

Graduate Student Association Policy and Application for Event Co-sponsorship

Any graduate student organization (GSO) officially recognized and in good standing with the graduate senate may apply for GSA Event Co-sponsorship. **Any organization which has submitted a budget to GSA by the deadline is eligible to receive up to \$1000 for the year. Organizations which have not submitted budgets can still apply for co-funding, but approval will be dependent on available GSA funds.** In order to request funding from the GSA, the following regulations must be observed:

1. Co-funding application must be submitted at least 3 weeks prior to the event date.
2. A representative of the organization must have attended at least 3 of the 4 GSA senate meetings of the previous semester.
3. A representative for the organization must be available to present a description of the event and field questions at the next available senate meeting if so asked.

All co-sponsorship requests will be reviewed by the GSA executive board to determine approval. The GSA reserves the right to deny funding to any requested event which is not viewed as benefiting graduate students. If funding is approved for the event, the organization may be required to submit a brief event evaluation to GSA. Failure to do so may jeopardize future funding.

I have read and agree to the above regulations regarding Co-sponsorship by the GSA. (Must be completed by a GSO Executive Officer)

Name: _____ Position: _____

Signature: _____ Date: _____

Organization Name: _____

Name of Event: _____

Event Date: _____ Event Time: _____ Event Location: _____

Contact Person in Charge of Event: _____

Position: _____ Phone: _____ Email: _____

What is the purpose of the event? _____

If you would like GSA to advertise this event, please provide a brief description: _____

Amount being requested from GSA? _____

Estimated Costs for Event:

Catering: _____ Space Use/Set-up: _____

Audio Visual: _____ Advertising: _____

Printing: _____ Other: _____