1) Proposal and After Action Process
   a) Email proposal to the ESLC Finance Chair at eslc@utep.edu by 5:00pm at least three (3) working days prior to the set Proposal Meeting for. The Proposals Meeting is the set time for all organizations to present each of their proposals to inform all other organizations.
   b) Present proposal to the council members at the Proposal Meeting.
   c) ESLC Finance Chair presents on distribution ideas and amount to council.
   d) The Council agrees on distribution of funds and ratifies the budget for proposals.
   e) Organizations email after-actions report to the ESLC Finance Chair at eslc@utep.edu within ten (10) working days after the day of the event/activity and return unutilized funds.

2) Proposal Template.
   http://engineering.utep.edu/plaza/organizations/OrganizationResources/index.html

3) Presentation - PowerPoint usage is strongly encouraged
   a) Present the following information that is not included in the Proposal Template.
   b) Maximum two (2) minute presentation per proposal
   c) Maximum one (1) minute question and answer session

4) After-Action Report - maximum two (2) pages. Should include:
   a) Title - ESLC After-Actions Report
   b) Name of organization
   c) Name of event/activity
   d) Name/List of all student(s) who participated in event/activity.
   e) One paragraph describing how your organization’s and the ESLC’s objectives were met.
   f) Detailed budget with appropriate proof of purchases (i.e. receipts, invoices) along with the unutilized funds. Amounts without proof of purchase for are considered unutilized.
   g) Page 2 - Five (5) pictures of your event/activity that support your efforts to meet your objectives.

5) Eligibility Requirements
   a) Any student organization in the College of Engineering identified by UTEP as a RSO.
   b) All students must be in academic good academic standing with the University. Must have a 2.5 to be funded to travel
   c) Adhere to the Proposal Template and its requirements that include attending the Proposals Meeting and presenting.

6) Distribution of Funds - The Council will agree on the proposed distribution funds based on:
   a) Does the proposal follow the mission/vision of the ESLC? Proposals that do not will be voided.
   b) Attendance to the Proposal Meeting is required. Absence will result in denial of funds.
   c) Travel proposals will be awarded $100 per person and up to $500 per proposal.
   d) Amount Requested. If feasible, all amounts will be awarded as requested.
   e) After the above items have been accessed, percentages will be applied to each proposal to meet the available funding allocation.