SEC Organization Funding Information Packet

Updated: Fall 2018

Introduction

The purpose of this document is to assist organizations through the SEC funding cycle process. We hope that this will provide clear guidelines to how to receive funding as well as answer any questions you may have.

Director of Philanthropy (DOP)
Responsible for organizing the Design Team Endowments, Engineering Organization Funds, and Big Contribution grants, and ensuring, before reimbursement, that the spending to be reimbursed was spent on items deemed acceptable by the Executive board, and that the party to be reimbursed meets all eligibility requirements.

The DOP is mainly responsible with handling the allocation and coordination of fund distribution. The DOP does not handle the actual distribution of funds.

The 2018-2019 DOP is **Michelle Wu,** and she can be reached at secdop@vt.edu.

Director of Finance (DOF)
Responsible for administering the general operating funds of the SEC including dispensing DTE, EOF, and Big Contribution funds after having been approved by the DOP.

The DOF is mainly responsible with approving fund distribution as well as working with the appropriate parties in order to get organizations their funds.

The 2018-2019 DOF is **Charlie Lertlumprasert,** and she can be reached at secdof@vt.edu.

Design Team Endowment Fund (DTE)

The Design Team Endowment Fund is meant to assist senior level design teams as well as competition teams to purchase parts, software, and various other needs for their projects. Each year the SEC funds 60 different Design Teams. The awarded money must be used towards project purposes only.

Timeline
The DTE application opens on the first day of classes of the semester, and typically close the Friday before the DTE General Assembly Meeting. These dates are scheduled before the semester begins and can be found on the SEC General Calendar (Google Calendar). Following the approval of your application, your team must send at least one representative to give a short presentation to the SEC Board. This presentation is the Tuesday evening before the DTE GAM. Your team will be assigned a specific time between typically between 5:30 PM - 8:00 PM. After the Board presentations are complete, the Board will vote on the potential funding distribution to the organizations. Your team will receive an email if your funding proposal has been approved. Following this decision, your team must give a second presentation to the SEC General Assembly on the Thursday date.

The Fall 2018 DTE funding cycle timeline is as follows:
   ➔ Monday, August 20th: Application opens
   ➔ Friday, September 14th, 5:00 PM: Application closes
   ➔ Tuesday, September 18th, 5:30 PM - 8:00 PM: Board Presentations
   ➔ Thursday, September 20th, 5:30 PM: DTE GAM Presentations

Application
Applications must be filled out completely and accurately in order to be considered for DTE funding. Please note that we will be transitioning to SEC Record for submitting applications in Spring 2019.
You must provide the following information:
   ● Organization name and description
   ● Primary contact information (this will be the ONLY person to receive emails concerning the application)
   ● Primary SEC Representative name and information
   ● Primary Faculty Advisor name and contact information
   ● Itemized list of materials to be purchased with the requested funds
   ● Total amount requested
   ● Organization's annual operating budget
Applications are available on the SEC general website (https://www.sec.vt.edu/philanthropy.html) and will also be emailed out at the beginning of each semester.

ANY INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED AFTER THE FRIDAY 5PM DEADLINE WILL NOT BE ACCEPTED.

Presentations

A presentation template for the Board meeting is provided on the SEC website and GobblerConnect site. **The template for the Board meeting must be used.** Your organization must also make a short presentation for the General Assembly meeting, but you are free to design it how you wish. The DTE GAM presentation must include:

- Brief very description of your team; make sure to include the purpose of your organization as well as number of active members
- Details about you organization's progress as well as previous successes (competitions, recognitions, etc)
- Where your requested funds will be used towards and why it is important-- no need for a detailed line item list, just the total amount

Both presentations are very short and should be about 5 minutes long for the Board meeting presentation and 2 minutes long for the GAM presentation.

Engineering Organization Fund (EOF)

The purpose of the Engineering Organization Fund is to financially assist member organizations in sponsoring engineering-related events and programs, which shall include, but not be limited to, attending or holding engineering conferences, the development and construction of student projects, and sponsoring engineering outreach programs directed at elementary, middle, and high school students.

Timeline
The EOF application opens on the first day of classes of the semester, and typically close the Friday before the EOF General Assembly Meeting. These dates are scheduled before the semester begins and can be found on the SEC General Calendar (Google Calendar). Following the approval of your application, your team must send at least one representative to give a short presentation to the SEC Board . This presentation is the Tuesday evening before the EOF GAM. Your team will be assigned a specific time between typically between 5:30 PM - 8:00 PM. After the presentations are complete, the Board will vote on the potential funding distribution to the organizations. Your team will receive an email if your funding proposal has been approved by the Board. Following this decision, your team must give a second presentation to the SEC General Assembly on the Thursday date.

The Fall 2018 EOF funding cycle timeline is as follows:
➔ Monday, August 20th: Application opens
➔ Friday, September 28th, 5:00 PM: Application closes
➔ Tuesday, October 2nd, 5:30 PM - 8:00 PM: SEC Board Presentations
➔ Thursday, October 4th, 5:30 PM: EOF GAM Presentations

Application
Applications must be filled out completely and accurately in order to be considered for EOF funding. Please note that we will be transitioning to SEC Record for submitting applications in Spring 2019.
You must provide the following information:
● Organization name and description
● Primary contact information (this will be the ONLY person to receive emails concerning the application)
● Primary SEC Representative name and information
● Primary Faculty Advisor name and contact information
● Itemized list of materials to be purchased with the requested funds
● Total amount requested
● Organization's annual operating budget
Applications are available on the SEC general website (https://www.sec.vt.edu/philanthropy.html) and will also be emailed out at the beginning of each semester.
ANY INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED AFTER THE FRIDAY 5PM DEADLINE WILL NOT BE ACCEPTED.

Presentations

A presentation template for the Board meeting is provided on the SEC website and GobblerConnect site. **The template for the Board meeting must be used.** Your organization must also make a short presentation for the General Assembly meeting, but you are free to design it how you wish. The EOF GAM presentation must include:

- Brief description of your organization; make sure to include the purpose of your organization as well as number of active members
- Details about you organization's outreach efforts to the community/university
- Where your requested funds will be used towards and why it is important-- no need for a detailed line item list, just the total amount

Both presentations are very short and should be about 5 minutes long for the Board meeting presentation and 2 minutes long for the GAM presentation.

Requesting Funds and How to Access Funds

Eligibility

The following are required to be considered for SEC funding:

- Attendance
    - GAM attendance of at least 75% is required for any amount of funding. Higher attendances may guarantee a larger portion of your funding request to be granted, but this is dependent on the number of teams who request funding during the funding cycle.
    - Other non-required event attendance could potentially be used to improve a lower GAM attendance, but this is not guaranteed. The SEC will announce any of these opportunities at the beginning of the semester.
- Volunteer hours
    - A minimum of 3 hours of volunteering are required per semester. This requirement must be met the semester prior to the semester funding is requested. Participation in either the Freshman Major Mixer (fall) and E-Week (spring) will also greatly improve funding prospects. Opportunities are announced at the beginning of the semester. The recurring opportunities for additional hours are Engineering Expo (fall), Freshman Major Mixer (fall), LEC (fall), and E-Week (spring).
- Use of previous funds
    - At least 75% of funds received from the previous funding cycle must be used by the time your organization submits an application for the next cycle. For example, a team must use 75% of Fall 2017 DTE by the time they request funds for Fall 2018 DTE.

New organization exception

New organizations are exempt from the member organization status and General Assembly Meeting attendance requirements for the previous semester. However, the new organization must still meet attendance requirements for the current semester. Previously inactive organizations may be exempted at the discretion of the Directors.

Amount to Request

Ultimately, there is no hard guideline to the amount each organization should request every funding period. The amount the SEC is able to grant to each organization is dependent on the number or organizations that request funding.

Fund Availability as of Fall 2018

Engineering Organization Fund: $30,000/semester

Design Team Endowment Fund: $15,000/semester

Note: A higher amount was granted in the past but due to changes in acquired interest, this amount had to be lowered to around $15,000/semester

Average Funds Granted and Funding Caps

To provide a point of reference, below is the amount of funding granted during the 2017-2018 year:

Organization	Fal 2017 DTE	Organization	Spring 2018 DTE
2Loud	$622.00	2Loud	$500.00
AgBot	$772.00	AgBot	$600.00
Amazon Robotic Challenge	$522.00	ATEx	$400.00
Astrobotics	$772.00	BAJA SAE	$1,000.00
AUVSI SUAS	$372.00	Bladesmithing	$200.00
Baja SAE	$1,222.00	BOLT	$1,000.00
BOLT	$1,222.00	Chem E Car	$1,000.00
Chem-E-Car	$1,000.00	DBF	$1,000.00
DBF	$1,222.00	EERI	$600.00
Dense Plasma Focus	$422.00	Formula SAE	$1,000.00
EERI	$422.00	HEVT	$1,000.00
Formula SAE	$1,222.00	HPS	$1,000.00
HEVT	$1,222.00	Large Robotic Arm 3D Printer	$600.00
HPS	$1,222.00	MEPS	$230.00
ITTPS	$422.00	Red Planet Robotics	$780.00
OLVT	$522.00	SailBOT	$299.99
Red Planet Robotics	$772.00	SWB - Tanzania	$500.00
RockSat-X	$522.00	TEK Robotics	$1,000.00
SAE Aero Design	$422.00	Thermoelectric Car Seat Cooler	$500.00
TEK Robotics	$822.00	VT Recreational Electric Vehicle	$750.00
VT AutoDrive Team	$772.00	Wind Turbine Team	$1,000.00
VT IEEE Robotics	$522.00		
Wind Turbine Team	$722.00	TOTAL	$14,959.99
TOTAL	$17,734.00		

Team	Fall 2017 EOF	Team	Spring 2018 EOF
AlChE	$600.00	3D Printed Aircraft	$206.96
Alpha Omega Epsilon	$450.00	AIAA	$800.00
AWC	$684.00	Alpha Omega Epsilon	$500.00
Astrobotics	$771.74	ARC	$1,800.00
ATEx	$314.00	Astrobotics	$1,019.50
AUVSI SUAS	$500.00	ATEx	$624.20
BAJA SAE	$1,800.00	AUVSI	$1,000.00
BOLT	$1,500.00	AUVSI SUAS	$1,500.00
Chem-E-Car	$600.00	Baja SAE	$1,000.00
classCode()	$1,424.85	BOLT	$1,800.00
DBF	$750.00	DBF	$1,000.00
EERI	$750.00	Formula SAE	$1,800.00
EWB - Nicaragua	$700.00	HEVT	$1,800.00
EWB - Uganda	$1,800.00	HFES	$1,200.00
Formula SAE	$1,800.00	HPS	$1,800.00

HEVT	$1,800.00	IISE	$1,800.00
HPS	$1,800.00	MEPS	$1,291.00
IISE	$1,800.00	Red Planet Robotics	$965.13
Red Planet Robotics	$800.00	SailBOT	$278.96
SAE Aero Design	$700.00	SEAC	$2,000.00
SEAC	$1,000.00	SEDS	$990.00
SHPE	$1,000.00	SHPE	$760.00
Steel Bridge Team	$200.00	Steel Bridge	$300.00
SWB - Nepal	$800.00	SWB - Tanzania	$1,000.00
SWE	$1,300.00	TEK Robotics	$1,631.89
TEK Robotics	$1,459.93	TPED	$900.00
The Maker Club	$757.00	TRE	$218.00
TPED	$1,000.00	UBES	$470.00
TRE	$895.43		
Wine to Water	$323.39		$30,455.64
TOTAL	$30,080.34		

Every semester, the SEC will typically cap the maximum amount of available funding per organization to a specific amount dependent on the number of organizations that apply and are eligible for funds.

Factors the SEC Considers When Granting Funding
- SEC involvement (volunteering, non-required event attendance, etc)
- Number of active organization/team members
- Past successes
  > While this does not play heavily in funding purposes, being successful in competition or receiving accolades is beneficial.

Expiration of Funds
All funds for each funding cycle expire one calendar year after the GAM at which the funds were granted.
Below is the expiration timeline for funds received in the 2017-2018 year:
➔ Fall 2017 DTE: October 6th, 2018
➔ Fall 2017 EOF: October 26th, 2018
➔ Spring 2018 DTE: February 15th, 2019
➔ Spring 2018 EOF: March 1st, 2019

For planning purposes, below is the expiration timeline for funds received in fall 2018:
➔ Fall 2018 DTE: September 20th, 2019
➔ Fall 2018 EOF: October 4th, 2019

Reimbursements

Reimbursements will be handled on a weekly basis. For the 2018-2019 year, reimbursement requests will be reviewed by the DOP every Thursday/Friday, and the DOF will complete the reimbursement every Friday.

SECRecord
SECRecord.com is the platform the SEC uses to track organization attendance as well perform reimbursements and receive funding applications. Please make sure all contact information for your organization is correct at the beginning of each semester. This is the only way for your organization to submit reimbursement requests.

Receipts
Receipts must be provided for every reimbursement submission. Make sure that the amount you request to be reimbursed is equal to or less than that of the receipt total. If your receipts have multiple line items and you only need to be reimbursed for certain ones, please do your best to indicate the specific items.

DTE Reimbursements
All organizations receiving DTE funds must have a DTE endowment account number. This is a six digit number, typically beginning with 8. Contact your team's faculty advisor for assistance obtaining your fund number.

After your organization submits a DTE reimbursement request through SECRecord, it will be reviewed by the DOP and if approved, sent to the DOF. The DOF will then contact Lee Bishop, the Business Manager for the College of Engineering, and she disperse the appropriate amounts into your team's endowment account. Once this happens, your team will have access to the funds, and the authorized member of your team will be able to make withdrawals from the account. The withdrawal process may differ between teams, so it would be best to contact your advisor for details.

Please note that DTE reimbursements may experience delays on the University side. The DOP and DOF are unable to expedite this process if this is to occur.

EOF Reimbursements
EOF reimbursements currently are completed in the form of physical checks. (Please note that this will be changing in the future when the endowment fund for EOF is fully funded.)

Reimbursements are first approved by the DOP and then sent to the DOF who is responsible for writing all checks. EOF checks can be either mailed to a specified person or your organization can pick it up during a General Assembly meeting. There is a space within SECRecord to indicate which method your organization prefers. If choosing the mailing option, please make sure to fill out the mailing address accurately in order to prevent delays.

What can you NOT be reimbursed for?
- Food
- Gifts (this includes cords/stoles/medals/group and individual composites for graduating seniors; however, this excludes the cost of taking composites)
- Travel expenses
- Clothing

This list may be adjusted as deemed necessary. However, we understand there may be certain circumstances where reimbursements for the listed items may be applicable. If special consideration is needed, the requesting organization needs to contact the Director of Philanthropy **prior** to submitting.