

**University of British Columbia
Department of Civil Engineering**

**STUDENT TEAMS & ORGANIZATIONS – APPLICATION
FOR DEPARTMENT SUPPORT**

*For team/organization requests for Department support, please complete the form below and submit it by September 15 as a single pdf document to undergradsupport@civil.ubc.ca. **Note** that the Department does not have sufficient funds to support every request in its entirety. Also, the Department does not provide support for Faculty-wide organizations and teams; nor for graduate students engaged in research related conferences and travel. If you are unsure of some of information being requested, please provide estimates, and later submit updated information to undergradsupport@civil.ubc.ca.*

DECLARATION

This application is being submitted on behalf of the following team / organization:

- This is a first-time application
 This is a renewal application

I confirm that the Team/Organization agrees to be bound by the Department's requirements / guidelines as specified in this form, and, in the case of teams, as specified in the *UBC Engineering Design Team Handbook*.

Name

Date

Title within Team/Organization

1. ORGANIZATION / TEAM SUMMARY INFORMATION

Organization / Team Name:

Affiliated Organizations:

Primary representative, name:

Contact e-mail:

Website:

CIVL Faculty Advisor (if any):

2. EVENT SUMMARY INFORMATION

If relevant, please provide summary information on the event (competition, conference, field trip) for which support is being requested.

Event Name:

Affiliated Organizations:

Website:

Summary description:

Dates:

Location:

Approx. no. of UBC students participating:

Approx. no. of students / delegates attending overall:

Note that, if some students are expected to be away from classes because of team activity, please separately provide a list of dates and student names by September 15 to undergradsupport@civil.ubc.ca. This information need only be approximate, and may be updated when confirmed.

3. MEMBERSHIP / PARTICIPANT INFORMATION

In one table, please provide the following information as may be relevant. [The Civil Club and CEGSS need only provide leadership information.]

- **Leadership** *[names, positions, and year level (undergraduate) or program (graduate) of the executive or leadership; teams should include a chair, a treasurer and a safety officer]:*

- **Continuing members:** *[names and year level (undergraduate) / program (graduate) of continuing members]:*

- **New members** *[names and year level (undergraduate) / program (graduate) of new members]:*

- **Prospective members** [*expected number of additional members to be recruited this year*):

4. SUPPORT REQUEST

Please detail everything you are requesting from the Department under the headings below.

Please note: the CIVL Club should exclude any specific events that are undertaken in collaboration with the Department Head, and should seek funding for those events from the Head directly.

Funding. *Please provide a budget table for the year commencing September 1. [Note that the fiscal year for your activities is considered to be Sep 1 – Aug 31.] The table should include the following:*

- *A list of revenues items, including support requested from the Department and from all other sources, as well as the total revenues*
- *A list of projected expenses, under different categories such as travel, supplies, fees, ..., as well as the total expenses*
- *Prior-year carry-forward if any*
- *Projected carry-forward = prior year carry forward + revenues – expenses [the projected carry-forward should be close to \$0]*

Note that support provided at no charge, such as technician time, should not be included in the budget.

Funding Arrangements. Please confirm the form of funding to be provided:

- Department payment to AMS – applies to CIVL Club only
- External Account (i.e. cheque issued to group) – applies to CEGSS and BCWAA only
- CIVL P/G (i.e. account held within CIVL; individual expenses, with receipts, are brought to the Department for reimbursement) – applies to all other teams / organizations

Space. *Please confirm one of the following:*

- No request for space
- Request to retain current space

- Request to retain current space but shared with another new or existing group
- Request for new space

If appropriate, please summarize the specific space that is referred to or that is being requested.

Technician Time. *Please provide an estimate of the number of hours of technician time required, including consultation time, and the times in the year that this is anticipated. [Please note specific requests for technician time must be directed at the time to Harald Schrempp; available time is subject to workloads in the shop.]*

Department Van. *Please indicate whether use of the Department van is requested. If so, please provide an estimate of the number of occasions and durations being requested. [Specific bookings need to be made at the time via the CIVL Front Desk.]*

Ad-Hoc Room Bookings. *Please do NOT include requests for ad-hoc room bookings for events. Instead, please contact undergradsupport@civil.ubc.ca to make such requests as may be needed.*

5. PRIOR YEAR REPORT

If you obtained Department support in the previous year, please provide a summary report of the prior year activities under the following headings:

Summary Accomplishments. *Please provide a high-level summary of milestones, events and activities and their corresponding dates.*

Prior-Year Budget vs. Actuals. *Please provide a table using the format corresponding to the budget table requested in Section 4, but with budget vs. actual in adjacent columns.*

6. POLICIES AND PLANS

[This section should be no more than 2 pages, exclusive of an appended safety plan if needed.]

6.1 Leadership & Membership. *Please provide a summary of any leadership / membership policies, such as roles and responsibilities of the leadership; criteria for the selection of leadership and members; recruitment approaches; training and orientation; size limitations; ...*

6.2 Safety. *Please confirm one of the following:*

- This request entails laboratory/shop activities using CIVL facilities. *[This request therefore requires a safety plan to be appended; safety training and related requirements will require the approval of Scott Jackson, Director, Safety & Research Facilities, Civil Engineering.]*
- This request entails laboratory/shop activities using Faculty-wide facilities (including CHBE). *[This request therefore requires a safety plan; safety training and related requirements will require the approval of Richard Colwell, Safety and Facilities Officer, Applied Science.]*
- This request does not require a safety plan

If a Safety Plan is required, please provide append a safety plan, including safety training, safe working environment, supervision rules, PPE rules, and safety rules. [Guidance is provided in the UBC Engineering Design Team Handbook.]

6.3 Professionalism. *Groups are expected to promote professionalism and create a welcoming, supportive and inclusive environment for all participants. Please summarize how your group will do so, and how it will deal with inappropriate behaviour and harassment.*

6.4 Collaboration & Marketing. *Please summarize the group's forms of collaboration, sponsor interactions, promotion and outreach, as may be relevant.*