Student Opportunity Fund

UK College of Engineering Office of Student Success

Student Organization Forms and Instructions
2025-2026

Due Date: Friday September 12, 2025

UK College of Engineering Student Organizations

The UK Pigman College of Engineering sponsors more than 30 student organizations and societies. These include those specific to a discipline, such as AIChE, IEEE, or ASME; honor societies such as Chi Epsilon, Alpha Sigma Mu or Eta Kappa Nu; and college-wide organizations such as NSBE, SWE, or KSPE. These engineering student organizations are an important part of student success and provide valuable opportunities for learning outside the classroom, development of professional networks and friendships, as well as building technical, teamwork, and leadership skills.

Student Organization Funding Opportunities

Each student organization has its own unique mission and goals, and requires supporting resources to be successful in achieving those goals. These resources include funding, physical space, and help developing connections and partnerships. With respect to financial needs, there are many opportunities to raise funds:

- College of Engineering Student Opportunity Funds (Application described in this document.)

- Wildcat Cage   (Deadline Sept. 5 - See attached info)

- Young Alumni Philanthropy Council (YAPCO) (Deadline Oct. 1 - See attached info)
  https://www.engr.uky.edu/alumni-philanthropy/societies/young-alumni-philanthropy-council

- Industry Partnerships – Talk with Career Development https://pigmancareers.uky.edu/

- UK Student Government https://www.uksga.org/funding-organizations

- Individual and multi-organization fundraising opportunities
  Example: Partner with the Career Development Office to support the Career Fair !

- Individual membership dues or personal donations

The College of Engineering wants to help you succeed !

Application Process Student Organization Opportunity Funding for the entire 2025-2026 academic year

Please download and complete the document "Student Opportunity Fund Request Summary Form.docx" and spreadsheet "*Student Opportunity Funding Request Form 2025-26.xlsx*" and submit these two completed documents with your request.

Make sure to carefully consider all possible expenses associated with your requests. Once requests are made and funding allocations have been made, there will not be additional funding available for additional unforeseen expenses.

Step 1: Ensure that your organization is in good standing (and remains in good standing) with the Pigman College of Engineering and the Engineering Student Council (ESC). See full details on next page.

Step 2: Fill out the Funding Request Summary doc and the Funding Request Spreadsheet. Submit these request documents to Tina Metcalf in room 355J of the James & Gay Hardymon Student Success Center, third floor of FPAT, or by email to tina.metcalf@uky.edu by Friday, **September 12, 2025,** to be considered.

Complete one spreadsheet for your organization that includes all items/events for which you are requesting funds. Fields to complete include:
- **Item:** Identifier describing item/expense being requested
- **Description:** Description of requested expense
- **Activity Type:** Select from pull-down categories
- **Expense Type:** Select from pull-down categories
- **Date:** Approximate date of event or planned date of purchase
- **Total Cost**: Estimate of cost for this item
- **Optional notes/explanation**: Describe to whatever extent you think is appropriate and beneficial, any explanation or additional information about what is being requested. For events, include type (member/non-member/public) and number of participants, as well as the purpose of the event.

Make sure to carefully consider all possible expenses associated with your requests. Once requests are made and funding allocations have been made, there will not be additional funding available for additional unforeseen expenses.

What to turn in:
- Request Summary
- Funding Request Spreadsheet, including both Fall 2025 and Spring 2026 events.

Step 3: The Associate Dean for Undergraduate Education and Student Success, Dr. Mike Johnson, will verify the organization standing and review requests, and your organization will be notified by email of the results of your request and provided information about how to use the awarded funds.

Contact Tina Metcalf tina.metcalf@uky.edu or Dr. Johnson mike.johnson@uky.edu with questions.

Guidelines

1. **Only registered student organizations in good standing may request funding.**
   See eligibility criteria and expectations on next page.

2. **Funding requests must include itemized details of anticipated expenses.**
   Use the attached request spreadsheet, filling in all columns.

3. **Non-allowable requests:** There are certain items that cannot be funded. This includes:
   - Non-university printing services
   - Subscriptions
   - Taxes
   - Management or consulting fees
   - Organizational membership dues
   - Gifts, donations, or contributions to individuals or other organizations
   - Financial aid or scholarships
   - Expenses incurred prior to approval

4. **Funding requests must be for the current academic year.**
   Funds awarded this year must typically be utilized by the end of the spring semester in early May. If funds are needed for summer activities, special arrangements must be made. The UK fiscal year runs July 1 through June 30, so anything in July or August is a part of a future fiscal year.

5. **Funds must be spent following university guidelines.**
   UK has a number of financial guidelines that must be followed.
   - Each student organization has a financial home in either an academic department or the office of student success. All expenditures must be planned and carried out in full communication with staff in those offices.
   - Please note that organizations cannot spend money on your own, even for approved funded activities, and then be reimbursed later. Expenditures must be made in consultation with staff.
   - Funds through Student Opportunity Funds, YAPCO, Wildcat Cage, or other sources often utilize different types of accounts and have different guidelines or processes.

6. **Funds must be used for the approved purposes.**.
   All funds must be used for the requested/planned activities. If you cancel an event you cannot use that funding for an alternative purpose or toward remaining expenses on other partially-funded events without approval. All organizations are responsible for using funds for approved purposes.
   Note, however, that this does not apply to the individual subcategories of types of expenses – e.g. funds allocated for attending a regional conference may be used for any allowable costs for that conference, regardless of whether the amounts for housing, transportation, or materials change. If the planned amounts within a single category change by more than +/-25% then please check with staff to confirm.

Criteria to be Eligible for Student Opportunity Funds

Any College of Engineering student organization that wishes to apply for Student Opportunity Funds must be in good standing with the Engineering Student Council and the College of Engineering based on the below criteria. The organization must also <u>continue</u> to be in good standing in order to receive any funds allotted. If your organization does not meet the following requirements, you will not be in good standing, and <u>may</u> be ineligible for future, or previously allotted funding. If you are a new student organization, please contact ESC via the email ukyesc@gmail.com for requirements. Any questions about requirements should be directed to ESC directly, by the email ukyesc@gmail.com.

All paperwork, forms, and registration (including dates and how to submit) can be found on the website at https://engr.uky.edu/student-success/student-organizations/engineering-student-council *under "Resources".*

To be in good standing, ALL student organizations must:

By date of funding application:
- **Register your student organization** with ESC (Earlier registration strongly encouraged.) Information for registration can be found on the ESC website.
  - **Have up-to-date information about your organization on the ESC website and chapter websites** - includes officer information, contact information, advisor information, copy of bylaws/constitution.
    Check the COE student org page at https://www.engr.uky.edu/students/student-success/student-organizations and send updates to tina.metcalf@uky.edu .
- **Have up-to-date information about your organization on bulletin boards** if you have a board.
- **Have submitted an end-of-year report for your organization** from the previous year.

Additional requirements:
- **Have a representative at <u>every</u> ESC meeting**, which are held monthly and set at the beginning of the semester (excused absences in advance to the ESC President or Secretary per ESC policies).
- **Participate in all required ESC events.** This includes at a minimum:
  1. **New student Engineering Orientation August 22, 2023**
     a. All existing organizations (except upperclassman honor societies and graduate student organizations) who received any support the previous year must set up a table/booth to provide freshmen with information about your organization.
  2. **Engineers Week/Engineers Day (E-Day)**
     a. Send <u>2</u> representatives for setup and 2 for cleanup.
     b. Have a contest and/or information table.
     c. Submit contest rules by given deadline to E-Day director (Eric Sanders)

FAQs / Guidance

What can we request?
> Anything that benefits your organization and is not on the "un-allowable" list above can be requested. In terms of priorities, see the funding priorities document on the next page.

How much will we receive?
> See the funding priorities document on the next page.
> Outreach or college-benefiting activities are typically funded in full.
> Large organization activities like regional and national conferences and competitions are often funded at 50%, with the remaining funds to be raised or provided elsewhere.

What should we submit to Student Opportunity Funds vs. Wildcat Cage vs. YAPCO?
> Overall, smaller organizational activities should be requested from Student Opportunity Funds.
> Large events and costs may have support requested from any or all of these. Funds are additive, but please note on your student opportunity fund application which items have support requested from elsewhere also.
> Below is a comparison of these funding sources in terms of motivation and priorities:
> - Wildcat Cage: This is an industry-sponsored and funded event in the spirit of "shark tank". The idea is for students to pitch novel and exciting ideas that are likely to motivate industry partners. This could include projects, competitions, national conferences, outreach activities, or many other ideas. Dollars for normal organization activities, internal events, or operating costs are not likely to be funded. Amounts are usually in the $1,000-$3,000 range but can vary.
>   - A significant component of the evaluation for Wildcat Cage is the quality of the presentation itself. Because these sponsors are also looking for students for co-ops and internships and full-time positions, it should be considered a significant opportunity to present to Wildcat Cage and you should select presenters accordingly.
>   - There is an associated networking reception after Wildcat Cage. All members are encouraged to participate, and it is recommend that you consider this as a mini-career fair opportunity, including dressing appropriately and bringing resumes.
> - Young Alumni Philanthropy Council (YAPCO): This is an alumni consortium with an emphasis on funding activities that support UK PCOE students and student success. National conferences and competitions, professional development events, or multi-disciplinary and college-wide activities are likely to be motivating to YAPCO members. Internal activities and events that impact a large number of UK students across multiple majors and disciplines may also be funded.
> - Student Opportunity Funds: These funds come from the UK PCOE, through both alumni donations and budgeted student support dollars. The goal is to support the development and growth of engineering student organizations in a broad sense, including both student and college priorities..

What other ways are there to raise funds for our organization?
> There are lots of ways to raise funds, and we want to help you identify them!
> We strongly encourage you to work with the UK PCOE Office of Alumni and Philanthropy to brainstorm ideas for fundraising.
> You can also talk to the UK Career and Co-op Office to identify possible industry partners who may be interested in supporting your organization.

UK Pigman College of Engineering Student Organization Funding Priorities

UK Pigman College of Engineering student organizations are an important part of student success and provide valuable opportunities for learning outside the classroom, development of professional networks and friendships, and building technical, teamwork, and leadership skills.

Each student organization has its own unique mission and goals, and requires supporting resources to be successful in achieving those goals. A limited set of "Student Opportunity Funds" are available from the college for supporting engineering student organization activities. Priority will be given to funding requests that clearly support activities aligned with the mission and visibility of the college and university.

Priorities for Funding

Listed in order of priority:
1. Activities that increase interest in STEM for K-12 in Kentucky and beyond
2. Activities that increase the national reputation and visibility of the college and our students
3. Activities that increase professional development and career preparation
4. Activities that increase student belonging, well-being, and academic success
5. Activities that build a sense of community within the college or across multiple organizations
6. Activities that build a sense of community within a single organization
7. Expenses that support marketing and development and recruiting for a single organization
8. Food, apparel, and materials for individual organization members or for regular meetings

Allocation Notes

- Food for regular meetings or internal social activities is limited to $250 per organization ($500 for large multi-disciplinary / college-wide organizations depending on membership numbers). This includes food requests for activities that are specifically for your own organization and members.
  Just request as "Food for meetings" on the spreadsheet.

- Additional non-food costs for single-organization activities, professional development events, etc. are typically limited to $100 per event. It is highly unlikely that you will receive funds for larger food and catering costs such as banquets or formal events, but you are still welcome to include those with your request.

- Requests for public outreach activities are fully funded whenever possible .
  In addition, organizations which propose outreach activities are often awarded additional unrestricted funds to incentivize outreach activities, as total fund availability allows.

- Similarly, requests for regional conferences and national conferences (registration, housing, travel) are typically funded at up to 50% if possible, with the remaining 50% to be fund-raised or covered by students and teams.

- Multiple-organization events, events that include faculty or staff, or events that are open to students outside your own organization, are funded at up to 50% if possible.

- Requests for apparel (e.g. Tshirts, Polos) for members are unlikely to be funded due to the many other higher-priority requests that are anticipated. You are welcome to still request funds for this. If the purpose of the apparel is related to outreach or college/university-wide events or outreach activities, please note that, since those are higher-priority and will increase chance of approval.

- Total funding is capped at $5000 to any single organization. This cap may be reduced depending on requests.

IMPORTANT NOTE ON ADDITIONAL FUNDING

- Some of the Student Opportunity Fund budget is held in reserve for additional high-priority requests. Funding can be requested for additional outreach activities, or for special high-impact activities that could not be planned in advance. Email Dr. Johnson directly to ask if an event might qualify for additional funds.
  Note: no further requests for member-only organization activities will be considered – must be outreach or multi-disciplinary/larger-scale in nature.

PIGMAN COLLEGE OF ENGINEERING
WILDCAT CAGE
PITCH COMPETITION

SEPTEMBER 5, 2025

STUDENTS BETTER BRING THEIR A-GAME!
Wildcat Cage is an interactive competition for Pigman College of Engineering student organizations. Students pitch funding requests to industry sponsors who judge the competition and decide who deserves their donation!

Get Engaged!

<u>Any</u> industry representative can attend as a judge.

- meet and interact with students outside of recruitment events
- increase your brand awareness
- gain early access to engineering talent
- an average of 18-20 student organizations compete each year

THE DETAILS

WHERE
University of Kentucky Pigman College of Engineering
354 F. Paul Anderson Tower Conference Room
Lexington, KY 40506

SCHEDULE
8:15 - 11:45am	Student Pitches *(breakfast provided)*
12:00 - 1:00pm	Lunch *(lunch provided)*
1:15 - 4:30pm	Student Pitches
5:00 - 6:00pm	Award announcements and reception

PARKING
Cornerstone Garage - entrance on S. Limestone and on Upper St.
Parking vouchers will be distributed at the event.

CONTACT

To sponsor, judge, or for more information, please contact:
Laurel Unseld
laurel.unseld@uky.edu
859-257-1280

UK Pigman
College of Engineering

YAPCO
STUDENT ORGANIZATION FUNDING

COLLEGE OF ENGINEERING
YOUNG ALUMNI PHILANTHROPY COUNCIL

Selected student organizations have the opportunity to earn up to $5,000 for their organization!

The Pigman College of Engineering's Young Alumni Philanthropy Council (YAPCO) is accepting funding requests from College of Engineering Student Organizations.

How to sign up?
Deadline: October *1st*, *11:59* p.m.

Email: Jonathan Furnish **(jonathan.furnish@uky.edu)** with the following information

- Power Point Presentation *(Less than 8 minutes)*
- Requested Funding Amount *($1k, $3k, $5k)*
- Other funding sources already received: *(e.g., $1K received from Wildcat Cage)*

Selected student organizations will be required to present their presentation in-person on October 17th

UK Stanley and Karen Pigman College of Engineering