



SOCIETY OF ECONOMIC GEOLOGISTS, INC.

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Student Chapter Stewart R. Wallace Funding Guidelines

Objective: The Society of Economic Geologists encourages the formation of Student Chapters and supports their activities in various ways. An important aspect of the Society's support is direct financial contributions via the Stewart R. Wallace Fund to Student Chapter activities that aim to promote the Society's objectives, firstly by advancing the study of mineral deposits and applying geological science to exploration, evaluation and production, and secondly by disseminating scientific information through publications, courses and meetings. Student Chapters are urged to develop programs aimed at those objectives, especially through field trips and conferences, courses and symposia, and involving their members and members of other chapters, and including participation by professional geoscientists in academia, industry and government.

Support: Direct financial support from SEG for Student Chapter activities is substantial, but with the increased number of Chapters and increased requests for support, it has been necessary to develop criteria for assessment of funding applications, and guidelines for applications. The simple fact is that it is not possible for SEG to provide all the funds requested, so the criteria outlined below is intended to help Student Chapters to prepare a request for a financial grant by detailing the issues that should be addressed in the application, and indicating what will be considered in assessing the amount of money that will be granted. Since 2012, student chapter funds have been disbursed from the SEG Stewart R. Wallace Fund. As such, proposals should focus on field-based educational chapter activities. Note that successful grants generally range from \$500, but well constructed and thoughtful applicants may be successful in receiving as much as \$1500 or more in cases where sufficient justification has been given. The support can be used for a number of different field-based activities (field trips and courses/workshops linked to a field trip) as long as the funds directly support the SEG Student Chapter activities as set out in the Bylaws. **Stewart R. Wallace Funds are not available to support individuals or groups to attend a meeting or conference.**

Eligibility: Support is available to all active student chapters of SEG on a competitive basis. Each Student Chapter is required to submit an Annual Report and a Student Chapter Membership Information form to the Society by September 30th of each year. The Annual Report is generally 2–4 pages in length and provides documentation of individual student chapter activities to members of the Student Affairs Committee and the rest of the Society. The Student Chapter Membership Information form is used to provide useful information to assist SEG and the Student Affairs Committee to improve and support student chapter programs. **Annual Reports are critical to ensure good communication to all sectors of the Society, and as such they should be concise, informative, well written and reviewed and/or signed by academic advisors prior to submission.** Annual Reports will include the names and email addresses of the Chapter's Executive Committee, of whom all are required to be current SEG Student Members in good standing. Annual Reports will be posted on the SEG website with accessibility by all visitors to the site including members of the Society. A "Fillable" version of the Annual Report form can be found at www.segweb.org/pdf/forms/Student-Chapter-Annual-Report-Form.pdf and a "Fillable" Version of The Student Chapter Member Information form can be found at www.segweb.org/pdf/forms/Student-Chapter-Membership-Information-Form.pdf. The Student Chapter Membership Information Form is for SEG internal use only and will not be posted on the SEG website.

Application: Funding requests must be submitted using the Application Form on page 3 of these guidelines. Attachments are encouraged and acceptable.

Before you start: Have you provided SEG with your:

- Annual Report
- Report on prior activities funded by the SEG Student Chapter Funding program
- Accounting on how previously received Stewart R. Wallace Funds were spent
- Student Chapter Membership Information Form.

If not, you will not be considered for new grants.



Student Chapter Stewart R. Wallace Funding Guidelines *(continued)*

Information requested on the application:

Objective: What do you plan to do?

- We need to know in detail what is planned and why, who will be involved both as leaders and participants, what it will cost and how it will be paid for, why the requested support from SEG is needed and how it will be used.

Field-based educational activities: Field Trip, Course/Workshop linked to a field trip?

Location:

- Where is it going to be held?
- What is its purpose?
- Why was this place chosen?
- Who will lead it?
- What is the timetable?

Participation:

- How many people will be involved and where are they from (e.g., members, non-members, undergraduate students, post-graduate students, university staff, industry and government geoscientists)?

Budget: How much will you need?

- Where will the money come from?
- What is the specific amount (USD) you would like the SEG/SEGF to fund?
- What is the cost to each category of participant?
- Have/are alternative sources of support been solicited? For example, exploration or mining companies, host university, student association fund, local geology department and state and local professional geological societies?

Fund Distribution: Funds awarded will be disbursed via a wire transfer. An [SEG/SEGF Student Chapter Stewart R. Wallace Funding Information Form](#) will need to be completed and submitted with your application.

Assessment of Applications: The Student Affairs Committee will assess applications and recommend approval of funding, typically within the month following the submission deadline.

Criteria taken into consideration by the Student Affairs Committee when assessing a submitted proposal:

1. *Student Chapter making the request is active, in compliance and conducts regular activities involving members*
2. *Good technical justification for the planned field-based activity*
3. *Good technical quality (especially location and leadership for field trips; topics and key teachers for courses/workshops linked to a field trip)*
4. *A realistic agenda*
5. *A spread of participants involving cooperation between different Chapters, with participation by post-graduate students, academics and professional geoscientists*
6. *A realistic budget, preferably in table format, designed to benefit Chapter members and other students; specify amount requested from SEG/SEGF*
7. *Evidence that attempts were and are being made to solicit alternative funding, i.e. exploration or mining companies, host university, student association fund, local geology department and state and local professional geological societies (though we recognize that this is not always possible)*
8. *A clear explanation of why the SEG funds are needed and what they will be used for*

Submission: the application form is on the next page, attachments are allowed. Deadlines for submission are April 30th (Round I) and October 31st (Round II) of each year. Please submit to SEG headquarters via:

Email (preferred): studentprograms@segweb.org
Fax: +1.720.981.7874
Mail: Society of Economic Geologists
Student Programs / Student Chapter Support
7811 Shaffer Parkway
Littleton, CO 80127 U.S.A.



Student Chapter Stewart R. Wallace Funding Application Form

Student Chapter Name _____

This is an application form for financial support for SEG Student Chapters field-based activities. Before you begin, please refer to the previous pages for guidelines and requirements before submitting this application.

Money will be available for successful applicants twice per year per the following schedule, but each Student Chapter may only be awarded one grant per year:

Select One:	Year	Submission Deadline	Date Funds Needed by Chapter (month-day-year)
<input type="checkbox"/> Round I	_____	April 30th	_____
<input type="checkbox"/> Round II	_____	October 31st	_____

Fund Distribution: Wire Transfer

SEG/SEGF Student Chapter Stewart R. Wallace Funding Information Form Attached with application

Successful applicants are required to complete an accounting of how awarded funds were spent and a report on the outcome of activities undertaken through this grant for possible publication in the SEG Newsletter/Supplement and/or on the SEG website. Please include name of your chapter, field trip title, dates, and author(s) in your report.

Objectives (What do you plan to do?): Attachment

Field-Based Activities (e.g. Field Trip, Course/Workshop linked to a field trip): Attachment

Budget Plan (Detailed costs) Attachment

Specific amount being requested from SEG: US\$ _____

SEG Student Chapter Contact: _____
Name/Position E-mail

Current SEG Student Chapter Executive Committee Members:

President _____ Vice President _____
Secretary _____ Treasurer _____

Recommended by SEG Student Affairs Committee: By: _____ Date _____
Name

Approved by SEG: By: _____ Date _____
Brian Hoal, Executive Director SEG