



# **McMaster Engineering Society**

## **Intramural Funding Guide**

### **Introduction**

It is in the interest of the McMaster Engineering Society (MES) that all undergraduate engineering students who wish to participate in intramural sports teams have the opportunity to do so, without being restricted by financial needs. All undergraduate engineering students may thus apply for a subsidy from the Engineering Society to cover the cost of registering for the intramural team.

### **Finances & Logistics**

- For all approved request, the teams must submit receipts for all expenses being covered by the MES prior to receiving reimbursement.
- The MES will fund the cost of registration up to \$300, matching the percentage of MES members on the team, not including any required deposits.
- Teams will be reimbursed once all the requirements are completed.
- The funding pool is limited and it may be possible that the funding pool may be exhausted before you apply. The Vice President Finance shall decide whether requests are acceptable and within the limits of the MES Budget.

### **To Receive Funding**

- 1) Submit a full list of the team's playoff roster, including programs of study and student numbers of each team member, signed by each member of the team, and indicating the percentage of MES members.
- 2) Submit the team's confirmed playoff schedule
- 3) Submit an expense report (MES Policy Manual – Appendix H) with original purchase receipts (proof of registration) attached to the Director of Sport mailbox in the MES BLUE Lounge – JHE 121.

For any questions regarding the application process or funding, please email [sports@macengsociety.ca](mailto:sports@macengsociety.ca)