

Support of EME-Affiliated Student Organizations 2023/2024 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 in the following ways.

Annual Enrollment

In order to request department support, the student organization must fill out the “EME-Affiliated Student Organization Enrollment Form” 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 Affairs 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://pennstateupac.org/>).
- 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 department accounts.
- Likewise, some groups receive donations from industry contacts specifically to support the organization/society chapter. Such donations also should be deposited and maintained by the society in their ASA account, not kept in the department’s financial accounts. It is 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/get-involved/student-organizations/finance-funding> under “Checks & Tax Receipts.”
- **Student organizations should not directly solicit donations from companies or departmental alumni.** Such efforts must be discussed with their faculty advisor and 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 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 2023/2024 the department will provide up to \$1,000 for the year (to be spent during the Fall 2023 and Spring 2024 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 engaging students in their professional fields, promoting EME disciplines, and 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.
 - Department funds are meant to support professional development opportunities for students enrolled in EME majors. This includes travel expenses for 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 only select individuals but rather should benefit the larger group.
 - 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 following online forms. The club contact will receive an email when the request has been reviewed and approved by the group's faculty advisor. Departmental staff cannot assist with purchases or reimbursements until the request form has been approved.
 - Non-travel funding requests: <https://www.eme.psu.edu/form/student-org-request>
 - Travel funding requests: <https://www.eme.psu.edu/form/student-org-travel-request>
 - Department funds **cannot** be spent for group meals or catering of routine organization 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, expenses will be handled as a reimbursement to the students 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 ([Grace Choi](#)) 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.

Meeting Space

- 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/>, or by talking with [Robert Rousseau](#) in the EME undergraduate office. Larger classroom spaces around campus can also be booked for meetings using the 25Live system.

Storage 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.

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 with the EME Marketing and Communications Specialist ([Courtney Robinson](#)). 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 during the fall semester, but any time there are updates throughout the year, please submit them to the Marketing Communications Specialist ([Courtney Robinson](#)).
 - 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/>.