

# ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

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## Engineering Students Activities Fund Application Package

### Relevant Policy:

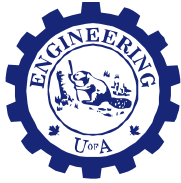
#### C.2.2: The Engineering Students' Activities Fund

##### **Preamble:**

*The Engineering Students' Activities Fund (ESAF) is purposed to help engineering students attend seminars, conferences or sessions related to their engineering education.*

##### **Policy:**

1. Funds from ESAF shall be kept in a separate bank account from that of the ESS.
2. The Vice-President (External), Vice-President (Finance) and the President of the Society shall have signing authority. All transactions require two of the aforementioned as signers.
3. All contributions directed towards ESAF will be deposited into the ESAF account and its allocation will be determined by the ESS Board of Directors.
4. Surplus monies will go to the following year's gross amount.
5. ESAF proposals must be made by a full time undergraduate engineering student. Each student may only access the fund once per academic year. If a submission is rejected, a second proposal (for the same or a different activity), may be put forward.
  - a. No more than 2 students may be funded for an individual event, unless strong evidence is given as to why further students should attend. If more than two (2) students apply, successful applications will be decided on a first-come first-serve basis, More than 2 students may attend in the case of team competitions.
  - b. Engineering student group students may apply on an individual basis. Engineering student groups applying for ESAF risk being ineligible for ESGF funding as stated in policy C.2.4.1.b.
6. Written proposals must be submitted at least 24 hours before the board of directors meeting. An emergency meeting may be called for time sensitive proposals.
  - a. ESAF proposals must be submitted to the VP Finance at least ten (10) business days before the conference.
  - b. Approval of an ESAF proposal can be given with less than ten (10) business days so long as it is submitted before the above stated deadline.
7. The following expenses are approved for reimbursement up to \$400:
  - a. 100% of delegate fees
    - i. If accommodation is included in the delegate fee, it will still be covered 100%
  - b. Travel expenses up to 50%
  - c. Accommodation up to 50%
8. ESAF application procedure is as follows:
  - a. Download and complete the digital ESAF Application. Any application package deemed incomplete will be automatically rejected.
  - b. Submit the application package at least 10 business days before the conference start date, in accordance with policy C.2.2.6.a
  - c. Attend the appropriate board of directors meeting to present and speak to the ESAF application
9. The BOD shall review the proposals as follows:
  - a. Each board member shall receive and review a copy of the proposals.



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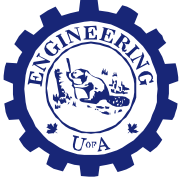
- b. The proposals will be evaluated according to (but not necessarily in the order of):
  - i. Student impact
  - ii. Economic sensibility
  - iii. Willingness to share the knowledge learned during the activity with students
  - iv. Other criteria at the discretion of the BOD
- 10. The board will require a brief oral presentation from the authors of a proposal.
  
- 11. Awarded ESAF monies will not be distributed until after the activity has taken place. The following criteria must be met within 28 days of completion of the activity, inclusive of activities which occur over the summer:
  - a. Completion of the ESAF post-conference form included in the application package
  - b. A blog post for the ESAF Blog
    - i. Can include text, images, video links, or other media at the discretion of the AVP Publications.
  - c. Completion of the other ways in which the recipient plans to share their ESAF experience as outlined in their proposal.
    - i. If these actions fall outside the above stated 28 days, reasonable action to complete them (scheduling, greater activity detail) should be provided in lieu.

## C.4.1: Organizing Conference and Competition Delegations

- 3. Delegates are representatives of the Society when attending conferences and/or competitions. They are expected to:
  - a. Respect and conduct themselves with the rule of law.
  - b. Respect and conduct themselves in accordance with the [University of Alberta Code of Student Conduct](#).
  - c. Respect and conduct themselves in a fashion becoming of the [APEGA Code of Ethics](#).
  - d. Attend all daytime sessions.

**I have read the above policy regarding the Engineering Students' Activities Fund, its application process, and the expectations laid out for me in regards to my behavior when participating in an activity sponsored by the Engineering Students' Society.**

<b>Name:</b> <a href="#">Click here to enter name.</a>	<b>Date:</b> <a href="#">Click here to enter date.</a>
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## Engineering Students Activities Fund Application Form

### Personal Information

Name: Last, First.

CCID: CCID

Phone: (XXX) XXX-XXXX

Discipline: [Click here to enter discipline.](#)

Year: [Click here to enter year.](#)

### Conference Information

Conference Name: [Click here to enter Conference Name.](#)

Location: [Click here to enter Conference Location](#)

Start Date: [Click here to enter a date.](#)

End Date: [Click here to enter a date.](#)

Where did you hear about it? [Click here to enter source](#)

Have you attended this conference before? Choose an item

### Funding Information

Delegate Fee: [Click here to enter value in \\$CAD](#)

Does Delegate Fee include accommodations?

Flight cost: [Click here to enter value in \\$CAD](#)

Other Transportation Expense: [Click here to enter value in \\$CAD, or enter \\$0](#)

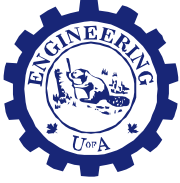
Accommodation cost: [Click here to enter value in \\$CAD, or enter \\$0.](#)

Other Expense: [Click here to enter value in \\$CAD, or enter \\$0.](#)

Other Expense [Click here to enter value in \\$CAD, or enter \\$0](#)

**Will you be receiving any other funding from other sources for this event? (If yes, how much and from where?)**

[Click here to enter text.](#)



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## **General Interest Information (Max 200 words per question)**

1. Please explain in detail what you will learn from this activity, why you would like to attend, how it is relevant to your degree, and how this experience will help you to develop as an engineer. \

Click here to enter text.

2. How do you plan to contribute back to the ESS and/or the greater engineering population relative to this experience? Please include a schedule for any post conference follow up you intend to complete.

Click here to enter text.

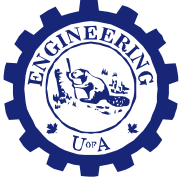
3. Please describe the volunteer positions or leadership roles you have taken in the university/greater community. If applicable, what other conferences, competitions, or activities have you attended?

Click here to enter text.

**An eSignature is required for this document. Please submit electronically to [vp.finance@ess.ualberta.ca](mailto:vp.finance@ess.ualberta.ca) no less than 10 days prior to the start date of the activity.**

I HEREBY CERTIFY that the information contained in this application is complete and true. I authorize the ESS to confirm the information as necessary. I further authorize the ESS to report my name, program, and conferences attended in various public relations, presentations, and announcements to promote the ESS brand. Furthermore, I promise to complete all relevant post-conference activities or risk losing the fund. Your personal information requested on this form is collected under the authority of the Universities Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of determining eligibility for the ESS' ESAF.

<b>eSignature:</b> Click here to enter eSignature	<b>Date:</b> Click here to enter a date.
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## Engineering Students Activities Fund Reimbursement Form

### Personal Information

Name: Last, First.

CCID: CCID

Phone: (XXX) XXX-XXXX

Discipline: [Click here to enter discipline.](#)

Year: [Click here to enter year.](#)

### Conference Information

Conference Name: [Click here to enter Conference Name.](#)

Location: [Click here to enter Conference Location](#)

Start Date: [Click here to enter a date.](#)

End Date: [Click here to enter a date.](#)

Where did you hear about it? [Click here to enter source](#)

Have you attended this conference before? Choose an item

### Funding Information

Delegate Fee: [Click here to enter value in \\$CAD](#)

Does Delegate Fee include accommodations?

Flight cost: [Click here to enter value in \\$CAD](#)

Other Transportation Expense: [Click here to enter value in \\$CAD, or enter \\$0](#)

Accommodation cost: [Click here to enter value in \\$CAD, or enter \\$0.](#)

Other Expense: [Click here to enter value in \\$CAD, or enter \\$0.](#)

Other Expense [Click here to enter value in \\$CAD, or enter \\$0](#)

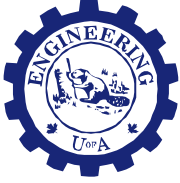
### Activity Comments

1. What did you like best about the activity?

[Click here to enter text.](#)

2. What aspect could be improved?

[Click here to enter text.](#)



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3. What did you learn from the activity?

[Click here to enter text.](#)

4. Would you recommend this conference to other engineering students? Why or why not?

[Click here to enter text.](#)

**To receive reimbursement, please attach all receipts that you wish to be reimbursed for to a hard copy of this form. Submit the hard copy to the ESS Geer store (2<sup>nd</sup> floor ETLC), as well as a soft copy to the ESS VP Finance at [vp.finance@ess.ualberta.ca](mailto:vp.finance@ess.ualberta.ca).**