Dean’s Office Funding for Student Clubs & Organizations
Contact: Alin Wakefield amwakefield@ucdavis.edu

Funding for student project & competition teams is separately provided by the Student Project Funding Committee. Contact Jeff Feerer (jlf eerer@ucdavis.edu) for details.

- Student organizations and clubs with an express interest in engineering may apply funding to support their activities and events. Funding is typically provided on a reimbursement basis only, but exceptions may apply.
- Funding for student clubs & organizations from the Engineering Dean’s Office is based on available funds. Awards to individual organizations and clubs are provided on a first come, first served basis.
- Student clubs and organizations are strongly encouraged to seek additional sources of funding – including department, private, and industry resources.

Engineering clubs & organizations may request funding for the following purposes:
- food/refreshment purchases
- supplies or equipment
- rental fees
- travel expenses
- vehicle rentals

Dean’s Office Funding Committee (DOFC) – Requests for funding may be reviewed by a committee composed of:
- Associate Dean of Undergraduate Studies
- Faculty chair of the CoE Student Recruitment, Development, & Welfare Committee
- EJC Adviser
- 2 student officers from the Engineering Joint Council

Eligible Organizations

- American Indian Science & Engineers Society (AISES)
- American Institute of Chemical Engineers (AIChE)
- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
- Biomedical Engineering Society (BMES)
- Black Engineers Association (BEA)
- Chi Epsilon
- Chicano and Latino Engineers & Scientists Society (CALESS)
- Computer Science Club
- Engineering Joint Council (EJC)
- Institute of Electrical & Electronics Engineers (IEEE)
- International Society of Pharmaceutical Engineers (ISPE)
- International Society of Pharmaceutical Engineers (ISPE)
- Pilipino Americans in Science & Engineering (PASE)
- Rocket Club
- Society of Biological Engineers (SOBE)
- Society of Women Engineers (SWE)
- Tau Beta Pi
- Theta Tau
## PROCEDURES

1. Prepare a typewritten statement that describes your event and the amount you are requesting. Your request should provide basic information such as what your event is, who will attend, when it will be held, where it will take place, and the event’s purpose. The statement must also describe how your organization will market the event to your audience. The statement should be no longer than 1-page typed-written. **REQUESTS MUST BE SUBMITTED AT LEAST 10 CALENDAR DAYS PRIOR TO YOUR SCHEDULED EVENT.**

2. Email your statement to the EJC adviser (amwakefield@ucdavis.edu) in the Engineering Dean’s Office. Upon receipt of your proposal, your statement will be reviewed and you will be contacted for further details.

   ***For requests of less than $250, skip to step #6 below.***

   ***For requests of more than $250, continue to step #3.***

3. Prepare an oral presentation and attend a DOFC meeting (see meeting dates below). This presentation (about 10-minutes) should discuss your written statement and include a brief PowerPoint presentation on how the funds will be used. A plan to report back to corporate donors on the use of funds should also be prepared. Your faculty advisor must also attend the proposal presentation.

4. Keep copies of all receipts. Original receipts must be submitted along with your final report. Funding cannot be provided for expenses that do not include a receipt.

5. Notify the committee if you need to make changes. If you anticipate changes to your original use of funds, you should contact the committee. Email the EJC Adviser.

6. Submit a final written report within 30-days after the event. Include a list of attendees. If the final report is not submitted on time, then the student team will not be eligible for funding from the Engineering Dean’s Office over the next academic year. Final reports may be returned to you for rewriting if the report is not of high quality.

### Committee Meeting Dates
The funding committee typically meets each month, depending on the number of requests received. You will be notified of the meeting date upon receipt of your funding proposal. You are responsible for attending your scheduled meeting date.

### After Your Event
Once you have submitted your final report and all receipts, a check will mailed directly to the person named in the funding request. This person must provide their full name and mailing address.
February 2, 2012

The Engineering Booster Club mission is to offer activities and events that encourage non-engineers to explore the many fields within engineering and to better understand how engineers can improve the modern world. Annually, the club hosts Engineering Extravaganza, a daylong event featuring demonstrations, tours, lectures, and a carnival. This year’s event will be held on Friday, April 20, 2012 in the Kemper Hall lobby and courtyard from 9:00am - 3:00pm.

We would like to request $175.00 to pay for small prizes used in the carnival and light refreshments for our volunteers. Our group has worked hard to secure nearly $5,000 in additional funding from ASUCD, the Department of Civil & Environmental Engineering, and the City of Davis. Funding from the Dean’s Office Funding Committee will be used as follows:

| Small giveaway bags (incl. button, bounce ball, eraser, paper airplane) | $125.00 |
| Bottled water | $50.00 |

Items for the giveaway bags will be purchased from Wishing Well in Sacramento. Members of our club will assemble each bag prior to the event.

Bottled water will be purchased from Safeway in Davis and distributed at the event. All receipts and a list of attendees will be submitted within 7-days after the event. We will also supply digital pictures of the event to document the activities.

To acknowledge this funding committee’s support, we will include your name among the list of sponsors and in the program to be distributed during the event.

THANK YOU!

Contact:
Jesse James
Engineering Booster Club President
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530-555-1979
April 19, 2012

The Engineering Extravaganza event was a great success! Over 200 current students participated in the events and demonstrations. The small giveaway bags used during the carnival were modest items used to demonstrate several engineering concepts that impact our everyday lives. We were able to assemble and distribute over 100 bags during the event.

Our volunteers greatly appreciated the bottled water since they were busy leading tours of the engineering buildings. One case of water was left over afterward, which we will use for a future event.

Attached to this report are 1) the original receipts and 2) a list of all attendees. We have also posted pictures on our club’s website (engineeringboosters.ucdavis.edu) under the “Events” section.

Again, the Engineering Booster Club would like to thank the funding committee and the College of Engineering for supporting this event.

Contact:
Jesse James
Engineering Booster Club President
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530-555-1979