



Iowa State College of Engineering Club Allocation Process

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Funding Priorities:

Engineering Student council will give priority to the priorities below:

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
- Sponsorship Packet Materials
- Only includes sponsorship packets and letters sent to ask for sponsorship
 - Printing
 - Postage and packaging
- Safety Equipment
 - PPE only, no tool guards or equipment not worn on your person

Priority 2

- Faculty & Student interaction
- Collaboration Between Student Orgs
 - Excludes raw materials of any kind
- Community Service Programs

Allocation Process

The Allocation process takes place at the beginning of each Fall and Spring Academic Semester. The Engineering Student Council does not provide emergency Funding on short notice. The Treasurer and/or President of the club submitting funding allocation must review this document and submit all funding requests on the [ESC website](#).

After submission of all required funding documents the Engineering Student Council Finance Committee will meet with the club representatives to review the submissions and discuss any discrepancies. The Finance committee will reveal to the club leader the amount requested and the amount the Finance committee approved

After all clubs have submitted for funding allocation and attended a meeting with the Engineering Student Council Finance Committee the clubs will receive their funding allocations. After the money is allocated at the end of the allocation period clubs will have till **Jan 17th for the Fall allocation period or June 30th for the spring allocation period.**

When a club spends the money allocated to them it is strongly encouraged to submit the receipts to Workday immediately. The last day to submit receipts for purchases is December 18th for the Fall allocation period or June 30th for the spring allocation period. Any money not spent will be subject to the penalties as described below.

To reimburse your Engineering Student Allocations you must submit paperwork to the College of Engineering along with the Workday Purchase Verification. The steps to submit the reimbursement paperwork are listed below:

1. Fill out this [form](https://www.controller.iastate.edu/campusorg/fundingrequest.pdf) <<https://www.controller.iastate.edu/campusorg/fundingrequest.pdf>>
 - a. Should be submitted highlighting specific expenditures, cleared in workday, and accurate to what is in Workday
 - b. An example of how to correctly fill it out is here
2. Submit number of expenditures to total allocation from ESC
 - a. Multiple forms can be submitted, but nothing less than 100.00 or to full ESC Allocation amount
3. Forms submitted to joelj@iastate.edu
 - a. Critical forms are accurate and only list expenditures that are cleared and approved in workday
 - b. Please select larger expenditures to assist with less processing.
 - c. Goal is to equal ESC allocation to total expenditure amount
4. No funds are transferred from college to student organizations student.
 - a. Expenditures are removed from student organizational account and applied to COE designated account as designated by treasure
5. The transactions listed on the form will be taken off of your account and put into an account under the Dean of the College of Engineering.

Authority of Implementation

The Finance Committee and the Executive Board of the Engineering Student Council is authorized by the Constitution and Bylaws of its Student Organization to allocate on behalf of the College of Engineering, including the interpretation, application, and enforcement through the allocation and reimbursement process.

Club Eligibility:

Eligibility requirements for ESC allocation funding are as follows:

For clubs to receive maximum funding they must be an active and recognized student organization in the Iowa State College of Engineering or can apply for an exception through engineering Student Council. If a club is not within the College of engineering then Priority will

be given to clubs that benefit majors within the college of engineering. To receive maximum funding does mean that a club will receive 100% of its allocation request. Maximum funding is the highest potential amount of money a club is able to receive from the Allocation Tabulation. Penalties can be applied which will affect this total amount from the tabulation.

For your club to be eligible to receive funding from the Engineering Student Council your club must have a form of funding other than the potential allocation from Engineering Student Council. These sources of funding can include but not limited to: Student Government, Member Dues, Multicultural Student Leadership Council, Club Fundraising or Corporate Entities

Exception

Within in a clubs first two academic semesters of operation the club is not required to have a second source of funding. This is to allow new clubs a grace period and time for them to develop an executive structure and develop a funding plan.

Club Penalties:

All penalties that are accrued will be applied to the clubs available allocation amount in the next allocation period. This goes for both the Attendance Penalty and the Insufficient Fund of Funds Penalty. Exceptions and the Appeal process of the penalties are laid out below.

Attendance Penalty

There will be several General Meetings throughout the semester where the Executive Board of the Engineering Student Council will meet with the club leaders within the College of Engineering. These meetings will be informative updates on the state of the college and events within the Engineering Student Council. This is also time for club leaders to share updates with other clubs within the College of Engineering. These meetings will have **required in-person** attendance. It does not have to be a club executive present at the meeting. The only requirement of the attendee is that they are a club representative and are involved with the administration of their club. Attendance will be taken through a Google Form during the meeting and a record will be kept for the following semester. For each meeting that is missed the club will have **15% deducted** from their available allocation amount the next semester that they apply for funding from the Engineering Student Council.

Exceptions

There is no exception to this penalty. It is required that a single club representative attends the Engineering Student Council General Meetings in person that can relay important information back to the executive structure of their club. This member does not need to be an executive officer of the club, but it is preferred.

Appeal

To appeal the Attendance Penalty a representative from your club must contact the Engineering Student Council Executive Board and set up a time to review the information discussed in the General Meeting before the date of the next general meeting. This will likely take place during next available Engineering Student Council President Office Hours, but can be rescheduled to best fit the schedule of both parties. This appeal is only available once for each club for the current academic semester. If a representative meets with the Engineering Student Council President(s) to review the meeting materials the Attendance Penalty will be ignored for that single instance.

Insufficient Use of Funds Penalty

Clubs will be required to spend **90%** of their funds on the allocated items by **Jan 17th** for the Fall allocation period or **June 1st** for the spring allocation period. If clubs don't spend 90% of their allocation amount they will be subject to a reduction of their next allocation amount by the amount they did not use from their available allocation amount the next semester that they apply for funding allocation from Engineering Student Council. Any money not spent during the fall allocation period will be put back into the funds for the next academic semester.

Exceptions

If a club is unable to spend funding that they were allocated they must contact the Engineering Student Council Vice President of Finance. The club will need to provide the item or service they were allocated for and a reasoning with evidence that they are unable to make their purchase within the current academic semester.

Examples of approved exceptions:

- Supplier Issues
- Event Cancellation
- Event cancellation due to Safety reasons

Other exceptions are left to the discretion of Engineering Student Council Executive Board

A member of the club executive structure must contact the Engineering Student Council Vice President of Finance immediately after they determine they cannot purchase the item or service they were allocated funding for one week after the conference. If the exception is approved the allocated amount of funding will be ignored from the Insufficient Use of Funds Penalty.

So for example if ESC wants to go to a conference on 10/12 but then the conference was canceled on 9/12 then ESC would have to inform the finance committee that they cannot use the money by 9/17.

Appeal

There is no appeal for the Insufficient Use of Funds Penalty. The Engineering Student Council takes the misuse of funds from the Engineering Student Council Funding Allocation Process very seriously. The goal of the Engineering Student Council Allocation Process is to supply the Iowa State College of Engineering Clubs with fair funding with the intention of growing the

representation of the Iowa State College of Engineering and providing Career Learning Opportunities for active club members on behalf of the College of Engineering. There is limited funding available and the Engineering Student Council wants to ensure it can fund as many of these opportunities as it can.

Funding Eligible Expenditures

Engineering Student council will fund:

Advertising:

- Sponsorship Packets
- Outreach events
- Electronic mailing lists
 - Fees associated with Mass emails
- Posters and flyers

Equipment rental

- Off-campus rental of equipment will not be considered for funding unless equipment available on campus is inadequate or insufficient.
- The Finance Committee reserves the right to ask for multiple bids when possible.

Conferences and Competitive Trips

Requests for registration to conferences and competitive trips will be considered according to the following:

- Conferences must be identified by sponsoring organization, date, place, and official detailed description of the conference to be considered; such as website, brochure, etc
- Lodging and meals will not be considered.
- Expenses for non-ISU students will not be considered.
- There will be no cap on the number of competitive trips that can be considered.

Conference and Competitive Trip Transportation

Transportation to and from the conference site will be considered up to the current rates for the appropriate University vehicles.

- Only mileage found using the current Engineering Student Council method will be considered.
 - Mileage can be found using the shortest distance according to <http://maps.google.com>.
- Only Cost of travel to events will be funded.
- Only travel to the continental United States, Alaska, Hawaii, Canada, Mexico and U.S. Territories will be considered.
- Travel expenses at the conference or competitive trip will not be considered.
- Conference transportation funds will only be provided to ISU students participating in the conference.

- Funding for transportation can only be used for any means of transportation approved by the Office of Risk Management.
- Transportation funding may be used towards commercial flight tickets

Entertainment

- If a speaker, performer, or film shall be administered through the Committee on Lectures, Event Funding Board, or the Student Union Board, then they must request funding from the aforementioned organization prior to requesting funds from Engineering student government
- Requests will be considered on a case-by-case basis.
- Patches, pins, prizes and trophies
- Uniforms

Student Organization Dues

- Request will be considered on a case-by-case basis

Food

- Food as defined by engineering priorities and in accordance with university accounting

Personal Protective Equipment (PPE)

Including but not limited to:

- First aid kits
- Safety glasses
- Helmets
- Machining gloves
- Work gloves
- Lab coats
- Disposable nitrile gloves
- Masks
- Leather welding apron
- Batteries to power PPE
- Harnesses

Ineligible Expenditures

The following items will not be covered:

- Building Rentals (unless free rentals on campus are inadequate or insufficient)
- Clerical Services (Non-Salary)
- Capital items as defined as anything as a fixed asset including but not limited to:
 - Aluminum
 - Unless for use in our Priorities
 - Filament
 - Unless for use in our Priorities
 - Materials including but not limited to bolts, nuts, and steel
 - Unless for use in our Priorities
- Capital Item Repairs as defined as repairing any fixed asset in your possession

- Decorations
- Donations, Gifts, or Memorials
- Fundraising Expenses
 - ESC will not fund any fundraising expenses as defined as any event that generate financial gains for the club or organization
- Funds for the purpose of satisfying debts to outside entities
- Photography
- Referees, Umpires, Judges, Instructors, Coaches and all related expenses
- Trips to and from the Des Moines International Airport
- Speakers and performers will not be funded.

Other Sources of Funding

For additional resources for acquiring funds please see:

<https://studentengagement.iastate.edu/student-organizations/resources-for-organizations/fundraising/>