgbudget/>
 - b. Must include current balances of Foundation and checking accounts.
 - c. Support from department must be signed/approved by the department head sponsoring the organization BEFORE submitting the funding request to the Dean's Office.
 - d. Travel information must be provided for each planned travel event.
 - e. Membership: Include total number of student members and numbers of Freshmen (FR), Sophomores (SO), Juniors (JU), Seniors (SR, first and second year), and graduate students (GR).
 2. A bulleted list of the following (one page max):
 - a. A brief listing of the previous year's activities.
 - i. Competitions, regional/national meetings, major recruitment activities, major service activities, other significant activities or events.
 - ii. Results of competitions or other significant outcomes (if applicable).
 - b. Dates and locations of known key activities and/or events for the coming year.

Please note that prior funding does not ensure continued funding. If you have any questions, please contact the Dean's office at (785) 532-5440.