Supplemental Funding Request Information

Each year clubs have an opportunity to apply for Supplemental Funding from their Council Coordinator or the SA Board of Directors. Paperwork and guidelines are on the following pages.

1. The requesting club must be recognized by the Student Association and must meet all criteria to be in good standing. (Criteria for good standing can be found in the Club Handbook.)

2. All Clubs are required to submit the Supplemental Funding Request Form.
   a. A club must be able to produce proof of the current account balance and fund-raising totals upon request; this information can be obtained from the club’s general ledger or requesting help from the finance department in the SA Office.
   b. The club must indicate the goals and purpose of the activity being sponsored and how the activity will benefit the UB Undergraduates.
   c. All sources of income for the activity must be listed.

3. The funds allocated to a club must be used only for the purpose outlined on the application submitted, and proof of this must be submitted to the Council Coordinator or SA Board of Directors upon request.

4. Clubs may be asked to make an oral presentation to the Board of Directors. Persons making the presentation must be able to answer all pertinent questions the Board may have.

5. All funding requests must be submitted to the club’s Council Coordinator. Supplemental Funding Requests from the Council Coordinator will be submitted to the SA Treasurer for review and if approved will be added to the next Budget Adjustment. Supplemental Funding Requests from the SA Board of Directors should be submitted to the Council Coordinator to be added to the Board of Director’s agenda for approval.
   a. The approval of a supplemental funding request and the transfer of funds may not occur in the same meeting, be prepared for this delay.

Please note that the Council Coordinator and/or Board of Directors reserve the right to provide all, some, or none of the funds requested based on the objective analysis of the Club’s needs, past activities, completion of criteria, and availability of funds.
Please note that Supplemental Funding money does not count as fundraising or a fundraising event, and is NOT eligible for rollover.

Please note that the Council Coordinator and/or Board of Directors reserve the right to:

- Take back any money given in supplemental funding that was not spent on the event stated
- Take back all monies given to the club if the club cancels the event
- Fines and other penalties may be applied to a club that uses supplemental funding money for anything other than the event that they applied for. Penalties may include de-recognition.

It may take up to three weeks for a club to receive into their budget any monies given to the club by the Council Coordinator and/or Board of Directors. All financial rules apply to supplemental funding monies including pre-approval through the SAFE system before money can be spent.

To be considered for Supplemental Funding by the Council Coordinator, a club representative must be able to meet with the Council Coordinator to answer any questions upon request. To be considered for Supplemental Funding by the Board of Directors, a club representative must be at the scheduled Board of Directors meeting in order to present the request. Forms must be legible, complete, including a full budget and the club must met the criteria to receive the funding. Funding for events with pre-set days should be submitted at least four weeks prior to the event in order to ensure a timely response and processing time for the money into the clubs account for spending. Request should be handed in to the Club’s Council Coordinator for review and submission to the correct party.
Supplemental Funding Request Form

Club Information:

Club Name: **AIAA**
Representative Name: **John Hudi**
Title: **Treasurer**

Event: **Micro-G Build event and DBF Building Event**

Event Date: November 12, 2022, 12:00 PM - 5:00 PM
Start Time: **9:00 AM**
End Time: **9:00 PM**

Description of Event:
Our different build events for both clubs. We have two different building teams one in which we are designing and fabricating for competition a remote controlled airplane. While another is designing a boat for a NASA competition. Both of these competitions require large amounts of time, dedication and hard work. Manufacturing is one of the most difficult tasks as it requires a large amount of tools, space to save these tools and with out small work area this is always a difficult task.

Benefits of the Event to UB Undergrads:
We provide hands on engineering experience to any student at the University at Buffalo. The skills that we teach like Computer Aided Design, Arduino, ANSYS, 3-D printing, composite manufacturing are an opportunity that very few clubs can offer to their members.

Purpose of this Event:
To allow undergraduates to do actual engineering along with manufacturing for competitions. Tools are critical to use being able to build what we want

Itemized list of how supplemental funds will be used:

<table>
<thead>
<tr>
<th>Item</th>
<th>Dollar Amount</th>
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<tbody>
<tr>
<td>M12 FUEL 12V Lithium-Ion Brushless Cordless 3 in. Cut Off Saw (Tool-Only)</td>
<td>$150.00</td>
</tr>
<tr>
<td>M12 12V Lithium-Ion Cordless Rotary Tool (Tool-Only)</td>
<td>$100.00</td>
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<tr>
<td>M12 FUEL 12V Lithium-Ion Cordless 4-in-1 Installation 3/8 in. Drill Driver Kit with 4-Tool Heads</td>
<td>$229</td>
</tr>
<tr>
<td>16 in. x 10 in. Satin Nickel Heavy-Duty Shelf Bracket * 10</td>
<td>$132.70</td>
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<tr>
<td>Please See the attached list, as there are many different items that are not included.</td>
<td>$1,000.00</td>
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<tr>
<td><strong>Total being requested:</strong></td>
<td><strong>$1,611.70</strong></td>
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Club Budget Information:

Current balance of club budget: $16,000.00

Expenditures already encumbered (requested) for this event:

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Other Monies being requested or has been granted for this event:

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<th>Item:</th>
<th>Dollar Amount:</th>
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Ticket Sales Information:

Will there be ticket sales for this event: No

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Total Ticket Sale Revenue: $0
Other Information that you want the Council Coordinator and/or Board of Directors to know:
These items are incredibly important to our club being able to succeed in the future. We need these tools for constructing our airplane and Micro-G boat.
Supplemental Funding Approval Signature Page

To be completed by the Council Coordinator or Chair of the Board of Directors before submission to the SA Treasurer. The completed supplemental funding request that was presented to the Coordinator or Board for consideration must be attached for the club to receive any monies into their account.

Club Name: AIAA

Council: 

Amount of Money: 

Event Money is to be used for: 

Date of Event: Monday, September 12 2022 at 12:00 PM EDT to Wednesday, April 12 2023 at 12:00 PM EDT

Type of Supplemental Funding Request:

_____ Board of Directors

Chair of Board of Directors Signature: 

Print Name: ________________________________ Date: ____________________________

Meeting Date that the Funding Request was voted on: ____________________________

_____ Coordinator

Coordinator Signature: 

Council Name: 

Print Name: ________________________________ Date: ____________________________

Final Approval to be added to a Budget Adjustment

SA Treasurer Signature: 

Print Name: ________________________________ Date: ____________________________

Monies to be transferred to club as part of Budget Adjustment: ____________________________
Cut off tool for trimming metal and composites, includes a removable dust collection adapter with depth of cut adjustment, the tool has selectable rotation direction to improve cutting safety and ease of use. With a band file adapter (sold separately it can also be a band file which can be a versatile and valuable tool in smoothing foam and edges of composite parts, as well as light metal work.

Similar to a Dremel, and compatible with all of Dremel’s attachments, this tool offers slightly better performance due to its brushless motor. Cutting, sanding, and grinding of intricate parts are very common tasks in AIAA’s manufacturing process. The 12v battery compatibility with the other Milwaukee tools simplifies work flow, and helps our club shave weight and bulk from our luggage when traveling to competitions. Our corded Dremel went missing over the summer and we are in dire need of a replacement.

This light-weight tool does the jobs of 4 different tools at a price and weight that is less than those 4 tools combined, Drill, right angle drill, ¼ inch driver, close quarters drill. Speed of assembly is part of our competition challenge this year for the AIAA Design Build Fly team, quick access to hidden screws is essential. The cordless drill in our lab is over 10 years old, the battery dies fast, it is big, heavy, and so is its charger. While it may be fine for drilling things around the lab, it is a bear to travel with. Having a second device with similar but better capabilities will be useful on build days and would allow us to get more students involved in the hands on experience. This kit will provide the batteries and charger needed to run the other Milwaukee tools.
Hardware:

$13^{27}$  
Buy 10 or more $11.94

We need 10 of these. Total: 119.4 due to discount.

With lab storage and activity space at a premium, our random assortment of desks makes it difficult to get everyone and everything in one place. We intend to build an 8-foot-long desk to hold our 3D Printer, laser cutter, 3 computer monitors, and provide space for 3 to 4 students to do side-by-side computer work. With the shape and layout of our current desk situation there is only space for 1 student to sit. These brackets are adequate to support the weight and control the flex of such a desk.

$25^{47} \times 6 = $152.87

These steel c-channels fit perfectly over the edge of ¾ inch sheet goods such as MDF and plywood, and when screwed in place dramatically stiffen the board over long spans. We have one shelf in the lab that has these installed on the outer edge over a 16-foot span, and it has not sagged. We have another shelf made from the same material that has sagged, we intend to reinforce that shelf as well as our 8-foot desk that we are building in the same way, it also protects the edge of the desk from damage and prevents splinters.

$9^{51}$/box

Hardware to assemble desk
$80 for Everbilt Screws of the correct size and dimension, the price always depends on whether it can be bought in bulk or not. Often such specific screws are not in stock.

$17.95 /box

Hardware to assemble desk

$83.78

Wood for Desk Top
To supply power to electronics and work area

$32.12 \times 2 = \$64.24$

Locking tool chest for secure storage of power tools and other equipment, also doubles as a work area.

$498.00$

The prices are always changing, and as a general rule the prices have been going up.

**Total Cost $1500.00**