

Club Allocation 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.penn-esac.com). 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.

- General Body Meetings
 - \$50, for club members
- Academic (Study Sessions, Tutoring Sessions, etc.)
 - Up to \$75, for club members (workshops, advising, etc.)
 - Up to \$100, open to all engineers
 - Up to \$150, open to all engineers and collaboration with other clubs
- Professional Development Events
 - Up to \$75, for club members (workshops, advising, etc.)
 - Up to \$100, for club members with external panel/speaker/alumni
 - Up to \$150, open to all engineers
 - Up to \$175, open to all engineers and collaboration with other clubs
 - Up to \$200, 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. 3 per month)
 - \$50, for club members
 - \$50, open to all engineers

NOTE

- Transportation is generally not funded
- Registration fees are not funded
- Clothing/accessories are not funded

Funding can be dependent on whether the event is open to the engineering community, expected attendance, and expected costs. **Event Proposals are normally funded up to a maximum of \$200.** Organizations which need to request more money for an event should contact Penn ESAC (pennesac@gmail.com) and apply for a grant.

Additionally, the semesterly \$100 operations budget for each club is not restricted to the above guidelines. Submitting an Event Proposal is not necessary when using the operations budget however unused funds do not carry over at the end of the semester.