

September 24, 2019

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

FROM: Gary A. Clark, PhD, PE; Interim Dean

RE: Requests to the College of Engineering for funding student organizations for academic year 2019-2020

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 18, 2019**. However, please see item 1d below for spring travel requests.
- **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 state DSO 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. **Travel can now be submitted at two times during the academic year (09/30/19 – 10/18/19 for travel prior to 03/01/20 and 01/27/20 – 02/14/20 for travel from 03/01/20 on).**
    - e. Group must seek SGA funding for travel **before** being awarded college funding.
    - f. 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 Chassy Nichols in the Dean's office at (785) 532-5464 or [chassy@ksu.edu](mailto:chassy@ksu.edu).