

Kansas State University
Carl R. Ice College of Engineering
Department Student Organization Manual

1. Department Student Organization (DSO) Status vs Independent Student Organization (ISO) Status
2. Funding from the Carl R. Ice College of Engineering
3. Expenses and Reimbursement
4. Student Travel
5. Deposits and Collection Methods for Membership Dues and Approved Sales
6. Room and Equipment Reservations
7. Food Policy for On Campus Events
8. COE Alcohol Policy
9. Fundraising Guidelines
10. Communications

1. Departmental Student Organization (DSO) Status versus Independent Student Organization (ISO) Status

DSO – Departmental Student Organization

- A DSO is a registered organization sponsored by a department with a purpose critical to the university's mission. The sponsoring department oversees day-to-day operations and activities planned by the organization, and designates an employee to support the organization.
- DSOs must have an adviser who is an employee of the sponsoring university department.
- Funds from the SGA to a DSO must be transferred to a university account where the money will be distributed in accordance with university, department and SGA policies, as well as the legislation distributing those funds. DSO funds are maintained by the sponsoring department.

ISO – Independent Student Organization

- An ISO is a registered organization not operated by or affiliated with the university. University employees are not permitted to act as advisers to ISOs within the context of their university employment.
- ISOs are not required to have an adviser. If they do, advisers are independent of the university. An adviser of an ISO who is otherwise employed by the university may only serve the ISO outside of the context of his or her university work. Advisers for ISOs will sign a separate written agreement acknowledging ISO requirements and that the adviser role is not part of university employment.
- ISO funds from the SGA will be in the form of an award presented to the organization. The ISO is solely responsible for use of the funds in accordance with the terms of the award. ISOs will be required to sign an award agreement prior to receiving any funds.

2. Funding from the Carl R. Ice College of Engineering

Funding from the Carl R. Ice College of Engineering (COE) is available on a limited basis to COE DSOs.

All COE DSOs provided with COE funding are required to participate in bi-monthly Engineering Student Council (ESC) meetings. Approximately 75-80 percent of these meetings must be attended by a member of the DSO in order for it to be eligible to apply for funding the following year.

All COE DSOs provided with funding from the COE are required to participate in the ESC leaders retreat, and to abide by the rules and guidelines in this document.

The highest priorities for funding from the COE for student organizations are for student competition and/or design teams, followed by professional development activities. All student orgs that receive COE funds must be DSOs. Our focus will be on 1) competition/design teams (80 percent); and professional development (20 percent).

The new funding model will be a block fund allocated to the department for its discretion to provide support for its student competition and/or design teams.

Only DSOs can receive funding from the COE. However, not all DSOs will be provided funding.

Department matching is not required.

COE/departmental DSOs will be required to complete the [COE online budget request](#), usually due near Oct. 1. That information will be shared with the respective lead department and assigned adviser associated with the DSO.

COE Budget Request

- Financial status must reflect funds carried over from the previous year. This includes the balance in your DSO restricted-fees account, your foundation account and any other account you might have. All checking accounts from outside the university should be closed and these funds deposited into the organization's DSO account. You may work with your departmental accountants to get the balance in your foundation or DSO accounts, or you may contact Chassy Nichols if you are a college-wide organization.
- Support from the department must be agreed to by the department head sponsoring the organization BEFORE submitting the funding request to the dean's office.
- A best practice is to seek SGA/OSAS funding before submitting a funding request to the dean's office as this will also help to meet funding request deadlines.
- Travel information must be provided for each planned travel event. You will also need to include the purpose of the travel, i.e., competition, conference, industry tour, etc.
- All requests must be accompanied by a brief (100 words or less) description of the benefits of the requested funds

- Submit a membership list from your organization. Include the total number of student members as well as the number of freshmen, sophomores, juniors, seniors and grad students.
- Submit a bulleted list (one-page max) that covers the following:
 - a brief listing of the previous year's activities and/or events such as competitions, regional/national meetings, major recruitment activities, major service activities, and other significant activities or events
 - results of competitions or other significant outcomes (if applicable)
 - dates and locations of known key activities and/or events for the coming year

Student Competition and/or Design Teams

- If a department has two or more student competition and/or design teams, it will receive a block fund with a recommended distribution per team. Funding will be determined based upon prior year needs, the current request and available funding. However, distribution of the final allocation will be at the discretion of the department head.
 - The dean's office will look at the DSOs associated with each department, and total the funding requests from the DSOs in the competition team category and those in the professional development category. It is highly likely that funding requests will exceed the amount allocated. In that case, a block allocation amount will be provided with a basic recommendation for funds distribution. However, because departments know their DSOs, their funds and needs, they may adjust the suggested distribution amounts, keeping the funding requests at or below the total that is provided.
- Each department will need to provide a brief funding allocation report on how funds were used in the previous year at the time of the fall budget request process.
- All funds will be from the KSU Foundation and will be transferred to the respective designated DSO KSUF fund.
- Any team-/organization-specific targeted funds (such as the BNSF competition team's funds for SAE formula, steel bridge and concrete canoe teams) will be transferred to the respective departments. These also require funding and utilization reports as a part of the annual donor reporting process conducted by the KSU Foundation.

Student Professional Development

- Overnight travel to a student professional development activity/meeting/conference can be funded.
- Travel awards up to \$150 per person, with some exceptions granted, will vary depending on the nature and professional development aspects of the activity, and available funds. Travel is to cover transportation and lodging, not meals.
- Travel support from SGA must also be requested.
- All requests must include a brief (100 words or less) description of the benefits of the requested funds.

- Other professional development activity (local industry site tours, professional development workshops, etc.) will be considered on a case-by-case basis, depending on availability of funds.
- If a department has two or more student “professional” orgs, it will receive a block fund with funding amounts determined based on prior year needs, the current request and available funding. However, distribution of the final allocation will be at the discretion of the department head.

International Travel Requests for Service Learning, Study Abroad and Related Activities

- All international travel funding requests should be submitted through the Carl R. Ice College of Engineering Education Abroad process. These funds are generally for individual travel associated with an approved Education Abroad activity.
- Travel awards will vary depending on the nature and professional development aspects of the activity, and available funds. Full-semester Education Abroad activities will be given the greatest consideration. However, faculty-led study tours and service learning activities will also be considered.

3. Expenses and Reimbursement

University purchasing, and payment policies and procedures apply to DSO expenditures (see [PPM 6320 Document Completion Procedures](#) and [PPM 6310 Purchasing Procedures](#) for additional information).

Charge Cards

The following charge cards are available from the dean's office, 1046 Rathbone, for checkout for college-wide student organization purchases:

- Dillon's
- HyVee
- Menards
- Walmart

A receipt and pay request form will need to be turned in with the charge card. DSOs should use charge cards from their respective departments.

Documentation for Expenditures and/or Reimbursements

- Turn in each original itemized receipt (credit card receipts showing a total only are not acceptable).
- Provide the name and address of the person or entity being paid.
- If this is an individual, both email and mailing addresses are required.
- If the expenditure is for services, a W-9 must be submitted that includes the vendor's tax identification number.
- Provide a description of what was purchased and why (i.e., supplies for study night event, pizza for weekly meeting, etc.).
- If this was an event, identify where it was held (i.e., K-State campus; Union Pacific Depot, Manhattan, Kansas; etc.).
- If this was an event, you will need to identify the attendees (i.e., members of Tau Beta Pi, faculty and staff from the college). If there were fewer than 20 attendees, you will need to list their names and affiliations (i.e., John Doe, student; Willy Wildcat, Black and Veatch Corp.; Darren Dawson, dean; etc.).
- Provide all dates of expenditures or events.

Travel Guidelines

- You will need to keep itemized receipts for all expenses (i.e., receipt from shuttle service to hotel showing amount paid, itemized hotel bill, itemized receipt for registration, etc.). You will need to include a reason for all miscellaneous expenses.
- Meal allowance guidelines follow

- Meal allowances, when covered, are based upon departure and return times, as well as the area in which you are traveling.
 - Note: Meals may not always be covered and may be your own responsibility.
- Meal costs should be reasonable.
- Reimbursement for alcohol is not permitted under any circumstances.
- There will be a deduction for meals provided by the conference or others. This will need to be included on the travel request form.
- You will need to keep your itemized receipts (i.e., itemized receipt from Applebee's showing what you ate, individual charges and the total including tip).
- Tips are part of the total reimbursement and are not to exceed 20 percent of the cost.
- Expenses over the allowed reimbursement amounts are the responsibility of the traveler.
- If you have questions about the meal allowance for a specific area, please ask your departmental accountant or Chassy Nichols in the dean's office, 1046 Rathbone, phone 532-5590.
- If you are using a private vehicle, you will need to include mileage to/from the event. Vicinity mileage for meals is not allowed.
- You are not allowed to pay the expenses of other travelers such as airfare, registration, lodging or meals.

Prohibited Expenditures

- purchase of alcohol
- purchase of tobacco, e-cigarettes, etc.
- business class or first-class airfare
- insurance or ticket protectors on airfare
- vicinity miles for meals
- charges for movies, spas, exercise facilities or other items of similar nature
- snacks and beverages, unless part of a meal or substituted as a meal
- tips exceeding 20 percent
- expenses of other travelers such as airfare, registration, lodging or meals

4. Student Travel

- Request approval to travel and complete the [single event travel request form](#).
- Travel funding comes from two sources:
 - SGA
 - COE
- Each traveler needs to complete the travel form with assumption of risk and contact information.
- If you are using a private vehicle, you will need to include mileage to/from the event.
- If you are using a state vehicle, you will need to contact the motor pool and reserve a vehicle, and complete the [request for transportation form](#). Always include the insurance. If you have someone that is not an employee of the state of Kansas, you will need to complete the [non-state driver form](#) and submit it to the state two to three weeks prior to your travel.
- You will need to keep receipts for all expenses (i.e., receipt from shuttle service to hotel showing amount paid, itemized hotel bill, itemized receipt for registration, etc.). You will need to include a reason for all miscellaneous expenses.
- SET cards are available for use.
 - When a club may need immediate access to purchase hotels, rental car and other travel-related items that cannot be prepaid on the university BPC, a single-event travel (SET) card may be issued to a club officer or representative.
 - The SET card is a declining-balance card with a dollar limit determined by a preauthorized budget (such as the travel request or group event travel budget).
 - Group meals, where funds have been collected or that include meals as part of the budgetary M&IE advance, may be purchased using the SET card, if acknowledged and authorized by the department head on the request form. Meal charges cannot include alcohol or exceed the daily M&IE rate.
 - The SET card may be issued to employees or KSU student representatives traveling on behalf of the university. These cards are authorized per travel event (one-time use).
 - To request a SET card, an [Account Action Request Form](#) needs to be completed and authorized by the department head/unit head. The cardholder will be asked to complete a brief online training and sign a cardholder agreement prior to obtaining the card.

5. Deposits and Collection Methods for Membership Dues and Approved Sales

Deposits and Collection Methods

- Fees collected through membership dues and DSO sales are deposited to the DSO's university member account through Cashnet.
- DSOs that need a mechanism to accept credit cards off site (mobile location) must use an approved secure collection device.
 - The "Square" is NOT an approved secure collection device.
 - DSOs that need to facilitate credit card processing in this manner should contact the Division of Financial Services to request a secure processing method.

Approved Sales

- Each DSO is required to submit a summary of its anticipated sales activity and an estimate of annual revenues from club activities. A [DSO Fees form](#) should be used for this purpose.
- DSO sales, including the selling of apparel, are subject to sales tax collection and reporting requirements ([PPM 6130 Kansas Sales Tax](#)).
- A [Fundraising Permit](#) must be submitted for all merchandise sales.

6. Room and Equipment Reservations

University General Use Classrooms

- Reserve general use classrooms through facilities by completing the [Building Request Form](#).
- Questions concerning classroom reservations should be directed to Chazs Jackson in facilities at rooms@ksu.edu or (785) 532-1712.

Carl R. Ice College of Engineering Room Reservation Guide - The [guide](#) contains photos and detailed information for each space/room

Carl R. Ice College of Engineering Classrooms – Email engg-rooms@k-state.edu or visit the ERGP office in 1042 Rathbone Hall to reserve the following rooms:

- 1107 Fiedler Hall – Fiedler Auditorium (150)
 - 1109 Engineering Hall – Engineering Hall Auditorium (251)
 - 1064 Rathbone Hall (24)
 - 1027 Durland Hall (50)
 - 1032 Durland Hall (18)
 - 0093 Engineering Hall (64)
 - 0096 Engineering Hall (28)
 - 0097 Engineering Hall (36)
- } Recording rooms are not for general student organization use.

Carl R. Ice College of Engineering Conference Rooms, Atriums and Plazas – Email engg-rooms@k-state.edu or visit the dean’s office in 1046 Rathbone Hall to reserve these rooms:

- Engineering Hall First-Floor Atrium
- Engineering Hall Ground-Floor Atrium
- Engineering Hall Main Plaza
- Engineering Hall Rain Garden Plaza
- Fiedler-Rathbone Atrium
- 1094 Fiedler Hall – Edwards Conference Room (18)
- 1044 Rathbone Hall – Conference Room (16)

Equipment – Visit the dean’s office in 1046 Rathbone or email [Lane Swanson](#) to reserve the following equipment:

- eight-foot tables
- cocktail tables
- chairs
- easels
- signs

7. Food Policy for On-Campus Events

Kansas State University has a long-standing policy concerning special or temporary events that involve serving food on campus.

A clear distinction is made between those that are a closed-group event, i.e., members only, office only, department only; and those sponsored by a university group but inviting "the public" to participate (campus, city, etc.). Events fully catered by purveyors licensed by the state of Kansas will be approved.

Those who are sharing food among themselves know who is responsible for the food preparation and must make their decision to participate accordingly.

When a group sponsors an open event, "the public" must reasonably expect their health and safety will be protected. Events open to the public with food prepared by individuals at individual locations will have a difficult time receiving approval.

Policy – Environmental Health and Safety would like to caution organizations about sponsoring open events involving the serving of food. Any event held on university grounds or in university buildings, whether admission is charged or not, is subject to the provisions of the Kansas Food Code, and must follow this policy and procedure. These regulations apply to all events.

Procedure – A food preparation plan must be submitted to the campus sanitarian for approval. Criteria for approval include the following:

- menu
- who is preparing the food
- how the food will be prepared
- where it will be prepared
- where it will be served and by whom
- how it will be cleaned up
- timeframe within which this will occur

The campus sanitarian will review the food preparation plan and determine if it meets the provisions of the Kansas Food Code. Special attention is given to the hazard of a particular food; sanitation procedures during its preparation; transportation and serving equipment available to maintain temperatures during preparation, transportation and serving.

All events will proceed only if approval has been granted by the campus sanitarian.

Additional Requirements/Information

- Student orgs first need approval from their advisers to host a food-related event.

- Student orgs are highly encouraged to use a food vendor who has an account with the university. Please check with your department's business office for a current list
- Food charges are to be reasonable.
- When fewer than 20 persons are involved, a list of names and department affiliations must be provided for all attendees provided food.
- Food may be served only in buildings or locations approved by the division of facilities.
- [Additional guidelines must be followed for serving pizza and ice cream.](#)

8. Carl R. Ice College of Engineering Alcohol Policy – Revised Nov. 26, 2012

This policy and associated situations all refer to College of Engineering-sponsored events and activities. This does not apply to departments within the College of Engineering, although they may have their own and/or similar policies.

In recognition of the fact that the majority of our undergraduate students are not of legal age to purchase and/or consume alcoholic beverages, the K-State College of Engineering prohibits the expenditure of any university or foundation funds for alcohol that will be served to students regardless of their age, nor does the college endorse any student-focused function that involves consumption of alcoholic products. Reference is also made to the Kansas State University Alcoholic Beverage Policy, PPM 3053.

To clarify this policy, the following specific situations are identified:

1. College-sponsored events primarily for faculty, alumni and friends of the college
 - 1.1. Alcoholic beverages may be served to guests/sponsors, as well as to K-State faculty and staff, so long as it is done in compliance with Kansas State University Alcoholic Beverage Policy, PPM 3053.
 - 1.2. No alcohol is to be served to any students – even if they are of legal age. However, if a “cash bar” exists, the vendor assumes all responsibility.
2. College-sponsored, student-centered events (i.e. picnics, socials, etc.)
 - 2.1. Distribution and/or consumption of alcoholic beverage products is not authorized at college-sponsored, student-centered events (i.e., those hosted by the college and/or a college department, and/or those that would use state/departmental/college funds). These activities are open to students of all ages and a majority of our students are not of legal age for alcoholic products. This includes student club and organizational picnics, socials, etc. funded by student organizational funds and associated with the college.
3. Student travel in conjunction with university sanctioned events
 - 3.1. Students travelling as part of a college competition (individual or team) or to a college-supported/endorsed professional meeting or activity, and who are of legal age to purchase/consume alcoholic beverages, are strongly encouraged to exhibit discretion and professional behavior at all times.
 - 3.2. Alcoholic beverages in open containers and students who are under the influence of alcohol are strictly prohibited from being in any state/college/departmental vehicle at any time.

4. Other student organized events
 - 4.1. College of Engineering-supported student organizations cannot use their organizational funds (i.e., their organizational bank accounts) to purchase alcoholic beverages for any event. Any such event that intends to provide alcoholic beverages must abide by the Kansas State University Alcoholic Beverage Policy, PPM 3053. In addition, these events should not have any name association with the College of Engineering or one of our academic departments.
 - 4.2. Events where alcoholic consumption is the primary objective (such as “pub crawls”) are highly discouraged and are in no way endorsed by the college. Student social events, such as pub crawls, which involve alcohol, shall not in any way be connected with the college. This includes language/wording on t-shirts, flyers and email messages. Please see Kansas State University Alcoholic Beverage Policy, PPM 3053.

9. Carl R. Ice College of Engineering Student Organization and Team Fundraising Guidelines

Introduction

K-State Engineering is committed to your involvement through a belief steadfastly grounded in the knowledge that students who participate in activities will ultimately get more out of their college experience. In doing so, you will contribute positively to the larger environment in which you live. Many alumni recall their involvement in a student organization being as memorable and as valuable as their academic pursuits. K-State student organizations and competition teams each leave their own special mark on the cultural, social and intellectual life of the Carl R. Ice College of Engineering.

The staff within the engineering development office supports students of department-sponsored organizations (DSOs) in their fundraising efforts. In short, we are committed to your ultimate success, both as a student, and as a contributing member of the K-State engineering community and wider society. We hope your organization will find these guidelines useful as you plan. We welcome your feedback at any time. Best of luck to you and your organization this year!

Foundation Fund

A foundation fund can only be opened for a departmental student organization (DSO) that's been registered and approved by the Center for Student Involvement (CSI). The foundation cannot accept independent student organization (ISO) funds.

Due to the new classification guidelines, a DSO may now have a DSO Member Account established through the university. This account will be used to deposit membership dues and fees, and organizational fundraising initiatives (i.e. bake sales, car washes, career fair, etc.). Contact the engineering dean's office with further questions.

Donations to your foundation account should be derived directly from corporations, households, not-for-profit organizations, etc. to be used for scholarships, excellence or needs specific to the purpose of the club (such as travel and conferences). **The IRS does not allow funds to be directed to a specific individual.**

Contact the college or departmental business manager/accountant for your fund number or to create one.

- Donations to your fund at the Kansas State University Foundation are typically tax deductible.
 - The IRS requires donors be provided with a tax receipt from a 501(c)(3) charitable organization. Because of the group's DSO status, the KSU Foundation is assigned to handle gifts for the university.

- All funds in the KSU Foundation are documented. An individual or company can then be recognized not only by your organization, but by the university.
- Your KSU Foundation fund number is where donors can direct funds to your organization.

Fundraising

Before pursuing fundraising options, make sure you have utilized campus resources available to you:

- funding from the Center for Student Involvement (CSI)
- funding from your engineering department
- K-State Engineering budget proposal process

Recognizing many engineering student groups will require additional financing to further their mission and that such funding sources may overlap, the KSU Foundation Engineering Development team monitors all fundraising efforts on behalf of the Carl R. Ice College of Engineering.

The following groups can make an impact on your organization through financial contributions:

- current and alumni members of your organization
- friends and family of members
- businesses or corporations

Any solicitation of gifts from businesses or corporations **must be approved** by the engineering development office. The college and university have many strategic partnerships with businesses and corporations that already exist. To continue to steward those relationships, the development office will make sure specific companies are being solicited properly and/or confirm if a company already has a gift in process that may benefit your group.

Types of Gifts

- Cash or check
 - Checks should be made payable to the KSU Foundation, with your fund number in the memo line, and mailed to —
Kansas State University Foundation
1800 Kimball Ave., Ste. 200
Manhattan, KS 66502
 - **If you receive cash or a check**, work with your department accountant to submit the money to the foundation. The accountant will fill out a contribution transmittal form, and submit the form and money to the foundation.
- Credit card
 - Online gifts can be made by going to www.ksufoundation.org/give.

- By request, the foundation can create a direct hyperlink unique to your fund. This allows donors to give directly to your fund without having to locate the fund number.
- Matching gifts
 - Many corporations and businesses encourage philanthropic behavior, and enhance the impact of employee generosity with matching gift programs. If you know a donor who works for a matching company, ask them to complete their employer's matching gift form and send it along with their gift.
- Gift-in-kind (GIK) contributions
 - Many corporations and businesses contribute equipment, inventory or other assets to student organizations (such as car parts, etc.).
 - Coordination with the engineering development team is required for the foundation to accept any gift-in-kind contributions.
 - In order for the foundation to process a GIK donation, you will need to obtain a GIK form [here](#).
 - Make sure to include a copy of the invoice, sales, quote or something to prove the valuation of the gift.
 - For the signature, you can either get a physical signature or attach an email from the donor stating what they have donated.

Newsletters

Newsletters are a great way to keep your alumni and donors updated on what your group is doing. Newsletters can be sent in print form or electronically. Communicate with your department head in advance of creating a newsletter for initial permission.

- **Print newsletter**
 - Cost of printing and mailing a print newsletter is the responsibility of the student organization.
 - You will need to fill out an [External Communications Worksheet \(ECW\)](#) **six weeks** prior to your newsletter being distributed.
- **Electronic newsletter**
 - There is not a cost associated with an electronic newsletter.
 - To produce an electronic newsletter, follow the steps found at www.kstate.edu/vpcm/branding/resources/enewsletters
 - In addition to the steps listed on the Communications and Marketing website, you will need to fill out an [External Communications Worksheet \(ECW\)](#) **four weeks** prior to your e-newsletter being distributed.
- **Determining your newsletter distribution group**
 - Send your newsletter to alumni of your organization.
 - In partnership with the Alumni Association, the foundation can assist with getting your alumni coded in the university's alumni database.
 - Work with the engineering development office to determine if your group is already being coded in the database. If it is not, you will need to provide the office with a list of all past alumni from your organization to be coded.

- Send your newsletter to those who have donated to your organization within the last five years.
 - Include your fund number on the ECW form and your newsletter will be distributed to anyone who has donated to your organization's fund.
 - Limit your mailing to donors from the last five years, because some donors may no longer be connected or associated with the organization.
- **Additional tips for a successful newsletter**
 - Your newsletter should be reviewed and proofed by your adviser. If you need editing assistance, please contact Mary Rankin (mrankin@k-state.edu), the Engineering Communications editor.
 - Include an opportunity for readers to make a contribution to your organization.
 - Direct contribution links can be provided for your fund and included in an e-newsletter. To request a direct link, contact the engineering development office (engineering@ksufoundation.org).
 - A .jpg file of a contribution card can be inserted into your print newsletter for donors to cut out and mail back in with a check. Include this preference on your ECW form.
 - Invite your alumni and donors to participate in your organization's event or activity, and to come to campus to see your project, etc. Being involved means staying involved. Please notify the engineering development office (engineering@ksufoundation.org) when you invite someone, and know he or she is attending. We will track who comes to campus to see if it's necessary to give the individual or company the opportunity to visit other groups while they are here.

Additional Services

We can also provide you with the fund balance of your foundation account. The engineering development team is happy to assist you as needed.

****To ensure all departments involved in the process are able to provide necessary assistance, please allow at least ten (10) business days for completion of most requests.**

10. Communications

President's Listserv

- ENGG-ORG-PRESIDENTS@LISTSERV.KSU.EDU
- Listserv members include presidents and advisors listed in OrgSync at the time of registration
- Send an email to [Elizabeth Gibisch](mailto:Elizabeth.Gibisch) if you would like to be added

@engg This Week – Student Edition

- If you wish to include an item in the newsletter, please send an email to enggss@k-state.edu no later than Friday at noon for it to be included in the newsletter sent out the following Monday.

Digital Signage

- The dean's office maintains digital signage located on the first floor of the Engineering Complex.
- Landscape orientation, large font, without many words works best.
- Many departments also have digital signs, which are maintained separately. Please see your department for information on adding content to their signs.
- [Digital signage request form](#)
- [Lab wallpaper request form](#)

Flyers

- Flyers for bulletin boards on the first floor of the Engineering Complex must be approved.
- Take flyers to the Fiedler Learning Commons for approval.
- Use low-tack tape provided for posting items to the boards.
- Do not tape flyers on walls or doors of the complex. Flyers may only be placed on bulletin boards.

Web

- [Website access request form](#)

Text

- Subscribe to text alerts for COE events with free food
- <http://www.engg.ksu.edu/eventalerts/>