



# Engineering Student Council Club Allocation Process

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## Authority of Implementation

The Finance Committee and the Executive Board of Engineering Student Council are authorized by the constitution and bylaws of it's student organization to allocate on behalf of the College of Engineering. This includes interpretation, application, and enforcement through the allocation and reimbursement process.

## Important Contacts

VP of Finance: [isu.esc.treasurer@gmail.com](mailto:isu.esc.treasurer@gmail.com)

Adviser: [joelj@iastate.edu](mailto:joelj@iastate.edu)

President: [isu.esc.president@gmail.com](mailto:isu.esc.president@gmail.com)

## Allocation Process

The allocation process takes place at the beginning of each fall and spring academic semesters. Engineering Student Council does not provide emergency funding on short notice. The Treasurer and/or President of the club submitting funding allocation must first review this document then complete the training quiz before the request can be submitted.

Requests can be submitted once per club per semester on the Engineering Student Council website. The request must consist of the completed spreadsheet and powerpoint explaining why your club needs the money and how they will use it. These both need to be submitted to the funding request form before a meeting can be scheduled with the Vice President of Finance.

Once all allocations are submitted to Engineering Student Council, the finance committee will discuss how much money each club will receive. Once all funding is decided, clubs will

receive an email with the amount of allocation received and their spreadsheet back with what was approved.

To receive maximum funding does not mean that a club will receive 100% of its allocation request, eligible funding is the highest potential amount that a club is able to receive from the allocation pool. Penalties can be applied to specific clubs which can affect the total amount clubs receive.

## Club Eligibility

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.

It is not required but highly encouraged for clubs to have additional sources of funding besides Engineering Student Council. We understand this is not applicable for every club, but if higher amounts of funds are needed for your club to operate it is recommended to reach out to companies and/or other clubs for additional funding.

## 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 and insufficient use 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 Engineering Student Council will meet with club leaders and treasurers. These meetings will be informative updates on the state of the college and events within Engineering Student Council. This is also a time for club leaders to share updates with other clubs within the College of Engineering. These meetings have a required in-person attendance by a club representative that is involved within the administration of the club. Attendance will be taken during the meeting and a record will be kept for the following semester. For each meeting that is missed the club will have a 15% deduction from their available allocation amount for the next semester that they apply for funding from Engineering Student Council.

## 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 appeal is only available once per club for the current academic semester. If a representative meets with the Engineering Student Council executive board to review the meeting materials the attendance penalty will be ignored for that instance.

## Insufficient Use of Funds

Clubs will be required to spend at least 90% of their funds on the allocated items by the date stated on the Engineering Student Council website for the specific allocation periods. If clubs do not spend 90% of their allocation amount they will be subject to a reduction of their allocation amount by the amount not used from their previous allocation period. 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 reasoning with evidence that they were unable to make their purchase within the current academic semester.

An executive member of the club must contact the Engineering Student Council Vice President of Finance immediately after they determine that they cannot purchase the item or service in which they were allocated funding; within one week after the issue arises. If the exception is approved the allocated amount of funding will be ignored from the insufficient use of funds penalty.

Examples of approved exceptions:

- Supplier issues
- Event cancellation
- Conference changes

Other exceptions are left to the discretion of the Engineering Student Council executive board

Examples of this exception:

If Club Z wants to go to a conference on November 12 but the conference was canceled on September 12, Club Z would have to inform the Engineering Student Council Vice President of Finance that they cannot use the money no later than September 17.

## Appeal

There is no appeal for the insufficient use of funds penalty. Engineering Student Council takes the misuse of funds from the allocation process very seriously. The goal of the allocation process is to supply 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 Engineering Student Council wants to ensure it can fund as many of these opportunities as possible.

## Engineering Student Council Funding

### Student Organization Dues

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

### Conferences and Compleitive Trips

- Conferences must be identified by sponsoring organization, date, place, official detailed description of the conference to be considered
  - Website, brochure, or poster are highly recommended with submission
- Lodging and meals will not be considered
- Expenses for non-ISU students will not be considered

### Transportation

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

*Only travel to the continental United States, Alaska, Hawaii, Canada, Mexico and U.S. territories will be considered.*

- Funding for transportation can only be used for any means of transportation approved by the Office of Risk Management
- 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 applicable

- Funding towards commercial flight tickets may be approved
- Conference transportation funds will only be provided to Iowa State students participating in the conference

## Pricing Travel

- Only mileage found using the shortest distance according to google maps will be approved
  - Use the [Transportation Services website](#) to determine mileage and daily rates for different vehicles
  - If you do not know what vehicle you will be using, use \$0.50 per mile
- Only cost of travel to events will be approved
- Travel expenses at the conference or competitive trip will not be considered
- Travel expenses to or from the Des Moines International Airport will not be considered

## Advertising

- Sponsorship packets
- Outreach events
- Electronic mailing lists
  - Fees associated with mass emails
- Posters and flyers

## Entertainment

- If a speaker, performer, or film shall be administered through the Committee on Lectures, Event Funding Board, or the Student Union Board, they must request funding from that organization prior to requesting funds from Engineering Student Council
- Requests on a case-by-case basis

## Merchandise

*Merchandise refers to products purchased for club members to wear to events, not to be sold to outside members.*

- Patches, pins, prizes and trophies
- Uniforms, and polos

## Food

- Food for special events or specific meetings
- Food for weekly club meetings

## Raw Materials

*Raw materials will be considered on a case-by-case basis.*

- Capital items used for projects defined as a fixed asset including but not limited to:
  - Aluminum, concrete, steel
  - Filament
  - Bolts, nuts, tape

## Personal Protective Equipment (PPE)

Including but not limited to:

- Helmets
- Masks
- Lab coats and aprons
- Variety of gloves
- Harnesses
- Safety glasses
- First aid kits
- Batteries to power PPE

## Ineligible Expenditures

### Fundraising

- ESC will not fund any fundraising expenses as defined as any event that will generate financial gains for the club or organization
- Funds for the purpose of satisfying debts to outside entities
- Donations, gifts, or memorials

### Non-Student Participants

- Speakers and performers will not be funded
- Housing, travel and food for speakers
- Photography
- Referees, umpires, judges, instructors, coaches, etc.



## Miscellaneous

- Clerical services (non-salary)
- Decorations
- Building Rentals (unless free rentals on campus are inadequate or insufficient)
- Housing and food during travel to conferences

## Funding Priorities

Funding for clubs will be considered based off priorities. Priority 3 is considered on a case-by-case basis as stated below.

### Priority 1

- Career and leadership development
  - Interaction with professionals in industries outside of Iowa State
- Outreach program material and travel
  - Conferences, competitions, etc.
  - Interaction with non-ISU community for STEM education purposes, as well as to promote diversity and inclusion in engineering
- Sponsorship packet materials
  - Printing
  - Postage and packaging
- Food for special events

### Priority 2

- Faculty and student interaction
- Community service programs
- PPE

### Priority 3

*Priority 3 will be considered on a case-by-case basis if the combined amount from priority 1 and 2 is under \$500. A club meeting this criteria will be eligible for up to \$250 from priority 3 and a total allocation of \$500.*

- Raw Materials
- Food for weekly meetings

## How to Submit Receipts

We strongly encourage clubs to submit their receipts to Workday as soon as they receive them. The last day to submit receipts from purchases is stated on the website for both the fall and spring allocation periods. Any money not spent or submitted will be subject to the penalties stated in the penalties section of this document.

To reimburse your 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 the [Funding Reimbursement Form](#) found on the website under allocations tab
  - a. Should be submitted highlighting specific expenditures, cleared in workday, and accurate to what is in Workday
  - b. If clubs have more receipts than lines on the form they are able to make an excel spreadsheet including all of the important information
2. Submit number of expenditures to total allocation from Engineering Student Council
  - a. Multiple forms can be submitted, but nothing less than \$100 or to full Engineering Student Council allocation amount
  - b. It is encouraged to regularly fill out this form instead of waiting until the end of the semester, this form is a rolling submission
3. Forms submitted to Joel at his email: [joelj@iastate.edu](mailto:joelj@iastate.edu)
  - a. Critical that 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 Engineering Student Council allocation to total expenditure amount
4. No funds are transferred from college to student organizations
  - a. Expenditures are removed from student organizations accounts and applied to College of Engineering designated accounts as designated by treasurer
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

## Submitting Documents

Submit all allocation requests at the beginning of the semester through the [funding request quiz](#). Both the spreadsheet and the presentation must be submitted for your club to be

considered for funding allocations. Ensure that both documents follow the proper naming convention to clearly identify the club submitting the forms.

## Naming Conventions

Spreadsheet Name: Club name\_Semester and year (Ex. F/S24)\_Allocations\_Person filling out document

Presentation Name: Club name\_Semester and year (Ex. F/S24)\_Allocations\_Person filling out document

## Spreadsheet

Please fill out all cells on both the allocation sheet and the yearly budget sheet. This is to help us understand why you need funding for each item. These documents can also help clubs stay organized with their finances throughout the semester.

## Presentation

Please fill in the slides that pertain to your clubs funding needs. Each slide should be used as a template with recommended things that should be included on it. Clubs are welcome to add or remove information that does not pertain to them.