August 28, 2015

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

FROM: Gary A. Clark, Senior Associate Dean

RE: Requests to the College of Engineering for funding student organizations for academic year 2015-2016

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 budget request: Note: An online form is being created.
     a. Budget request must be on the spreadsheet/form provided.
     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.

Requests that represent a significant increase in funding from the college compared with previous years must explain why an increase is requested. Also note that prior funding does not ensure continued funding. If you have any questions, please contact the Dean’s office at (785) 532-5440.