



McMaster Engineering Society

Groups & Teams Funding Guide

Introduction

The goal of the McMaster Engineering Society (MES) is to provide useful services and representation for undergraduate engineering students. The MES recognizes that its members have very diverse interests and the best way to full fill those interests is to fund student groups and teams that provide opportunities for students to pursue those diverse interests.

Apply for Funding

- Submit the following documents :
 - 1) Closing Financial budget for the previous year
 - 2) Bank Statement to support the closing budget
 - 3) Budget proposal for the upcoming year
 - 4) List of events / competitions / conferences planned for the upcoming year
 - 5)(Teams Only) Ranking / Performance of the team at the competition
- Unless determined by Vice President Finance, all the above documents must be submitted by August 30th to MES VP Finance and AVP Clubs & Sponsorship

To Claim your Funding

- Submit the following documents :
 - 1) Submit 'Event Summary Sheet' for each event organized during the year.
 - 2) A report of future recommendation and the overall functioning of the group/team
 - 3) Submit the Sponsorship Checklist (MES Policy Manual – Appendix R)
 - 4) (Teams Only) Ranking / Performance of the team at the competition
- Unless determined by Vice President Finance, all the above documents must be submitted 10 days before SAGM II to receive your funding.

Finance & Logistics

- 1) All payments for the expenses done on behalf of Groups & Teams, will be provided to the relevant group or teams bank account.
- 2) All expenses must be submitted by March 30th. Any expenses done in the month of April must be reported to the VP Finance by April 30th with the supporting documents.
- 3) The template for Event Summary can be found on the MES website.

[For any questions regarding the funding process, please email avp.clubs@macengsociety.ca](mailto:avp.clubs@macengsociety.ca)