Budget Workshop
2019-2020

November 5 & 6, 2018
Our Purpose

• E-Council = Engineering Council

• Objectives and Goals:
  • Represent the student organizations at the Dean’s office level.
  • Build pride and esprit de corps among engineering student organizations.
  • Host exciting events for engineering students.
  • Coordinate with COE Fundraising team to garner additional resources and sponsorships.
  • Review budgets and submits them to USF Student Government.
Funding Duties

• E-Council reviews budgets for a category of student organizations and submits them as a bulk request to the Activities and Service Fee Recommendation Committee (ASRC)

• Advantages:
  ✓ Direct representation of student organizations
  ✓ Establish standards better suited for engineering organizations
  ✓ Per-organization cap ($45,000)
  ✓ Review individual items
Structure

• E-Council Board
  ▪ Engineering Council Chair
  ▪ General Body Chair
  ▪ Finance Chair
  ▪ Vice General Body Chair
  ▪ Financial Officer 1 (Vacant)
  ▪ Financial Officer 2 (Vacant)

• General Body:
  ▪ Organizations that:
    ✓ Perform engineering activities (i.e. designing and building things),
    ✓ Be A&S funded
    ✓ Be focused on engineering, STEM, and have an advisor in the College of Engineering
    ✓ Be an active organization according to CLCE standards
    ✓ Have a constitution approved by the Senate Ethics Committee
Budget Process
Part I: ASRC Standards
Part II: Submission Process

DEADLINE: November 16th by 11:59pm
Forms

1. E-Council Budget Request Interest Form

Due: November 16th by 11:59pm

2. E-Council Annual Budget Form
ASRC Standards: General

• E-Council cannot deviate from ASRC standards

• Ways to maximize how much you get by taking advantage of the standards
  ✓ Submit budget form to E-Council on time
  ✓ Go through E-Council instead of Student Government
  ✓ Apply now instead of using interim budget

• A&S Fees paid by all USF students can be used to pay for events, materials, and promotional items and cannot be used to pay for personal items or general body meetings
ASRC Standards: Events

• Events
  ▪ Only 8 events per academic year are funded
    ▪ Cap of $1200 per each event
    ▪ Limit of $4 per person for the first 200 students; then $2 per person up to $1200

• Event Allocations and Spending
  ▪ Allocation includes:
    ✓ Food
    ✓ Utensils
    ✓ Barbeque items
    ✓ Speaker fees and honorable guests
    ✓ Performers
    ✓ Photographers
    ✓ Riverfront park activities
    ✓ EMS charges (for events)
    ✓ Decorations
    ✓ Costume rentals
    ✓ Other event related materials
ASRC Standards: Other

• Shirts
  ▪ $5 per shirt, up to $500 per fiscal year
  ▪ 1 shirt order per fiscal year

• National Dues
  ▪ Only to affiliate with national organization
  ▪ $250 per fiscal year

• Capital Assets
  ▪ Single item worth more than $1,000 (to be stored on campus)
  ▪ Equipment purchased (Ex: Generators)
  ▪ Cap of $2,000 per item
  ▪ Upon approval, 75% of the price shall be allocated
  ▪ Include two (2) quotes with specific prices
ASRC Standards: *Limitations*

- No off campus events with the exception of the following locations:
  - Riverfront park
  - Tailgates on USF game days

- Food at general body meetings

- Tools for clubs without storage space
  - *All clubs must have on campus storage space in order to receive funding for tools*
  - *Please list your storage space in your budget*

- Events without dates
Other Guidelines & Tips

• Be as specific as possible
• For each item listed include:
  ✓ Item number (identification number and version)
  ✓ Quantity
  ✓ Hyperlink
  ✓ Justification if selecting a more expensive version
• You may spend more than the allocated amount per item if your budget permits
• Budgets must be broken down by specific parts as needed
Budget Submission Process

1. Each organization submits a completed budget form to the E-Council by November 16 at 11:59pm.
   - Print and turn in a paper copy in COE Dean's Office
   - Email a copy to eng-ecouncil@usf.edu
   - Include signed E-Council Annual Budget Workshop Receipt
   - Complete the Student Organization A&S Eligibility Form in BullSync

2. E-Council will review budget forms and determine a preliminary total allocation.

3. Orgs will have five (5) business days to appeal the vetted (preliminary) amount received from E-Council.

4. Once the appeal process ends, E-Council will submit the finalized total lump sum request to SG/ASRC by January 25.

5. SG will respond with an amount that the E-Council can appeal if necessary.

6. Upon receiving the final amount, E-Council will revise the allocations.

7. Organizations will then be officially notified of their budget.

• Remember....
  o Late budget requests are not allowed
  o Deadline to submit budget request is November 16th @ 11:59pm
  o All files are available on Bulls Sync
  o Questions? Contact us at eng-ecouncil@usf.edu