

ESC Allocations Spring 2018

Derick Whited, VP of Finance



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 Spring 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

- 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 Fall 2017, and ESC allocates you \$1600, the amount that will be put into your account is \$1,330
- Orgs must fill out ALL worksheet tabs with complete information
- An alternate source of funding must be shown (not ESC)
- Funding from any university entity for the year must be listed
- Orgs receiving other funding from the COE may only request Priority 1 funding



Allocations Overview - Priorities

• Priority 1

- Career & Leadership Development
 - Interaction with industry outside of ISU
- Outreach Program Material & Travel
 - Interaction with non-ISU community for STEM education purposes, as well as to promote diversity and inclusion in engineering
- Safety Equipment
 - PPE only, no tool guards or equipment not worn on your person

• Priority 2

- Faculty & Student Interaction
- Collaboration Between Student Orgs
- Community Service Programs

• Unfunded Items

- Hotel & Food Costs While Traveling
- Cost of Travel at 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 allocations worksheet (ESC Allocations Worksheets)
- Receipts from last semester (Zip file)
- Electronic copy of budget presentation (ESC Allocations Spring 2018 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 JANUARY 30th at 11:59pm)
- Follow File Naming Convention
 - org name_document (“worksheet” or “presentation”) _S18 (SAE_worksheet_S18)
 - **Submit worksheet as an Excel file (.xlsx) and presentation as a Powerpoint file (.pptx)**
- Allocation Tab
 - Follow example on second tab
 - More items can be added, be sure to adjust formulas to accommodate
- Reallocation Tab
 - Include 4 digit account number (such as 206-00-35-00-**3467**)
 - Include photocopies of itemized receipts in zip file (keep format to letter size sheets)
 - Record names of receipt files in the zip file
 - Use previous semester receipt to fill in Fall 2017 Priority 1 &2 allocations amounts
- Yearly Budget Tab
 - Fill out all sections with most complete information
 - Use historical data from 2016-2017 fiscal year (August 1st 2016 – July 31st 2017)



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

- Attendance 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
- Missing Information
 - You must disclose all funding given to your org by ANY university entity within the last year
 - At least one alternate funding source instead of ESC must be shown



Travel Documentation

- Use the Transportation Services website to determine mileage and daily rates (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 January 30th 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.

Keep the overview brief



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 or 2)

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



Priority 1 Items

- Project/Activity each item is for
- Who does it involve
- When does it occur
- Where does it happen
- How will you fund the additional amount
- 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



Priority 2 Items

- Project/Activity each item is for
- Who does it involve
- When does it occur
- Where does it happen
- How will you fund the additional amount
- 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 January 30th at 11:59pm
 - All emailed documents (the allocation worksheet, receipts, and presentation)
 - Document templates can be found at www.engineering.iastate.edu/esc under the Clubs tab
 - Email to dwhited@iastate.edu
- Due January 31st – February 9th
 - 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 “Spring 2018 Allocations – Org Name”

