

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: STUDENT CHAPTER FUNDING

SCOPE:

This Practice specifies procedures whereby North America SAMPE Student Chapters may compete for funds to support their educational programs.

Funding may be made annually to North America SAMPE Student Chapters, for programs that they would like to pursue. Educational funds included in the annual budget will be used to support this program. All proposals must benefit the student chapter technically and support the goals and missions of SAMPE.

PRACTICE:

A. RULES

1. To submit a proposal, a student chapter must be a legal SAMPE Student Chapter chartered on or before November 1 of the associated fiscal year.
2. In addition to the proposal, the student chapter must provide a report on the activities supported by the most recent student chapter award if appropriate.
3. Proposals must not exceed two pages (not including the past activities report).
4. Proposals must be submitted no later than November 1 to the SAMPE North America Vice President.
5. If the proposal contains multiple funding items, they should be prioritized.
6. Student chapter award funding levels will be announced with each year's solicitation.
7. The proposal must be signed by the student chapter Chair, Faculty Advisor and the Sponsoring Chapter Chair or representative.

B. STUDENT CHAPTER PROPOSAL COMMITTEE

1. The North America SAMPE Vice President will appoint a North America SAMPE member to serve as the Chair of the committee.
2. The Chair of the committee will select the other members of the committee with the approval of the North America Vice President.

3. The committee will make its recommendation to the North America Vice President for approval.

C. SCHEDULE

- September – reminder to Faculty Advisors
- November 1 – proposal submittal deadline
- February 1 – notification of winners
- June 1 – complete disbursement of funds