

Application for Senate Bills

Requesting Club/Agency: American Institute of Chemical Engineers

Classification: SGA Club Associate Club Sports Club Other

If an SGA club, what were your required volunteer hours (last semester): 12

How many hours has your club fulfilled to date: 17 hours in Spring semester of 2022

Please detail events where volunteer credit was earned:

Setting up at career fair, helping with research day, volunteering at Science Olympiad and helping with President's Club reception

Requested Amount of funding: \$4200

Event: AICHE National Conference

Location: Phoenix, AZ

Event Dates: Nov. 11, 2022 - Nov. 14, 2022

Have you received funding from another source for this event: Yes No

If yes, how much: _____

From whom: _____

Have you fundraised for this event? Yes No

If yes, please detail the fundraiser and how much money was earned. _____

Planning to fundraise, has not happened yet

If requesting funds for traveling please fill out below information:

Members Attending: Undergraduate: 20 Graduate: _____ Special: _____

Method of Travel: NMT Vehicle Personal Vehicle Plane Other

FOR ALL REQUESTING AGENCIES:

Please attach a ONE PAGE (12 pt. font) explanation for your funding request. This should include any additional information relevant to your request and an itemized budget with exact costs and explanations for all necessary items which may or may not include: Supplies and Materials, Services, Equipment, Travel, Registration, Etc.

The American Institute of Chemical Engineers (AIChE) branch at New Mexico Tech would like to receive funding for the travel, hotel and registration fees to have members attend the National Conference in Phoenix, Arizona. The students would leave for Arizona on Friday Nov. 11th, 2022 and return on Monday Nov. 14th, 2022. The club is wanting to sponsor twenty (20) members who are interested in attending the conference. Those members were asked to submit cover letters and each of those has been included with this request form. Many of the members are planning their undergraduate research at this conference.

A hotel was found and booked in Tempe, Arizona in which there are 5 rooms. Each room contains two double beds and each double bed will sleep two members (4 people per room). The hotel found was the Marriott at 2000 W Westcourt Way, Tempe, Arizona. The rooms were gotten at a discounted rate in which all rooms for all three nights will total out to be **\$2200** (including tax). This was the cheapest option to house the twenty members who plan to attend the National Conference.

To get to Arizona, two NMT vehicles will need to be rented. The facilities management form says that the vans can be rented for \$0.60/mile including gas. As the trip is 380 miles each way, that brings the travel cost to \$456. Another \$50 would be needed to cover the transportation between the convention center, restaurants and the hotel. Thus, the total transportation cost would be **\$500**. There are two drivers lined up who are certified through the university to drive the NMT vehicles.

The last part of the cost would be for registration fees. Each student must register to present at the National Conference. The "early bird" fee is \$150 for each member, if they register by October 2nd. The registration cost will increase after October 2nd. AIChE is requesting assistance covering half of the registration costs (20 students at \$75 per student). The club is planning on having the members pay for the remaining \$75 for their individual registration. The registration cost would come out to be **\$1500**.

In total, the requested assistance is **\$4200**.

All receipts would be kept and returned to the SGA upon return from the National Conference. All food will be paid for by the members themselves when in Arizona. The club is also working to plan fundraising events so the club can save funds for the upcoming conference. Detailed below is the itemized budget:

<i>Registration</i>	\$150/member	Members cover half of cost	\$1500
<i>Travel</i>	\$0.60/mile	380 each way = 760 miles total + travel to restaurant/hotel/convention center	\$500
<i>Housing (3 nights)</i>	5 rooms w/ 4 people each	\$814.46 for 2 rooms \$1221.69 for 3 rooms	\$2200
Total:			\$4200