Stipulations to Receive Funding

• Allocations disbursements will be determined by a Finance committee led by the VP of Finance
• Recognized representatives (Treasurer and/or President) must attend this training session or reschedule with Derick
• All organizations requesting funding must have attended ALL 4 general ESC meetings from the previous semester to receive 100% of funding

• Special Funding Requests
  • ESC can fund any non-represented org for a one-time only request
  • These orgs must meet all of the guidelines the represented orgs do
  • ESC does not provide emergency funding, or funding on short notice
Funding from the COE

• Funds
  • $35,000 for Fall semester

• Requirements
  • All funding must be accounted for
  • Justification for funding must be listed
  • Funding and use of funds must follow the established priorities
Allocations Overview - Rules

• Regulations
  • Money can only be spent on items in the approved request, no substitutions
  • Specific requests with specific sources and specific pricing
    • Links to exact product webpages, and exact cost (no tax) are required
  • Money that is unused on previously requested items will be deducted from the current semester allocations
    • Example: If you have $270 leftover from Spring 2017, and ESC allocates you $1600, the amount that will be put into your account is $1,330
Allocations Overview - Priorities

• **Priority 1**
  • Career & Leadership Development
  • Collaboration Programs
  • Outreach Programs
  • Safety Equipment

• **Priority 2**
  • Faculty & Student interaction
  • Diversity Programs
  • Community Service Programs
  • Organizational Improvement
  • Tools and Parts

• **Priority 3 (Not Funded)**
  • Hotel/food costs while traveling
  • Cost of travel at events
  • Food for general meetings/club events
  • Giveaways
  • Contingency Funds
  • Fundraising Material/ Sponsorship Recognition
  • Overseas Travel
  • Conference registration fees

Not all items are listed, so ask if you’re unsure
Application Outline

• Submit by email
  • Completely filled-out budget sheet (Fall 2017 Budget Template)
  • Allocations receipt (Fall 2017 Allocations Receipt Cover Sheet)
  • Electronic copy of budget presentation (ESC Allocations Fall 2017 Presentation Template)

• Submit in person
  • Budget presentation

Find the required forms and presentation template on the ESC website (www.engineering.iastate.edu/esc) under the Clubs tab
Required Documents – By Email

• Email to dwhited@iastate.edu
  DUE BY SEPTEMBER 16th at 11:59pm
• Follow file naming convention
  • org name_document ("budget", "receipt", or "presentation") _F17
  • Examples: SAE_budget_F17, DigitalWomen_receipt_F17
• Budget Sheet
  • Follow example on second tab
  • More items can be added, be sure to adjust formulas to accommodate
  • Submit as an Excel file (.xlsx)
• Receipt Sheet
  • Include 4 digit account number (such as 206-00-35-00-3467)
  • Include photocopies of itemized receipts (keep format to letter size sheets)
  • Submit as a PDF document (.pdf)
Required Documents - Presentation

• Preparation
  • Use presentation template as a starting point
  • Email copy of presentation to dwhited@iastate.edu
  • Schedule and attend your presentation section (sign-up sheet will be sent out)

• Guidelines
  • Presentations will be no more than 10 minutes long
  • No more than two presenters for an organization
  • Bring your own electronic copy of your presentation
  • Work to explain what priority of funding for what items/events your organization is requesting
  • Be prepared to answer questions and justify your requested allocations
Reductions in Funding

• Breaking Requirements
  • Absences
    • Unexcused absences from the previous semester will count as deductions
    • 1 meeting = 25%, 2 meetings = 50%, 3 meetings = 75%, 4 meetings = 100%
    • These will be reviewed on a case-by-case basis
  • Missing or Late Documents
    • Missing documents of any type can lead to a loss of all funding
    • Late documents must be turned in 24 hours before you present or all funding will be revoked
    • Any document turned in late before the “drop dead” time will constitute a $50 reduction of funding

• Budget Cuts
  • Fill out the survey concerning the State of Iowa higher education budget cut and its effect on student organizations
  • The data may be presented to the COE and the university
Travel Documentation

• Use the Transportation Services website to determine mileage and daily rates ([www.transportation.iastate.edu/vehicle-rates](http://www.transportation.iastate.edu/vehicle-rates))

• Unless the vehicle is rented for a single day, the daily rates are not covered by ESC

• If you do not know which vehicle you will be using, use $0.50 for mileage

• Use mileage from nearest city to nearest city
  • Example: use “Chicago” on Google Maps rather than “1060 W Addison St, Chicago”

• For flight travel, treat the price as a rental car
  • Use rental mileage and distance traveled to find cost
Presentation Template

- Presentation due September 16th by email
- Bring electronic copy with you to present
- This is only a guideline, feel free to be creative, but present the information clearly
- Email Derick at dwhited@iastate.edu with any questions
Engineering Student Council

**Presidents**- Eric Westfall  
ericwest@iastate.edu  
Jenna Oftedal  
joftedal@iastate.edu

**Treasurer**- Derick Whited  
dwhited@iastate.edu  
(515) 343-0594

Include the president’s name and email, and the treasurer’s name, email, and phone number
Organization Overview

Represent students and student organizations of the College of Engineering to the administration, faculty, and the public.
Reallocation Request

• List funds you did not use from last semester
  • Allocated Amount minus Receipt Amount
• What you plan to do with the funds
  • What is the activity
  • Who does it involve
  • When does it occur
  • Where does it happen
  • How will you fund the additional amount
  • Priority number (1, 2, or 3)

Example
• $150 left from Spring 2017
• Plan on purchasing COE banners for club use
  • Total cost: $170
  • Fund the extra $20 through cookie sales
  • Priority 2
Title of Project/Activity

- What is the project/activity
- Who does it involve
- When does it occur
- Where does it happen
- How will you fund the additional amount
- Priority number
- Requested amount

Example

ChemE Car Project
- All semester – competition in April
- 1145 Sweeney
- To help fund the ChemE Car project, and obtain safety personal protective equipment for students
- Dow Chemical funds, AIChE money
- All items are priority 1
- Total amount requested:
  - $59
Fundraising

- List amount from sponsors
- List specific sponsor name
- List purpose of sponsorship
- List frequency of sponsorship
- Material/labor donations apply as well

Example

Fundraising

- $500 per year from Lockheed Martin
- $100 for outreach projects from Dow Corning
Allocation Request

- Display the funding request for Priority 1, Priority 2, and Total Funding

Example

- Priority 1: $315
- Priority 2: $125
- Total: $440
End of Presentation Template
Timeline

• Due Today
  • Sign your organization into this meeting

• Due September 16th at 11:59pm
  • All emailed documents (the budget sheet, receipt sheet and receipts, and presentation)
  • Document templates can be found at www.engineering.iastate.edu/esc under the Clubs tab
  • Email to dwhited@iastate.edu

• Due September 18-27
  • Present in person, no more than 2 people
  • Bring your own copy of your presentation in PowerPoint format
Questions or Comments

• Watch the deadlines, the process will be smoother the earlier you turn your materials in
• Paper copies will not be acceptable substitutes for electronic documents
• All sign-ups and turn-ins will be conducted via email

Any questions that come up can be directed to Derick by emailing dwhited@iastate.edu with the subject “Fall 2017 Allocations – Org Name”