



Engineering Council Conference Fund Application

Purpose

Engineering Council would like to help societies participate in national and regional conferences hosted by parent chapters of their organization as well as professional conferences, focusing on particular fields of interest to any given society. In addition, Engineering Council would like to help societies host national and regional conferences for their organization.

How does a society acquire funds?

There will be two funding periods per semester when the Engineering Council Executive Board will review applications received up to the set dates. The funds will be appropriated directly from the Engineering Council budget and transferred into the RSO account for the society. Applications for funds to be used outside the policies laid forth by the RSO Office here at the University will not be considered. The society shall provide some means of proof upon the completion of the event as well as give a short presentation about the event at the following Engineering Council General Meeting. If these terms are not met, Engineering Council reserves the right to retract funding or the society could be placed on suspension.

Applications for conferences that occurred before the deadline will not be considered for the October and March funding periods. During the September funding period, a society may apply for funding for a conference that occurred after the first day of summer break. Likewise for the February funding period, a society may apply for funding for a conference that occurred after the first day of winter break. In summary, to obtain funds a representative from the society shall present a completed application to the Engineering Council President prior to the deadline. The funding decision will be returned to the contact person within two weeks following the deadline. Upon funding approval, the money will be transferred by the Engineering Council Treasurer to the society's RSO account. Again, if above terms are not met, funding will be withdrawn.

Any application for funding that is not submitted using the following form will be rejected.

Are there any limits on funding?

Because Engineering Council has a finite amount of money, we will not likely be able to fulfill each funding request in full. However, no applications showing a demonstrable value to a society or its members will go without funding.

Who approves funding and by what means?

The Engineering Council Executive Board approves funding requests. Quorum at a Funding Meeting would be a 3/4 majority of the board with a 2/3 majority of present, voting members approving funds. The decisions will be made no later than two weeks after the deadline for each funding period. If a society is found to have violated the use of granted funds, the society will be placed on suspension.

Engineering Council Conference Fund Application

Society _____

Conference Title _____

Conference Dates _____

Point of Contact _____

Contact Email _____

Contact Address _____

Contact Phone _____

Month of General Meeting Presentation _____

The Engineering Council Conference Fund (ECCF) is designed to help societies send their officers and members to conferences or to host conferences of interest, held by professional organizations or local/national professional chapters.

There are two funding periods each semester. Applications must be received by midnight on the following dates to be considered.

- September 15
- October 15
- February 15
- March 15

Please fill out this application completely and supply all requested materials. Incomplete applications will not be considered. You may mail your application via campus mail to the Engineering Council office, or you may drop it off at a General Meeting or the Engineering Council office. **If you have any questions about filling out the application or receiving funding, either e-mail the President at eng-council@uiuc.edu, or talk to an executive board member during their office hours.**

The following pages are necessary to complete your application:

- A list of the attendees and their role in your society (Page 2)
- A description of the conference and its value to these attendees (Page 3)
- A detailed list of all potential sources of other income or an explanation of no other possible funding (Page 3)
- An itemized budget with reasonable cost estimates (Page 4)
- Conference materials detailing the nature of the conference (*Attached*)
- Conference materials detailing the registration costs (*Attached*)

Attendees

<u>Name</u>	<u>Role in Society</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Number of Attendees

Attach additional attendees on a separate page just preceding this current page

Description of the Conference

(1000 characters maximum)

Value of the Conference to Attendees

(1000 characters maximum)

Description of Other Sources of Funding

(1000 characters maximum)

Budget

Registration

Registration Fee X # of Attendees =

Transportation

Airline Ticket Price X # of Tickets =

Rental Vehicle Price X # of Vehicles =

Gas Reimburment Miles X # of Vehicles =
\$0.405 / mile

Other Transportation =

Other Transportation =

Housing

Cost per Night X # of Rooms X # of Nights =

Other Housing =

Other Housing =

Meals

of Breakfasts X \$5 =

of Lunches X \$5 =

of Dinners X \$10 =

Other Meals =

Other Expenses

Other Expenses =

Other Expenses =

Other Expenses =

Other Income

Other Income =

Other Income =

Other Income =

Total Request =

*Please attach conference materials in replacement of this page.
Conference materials should not exceed three (3) pages.*