

## Student Engineers' Council FAQ

### What is the SEC?

Our mission is to provide students with the tools and opportunities they need to succeed both in and out of the classroom. In order to accomplish this we focus our efforts on two primary areas: communication and opportunity generation. Our efforts result in organized events such as the Engineering Expo, E-Week, and the Leadership in Engineering Conference, as well as bi-weekly meetings, which facilitate communication between design teams and the student body.

### How do I get involved?

The first step is to go to our website: [www.sec.vt.edu](http://www.sec.vt.edu) and email the current Director of Administration and ask to be added to the listserv (All of the SEC boards emails can be found under the "Administration" tab on the left hand side of the website). Once added to the listserv, you can expect emails concerning all major events that the SEC puts on, how to get involved, and the location and time of each of our bi-weekly meetings. If you have any questions, don't hesitate to email our current Director of Administration.

### How does my team get funding?

A team at Virginia Tech has two means of funding from the SEC: The Design Team Grant and the Engineering Organization Fund. In order to be eligible for the Engineering Organization Fund, the team receiving funding **must attend 2/3 of all bi-weekly meetings** held. This is done in order to maintain sufficient communication allowed by the conglomeration of the SEC, design teams, and students who regularly attend these meetings. Information on both funding opportunities will be emailed over our listerv when they become available. If you have any questions as to when the opportunities will be opened, feel free to email the current Director of Philanthropy.

Both opportunities require a formal application to be submitted to the Director of Philanthropy. Upon receiving Director approval, the applicant will be asked to present to the General Assembly (The General Assembly is the group of members who attend bi-weekly meetings). After reviewing the applicants and the preliminary distribution of funds, voting members will have the option to approve or amend the allocation of funds among the eligible applicants.

#### The Design Team Grant

As the name suggests, this grant is limited exclusively to design teams and is designed to offer funding for teams who's lack of funding might otherwise affect their success. The SEC board considers a multitude of factors in deciding fund allocation, however, some specific things we look for in each team are as follows:

- I. The benefit that both the College of Engineering and its student body receive from the use of awarded funds.
- II. The number of students that will participate in the team.
- III. The diversity of the proposals submitted.
- IV. How reasonable the teams' expenses are and how well they are justified.
- V. Other sources of funding available to the team.
- VI. The demonstrated success of the teams' previous use of funds.

#### The Engineering Organization Fund

This fund is designed to financially assist any member organization in 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.

Like the Design Team Grant, the SEC considers many factors in deciding fund allocation. However, we specifically look for the following criteria in each organization:

- I. Involvement in SEC related events
- II. General participation in College of Engineering events that aid recruiting and other outreach events,
- III. The amount of people effected,
- IV. The degree of impact on those people.

### **How do I gain access to my funding?**

Awarded funds to organizations will be held by the SEC in the form of an account rather than receiving funds directly after award from the SEC. When organizations are ready or have already purchased items they have requested funding for, they will be provided the appropriate funds from their account. When ready to receive portions or all of your funding, follow the steps outlined below.

Under the Philanthropy tab on [www.sec.vt.edu](http://www.sec.vt.edu) is a link titled "SEC Reimbursement Form". Please download this file and fill out the form appropriately. Once complete, please e-mail the form back to the current Director of Philanthropy along with any electronic copies of receipts, invoices, etc. If you would like to receive your funds before making the purchase, please e-mail the form back along with proof of the actual cost needed to be made (Ex. Online shopping cart representing the cost of materials you wish to purchase). The Director of Philanthropy will then have one to two weeks of turn around to process all requests.

The process to request your funds for both the Design Team Endowment Fund as well as the Engineering Organization Fund is the same. However, the Engineering Organization Funds will be distributed in the form of a check to the provided mailing address, and the Design Team Endowment Funds will be transferred to your department account (**this account number typically begins with an 8**). You must obtain an account with your **department financial administrator** before we can issue funds from your requested Design Team Endowment Funds. All funds provided by the SEC will expire one year after the date the fund was awarded.

If you have any further questions, make sure to e-mail the most current Director of Philanthropy which can be found under the Administration tab of the above provided website.

### **Notable Opportunities**

#### **Engineering Organization Advisor Award**

The Engineering Organization Advisor Award is given annually to an engineering faculty member who has demonstrated excellence in advising an engineering organization within the college.

#### **Undergraduate Research Advisor Award**

The SEC sponsors an Undergraduate Research Advisor Award that is given annually to an engineering faculty member who has demonstrated excellence in advising and incorporating undergraduate students into his/her research endeavors within the College of Engineering. This advisor will receive a monetary award of \$500 to be used for his/her research. For more information, email our Awards and Scholarship Chair.

#### **Student Scholarships**

The SEC sponsors two scholarships: the Paul E. Torgersen Leadership Scholarship, and the Nathanael Gebreyes Service Scholarship with total monetary awards of \$2,500 and \$1,250 respectively. For more information on these scholarships see our website or contact our Awards and Scholarship Chair.

#### **The College of Engineering Sporn Award**

The College of Engineering Sporn Award is given annually to an engineering faculty member who has demonstrated excellence in undergraduate instruction. This award provides \$2,000 for the excellence of the recipient.