The Institute of Electrical and Electronics Engineers, Inc.
Los Angeles Council

Funding Request Procedures

I. Who can request funding from the IEEE Los Angeles Council?
Only members of the Council through their respective section’s representative may request funding from the IEEE Los Angeles Council (LAC).

II. Requests of $250 or less
Requests of $250 or less do not require a proposal. However, the following steps must be completed:
1. Submit request in writing (e-mail is acceptable) to the LAC Executive Committee at least three days prior to the upcoming meeting. Failure to do so, will delay the request until the following OpCom meeting.
2. Requestor should attend the LAC OpCom meeting in which request will be discussed.
3. Provide a brief description of the program for which the funding is requested.

III. Requests of more than $250, but less than or equal to $500
Requests of more than $250, but less than or equal to $500 does not require a detailed proposal. However, a breakdown of expenses and at least 50% of matching funds from respective section is required. In addition, the following steps must be completed:
1. Submit request in writing (e-mail is acceptable) to the LAC Executive Committee at least three days prior to the upcoming meeting. Failure to do so, will delay the request until the following OpCom meeting.
2. Requestor should attend the LAC OpCom meeting in which request will be discussed.
3. Provide a brief description of the program for which the funding is requested.

IV. Requests of more than $500
Requests of more than $500 require a detailed proposal submitted to the LAC Executive Committee. In addition, the following steps must be completed:
1. Submit request to LAC Executive Committee at least five business days prior to the meeting addressing the following:
   a. Date of Event
   b. Potential audience
   c. Overall budget
   d. Objective(s) of program
   e. How does this program serve IEEE members?
   f. What, if anything, will the Council get in return?
2. Requestor should attend the LAC OpCom meeting in which your request will be discussed.
3. Provide a brief description of the program for which the funding is requested.
V. Post-Meeting Report
Requestors shall present a verbal and/or written report to the Council’s OpCom and provide contact information of event’s attendees.

VI. Disbursement of funding
Contingent upon approval of funding request, the Council’s Treasurer shall issue a check (or transfer of funds) for the approved amount to the parent section making the request.

VII. Voting
Approval of requests require simple majority vote.