

Approved on: 2/8/2017

GSA Policy for Student Group Funding

- Only groups recognized by the GSA may apply for funding. The GSA Council must approve your group's "Application for Student Group Recognition" before the Finance Committee will consider your request for funding. Applications for funding and recognition may be submitted simultaneously.
- The GSA defines a student group as any group of students (>1 student) that participates in any shared activity, and holds at least one official meeting each semester. Student groups must be open to anyone in the graduate school, and all gatherings must be conducted in English.
- Groups receiving funding from GSA must have a representative at 75% of the GSA meetings throughout the year in order to be eligible for funding in the following year. Groups that fail to comply with the attendance requirement (miss a maximum of 3 meetings) will be recorded in the meeting notes of the last meeting of each year and influence next year's funding decisions. If groups fail to attend at least 50% of GSA meetings, GSA holds the ability to deny pending reimbursement or funding for the current funding cycle.
- Groups can apply for annual budget funding by June 25th before the following school year. Groups need to fill out the Student Group Funding Application and follow the instructions on the form. The annual budget is for that fiscal year, which runs from July 1st to June 30th of the following year. Please note that you will need to include a detailed breakdown of the previous year's budget and explain any changes that were made from the initial budget submitted at the beginning of the previous fiscal year.
- Event budgets must be detailed, with payments (estimated or exact) for all items needed.
 - Silly example: Breakfast Club social event (anticipated 100 participants)

Item	Vendor	Amount	Website
Catering service for 100 people (includes plates, silverware, napkins+tip)	Omelette Guys	\$1200	http://theomeletteguys.clickfordward.com/menu.php

Breakfast Club movie	Target	\$10	http://www.target.com/p/the-breakfast-club-30th-anniversary-edition/-/A-16935474?ref=tgt_adv_XS000000&AFID=google_pla_df&CPNG=PLA_Entertainment+Shopping&adgroup=SC_Entertainment&LID=70000001170770pgs&network=g&device=c&location=9060100&gclid=CjwKEAiA9s_BBRCL3ZKWsblgS8SJACbST7DBNpBdo-uVdLOWwTY6dfRvEBxcio6myN1sHX7-AmHsxoCD7rw_wcB&gclidsrc=aw.ds
Paper for flyer advertisements	Amazon	\$10	https://www.amazon.com/gp/product/B00005UKAX/ref=s9_zwish_hd_bw_b4UHQ_g229_i1?pf_rd_m=ATVPDKIKX0DER&pf_rd_s=merchandise-search-11&pf_rd_r=R9D7BR8CVW7JG8GK7R8C&pf_rd_t=101&pf_rd_p=5d7515a9-f52b-5ca8-a463-6e1bda8b5b74&pf_rd_i=1069712
TOTAL		\$1400	

- Including links to a website with pricing information or a quote for a service is highly encouraged, wherever possible. Including this information is not required, but will have a positive impact on your funding application.
- Note that student groups must get special permission to use their funds in the following manner: (1) for use of individual meals or transportation, (2) donations to groups or charities, and (3) honorariums for speakers.
- Note that student groups may never use their funds to buy individual members consumable items (i.e. you may not buy an iPad for a particular member, or buy a vacation for yourself, etc.). Exceptions may apply if these items are part of awards, but you will need to seek special permission from the VP-Finance or Finance Committee.
- Student group representatives will be notified of the date, time, and place for both Finance and GSA Council meetings at which their proposal will be evaluated.
- The Finance Committee may ask you to revise your budget before it is accepted.
- Once your budget is accepted and the funds are allocated, student groups must submit any receipts to the Vice President of Finance using the Student Group Reimbursement Form. Receipts that are for the above prohibited activities will not be accepted.
- Activities must be promoted through multiple channels, including but not limited to flyers, the events-allgrad email list, the GSA website, and the GSA Newsletter. Posters and announcements must be in English and **specify co-sponsorship by the GSA.**

- A reimbursement form along with all receipts for expenses from an approved event must be submitted within one month of the event. Scanned receipt(s) must be submitted to Eric Lee in the GSA Office, and to the GSA VP of Finance. Please retain one copy for your records. If receipts have not been received within a month of a scheduled event, funds allocated for that event will return to the GSA general budget and will not be available to cover the costs of the event.
- Student groups will be requested to submit a mid-year report, in which they describe the events that have happened in the year and the events that they plan further to do, with the opportunity to explain any discrepancies between the submitted budget and the actual financial outcome. This report will be due in early January of every year.
- **Failure to follow instructions written on the funding application form, on this policy page, or given by the Vice President of Finance or their spokesperson from the Finance Committee will impact your funding decision.**