

## Tech Parents Annual Fund Policy

### PURPOSE OF FUND:

The Tech Parents Annual Fund was instituted in 1998 in an effort to support student organizations. Activities and events that have been supported include, but are not limited to:

- Speakers and programs
- Non-alcoholic social programs
- University traditions (such as K-Day, Winter Carnival and Spring Fling)
- Travel to professional development opportunities
- Participation in national and regional competitions.
- Events that encourage involvement in the Michigan Tech and campus communities

COMPASS, the Center for Orientation, Mentoring, Parents, and Academic Student Success administers the fund.

### GUIDELINES FOR USE OF FUND:

Registered student organizations (RSO) may request support from the Tech Parents Annual Fund for an event by completing the attached Fund Request Cover Page or the online request form. Each request must meet the following guidelines:

1. The request must be submitted from a member of a RSO and must be representing the interests of the RSO making the request.
2. The event, travel or equipment costs must be outside the normal scope of the budget of the requesting RSO. Examples include new student initiatives or unplanned attendance at a conference or competition.
3. Priority consideration will be given to requests made four weeks prior to the event date.
4. The request is not considered complete until the Request Cover Page/Online Request Form and supporting documentation has been submitted to COMPASS (the Center for Orientation, Mentoring, Parents, and Academic Student Success).
5. The request must demonstrate some form of investment by the RSO (a matching contribution, artist's fees, fund-raising, considerable human resources [e.g. dedicated time and effort of the members] as determined by the fund administrator, or another form of financial commitment).
6. A projected budget for the event must be submitted. This projected budget must include the following items:
  - a. All costs for the event
  - b. All revenue for the event, including contributions and donations from others (on or off campus sources)
  - c. The organization's budget for the academic year
7. A typed, one to two page rationale to justify the request must be submitted. This rationale must include the following items:
  - a. A thorough description of the event/travel/equipment the request is to support
  - b. The purpose of the event/travel/equipment
  - c. The reasoning behind the need for the requested funds
  - d. The benefits this event would provide to the community and an explanation of how the event would enhance the Michigan Tech experience for the students involved
8. The Fund administrator reserves the right to require acknowledgment of event support in any program or publicity prepared for the event.
9. Organizations will be limited to one approved request for funds from the Tech Parents Annual Fund per academic year.
10. If funding is approved, the student organization representative(s) must meet with the fund administrator, complete an individualized "Support Contract" (which includes additional stipulations the group must adhere to), and meet with the fund administrator for a wrap-up after the conclusion of the event.

## Tech Parents Annual Fund Committee Guidelines

The Tech Parents Annual Fund Committee consists of approximately six individuals, representing staff and students from across campus. Each request is taken into serious consideration, debated and discussed. There are several factors that the committee focuses on when making their decision. The factors include, but are not limited to, the following:

### Does the Request adhere to the Tech Parents Annual Fund Policy?

- Is there an attached budget? How detailed is the budget? Are efforts being made by the RSO to minimize costs and to seek out other sources of income?
- Is there an attached rationale that clearly describes the event? Are the purposes and goals of the event in line with the goals of the RSO and the Michigan Tech mission and strategic plan?
- How soon is the event? Has the RSO planned in advance and solidified the event logistics?
- How many people will benefit and what impact will the event have on the Michigan Tech campus and community?
- Is this event an annual or traditional event for the organization requesting funds? If so, how is this year's event different or improved from past events?
- Is the event a new initiative? If so, has the RSO researched the need for or interest in the type of event?

### Availability of Funding and Types of Requests

- Is there available funding? The availability of funds at the time of the request is dependent upon the type of request. Projected Fund allocations are made from the total Tech Parents Annual Fund budget for each of the following categories: travel, programs, and equipment/miscellaneous costs. For example, if the travel portion of the Fund has been depleted, other travel requests are not likely to be approved.
- How many similar clubs and organizations (i.e. Greek organizations, Residence Hall Organizations, Cultural Organizations, etc.) have requested and been awarded funds during the year?
- Equipment requests should not exceed \$2,000.00.
- Travel Requests will be determined by the number of members in the organization that are traveling, the distance to be traveled, the associated costs of transportation, and the costs of conference/competition fees or registration.