

Student clubs ratification and funding procedure

1. A graduate engineering student shall fill the **club recognition form** and the **club budget proposal form**. The **club recognition form** shall have at least five signatures under it (including his/her) and shall briefly describe the club's goals. That form must be accompanied with the club's Constitution. The **club budget proposal form** shall include the budget breakout, which describes events that the club plans to organize and associated expenses. Significant purchases (above \$100) shall also be detailed there. That student shall submit these three documents (two forms and the Constitution) to a member of the EGSC Budget Committee.
2. The EGSC Budget Committee reviews these documents. If they are approved by that Committee, the EGSC Treasurer brings them to the next meeting and the Council votes for recognition of that club and its budget. Both the Budget Committee and the Council have a right to accept or reject the request fully and to accept the budget proposal only partially. The maximum initial budget for a student club is \$250.
3. During the semester, for which the budget was approved, club members (usually the President or the Treasurer) may fill the **student activity proposal forms** (available at the Graduate Students Office) for the approved events/items from the budget. Each individual proposal shall not exceed the limit (total value) indicated for it earlier in the **club budget proposal form**. These forms shall be submitted to the Graduate Students Officer before the expenditure. After the event/purchase was made students shall submit the original receipts confirming the associated expenditures to the Graduate Students Officer for a reimbursement.
4. Before each new semester the club may ask for the next semester's budget. Its member (usually the President or the Treasurer) shall submit the new **club budget proposal form** every time the club asks for a new budget. Following the first semester, there is no \$250 limit for the next semester's budget. However, the club must provide an account of previous semester's activities: **program report forms** for all events that were organized, whether or not the budget was spent fully and how it was spent. This report should also include club's current goals and number of members.