

Graduate Student Government Event Funding Request Checklist

☒ Who May Request Funding

- Any **officially** registered graduate student organization (GSO)
 - Membership must be minimum 50% graduate students
 - Principal officers must be graduate students
- Any currently enrolled graduate student in a degree granting graduate program

☒ Event Funding Request Musts

- The event is **inclusive to all graduate students**
- The EFR must include the group's mission and goals
- A comprehensive event description, marketing plan, goals and, if applicable, any ticket costs or co-sponsorships
- Clear budget complete with detailed line items
- Funds **cannot go to**: Alcohol, drugs, or any illegal substance, salaries, decorations, philanthropy/gifts to charity, capital expenditures, clothing, dues, any kind of award/trophy/plaques
- Event **must be on-campus**
- Funding cannot go to financial gain of the planners
- There are varied rules for EFR depending on amount for more information check GSG bylaws and with the Vice President for Financial Affairs
- The anticipated attendance must be majority graduate students

☒ Timeline and Evaluation

- First, look up the EFR budget for the year. This amount is important as you plan your request.
- Submit the EFR form at **LEAST** one month in advance for requests less than 5% of budget and 6 weeks for requests over 5% of the budget. Any requests made with shorter notice will only be considered under extraordinary circumstances.
- Follow appropriate process depending on request amount (provided by GSG Budget and Finance Committee after initial request.
- If denied, there is an appeals process see GSG Bylaws for more information
- A Post Event Report is required and due 2 weeks after the event
Failure to provide will result in sanctions (see GSG Bylaws)
- GSG will provide an award letter to the recipients --**ALL advertising for event/program that is awarded monies is required to state "This (name of program) is funded in part by your Graduate Student Activities Fee and is open to the entire graduate student community"** and the GSG logo

☒ Example Items GSG Can Fund

- Room Reservations, Food (for the graduate students attending), Printing, Audio/Visual rentals on campus, water/coffee

