

Support of EME-Affiliated Student Organizations Guidelines

The John and Willie Leone Family Department of Energy and Mineral Engineering encourages its students to join university-recognized student organizations and professional societies associated with their disciplines. The department will support those student groups under the following guidelines.

Annual Enrollment

In order to request department support, the student organization must fill out the “EME-Affiliated Student Organization Enrollment Form” at the beginning of the academic year, providing names of the current officers and faculty advisor as well as a brief “plan of action” for the year. The form is available online at <https://www.eme.psu.edu/form/eme-student-org-enrollment>

Faculty Advisor

- The university requires that there be a faculty advisor for all recognized organizations to oversee group activities and provide guidance. The department needs to know who the current faculty advisor is for each organization affiliated with EME.
- All organization activities must be discussed with, approved by, and undertaken in collaboration with the assigned advisor.

Funding

- Student groups and societies in the department must file the appropriate paperwork and take training each year with the Office of Student Activities to remain a recognized student organization within Penn State (<https://studentaffairs.psu.edu/involvement-student-life/student-organizations/student-organization-policies-procedures>). By doing so the group is entitled to request funding from the University Park Allocation Committee (UPAC) to support group activities (<http://upac.psu.edu/>).
- Student societies are able to generate their own operating funds by charging dues or holding fundraising events. The university requires that such funds are kept in an Associated Student Activities (ASA) account at the HUB, not in an external bank account or in the department.
- Likewise, some groups receive donations from industry contacts specifically to support the organization/society chapter. We recommend that such donations be deposited and maintained by the society in their ASA account, not kept in the department’s financial accounts. However, it is also important to ensure that company donations are recorded as a gift to the university so that they get tax benefits for their support. If the club receives such support directly, please process the check through the University Programs Development Office as listed online at <https://studentaffairs.psu.edu/involvement-student-life/student-organizations/student-organization-finance-funding/fundraising-0> under “Checks & Tax Receipts.” Or, if you have any questions, please see Rachel Conaway in 116 Hosler Building, or by emailing her at RLA7@psu.edu, to ensure that the funds are deposited correctly.
- It is also sometimes appropriate to solicit companies and departmental alumni for support of organization activities, **however, such requests must be discussed with the department’s Alumni Relations and Stewardship Officer (Rachel Conaway), and coordinated through the EMS Development**

Office. Student Organizations should NOT contact alumni or industry partners directly with a fundraising request unless they have been approved by EMS Development and the department.

- **Groups applying to be part of Penn State’s “Let’s Grow State” crowdfunding platform should not apply to be part of the “Giving Tuesdays” efforts. The College of Earth and Mineral Sciences already has a targeted Giving Tuesday campaign, and we don’t want to be competing with our own college efforts.**
- A limited amount of funding is available from the department to support student organization activities when other funding is not available. In 2020/2021 the department will provide up to \$1,000 for the year (to be spent during the Fall 2020 and Spring 2021 semesters) for university-recognized student groups affiliated with the department, up to a maximum of ten such organizations in the department. The decision to fund a particular organization will be guided by the level of student enrollment in the organization and the plan of activities presented by the organization especially with regards to promoting inclusion and diversity within the EME student population. Requests for additional support of specific events and activities will be considered if funding is available.
 - Once the organization is enrolled for department support for the year, requests to utilize support funds should be made for each new purchase, using the online form at <https://www.eme.psu.edu/form/student-org-request>. The club contact will receive an email when the request has been reviewed. Departmental staff cannot assist with purchases or reimbursements until the request form has been approved.
 - Department funds are meant to support professional development opportunities for students enrolled in EME majors. This includes travel expenses for special guest speakers, promotional items (e.g. pens, stickers) for the society to use to spread awareness about their group, and sometimes support for student group travel to regional or national professional society conferences and workshops, etc. In general, the funds should not be used to support select individuals but rather should benefit the larger group.
 - Department funds **cannot** be spent for group meals or catering of routine society meetings. Possible exceptions would include receptions for guest speakers where you want to encourage a larger audience.
 - Whenever possible purchases should be made using the faculty advisor’s Penn State purchasing card. Otherwise, requests typically will be handled as a reimbursement after the fact.
 - Itemized receipts (a receipt showing each item purchased and not just a grand total), must be submitted to the EME Financial Assistant within one week of purchase.
 - Support funds must be spent in the current academic year. They do not “carry forward” to the next academic year.

Office and Meeting Space

- All student groups share access to lockers in room 211 Hosler Building for storing any supplies they need. It is the responsibility of the student societies and each individual to equitably share the space, respect one another’s privacy, and maintain cleanliness and order in the room.
 - The room is locked with a department key, and officers should access the space with help from their faculty advisor or by asking a member of the EME staff to give them access during business hours.
 - Note that in Fall 2020 many university employees are working remotely from home. Officers can either make arrangements with their faculty advisor to open the door, or they can send an email to eme@ems.psu.edu asking if any staff are in the building and able to open the door.
- Student organizations may schedule the department conference rooms to hold meetings when space is available. Rooms can be requested through the 25Live/CollegeNet system at <https://www.registrar.psu.edu/collegenet/>.

- Note that in Fall 2020 room capacities are greatly reduced for social distancing. If more than a few members intend to meet in-person, you will require a much larger space. Outdoor meeting spaces may also be reserved using the 25Live/CollegeNet system.

Promotional Efforts

The department is always trying to share information about our student activities and accomplishments with our alumni and friends. We ask that you share photos and brief write-ups of your club activities with us as they occur. We'll also ask for a summary at the end of the spring semester, but if we receive highlights as we go, we can write social media posts and news articles while they are still relevant. These marketing efforts are meant to help promote our students to the outside world and to the larger university community. Please help us best represent you and all the activities that you undertake.

Web Presence

- The department web site has a page listing the EME student societies with basic information about each group (<https://www.eme.psu.edu/undergraduate/undergraduate-resources/student-organizations>). Updates to that information will be made based on the information given on your annual enrollment form at the beginning of the fall semester, but any time there are updates throughout the year, please submit them to the Marketing Communications Specialist.
 - Objectives and Description
 - Current Officers
 - Faculty Advisor
 - Associated Links – if club has its own site, or linking to a parent professional society site, or links to social media profiles
 - Student organizations can build and maintain a club webpage using <https://sites.psu.edu/>.

Forms

Following are static versions of the enrollment and purchase request forms, but the online versions are preferred.



EME-Affiliated Student Organization Annual Enrollment Form

Please fill out the following form and submit it to Rachel Conaway at RLA7@psu.edu. **You only need to complete this form once each academic year**, but if there changes to your officer list, please let us know as soon as possible. This form is available to submit online at <https://www.eme.psu.edu/form/eme-student-org-enrollment>.

Student Organization Name: _____

Faculty Advisor: _____

List of officers for current academic year, including which office they hold and their email address:

Organization's Goals and Objectives:

Please share with us your plan of action for the upcoming year, to include planned group programs/activities and promotional efforts, especially emphasize any cross-discipline or diversity and inclusion activities that you are planning and willing to promote.

Club President Signature: _____

Date: _____

Faculty Advisor Signature: _____

Department Approval: _____

Date: _____



Request for EME Student Organization Support Funds

Please fill out the following form, obtain your advisor's signature, and submit it to Rachel Conaway in 116 Hosler Building, or at RLA7@psu.edu, for each purchase you would like to make from approved department funding. You can also submit the form online at <https://www.eme.psu.edu/form/student-org-request>.

Student organization name: _____

Your name: _____

Your position in the club: _____

Your email address: _____ Phone: _____

Items(s) to be Purchased: _____

Anticipated Cost: _____

How does this purchase support society goals and the professional development of EME students?

Requestor Signature: _____ Date of Request: _____

Faculty Advisor Signature: _____

Department Approval: _____ Date: _____