



**INLAND EMPIRE SECTION**



## **Student Chapter Funding Request Form**

Dear Students:

Each year, the Board of Directors of the Inland Empire Section of the American Society of Civil Engineers sets aside money from its general account to fund student chapter activities. This form is intended to inform student chapters of this funding source, describe its limitations, and standardize the request process. Please fill out the spreadsheet below and submit it to the Board of Directors. Contact information for the current Board of Directors may be found at [www.ASCE-IE.org](http://www.ASCE-IE.org). Copies of this form and the spreadsheet may also be found on the website.

### Quick Facts:

The Board of Directors of ASCE-IE sets aside money for each of the three student chapters (WSU, GU, and UI) in September. These funds are available by request until May of the following year.

The amount of money set aside for student chapter activities will vary from year to year, but has historically been in the range of \$500 per student chapter.

In general, ASCE-IE money is only available for ASCE-sponsored events. Examples include materials and travel for ASCE-sponsored competitions, travel and registration expenses for ASCE-sponsored conferences and leadership training, hosting costs for ASCE-sponsored events (including the Tri-Chapter Meeting), etc.

In general, ASCE-IE money is not available for activities such as monthly meetings, annual banquets, travel to and from the Tri-Chapter Meeting, individual ASCE officer campaigns (student, sectional, or national), individual participation in ASCE-IE seminars, or participation in online webinars (ASCE or otherwise). ASCE-IE money is not available for non-ASCE sponsored events, such as SWE or Order of the Engineer events. ASCE-IE money is not available for non-ASCE student members' participation in any event (including spouses, friends, parents, or chapter advisors).

### General Student Chapter Requirements:

The three student chapters are required to meet annually at the Tri-Chapter Meeting. Each school should host the Tri-Chapter Meeting once every three years. Additional ASCE-IE funds may be available for the Tri-Chapter Meeting.

Money awarded to a student chapter must be used for the event the money was requested for. Should money be leftover after the event, or if the student chapter does not participate in the event, the money should be returned to ASCE-IE.

The student chapter must match the requested amount with other fundraising efforts, not including out-of-pocket costs.

General participation in ASCE-IE activities is recommended, when feasible. Examples include monthly ASCE-IE meetings, highway clean-up days, seminars, annual banquets, outreach programs, etc.

The Board of Directors looks forward to hearing about the student chapters' events and supporting your endeavors. Please don't hesitate to contact us with any questions. Contact information is available at [www.ASCE-IE.org](http://www.ASCE-IE.org).

Thank you.