

ESAC 23/24 Club Funding Guidelines

Penn Engineering clubs and organizations are welcome to submit Event Proposals to secure funding for events. Proposals are due before the month the event is to take place and are submitted online through the Penn ESAC website (www.pennesac.com). For example, the event proposal for an event taking place during April should be submitted anytime before April. When reviewing proposals, ESAC members use the following criteria to allocate funding. This document is intended to assist clubs with event planning; ESAC retains final discretion with all allocations.

Rules of Thumb

- There is not a set limit as to how much clubs can request per event/month but try to stay within reason. Historically events greater than or equal to \$200 have not been fully reimbursed.
- Food
 - Will be fully funded up to \$100.
 - If greater, expect the event to be up to 50% subsidized up to \$400 based on the event description.
- In your event proposal, try to indicate the type of event along with who the event is for and how many there will be for the most transparency.

Event Types

- General Body/Board Meetings
 - The amount allocated will be determined based on the number of students and the frequency of the meetings.
 - \$100, for club members
- Academic (Study Sessions, Tutoring Sessions, etc.)
 - Up to \$100, for club members (workshops, advising, etc.)
 - Up to \$150, open to all engineers
 - Up to \$200, open to all engineers and collaboration with other clubs
- Professional Development Events
 - Up to \$100, for club members (workshops, advising, etc.)
 - Up to \$150, for club members with external panel/speaker/alumni
 - Up to \$175, open to all engineers
 - Up to \$200, open to all engineers and collaboration with other clubs
 - Up to \$250, open to all engineering with external panel/speaker
 - \$7/person, large meals (e.g. industry dinners)
- Community Service
 - Up to \$75, for club members
 - Up to \$100, open to all engineers
 - Up to \$150, open to all engineers and collaboration with another club

- Social Events with no Academic, Professional or Community Service Goal (i.e. Study Breaks, Board Dinners, etc.) (in total, max. 2 per month)
 - \$100, for club members
 - \$100, open to all engineers

What Cannot be Funded

- Transportation fees.
 - However, this may be evaluated by a case-by-case basis for one time events
- Registration fees.
 - Penn Engineering Council can be contacted for registration fees
- Parts/machinery
 - We encourage you to contact SAC for part funding

Operations Expense

- Each club is allocated a \$50 operations expense for each semester, but can be used all at once for a total of \$100 upon request.
- The operations budget should go towards purchases such as a website domain subscription, merch purchases, or any other miscellaneous supplies for the club's operations.