ENGINEERING UNDERGRADUATE COUNCIL
ALLOCATIONS COMMITTEE

FUNDING REQUEST APPLICATION PACKET

Organization:_____

ASA Account number:_____

Requester's Name:_____

Requestor's e-mail:_____

Requestor's Signature:_____

Date of Application Submission:_____

Request (i.e. Conference name, equipment type, project title)	Type of Request (Equipment, Travel, or Programming)	Request Amount

TOTAL REQUEST AMOUNT: _____

ORGANIZATION PROFILE

I) General Information

- Name of President:_____ E-mail:_____

- Name of Treasurer:_____ E-mail:_____

- Is your organization supported by a particular department within the college of engineering (if so, which one)?_____

- Is your group a recognized organization of the University Office of Student Affairs?_____

II) Membership Information

- Number of Members:_____

- Number of Active Members: _____

- Describe the profile of your membership (i.e. distribution of majors and years)

_____

III) Financial Information

- Attach the budget from the previous year (for the entire organization).

- Attach the budget for this year (for the entire organization).

- Attach print out of ASA account.

- Attach a sheet with all previous allocations submissions and the amount of money received from EUC within the last 5 years.

- Please identify all major sources of organization income:_____

_____

_____

IV) Organization Profile

- On a separate sheet please provide a short profile of the organization, including:

  - Years of activity at Penn State

  - Main purpose/purpose statement of organization

  - Benefit to active members of the organization

  - Benefit to the overall engineering/ Penn State community

- Additionally, please include a list of the main activities and events sponsored by the organization.

FUNDING REQUEST:
TRAVEL

I) Event Information

- Name of Event:_____

- Location of Event:_____

- Type of Event:_____

- Date of Event:_____

- Date Leaving:_____

- Date Returning:_____

- Please attach any brochures/ website print-outs pertaining to the event.

II) Organizational Involvement

- Number of Members attending:_____

- On a separate sheet of paper please list the name of the members attending and their year

- Reason for Attending:_____

- How will your members be participating in the event (presenting a paper or project, serving as chapter representative, attending educational presentations, etc.)?

_____

- On a separate sheet, please explain the benefit of traveling to the event: i.e. how will this trip benefit the Penn State Engineering Community (for individuals, organizations, or the student body as a whole)

III) Travel Expenses

- Please complete the form on the next page (Travel Expense Information). Include at least one price quote for each expense.

- Identify information for only those expenses that you are requesting funding for.

- What other sources of funding do you have for this trip? _____

_____

TOTAL REQUEST FOR TRAVEL: $_____

Travel Expense Information

Transportation Expenses

Air Fair: $_____/person **X** # of people_____ = $_____

Bus Fair: $_____/person **X** # of people_____ = $_____

Driving Expenses:

- If you are driving, how many miles will you travel, round trip?_____

  (Please provide mileage verification from an online mapping site.)

- Personal Vehicles: mileage_____ ì # of vehicles____ ì $.30/mile = $_____

- Rental Car: $_____ (please provide quote from rental company)

- University Vehicles: $_____ (please provide quote from university)

TOTAL TRANSPORTATION REQUEST: $_____

Lodging Expenses

- Cost of room/night (w/Tax) **X** # nights **X** #rooms = Total Lodging Request

$_____/night **X** ____nights **X** _____rooms = $_____

- The GURU rate for the area is $_____ a night.

(GURU rates can be found on the following website: http://abs.psu.edu/TravelRates/CONUS/)

- If the requested room rate is significantly larger than the suggested GURU rate, please include

rationale for requesting the higher rate. (on a separate sheet)

TOTAL LODGING REQUEST: $_____

Registration Expenses

- # of students_____ **X** registration cost/student $_____ = $_____

- Does registration include hotel/lodging costs or meal costs? (Please identify how much of the

registration fee goes towards lodging/food costs.)_____

_____

TOTAL REGISTRATION REQUEST: $_____

Additional Expenses (i.e. taxi fees, airport parking, etc.)

Item:_____ Cost: $_____

Item:_____ Cost: $_____

TOTAL ADDITIONAL EXPENSES REQUEST: $_____

FUNDING REQUEST: PROGRAMMING

I) General Program Information

▪ Name of Program/Event:_____

▪ Date of Program/Event:_____

▪ Location of Program/Event:_____

▪ Number of Attendees:_____

-PSU Students:_____

-PSU Faculty:_____

-Non-PSU Students:_____

-Other:_____

II) Program Purpose

▪ On a separate sheet, please provide rational for funding, including:

-How will this event benefit the overall Penn State Community?

-Has this event been held in the past? If so, please provide details.

-Purpose/ program goals (i.e. reason for program)

III) Financial Details

▪ If this program was supported in the past, how was it funded?_____

_____

▪ What other sources of funding do you have for this program? _____

_____

▪ Please attach a proposed budget of the event/program. If applicable, also include the most recent past program budget of the event.

▪ Please itemize funding in as much detail as possible. For each item, please attach a price quote. (on a separate sheet)

TOTAL PROGRAMMING REQUEST: $_____

FUNDING REQUEST:
EQUIPMENT

I) Equipment Information

- What equipment will be purchased with the funds?_____

- Will this equipment support a particular event/program, or will it be for general use?_____

- Where/how will the equipment be stored?_____

_____

- Will this equipment serve as a replacement for currently used equipment?_____

- If yes, how was the equipment funded in the past?_____

_____

II) Funding Rationale

- On a separate sheet, please explain how this equipment purchase is necessary for the organization and how it will benefit the organization and/or the engineering community as a whole.

III) Funding Information

- What other sources of funding do you have for this purchase? _____

_____

- Please itemize the equipment purchase in as much detail as possible. For each item, please attach a price quote. (on a separate sheet)

TOTAL EQUIPMENT REQUEST:$_____