Guidelines for
Student Organizations Requesting Financial Support from the
Dean of Engineering

Student engineering organizations that wish to request money from the Dean of Engineering must do the following:

1. Make sure that your organization is currently registered as a club with the Rice University Student Activities Office, and that all of the information that Student Activities requires is up-to-date. No funding will be made available to any organization that is not registered on campus.

2. Write a BRIEF request (utilizing the attached template) with the following:
   a. A description of the project, event, or activity for which you are requesting funding
   b. The date(s) and location of the activity
   c. The number of Engineering students who will be participating and their names if possible
   d. The name of the president of the organization and her/his contact information (email address and phone number).
   e. A clear statement of the benefit of the project, etc., to the organization and its members and to the Rice engineering community

3. Prepare a budget to submit with the request. BE AS SPECIFIC AS POSSIBLE. Don’t just say you are requesting $XXX for travel expenses. How many students? How many days? What are the estimated airfares? What are the registration fees? Hotel rates?

4. The budget MUST list all funding sources either committed or being requested, including the amount from each. Be sure to include any money coming from current organization resources and from the student participants themselves.

Organizations that are discipline-specific (electrical engineering, civil engineering, materials science, ...) should first approach the relevant department about funding prior to contacting the Dean’s office, and include any commitments from the department in item 4 above.Requests that come with department and other financial support are more likely to be viewed favorably.

If your request is approved, you need to submit a brief summary of the project, etc., within two weeks of its completion. How did it meet or not meet your expectations? Who from Rice participated, and what did they learn? What would have made it a more satisfactory/enjoyable/productive experience? If the organization were to participate in the same activity in the future, what should be done differently? Photos with captions for publicity for your organization are welcome.