COLLEGE OF ENGINEERING
Matching Fund Application 2019-2020

Application deadline Friday, November 22, 2019

Requirements
In addition to this completed form, your organization must meet the following requirements

- registration with the Office of Student Life, and
- a department gift account for matching funds administered by a unit or department. Check with your faculty/staff advisor or the department’s fiscal officer.

Student Organization / Project Team

Leadership – Indicate main point of contact with *

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<tr>
<th>Name</th>
<th>Title</th>
<th>Major</th>
<th>Last Name.#</th>
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<td>President</td>
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<td>Vice President</td>
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<td>Secretary</td>
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<td>Communications</td>
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<td>Faculty / Staff Advisor</td>
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List competitions, activities, and projects from the previous academic year. If new to the matching fund process, provide a statement of purpose and goals as well as a budget for start-up activities. The College can provide up to $500 in start-up and matching funds for first time organizations.

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<th>Activities</th>
<th>Start-up budget (if new)</th>
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List competitions, activities, or projects for the 2019-202 academic year. Provide dates and locations.

| Activities | |
|------------||
|            |
Allocation Process and Rank Determination
1. Allocation of matching fund money from the college is determined by the following formula. Teams will be ranked from 1 to 6. All new teams start at rank 1.
2. After December 1 matching funds will be allocated proportionally based on the team’s rank and the sum of all of the teams’ ranks (excluding new teams).
3. A team’s rank is based on its fundraising performance from the prior academic year.
4. If a team is unable to raise enough funds to meet its allocation, its rank next year will be reduced by one.
5. If a team exceeds their allocation, its next year’s rank will be increased by one unless the team is already at the highest possible rank.
6. No team’s rank will ever be less than 1 and no team’s rank will be greater than 6.
7. Whether or not a team meets its target, the college will match funds raised during the course of the year up to but not exceeding the amount allocated at the beginning of the academic year.
8. If a group exceeds its allocation, it may be eligible for any unclaimed funds at the end of the academic year.

Restrictions
Only cash donations processed through the College of Engineering Development Office qualify for matching funds. The following do not qualify for matching funds:

- Parts or supplies received.
- Money that is not processed through the Development Office.
- Money won by a team.
- Money received from the college.
- Money received from a department within the college.
- Money received from a corporate sponsor that is channeled through the College for a number of teams.

Release of Matching Funds
A Release for Matching Funds for Student Projects form can be found by going to the COE Student Organization “Get Involved” page under the “Resources for Student Organizations” section. This form must be completed and submitted with the monetary donations (cash or checks) to

Rosie Quinzon-Bonello – 122 Hitchcock Hall or
Darrin Orr for teams based out at The Center for Automotive Research (CAR)

Distribution of Unclaimed Funds
Any matching fund money that is not claimed by Friday, June 5, 2020 will be distributed to other teams on a proportional basis.