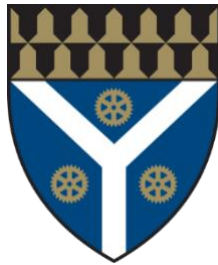


SEAS UNDERGRADUATE STUDENT ORGANIZATIONS GUIDELINES

Student organizations are a very important part of the college experience. They encourage teamwork and leadership, improve organizational skills and creativity, and cultivate professional interests. The SEAS Dean's Office provides oversight and limited funding for SEAS student organizations. All organizations must be registered with [Yale Undergraduate Student Organization](#) to be considered for SEAS support and funding. A current list of registered groups is [available online](#).



- A. Funding Proposal Student Guide**
- B. Ordering Procedures (& Storage)**
- C. Domestic and International Travel**
- D. Risk Assessment**
- E. Important Contacts and Resources**

A. Funding Proposals

SEAS funding is available for engineering organizations with a majority percentage of members who are registered engineering majors. All SEAS Student Organizations must submit a Funding Proposal for your SEAS Student Organization by 5:00 PM on April 24, 2026, to Ms. Natale at danielle.natale@yale.edu. You may be creative, personalize your proposal, modify/adapt titles, order of sections, and add sections based on the nature of your group; however, please be sure the specified content is clearly provided in your proposal. [Example proposals are provided online](#). All SEAS-funded budgets are approved on an academic-year basis, and as such, purchases for SEAS-funded student groups must be completed by May 1. No purchases will be made after this date.

The following sections must be included in your Funding Proposal:

1. **ABOUT THE TEAM** - Tell us who you are, including:
 - Purpose of the organization
 - History
 - Member names/majors (not your email list)
 - Contact Information (email and phone number for leadership)
 - Confirmation that the organization is registered as a Yale Undergraduate Organization for the current Academic Year
2. **LEADERSHIP** - Identify the team leadership and state the responsibilities of these positions. i.e., *Secretary: John Smith '26: takes notes on meetings, follows up on emails, and makes sure tasks are noted in an organized manner and are completed.*
3. **FACULTY ADVISOR(S)** - List your advisor(s) name, contact information, and their role within your organization.
4. **PROJECTS** - Outline your projects, activities, competitions, plans, and goals for the organization. Include a project timeline for your proposed ideas for the academic year.
5. **BUDGET** - Propose a budget that includes travel, supplies, and other needs. Do not forget to include taxes and fees when budgeting for trips, as the total travel cost may exceed your initial estimate. Please keep in mind that airfare fluctuates daily. Try not to use a sale price in your budget that may not be available when your flights are booked. Use a table to indicate the cost of each activity. Identify the requested funds:
 - SEAS requested budget (keep in mind that you are not permitted to request money from any other SEAS academic department)
 - Non-SEAS requested budget
6. **OTHER RELEVANT INFORMATION** (about the organization, projects, and budget).

7. **CONFERENCES** – SEAS can only fund travel for declared engineering majors. Travel will not be supported during a student’s first year at Yale. Please register for conferences as early as possible to secure the lowest price, as most conferences offer early bird registration. Please contact Ms. Natale, as she will complete the registration process for you if you have included conference travel in your proposal. Please review Section C Item 6 for information regarding booking a hotel for your conference.

In addition to SEAS funding, Yale’s Development Office launched a new student-led giving week, called YaleSOAR, during which registered groups can create custom fundraising appeals to be shared with all alumni through the Yale Alumni Fund as well as with students’ personal networks. In addition, each appeal will have a customized shareable link to promote among personal networks. [Information on the Yale SOAR program is posted online at this site.](#)

Additional Helpful Links:

[SEAS Student Organizations](#)

[Yale Connect link to Yale College student organizations](#)

[YaleSOAR](#)

B. Ordering Instructions and Procedures (and Storage)

These are guidelines to make purchases for your organization.

1. Approval of your project budget by the SEAS Dean’s Office is required before using any funds.
2. Any funds needed prior to the submission/approval of your budget will require a proposal and meeting with the Dean’s office, prior to any monies being spent. Reimbursement is not guaranteed.
3. Prior to making any purchases, email Ms. Natale to set up an appointment to review guidelines and procedures.
4. All purchases funded by SEAS **must** be made through the Business Office via Ms. Natale. Ms. Natale can help with travel purchases, deals, and discounts.
5. Your organization **must** maintain a budget (designate a team treasurer), and that budget must be reconciled at the start of each semester (or more frequently if deemed necessary) with Ms. Natale.
6. Any orders utilizing monies from your imminently ending budget must be placed no later than May 1st to ensure the appropriate funds are used. SEAS funding does not carry over from year to year. Any monies received via donation or from [YS EA](#) will carry over.
7. **ONE** person on the team must be designated to collect all the orders from the team members and compose a spreadsheet* of the designated orders, which should be emailed to Ms. Natale. You may have several orders from different suppliers in the same spreadsheet. Please submit all orders on a single spreadsheet for that day.
8. Please provide at least one week's notice for catering and supply orders. This will allow for approval and timely processing. In case of an unavoidable emergency, please notify Ms. Natale no later than 2:00 PM.

9. We are unable to order items from Etsy, eBay, Alibaba, or AliExpress due to university restrictions. Please do not attempt to order from these retailers.
10. SEAS has a business Instacart account for ordering items from vendors such as Target, Walmart, Costco, or Whole Foods, etc.
11. For catering requests, please utilize the restaurant’s website or ezCater, as they manage a variety of New Haven restaurants. Please use the same process as above.
12. All packages will be delivered to 17 Hillhouse Ave. You will either receive an email informing you that you have a package, or your packages may also be delivered to your group’s storage space (if you have one).
13. Out-of-pocket purchases are **strongly discouraged**, and reimbursement is **not guaranteed**. Please email Ms. Natale within **30 days** of the purchase to request reimbursement.
14. When receiving donations from sponsors, their written permission is required to use their logo on team shirts. T-shirts (long sleeve or short sleeve) must be budgeted in your proposal.
15. Teams **MAY NOT PURCHASE** hoodies, crewneck sweatshirts, or zip-ups with SEAS funding. All apparel order designs must be approved by Steven Geringer prior to the order being placed by Ms. Natale.

*[Sample Spreadsheet \(posted here\)](#):

Team name:							Charging Instructions:
Date:							
Contact email:							
Product	*Description + Purpose of order	Quantity	Price per Unit	Method of Shipping	Estimated Cost of Shipping	Total Price	LINK to the item
Trifold poster boards	Poster board for conference display	1	12.98	Normal Shipping	9.00	21.98	http://www.amazon.com/Pacon-37654-Spotlight-Corrugated-Presentation/dp/B001E677FA/ref=sr_1_1?ie=UTF8&qid=1365450004&sr=8-1&keywords=trifold+poster+board
Arduino Uno USB Microcontroller Rev 3	Provide Materials for project teams to create more advanced prototypes and final products	10	26.95	Overnight	35.00	304.50	http://www.robotshop.com/arduino-uno-usb-microcontroller-rev-3-2.html

Storage: A storage area for student group supplies is available next to the Mann Student Center on the first floor of Dunham Hall. Please contact Anthony Mancini (anthony.mancini@yale.edu) for access to this space. The space is managed collectively and organically by the SEAS Undergraduate Student Organizations in coordination with the Graduate Engineering Community Organization (GECO), so please cooperate with each other to make the best use of this resource. The closet is for storing items. Please do not perform any experiments or build any items in this space.

The Mann Student Center is managed by the SEAS Graduate Engineering Community Organization and can be reserved for SEAS student group use (at no charge) via [GECO’s website](#).

C. Domestic, International Travel, and Rental Vehicles

1. SEAS student organizations who are looking to travel must email the details of their travel and itinerary to engineering.studentorgs@yale.edu for approval, using the form on the following page. A meeting may be required.
2. Upon approval, each SEAS student organization must make its travel arrangements through Ms. Natale by sending her an email requesting arrangements to be made.
3. All travel arrangements need to be made as soon as possible, but no later than 45 days before the travel will occur.
4. SEAS is exclusively booking hotels for safety reasons as they offer a more reliable option than Airbnb or VRBO-style rentals.
5. When traveling for conferences, it is recommended that you utilize the conference-sponsored hotels. They might be more expensive upfront, but most of them provide transportation services or are conveniently located near the conference.
6. All drivers must have taken the [Yale Driver's Awareness Course](#) and hold a valid U.S. driver's license in order to drive other Yale students in rental vehicles (this includes Zip Cars). All drivers of privately owned vehicles must have insurance coverage, including minimum medical and liability, as required by law.
7. Zip Cars must be reserved utilizing Yale guidelines, i.e., insurance cannot be paid for using Yale funds.
8. **Long-distance driving:** student drivers traveling over 100 miles must rotate drivers every two hours and have one other "Awake" individual in the front seat. No overnight driving is permitted.
9. **Bad weather:** In case of inclement weather advisories, travel may be postponed or cancelled.
10. **15-passenger vans:** The University does NOT allow travel via 15-passenger vans due to a high incidence of rollover accidents.

Travel Check List:

- Send itinerary with names and contact information (using the form on the following page) of all students traveling to engineering.studentorgs@yale.edu.
- Take the Driver Safety Awareness Course (by the end of SEPT) and send proof to engineering.studentorgs@yale.edu.
- Register your travel and follow all [Travel Requirements and Policies | Yale College Student Organizations](#).
- Make sure you have all the necessary documents with you:
 - Your Yale Health Insurance Card
 - Car Rental Insurance
 - [Certificate of Insurance](#)
 - Emergency Contacts (Appendix E of this document)

Itinerary for SEAS Student Organizations Travel

Date:

Destination:

Mode of Transportation:

Drivers:

Purpose of trip:

Project Leader and cell phone number:

Trip Leader and cell phone number:

Faculty Advisor Name and Approval:

Travelers Information

(All information should match your personal identification)

Traveler's Name	Contact Information (home address)	DOB	Emergency Contact
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Schedule:

i.e.

8:30 AM-9:00 AM: Depart from Yale and arrive at 'X' destination 9:00 AM-12:30 PM:

12:30-1:00 PM: Depart from 'X' destination and arrive at Yale.

D. Risk Assessment

1. Please review the [Office of Risk Management website](#) and become familiar with the information. The Office of Risk Management is willing to help students and registered student organizations manage the risks associated with their activities. Your contact person for that office is Marjorie Lemmon at 203-432-0140 and marjorie.lemmon@yale.edu.
2. Depending on the nature of your project (rockets, rover, etc.), a risk assessment report and a meeting must be scheduled with the SEAS Dean's Office, and your faculty advisor to discuss risk assessment and planning. It is likely that complicated projects will need to submit a Student Project/Activity Proposal and a Student Project Safety Plan, as described on the [EHS website](#).

E. Important Contacts and Resources

General Questions regarding Student Organizations should be directed to engineering.studentorgs@yale.edu. We will route your request to the appropriate person.

Resources	Contact	Email	Web
Yale College (Student Affairs)	Charmayne Allen	student.organizations@yale.edu	https://studentorgs.yalecollege.yale.edu/
SEAS Director of Finance and Administration	Erin Ethier	erin.ethier@yale.edu	https://seas.yale.edu/undergraduate-study/student-activities
SEAS Academics Support (ordering, purchasing & account management)	Danielle Natale	danielle.natale@yale.edu	https://seas.yale.edu/undergraduate-study/student-activities
SEAS News	Steve Geringer Bill Weir	steven.geringer@yale.edu william.weir@yale.edu	https://seas.yale.edu/news-events https://www.facebook.com/yaleseas https://twitter.com/yaleSEAS
SEAS Space	Didi Miranda Anthony Mancini	diane.miranda@yale.edu anthony.mancini@yale.edu	
Risk Management	Marjorie Lemmon	marjorie.lemmon@yale.edu	https://ogc.yale.edu/erm/office-enterprise-risk-management

Emergency Contact:

Erin Ethier, SEAS Director of Finance and Administration - erin.ethier@yale.edu / (mobile: 203.623.2893)