

September 26, 2018

TO: Engineering Department Heads  
Engineering Student Council  
Student Group Faculty Advisors  
Student Group Presidents

FROM: Gary A. Clark, PhD, PE; Senior Associate Dean

RE: Requests to the College of Engineering for funding student organizations for academic year 2018-2019

Every year the College of Engineering contributes financial support to many of the student organizations in the college and departments. This memo is intended to clarify the guidelines/procedures for obtaining this support.

#### Guidelines/Criteria

- Only DSO's (Dept Student Orgs) will be eligible to apply for funding.
- Highest priority is given to college-wide student design/competition teams and leadership organizations.
- Departments or disciplinary focused groups might receive support for regional/national competitions or other activities that advance the priorities of the college.
- Department-based organizations are highly encouraged to receive some level of matching support from their respective departments. This must be approved in advance by the department head.
- College support is awarded to groups based on their entire budget, not on specific events or activities.
- Many groups that receive college support will also be **required** to participate in college events and activities and to help with the setup and breakdown of those events.

#### Procedures

- Requests for support covering the entire academic year must be made by **October 7, 2018 (revised date)**
- **Each request must contain the following:**
  1. Completed and submitted online budget request:
    - a. Budget request must utilize the online system found on the College of Engineering website at: <https://www.engg.ksu.edu/student-orgs/> Look for link to Budget Request Form
    - b. Must include current balances of Foundation and checking accounts.
    - c. Support from department must be signed/approved by the department head sponsoring the organization BEFORE submitting the funding request to the Dean's Office.
    - d. Travel information must be provided for each planned travel event. Make your best estimate
    - e. Membership: Include total number of student members and numbers of Freshmen (FR), Sophomores (SO), Juniors (JU), Seniors (SR, first and second year), and graduate students (GR).
  2. A bulleted list of the following (one page max):
    - a. A brief listing of the previous year's activities.
      - i. Competitions, regional/national meetings, major recruitment activities, major service activities, other significant activities or events.
      - ii. Results of competitions or other significant outcomes (if applicable).
    - b. Dates and locations of known key activities and/or events for the coming year.

Please note that prior funding does not ensure continued funding. If you have any questions, please contact the Dean's office at (785) 532-5590.