



Engineering Governing Council

*The legislative body representing the students
of the School of Engineering at Rutgers University.*

How To Fill out Funding Packets

[EGC Allocation Guidelines](#)

1. Introduction

- a. Funding Packets are the societies request for funding from EGC to run events for their members
 - i. Two forms of Funding Packets
 1. Fall/Spring Packets
 2. Mid-Semester Packets
- b. This document will serve as a template for filling out Funding Packets
 - i. Linked above “EGC Allocation Guidelines” is information on when and why the forms are filled out
 - ii. Additional guidelines added below
 - iii. Step-by-Step process of filling out the packets

2. Linked EGC Allocation Guidelines

- a. As a Treasurer, this form should be read and understood, a few lines are pulled out and highlighted for the purpose of this example process
 - i. An itemized budget of all programs and all needed expenses for each program listed individually except those in common categories as determined by the Finance Committee
 - ii. A list of programs or projects in priority ranking
 - iii. The society’s general information as well as its constitutional purpose
- b. If there are any questions about the linked form, reach out to previous treasurers or members of EGC

3. Template form provided by EGC to be filled out

- a. [Template Form](#)

4. Filling out the form

- a. Table on front page will be updated by numbers being filled in the columns on the following “events” page

| Item | Cost | Requested | Allocated |
|-----------------------|----------|-----------|-----------|
| Casual Food | 0 | 0 | 0 |
| Formal Food | 0 | 0 | 0 |
| Drinks | 0 | 0 | 0 |
| Tools (new) | 0 | 0 | 0 |
| Tools (replacement) | 0 | 0 | 0 |
| Building Materials | 0 | 0 | 0 |
| Other (write-in item) | 0 | 0 | 0 |
| | | | |
| Total | 0 | 0 | 0 |

i.

Table on Front page will be updated by filling in tables on second page

| [Event Name] | | | | | | | | |
|--------------|---------------------|-------------------|------|----------|-----------|-------------|-----------|-----------|
| Location: | | Date: | | Time: | | Attendance: | | |
| Description: | | | | | | | | |
| Item | Purpose/Description | Place of Purchase | Link | Quantity | Unit Cost | Total Cost | Requested | Allocated |
| | | | | | | | 0 | |
| | | | | | | | 0 | |
| | | | | | | | 0 | |
| | | | | | | | 0 | |
| | | | | | | | 0 | |
| | | | | | | | 0 | |
| Total | | | | | | | 0 | 0 |
| | | | | | | | | 0 |

ii.

Table to be filled out for each event funding is being requested for

5. Filling out the Table

- Filled out example events in link below
- If more rows are needed, click on the row number and right-click insert below
 - This should keep the formatting of the row selected, the sum function may need to be altered to continue the link with the front table
 - Example function is from rows 19-24 but rows 25-28 are added change function from 19-28.

Filled out Table

6. Submit documentation

- Funding Packets
 - EGC Google Drive Link provided in email
 - Renamed from template to "SocietyName_Semester"
 - Ownership of document turned over to reviewer named in email

Further Resources

- [SABO Treasurer's Key](#)
- [EGC Allocation Guidelines](#)
- [Contact the EGC Treasurer](#)