

Student Sub-Unit Rolling Equipment Fund

Name: Student Subunit Rolling Equipment Fund

Purpose: Provide funds for student subunits to purchase gear that can be used to promote the mission and objectives of the Chapter and Subunit, with a focus on providing experiential opportunities and recruiting new members.

Amount: The Chapter will allocate, pending approval of the membership at the Annual Business Meeting, \$1000 per year for at least the next three years (through the 2021 budget). This represents a total commitment of \$4000 over four years (including this year). However, the incoming President, through consultation with the Executive Committee, may choose to remove this item from his or her budget if the Chapter's resources cannot support it.

Allocation: Each subunit is eligible to receive up to \$1000 each year, but only one subunit will receive those funds each year and once a subunit has been funded then it is no longer eligible to receive funds from this budget item (unless this budget item is extended past 2021).

Application: Eligible subunits should submit a written request to the Chapter President that details what equipment they wish to purchase, how that equipment will be used to further the mission of the Chapter and Subunit, the total cost of that equipment, and how much money they are asking for from the Chapter. A subunit can make only one request per year, so if considering multiple pieces of equipment, all pieces should be included in a single request. The Chapter President will conduct a discussion about the request with the Executive Committee (not including the president from the subunit making the request) and the chair of the Student Affairs Committee. The request will be funded if a majority of the Executive Committee approves the request. Funding decisions will be communicated to the subunit's president and advisor and announced at the next Annual Business Meeting (so that it will appear in the minutes as a permanent record).

Reimbursement: Following notice of approval for the request, the subunit president will work with the Chapter Treasurer to make payment to a vendor or for reimbursement. Subunits should make every effort to have payments made at the same time to minimize the Chapter Treasurer's workload. All payments must be made in the budget year for which the request was approved. Funds that were approved but were not used will remain in the Chapter budget.