Dean’s Funding Training
Engineering Student Organizations
Agenda

- Introductions
- USE Goals
- Dean’s Funding
- Dean’s Funding Proposal
- Dean’s Funding Requirements
- Other funding opportunities
Academic and Student Affairs-Student Engagement

- Involve and empower students to shape the learning experience
- Provide opportunities for students to get involved in activities and succeed
- Help students find their passion
- Help shape future plans
Things to Consider

- What is the organization’s financial status?
- Where did the organization get money from last year?
- Did the organization apply for funding (USG or Dean’s Funding) and receive it last year? Is the organization going to apply for funding this year?
- Did the organization get corporate donations last year and are any expected for this year?
- Which fundraisers worked? Which didn’t?
- If the club has a bank account, who has access?
  - Remember to submit a change of officer form with your bank.
  - Does the advisor receive bank statements?

Source: Tempe SORC Handbook 2011-2012
Types of Funding

- Dean’s Funding
- USG Funding
- Corporation donations
- Individual donations
- Other
Why Dean’s Funding?

- Gain leadership skills, networking experience, outreach to the community, and meet friends with similar interests
- Promote your stories – awards, achievements, events
- Stay connected to Engineering by joining a community
- Learn professional development skills
Dean’s Funding-Budget

- The Dean’s Office is the funding source
- The Undergraduate Student Engagement office makes a request for funding in Spring for the next fiscal year
- Amount varies per year, but has been steadily increasing
- ESO funding has been a Dean’s priority
- Budget is used for Dean’s Funding and ESO events, activities, and supplies
What is Eligible for Dean’s Funding?

Events and Activities that:

- Bring prestige and recognition to the Ira A. Fulton Schools of Engineering
- Encourage faculty/student/professional organization interaction, and/or
- Enhance the engineering education of students
Examples

Funded
- Food for networking event that includes industry and/or faculty
- Transportation to a company for a tour
- Travel to a competition/conference to present or compete
- Materials and supplies for competitions or K-12 outreach programs

Not Funded
- Org t-shirts
- Food for general body meetings
- Laptops
- Promotional items
- Travel to conference
Is this eligible?

Tubing, o-rings, and compression fittings to build a rocket to go to competition....

Yes! These items are used to build a rocket for a team to compete, which brings prestige and recognition to ASU and helps support the engineering education of team members.
Is this acceptable?

Honorarium for industry speaker....

Yes! This expands the engineering education of students and promotes networking between industry and students.
How about this?

Candy for Passport to ASU....

No – this event is not focused on bringing prestige and recognition to the Ira A. Fulton Schools of Engineering; networking between students, faculty, industry, or on engineering education.
What about this?

Mileage to attend Regional Conference…. 

No – this can only include travel to present or compete at a conference or to compete at a competition to bring prestige and recognition to the Ira A. Fulton Schools of Engineering. General attendance at a conference is not funded.
How about this?

Lego Mindstorms kits to use at K-12 outreach events.....

Yes! These kits will help prepare an activity to get children interested in careers in science, technology, engineering, and math and gives back to the community.
What about this event?

Food for student/faculty mixer....

Yes! This event encourages faculty and students to engage and network.
What about this one?

Camera to take pictures at events….

No – this purchase is not for an activity focused on bringing prestige and recognition to ASU; networking between students, faculty, industry, or on engineering education. Expensive equipment that is easily lost are not typically funded.
Dean’s Funding Proposals

- Two application periods - Fall and Spring
- Organizations must be registered through ASU’s Student Organization Support and be registered as an Engineering Student Organization
- ESOs cannot be deficient from a prior semester. Deficiencies include:
  - Participation points
  - Submitting a final report by the deadline
- Proposal due second week of classes
- Proposals must be submitted by the deadline
- Maximum of $2000 per ESO
- *Funding is competitive*
Dean’s Funding Proposal Information

- Executive Board information
- Member List
  - Name
  - ASU ID
  - Email
  - Major (60% or higher engineering students)
- ESO Faculty Advisor Dean’s Funding Approval form
- Completed funding proposal template
Dean’s Funding Proposal Template

- Organization Description
- Semester Goals
- Overall Budget Request
- Funding Sources/Fundraising Plans
- Expense #1
  - Project/Activity Description
  - Impact of Funding
  - Evaluation Methods
- Expense #2
  - Project/Activity Description
  - Impact of Funding
  - Evaluation Methods
### Overall Budget Request Template

#### Dean’s Funding Overall Budget Request

<table>
<thead>
<tr>
<th>Expense Item #</th>
<th>Expense Item Name</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses**
Overall Budget Request

<table>
<thead>
<tr>
<th>Expense Item #</th>
<th>Expense Item Name</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dinner with the Professors</td>
<td>$360</td>
</tr>
<tr>
<td>2</td>
<td>K-12 Outreach Activity</td>
<td>$175</td>
</tr>
<tr>
<td>3</td>
<td>Industry Info Session &amp; Mixer</td>
<td>$1000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenses</strong></td>
<td><strong>$1535</strong></td>
</tr>
</tbody>
</table>

**Dean’s Funding Overall Budget Request**
## Budget Expense #1 Template

<table>
<thead>
<tr>
<th>Expense #1</th>
<th>(Expense Title)</th>
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<tbody>
<tr>
<td><strong>Line Item #</strong></td>
<td><strong>Line Item Name</strong></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expense**
## Budget Expense #1

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Line Item Name</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chips, buns, burgers, brownies</td>
<td>$300</td>
</tr>
<tr>
<td>2</td>
<td>Soda, water</td>
<td>$60</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expense**: $360
## Budget Expense #2

<table>
<thead>
<tr>
<th>Expense #2</th>
<th>K-12 Outreach Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line Item #</strong></td>
<td><strong>Line Item Name</strong></td>
</tr>
<tr>
<td>1</td>
<td>Piezo Popper Kit</td>
</tr>
<tr>
<td>2</td>
<td>Magnets used for superconductor, paramagnetic graphite demo, and water dipole</td>
</tr>
<tr>
<td>3</td>
<td>Paramagnetic graphite</td>
</tr>
<tr>
<td>4</td>
<td>Gallium to show corrosion in aluminum and can be used in thermal demos</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Budget Expense #3

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Line Item Name</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University Club room rental</td>
<td>$150</td>
</tr>
<tr>
<td>2</td>
<td>Appetizers</td>
<td>$550</td>
</tr>
<tr>
<td>3</td>
<td>Speaker honorarium</td>
<td>$300</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td></td>
<td><strong>$1000</strong></td>
</tr>
</tbody>
</table>
Project /Activities: Dos

- Describe how it meets the FSE requirements
- Be specific
- Describe what you have planned so far
- List confirmed and tentative dates
“Our organization plans to host a large faculty-student mixer on October 5, 2013. Students will not only have the opportunity to interact with faculty members, but will also be able to enhance their engineering education. By conversing with faculty, they will be exposed to various research areas the professors work in and could learn of research positions in the faculty’s lab. Additionally, they will have more experience in approaching and talking to professionals, which is critical in the student’s career.”
Project/Activities Example #2: K-12 Outreach Activity

- “This outreach activity is meant to trigger the curiosity of younger audiences and educate them through meaningful and fun visual experiments. Magnets and graphite are used to better explain superconductivity, and Gallium is used to demonstrate corrosion. We plan to present these activities to five local middle schools.”
Project/Activities Example #3: Industry Speaker

- “In collaboration with our local chapter, we will be hosting Mr. Smith, a lead engineer in Aircraft Configuration Design for the Boeing Company. In addition, local professionals will be in attendance. After networking and dinner, Mr. Smith will give a presentation on current challenges facing the airline industry. There will be an opportunity to ask questions about the presentation and the speaker’s experience in industry.”
Project /Activities: Don’ts

- List requests for events/activities that we don’t fund
- List events/activities that occur outside of the semester calendar
  - preparation for those activities is acceptable (such as preparing an aircraft for competition next semester)
- Assume we have a prior knowledge of your event/activity
Impact of Funding

- Why is this event/activity important?
- How many people will the event/activity impact?
- Is there a lasting impact?
Evaluation Methods

- How will you determine if your event is a success?
- Will you be surveying your students or your event attendees?
- What are your goals for attendance? (i.e. expect over 15 faculty and 30 students to attend)
- List number of K-12 visits and students you plan to provide outreach to
- Plan to provide **quantifiable data**
Proposal timeline

- Proposals due **August 30 at 5 p.m.** to the online portal
- At the time of submission, sign up for an interview time with the review committee
- The Engineering Student Council will notify you of the funding decision
- Agreements must be submitted by deadline to the Undergraduate Student Engagement office
- Funds will then be transferred to your account or the general student organization account
During the semester

- Funded organizations will work with Cortney Hicks to submit funds requests and reimbursements
- Organization must help out at Dean’s office and/or Engineering Student Council events to earn “participation points”
- Organizations must submit funds requests/reimbursements by the December 13 deadline
- Organizations must submit their Dean’s Funding Final Report by the December 13 deadline
Dean’s Funding Final Report

- Description of what the funds were used for
- Assessment on how the ESO met their semester goals
- List the Dean’s office/ESC events the ESO participated in and what was gained
- List overall budget allocation
- Project/Activity Assessment
  - Provide a detailed expense report on each funded item
  - Describe each project/activity and lessons learned
  - Describe how the organization benefited/what was the impact?
  - Include quantifiable data for competitions, events, activities, such as attendance numbers, competition results, survey results, fundraiser success, etc.
Dean’s Funding-Important Tips

- Remember – every expense is charged an 8.5% Administrative Service Charge
- At the end of the semester, Cortney Hicks will check how much the student org has spent. If there are left over funds, they will be taken out of your on-campus account.
- It is important to keep records of your Dean’s Funding purchases for your final report. Your agreement has more instructions on what is required for the final report.
- The student org must volunteer to assist with Ira A. Fulton Schools of Engineering Dean’s Office and/or Engineering Student Council Events for a total of 10 Dean’s Funding points
- Failure to meet any of these requirements will result in being ineligible for Dean’s Funding in the following semester.
Apply for Dean’s Funding

- Deadline August 30 at 5 p.m.
- Online portal found at: http://studentorgs.engineering.asu.edu/
Undergraduate Student Government Funding

- USG has funding for organizations registered through ASU’s Student Organization Support
- Four appropriations cycles per year
- Does not fund: awards, capital goods/equipment, office supplies
- Does fund: travel (2 people per year), food ($300 Fall/Spring, $100 Summer/Winter), t-shirts (up to $500 per year)
- Next deadline: September 3, 2013
- See: http://asuusg.com/
Donations

- Corporate or individual
- Small amounts (under $1000) can be made directly to the Engineering Student Organization
- Larger donations should be managed by the Fulton Development/ASU Foundation offices
- Some donations are restricted and others are unrestricted
- Each donation requires a donation letter or email (stating name, company, amount, and what funds can be used for)
Other Sources of Funding

- Dues
- National organization
- Fundraisers (i.e. restaurant partnerships, book sale, garage sale, etc.)
Our Role

- Provide professional development training
- We help track your purchases that utilize your account
- We train you on ASU policies and procedures
  - ESO Policies and Procedures Manual
  - Treasurer Training
- We are here to help you!
Contact Us!

- engstudentorg@asu.edu
- Cortney Hicks
  - Coordinator – Undergraduate Student Engagement
  - 480-956-3765
  - cortney.hicks@asu.edu
  - Please email to schedule an appointment
- Amy Sever
  - Associate Director – Undergraduate Student Engagement
  - 480-727-8713
  - amy.sever@asu.edu