

CEAT Student Council Funding Guidelines

Questions about these eligibility requirements can be directed to ceatstuco@okstate.edu. Please put "CSC Funding" in the subject line of any related emails.

1. To be eligible for CEAT Student Council (CSC) funding, an organization must have a representative in CSC and be in good standing with the Council. The representative may not miss more than two meetings, and those two absences must be excused. Additionally, the organization must earn a minimum of 50 points through CSC-sponsored events. Both the attendance and point requirements may be fulfilled by any member of the organization—not solely by the CSC representative.
2. CEAT organizations requesting CSC Funding must complete the application AND present their funding request at the CSC Funding Interviews. The dates and times of these interviews will be announced early in the semester.
3. The completed CSC Funding forms must be submitted by the required deadline. This submission must include an uploaded club budget following the available template.
4. To present requests for CSC Funding to the CSC Funding Interview Panel, organizations must sign up for an available time slot. Sign-ups will be available online and sent to each organization as they submit their application.
5. The President or Treasurer from the organization applying for funding will be required to present their request to the CSC Funding Panel. Other members may attend the meeting but are not required to do so. The organization's President or Treasurer should be prepared to answer questions regarding their application.
6. Each CSC Funding Panel member will have the opportunity to review the organization's application and ask questions of the organization's representative. Once the representative has answered all the panel's questions, the representative may leave. The panel will then discuss the merits of the application and make a decision on how much money to award, if any.
7. An email will be sent notifying each organization of the panel's decision shortly following the CSC Funding Interviews. At this time, the organization may send a formal, written appeal to the CSC if they feel the panel has treated them unfairly. Contact information is available above.
8. If an organization is allotted money, they will be expected to write an article about the event that is being sponsored by CSC. Inquiries about this article can be directed to the

V.P. of Publications. The article will be due at the end of the semester and may affect the eligibility of the organization for the upcoming semester.

9. CEAT student organizations may receive funds for an amount up to \$3000 per semester. CEAT Competition Teams may receive up to an additional \$1000 to be used for construction materials, entry fees, and travel expenses associated with the competition. The defining of a "Competition Team" is left to the discretion of the CSC Funding Panel. Please see notes below on limits for specific subcategories of funding.

Subcategory #1: CEAT student organizations may receive funds for food in an amount up to, but not to exceed, \$300 per semester.

Subcategory #2: CEAT student organizations may receive funds for banquets in an amount up to, but not to exceed, \$500 per semester.

Subcategory #3: CEAT student organizations may receive funds for conferences in an amount up to, but not to exceed, \$150 per person with a maximum of \$1500 total per semester.

10. Emergency requests can be submitted to the V.P. of Finance at any time. The CSC Executive Committee will determine if the request warrants an emergency CSC Funding meeting.