Please use this template to renew an organizations affiliation with the Engineering Leadership Council. The purpose of this for is to collect information from engineering organizations to present to the College of Engineering. This information is used to gauge ways that the College and ELC makes policy and helps member clubs. Please use this form as a way to communicate both your successes and failures this year. Please also use this form to convey ideas you have for changing how the ELC operates or support for how things are currently done. Nothing put on this form will affect the way that your club is funded. Please do not alter or remove the paragraphs already written on the template, the font, or the margin size. Please submit as a **PDF** to [www.nevadaelc.com/forms](http://www.nevadaelc.com/forms). If you have any questions, feel free to contact nevadaelc@googlegroups.com.

*Required for Eligibility:*

### **Engineering Focused**

An organization in the Engineering Leadership Council must have a purpose involving engineering principles and benefits the engineering student body. The affirmation of the above statement will be decided by the Organization Affairs Committee.

### **Student Recruitment**

An organization in the Engineering Leadership Council must be actively recruiting engineering students to be part of their organization. The affirmation of the above statement will be decided by the Organization Affairs Committee.

### **General Assembly Attendance**

An organization in the Engineering Leadership Council is required to send a representative to all General Assembly meetings. Attendance will be taken by the Faculty Advisor of the Engineering Leadership Council. Exemptions to the General Assembly Meeting Attendance Requirement are to be made by the Faculty Advisor of the Engineering Leadership Council.

### **ELC Event Attendance**

An organization in the Engineering Leadership Council is required to partake in “E-Week” and “Welcome Back BBQ” as planned by the Programming Committee. Attendance will taken by the Faculty Advisor of the Engineering Leadership Council. Exemptions to the ELC Event Attendance Requirement are to be made by the Faculty Advisor of the Engineering Leadership Council.

### **Receipts**

An organization in the Engineering Leadership Council is required to timely turn in receipts equal to or more than the amount of money allocated for a request and for the items requested. All leftover money is to be returned to the Engineering Leadership Council following current procedures. Timeliness is to be decided by the Faculty Advisor of the Engineering Leadership Council. Exceptions are to be made by the Faculty Advisor of the Engineering Leadership Council.

### **Contact Information**

An organization in the Engineering Leadership Council is required to keep updated contact information for all officers with Engineering Leadership Council administration. Information must be filled out on a New Officer Information Form, found as Appendix A, and submitted in PDF format to the Forms page of http://www.nevadaelc.com within 5 business days of an administrative change. This includes changes in officers, new email address, any other required information asked in the form.

**Engineering Student Organization Name:**

**Officer contacts:**

Please update the position titles to reflect your organization. Add as many titles as you have.

**President:**

Name:

Email:

Phone:

**Vice-President:**

Name:

Email:

 Phone:

**Treasurer:**

Name:

 Email:

 Phone:

**Advisor:**

 Name:

 Email:

**What students do you accept?**

 **Undergrad Graduate Both**

**Public Contact Information:**

Add any information here that you want added to the ELC website so that students can contact your club. Attach a png of your club logo we submitting this form.

Website:

Contact Email:

Social Media:

**Current Year Budget:** $

**Estimated Next Year Budget:** $

**Home many members does your club have?:**

**What has your club done (will do) this year?:**

**What are you trying to do next year?**

**What difficulties has your club had this year?**

**Comments about ELC (optional):**