



## Society of Hispanic Professional Engineers

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# K-12 Program Funding Reimbursement Application Instructions

Thank you for your commitment to SHPE's Mission and Vision through your participation in K-12 Programs. Please read this instructional handout thoroughly; this will ensure you submit your best application and receive the highest score possible according to the [Funding Reimbursement Application Rubric](#).

You must submit your application online using the [K-12 Program Outreach](#) form.

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## Chapter Information

- 1. Region**  
*Sponsoring Chapter's region*
- 2. Chapter Name**  
*Sponsoring Chapter Name*
- 3. Type of Chapter**  
*Select Jr, Student, or Professional*

## Contact Information

*Please provide contact information for main Point of Contact.*

- 1. Name**
- 2. Email**
- 3. Phone Number**
- 4. Mailing Address**

*\*\*Please Note! This address will be used for reimbursement checks IF granted funding.\*\**

## Event Details

- 1. Start Date & Time**
- 2. End Date & Time**
- 3. Event Name**
- 4. Name of Event Location**
- 5. Location Address**
- 6. Number of Attendees**
  - a. Students
  - b. Parents
  - c. Educators
  - d. SHPE Members
  - e. Other Volunteers
- 7. What grade level were the students in attendance (check all that apply)?**  
*Options are: K– 5, 6– 8, 9– 12*

Briefly **describe** your event. (100 word max)

*Please provide a brief description of your event. Be sure to include information about how your program increases student identity, interest, and self-efficacy in STEM.*

*Identity: Students can see themselves as STEM professionals; "I will be a STEM professional."*

*Interest: Increasing exposure to STEM; "I know what STEM is."*

*Self-Efficacy: Increasing student confidence in STEM; "I believe I can do STEM."*

8. Upload any **supporting documentation** of your event activities.  
*Please include any handouts, informational print materials, or instructional content including curriculum documents used for your event.*
9. Is this a **4-2-1 event**?  
*Project 4-2-1 is a new curriculum for K-12 outreach. For more information, visit the SHPE K-12 webpage and select the Project 4-2-1 tab.*
10. Did you **collaborate with other organizations** to execute this event?  
*This may include other SHPE chapters, other non-profit organizations, and/or corporate sponsors.*
- a. Please describe your collaboration with other organizations. (100 word max)  
*Please be sure to include the division of labor and how other organizations assisted with funding for your event.*
11. Did you **collaborate with other SHPE chapters** to execute this event?  
*This may include other SHPE Jr., student, or professional chapters.*
- a. Please describe your collaboration with other SHPE chapters. (100 word max)  
*Please be sure to include the division of labor and how other SHPE chapters are involved with your event including funding.*
12. What is the **amount** you are requesting? *There is a \$2500 maximum request amount per single event. In addition, you must have the minimum number of participants as outlined in the table below:*

MINIMUM NUMBER OF PARTICIPANTS	ELIGIBLE REIMBURSEMENT REQUEST
50	\$0-500
75	\$500-\$1000
150	\$1000-\$1500
200	\$1500-\$2000
300	\$2000-\$2500

\*Participants are students and parents ONLY; volunteers committee members, etc. do not count as participants.

13. What other **income sources** did you use for this event?  
*Chapter Funds: Sponsorship from chapter.*  
*Fundraising: Funds collected from fundraising activity specifically for this event.*  
*In-kind donations and/or grants from sponsors/volunteers [This includes both monetary and non-monetary (i.e. office supplies, materials, etc.) donations for this event]*
14. Please upload **receipt(s)** of materials purchased for this event (mandatory for reimbursement).  
*Receipts must include the following information:*
- Vendor Name
  - Vendor Contact information (i.e. phone number, address, email)
  - Itemized detail of purchased items
  - Total Billed

**-Total Paid**

Receipts must be in PDF form. All receipts must be combined into only one PDF file with all receipts facing the same way. You can download the Genius Scan app for iPhone or the CamScanner app for Android; these apps make it easy to create one PDF by simply taking pictures of your receipts with your phone.

Please note the following allowable and unallowable expenses when using SHPE funding:

<b>Allowable Expenses</b>	<b>Unallowable Expenses</b>
<ul style="list-style-type: none"><li>• Food for attendees and volunteers during the event (i.e. pizza, sandwiches, cookies). Note – Gratuity is reimbursed up to 15%.</li><li>• Rental of facilities or equipment</li><li>• Materials for activities</li><li>• Incentives for surveys (value must not exceed \$25 for each item)</li><li>• SHPE branded promotional items for students to promote the organization and membership</li></ul>	<ul style="list-style-type: none"><li>• Any item purchased for personal use</li><li>• Costs of entertainment (including amusement, diversion, and social activities and any costs directly associated with said activities)</li><li>• Clothing (T-shirts, hoodies, etc.) unless they have SHPE Logos</li><li>• Promotional materials for SHPE Chapters that are not for participant use (i.e. banners).</li><li>• Stipends for volunteers</li></ul>

**15. Please upload sign-in sheet.**

Please see the [Tools and Resources](#) webpage for standard sign-in sheet that you may use. Sign-in sheet must include the following information:

- Name
- Type of Participant: Student/Parent
- Grade
- School Name
- Guardian Name
- Guardian Signature

**16. Please provide photos of your event.**

Minimum of ten photos must be submitted to qualify for funding.

**17. Please upload participant media and liability release forms.**

Please see the [Tools and Resources](#) webpage for a standard media and liability release form that you can use. You may pre-fill the first three fields that include event name, event date, and event location.

\*SHPE is not liable for the use of this form if it is altered or modified in anyway.

**18. Please upload participant surveys.**

Paper versions and Google Forms of the required surveys are provided at the [Tools and Resources](#) webpage. You may conduct surveys in either paper or electronic form; although, we suggest going green and using the online Google forms! 😊  
Please note: you must submit surveys for at least 80% of your participants in order to qualify for funding.