

RETURN TO:
GSO COMPTROLLER
GRADUATE STUDENT ORGANIZATION
131 SCHINE STUDENT CENTER
SYRACUSE, NEW YORK 13244-2070



ACCOUNT NAME: _____
CHART STRING: _____

SYRACUSE UNIVERSITY

Graduate Student Organization

Request For Special Programming Funds

(Please be as complete as possible. Do not turn in an attached proposal in lieu of the sheet)

Organization: _____ Date Delivered to GSO: _____
Person Requesting Funds: _____ Email: _____
Address: _____ Phone: _____

Title of Event: _____
Brief Description of Event: _____

Date of Event: _____ Alternate Date(s) *Optional*: _____
Location of Event: _____ Has location been reserved? _____
Percentage of your Organization who are Graduate Students: % _____ # Of events last year: _____
Of Graduate Student Expected: _____ Undergraduates: _____ Non SU: _____ Other (*Specify*): _____
Have you consulted any of the following? GLEL Consultant: _____ SCPS: _____ Catering: _____
PUBLICITY (*Circle all the apply*): Flyers Posters Listserves Daily Orange The Record Student Voice Black Voice
Other (*Specify*): _____

COSTS

Food/Beverages: \$ _____
Speakers/Performers: \$ _____
Audio/Visual Equip.: \$ _____
Set Up: \$ _____
Security: \$ _____
Gifts/Prizes: \$ _____
Decorations: \$ _____
Publicity: \$ _____
Other: _____ \$ _____
Other: _____ \$ _____
Other: _____ \$ _____
Other: _____ \$ _____

ASSETS/OTHER SOURCES OF FUNDING

Did you request funds from SA _____ Outcome: _____
Granted/Pending/Denied
Current balance of your internal account other than GSO: \$ _____
How much is in your GSO Account, if any: \$ _____
Expected Ticket Revenue (*Optional*): \$ _____ Ticket Price: \$ _____
Request from other University Departments/Organizations/Programs:
Name: _____ Amount: \$ _____ Outcome: _____
_____ Amount: \$ _____ Outcome: _____
_____ Amount: \$ _____ Outcome: _____
_____ Amount: \$ _____ Outcome: _____
_____ Amount: \$ _____ Outcome: _____

TOTAL OF COSTS \$ _____ TOTAL ASSETS \$ _____ COSTS - ASSETS = REQUEST \$ _____

Please provide as much detail as possible and any other information that will be helpful in deciding your request.

Basic Schedule of Events:

Provide information on how this event will serve your constituency and the University and how this event will further the goals of your organization:

Further Description/Other:

I hereby certify that the foregoing is true and that all the information provided to the Graduate Student Organization is accurate to the best of my knowledge.

Signature

Printed Name

Date



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Request For Special Programming Funds

PURPOSE: This application is designed for University-recognized groups who wish to request special programming funds. Special programming funds are designed to sponsor events that will serve the entire graduate student community and are thus open to all graduate students at Syracuse University. You may also wish to invite undergraduates, faculty, staff, or other non-university persons to attend.

DIRECTIONS: Fill out the attached application as thoroughly as possible, filling in as many blanks as are applicable to your event. The more information you provide, the better able we will be to judge the merits of your proposal. Do not attach a separate proposal form in lieu of filing out this request. Competition for money may be keen, and well-drafted proposals stand a greater likelihood of being granted. See the attached sample request for assistance in drafting your proposal.

DECISIONAL CRITERIA: The Standing Rules of the GSO state that the Organization will consider the following in making their determination whether to grant special programming requests and how much money to grant: **1)** Number of graduate students to be legitimately served by the event **2)** Number of funding sources that have been sincerely explored **3)** The need for the GSO TO serve many organizations **4)** The present level of funding, if any, that your group receives **5)** The rationale and descriptions of activities submitted as part of the request.

TIMELINE: the GSO Finance Committee must first vet your proposal. The Committee may meet as early as one week before the next full GSO Senate meeting or as late as the day before. **Ten (10) copies of your proposal must be turned in no later than 4 p.m. on the day the Finance Committee meets.** To see when the next Finance meeting meets, check the large calendar on the left interior of the GSO office. You should plan on sending a representative to that meeting and to the full GSO Senate meeting to answer any questions the senators will have. If you do not know when the next GSO Finance committee meeting is, be sure to contact the GSO office to ensure that you do not miss the meeting (443-3739).

If the Finance Committee approves your request, they will recommend a sum to be allocated for final Senate approval. The Senate may affirm or modify this amount; they rarely turn down requests made from the Finance Committee altogether. Since the Senate meets approximately eight (8) times a year, it is important to plan ahead in requesting funds so your event is not delayed. Once the full Senate votes on your request, your funds will be immediately available to you. You must submit all receipts within thirty (30) days of your event and a completed feedback form located outside the GSO office in the wall racks.

SPECIFICS: The GSO cannot reimburse any expenses for alcohol. The GSO does not reimburse tax. To request a tax exempt form prior to purchase, contact the Student Programs accountant located in 16 Schine Student Center. If you wish to use special programming funds to raise funds to be placed in your account from any profits you derive above and beyond the cost of the event, please contact the GSO comptroller for an explanation on how this is done. You must also use any existing funds in your GSO account to defray the costs of holding this event. In other words, we will subtract the amount of money you already have in your account from your request for Special Programming Funds.