



College of Engineering DSO Budget and Business Meeting

KANSAS STATE
UNIVERSITY

Carl R. Ice College of Engineering

Welcome

Dr. Gary Clark - Sr. Assoc. Dean

Dr. Bailey Sullivan - Teaching Asst.
Professor

Chassy Nichols - Asst. Budget Fiscal
Officer

Lane Swanson - Manager

Whitney Moore - Office Specialist

College of Engineering DSO Website

- All DSO's should visit and be familiar with the policies and resources on the following websites:
- <https://engg.k-state.edu/student-success/organizations/policies/>
- <https://engg.k-state.edu/student-success/organizations/resources/>

[Scholarships and awards](#)[Resources and support](#)[Diversity and inclusion](#)[SAS tutoring](#)[Student organizations and teams](#)[Creative inquiry design teams](#)[Policies](#)[Resources](#)

Policies for Student Organizations

Policies and procedures

- Department Student Organization (DSO) Manual
 - [DSO vs. ISO Status](#)
 - [Funding from COE](#)
 - [Expenses and Reimbursement](#)
 - [Student Travel](#)
 - [Deposits and Collection Methods for Membership Dues and Approved Sales](#)
 - [Room and Equipment Reservations](#)
 - [Food Policy for On-Campus Events](#)
 - [Alcohol Policy](#)
 - [Fundraising Guidelines](#)
 - [Communications](#)
 - [Miscellaneous](#)

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.



Scholarships and awards

Resources and support

Diversity and inclusion

SAS tutoring

Student organizations and teams

Creative inquiry design teams

Policies

Resources

Resources for Student Organizations

Forms

- [Budget meeting presentation \(pdf\)](#)
- [Budget request form for \\$2,000 or less](#)
 - [Budget request form example \(pdf\)](#)
- [Budget request form for more than \\$2,000](#)
 - [Budget request form example \(pdf\)](#)
- [Budget Planning Form \(xlsx\)](#)
- [Request for Transportation Form](#)
- [Non-State Driver Agreement \(pdf\)](#)
- [Building Request Form \(pdf\)](#)
- [SET Account Action Request Form \(pdf\)](#)
- [SET Request Form \(pdf\)](#)
- [Student Team/Project Activity Safety Review \(pdf\)](#)

Marketing/Advertising

- [Website Access Request Form](#)
- [Digital Sign Request Form](#)
- [Lab Wallpaper Request Form](#)

Budget Requests

- Travel and General Request
 - Registration, lodging, vehicle/motor pool rental, shuttle/taxi, parking, mileage, etc.
 - Special events or activities
- Major Item/Equipment Request
 - Parts, supplies, fees, registration, etc.

Budget Requests

- **Major Requests: Submit by Oct. 26th**
- Collect activity information
 - Photos & brief bullets to submit with 2022-23 budget request
- Travel requests are to be provided at least four weeks in advance of travel



Questions?

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