agenda

Group bonding

Dean’s Funding

Eligibility

Proposals

Requirements

Other funding
who are you?

name, org, position, need-to-know question
who are we?

Engineering Dean’s Office

Academic and Student Affairs

Undergraduate Student Engagement (USE)
find your passion
involve and empower
promote success
our goals for you...
shape future plans
Consider this...

Org’s financial status?

Got money in the bank?
Can you access it?
Change of officer form
Does the advisor get statements?

Where’d you get your money?
USG?
SFAB?
Dean’s Funding?
Corporate donations?
Individual donations?

Fantastic fundraisers?
Total failures?

Any advice for fellow orgs?
Questions for the crowd?

You need to know where you came from in order to know where you’re going...
funding types

Dean’s Funding

Poly-SFAB: Student Fee Allocation Board

Tempe-USG: Undergraduate Student Government

Donations

miscellaneous
Dean’s funding: the Fulton Dean’s Office loves FSOs
amount: varies each year but is steadily increasing
purpose: supporting orgs, events, activities and supplies for the Fulton community
Encourage interaction with faculty / staff / professional org

Bring prestige and recognition to the Ira. A. Fulton Schools of Engineering

Enhance the engineering education of students

meet IRA, our Dean’s Funding standard

Interaction

Recognition

Academic

Dean’s Funding Eligibility: the IRA Standard
travel to compete/present

faculty/industry networking event

company tour transportation

K-12 outreach supplies

we fund this!

competition supplies
org T-shirts

food for gen’l body meetings

we don’t fund this!

laptops

travel to conference just for fun

promotional items
If my future were determined just by my performance on a standardized test, I wouldn't be here. I guarantee you that. - Michelle Obama
o-rings to build a rocket to go to competition?

yes! IRA all the way!
honorarium for an industry speaker?

yes! interaction and academic
candy for passport to ASU?

no. not Fulton-focused
attending a regional conference?

no. you gotta do more than sit with Dean’s Funding
camera for pictures?

no. it can grow legs and walk away...

You CAN request a Fulton photographer for your event!
K-12 outreach kits?

yes! IRA domination!
2 Dean’s Funding application periods: fall and spring
to be eligible...

Be an ASU-registered org

Be a registered FSO

Funded before?

no less than 10 DF points

didn’t submit final report

didn’t notify if not accepting $$

didn’t spend the $$!
Spring 2016: application due online by noon January 15

I love deadlines. I like the whooshing sound they make as they fly by.
- Douglas Adams

(Meet the deadline - don’t be Douglas.)
funding is competitive: $2K max/org
Provide the basics:

- e-board contact info
- membership list

need to be 60% Fulton students and primarily undergraduates

faculty advisor approval
DF Proposals have:

- org description
- semester goals
- overall budget request
- fundraising plans
- expense breakdown

description / impact / evaluation

Use the template provided. It’s designed for your success!
## Overall budget request

Here's your template. Now just fill it in!
Overall budget request example

<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>4</td>
<td>Total Expenses</td>
<td>$1535</td>
</tr>
</tbody>
</table>

You plug in the major category estimated expenses…
# Budget expense #1

<table>
<thead>
<tr>
<th>Expense #1</th>
<th>(Expense Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item #</td>
<td>Line Item Name</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 example

Update it with your needs, such as food, outreach supplies, relevant décor, competition supplies, travel, etc.

<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>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Line Item Name</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Piezo Popper Kit</td>
<td>$10</td>
</tr>
<tr>
<td>2</td>
<td>Magnets used for superconductor, paramagnetic graphite demo, and water dipole</td>
<td>$35</td>
</tr>
<tr>
<td>3</td>
<td>Paramagnetic graphite</td>
<td>$30</td>
</tr>
<tr>
<td>4</td>
<td>Gallium to show corrosion in aluminum and can be used in thermal demos</td>
<td>$100</td>
</tr>
</tbody>
</table>

**Total Expense** $175
Budget expense #3 example

<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>Total Expense</td>
<td>$1000</td>
</tr>
</tbody>
</table>

Think about all those little details that matter. Do you need to rent the room? Pay the speaker? Plan for tax expenses?
projects: do this!

describe how it meets IRA’s standard

be specific

describe what is already planned

list confirmed and tentative dates

Make it clear why your request matters and that you’re ready to put your Dean’s Funding to work!
projects: don’t do this!

request $$ for projects that we don’t fund

request $$ for projects outside of the semester

(prepping for the event is acceptable, ex: competition prep)

assume we know what you’re talking about

Make it clear why your request matters and that you’re ready to put your Dean’s Funding to work!
Our organization plans to host a large faculty-student mixer on October 5, 2014. 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/Activity Description: Dinner with the Professors
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, including (list schools)....
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/Activity Description: Industry Speaker
impact of funding

1. why does it matter?

2. how many people will it affect?

3. is there a lasting impact?
evaluation methods

how will you know if your event is successful?

what are your attendance goals?

list your planned # of K-12 visits and students

track and provide quantifiable data for final report

Think about how you will determine if your project was successful. You’ll communicate that information in your final report!
Dean’s funding timeline:

1. President/Treasurer submits FSO proposal by noon, 9/2
2. USE contacts president with funding decision
3. President submits agreement by the deadline
4. Funds transferred to your org account
5. USE communicates deadlines throughout semester
Dean’s Funding Checklist

Funded orgs work with Cortney Loui to manage funds

Send a representative to the monthly Fulton Student Council meetings

Volunteer for 10 Dean’s Funding points

Spend your funding by noon on 12/2. Unspent funds will be removed from the account at the end of the semester.

Submit your Dean’s Funding Final Report by noon on 12/4

Didn’t meet the requirements? Your group will be ineligible or penalized for Dean’s Funding in the following semester.
need to change the project funded?
talk to Cortney Loui, stat

We want to make sure you’re meeting the IRA standard, and meeting your FSO’s goals, too!
volunteer for events here
eligible events are sponsored by

Engineering Dean’s Office
Undergraduate Student Engagement
Fulton Student Council
it’s a weighted points system
the organization minimum = 10% of active membership
Points based on:

- time spent volunteering
- # of members
- Nature of the event
Submit the online Dean’s Funding Volunteering Points Submission form

The events that do not require a volunteering form are listed on the online form. Enjoy!
final report: flipped version of the proposal...

what happened?

Tell us what you did with your Dean’s Funding – the successes and failures, the impact made, and how you met your goals.
final report...

assess how FSO met their goals

list DF events FSO volunteered for

budget breakdown- what was spent?

Give us the inside loop on what worked and what didn’t work. What are you proud of? Is there room for improvement?
project/activity assessment

detailed expense report for each project

project(s) description(s) and lessons learned

describe the impact – who benefited?

#s, such as attendance, competition results, survey results, fundraisers, etc.

Didn’t do any activity? Replaced it with a different activity? Talk about both here.
What does your FSO need to do to maintain Dean’s Funding eligibility?

1. Spend the money by the deadline
2. Volunteer for 10 Dean’s Funding points
3. Represent at the Fulton Student Council meetings
4. Submit the FSO final report by the deadline
5. Work with USE for guidance

Review time!
Tempe-USG: 4 appropriation cycles/year
Poly-SFAB: can vary, check the site
donations: charged a 5% fee from the ASU foundation

no 8.5% fee!
Donations: can be corporate or individual
donations: now online or check
contact Cortney Loui for help!
check donations: must be addressed:

“ASU-Foundation: Student Org’s Name”
check donations:
requires donation letter

name of donor
company
name of recipient
contact information
amount
what funds can be used for
check donations: letter example

To whom it may concern,

Paul McCartney, Beatles representative, is donating $600 to the Funky Fulton Engineers for activities that encourage funkitude among Fulton Students.

Let it be.

Paul McCartney
1-800-BEATLES
699 S. Mill Ave,
Tempe, AZ 85287
other funding: dues, nat’l org support
fundraiser ideas:
book sales
FSO eat nights
garage sale
etc.
Fulton Schools
Startup Center:
entrepreneurship and
innovation courses
workshops
mentoring
competitions
<table>
<thead>
<tr>
<th>Resources</th>
<th>Finances</th>
<th>Dean’s Funding Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master FSO Calendar</td>
<td>Make a p-card apt</td>
<td>Spring 2016 Dean's Funding Application</td>
</tr>
<tr>
<td>Supplies to check out</td>
<td>Funds Request-Reimbursement Form</td>
<td>Dean's Funding Events</td>
</tr>
<tr>
<td>Meet with Cortney for advising</td>
<td>Business Meals Form</td>
<td>Submit DF Volunteering Info</td>
</tr>
<tr>
<td>Meet in Tempe-ECF 130</td>
<td>FSO Group Travel Appointment</td>
<td>Dean's Funding Points Guidelines</td>
</tr>
</tbody>
</table>

FSO Tools—check them out now! Find it all at [http://studentorgs.engineering.asu.edu/](http://studentorgs.engineering.asu.edu/)
USE’s role

- train you on policies & procedures
- assist with managing Fulton accounts
- offer officer development events
- student org advising
  - finances
  - recruitment
  - event-planning
  - retention
  - and more!
other opportunities

**Fulton Undergraduate Research Initiative (FURI)** conduct research with a Fulton faculty mentor.

**Grand Challenge Scholars Program** endorsed by ASU and the National Academy of Engineering. Includes:

- Research
- Service learning
- Interdisciplinary coursework
- Entrepreneurship
- Global experience/courses

**Engineering Projects in Community Service (EPICS)** social entrepreneurship program where teams design, build, and deploy ideas to solve engineering-based problems for charities, schools, and other not-for-profits

**Study Abroad** connect with various study abroad opportunities

**Startup Center** get connected with signature entrepreneurship and innovation courses, workshops, expert mentoring, new venture competitions, and other curricular and extra-curricular events.

Get connected. Make a difference. Talk with us to learn more!
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Coordinator
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You can connect with us in person in Tempe-ECF 130, via email, fso@asu.edu, or even on the FSO Facebook page!