

## Guidelines for Funding of General Cultural and Social Events and Speaker Series by GSO

**\*\*\*Please note new deadline requirements! These will be strictly upheld.\*\*\***

### 1. Description of Funded Events

- A. General Cultural and Social Events- Events in this category may include those sponsored by a wide variety of social and cultural organizations with the purpose of enhancing the social interaction and development of graduate students.
- B. Speaker Series and Conferences- Events in this category may include support for speakers and conferences which are of general interest to the graduate student community. Department-oriented speakers and conferences will not be eligible unless the event is clearly interdisciplinary or of interest to a wide cross-section of the graduate student community.

### 2. Eligibility

- A. Monies for these events is available to events sponsored by (1) graduate student clubs and organizations recognized by the USB Student Union and Activities Department OR (2) committees of three or more graduate students formed for the purpose of planning and organizing events.
- B. Funded events must have a chairperson who is responsible for coordinating and running the event. This person is responsible for overseeing the dispersal of funds as outlined in the event proposal.
- C. Funded events must be open to the general graduate community. Admission for graduate students to events funded by the Graduate Student Organization must be fixed at a rate that is no greater than the amount charged to members of the organizing group.
- D. Certain types of events are not eligible for funding by the graduate student organization. These include:
  - i. Events without a graduate student presence.
  - ii. Non-graduate politically oriented activities.
  - iii. Department-oriented events, unless clearly interdisciplinary and of interest to a wide cross-section of the graduate student community.
  - iv. Transportation for small groups of people (exact numbers determined on a case by case basis).
  - v. Funding for food beyond snacks and beverages. This amount is capped at \$100.
- E. In order to allow the Budget Committee and GSO Senate time to make decisions regarding event funding, **strict guidelines will be imposed regarding the dates that funding requests must be received by**. Funding applications must be complete by the date required in the following guidelines. The GSO recognizes that many groups may wish to hold events that occur at the beginning of the academic year. Because of issues related to scheduling of GSO Senate meetings, different deadlines will be imposed for these events as outlined below.
  - i. Events scheduled from **SEPTEMBER 1<sup>st</sup> – SEPTEMBER 15<sup>th</sup>**. **These are the only event dates that will be eligible for funding after the event has taken place**. As a general rule, the GSO does not fund events that have already occurred. It should be understood that funding for these events is not guaranteed, even if they have already taken place. **Funding requests for events taking place**

**within these dates must be received by the GSO Treasurer by September 16<sup>th</sup> in order to be considered for retroactive funding.**

- ii. Events scheduled from **SEPTEMBER 16<sup>th</sup> – JUNE 15<sup>th</sup>**. **Funding requests for events taking place within these dates must be received by the GSO Treasurer at least ONE WEEK BEFORE THE GSO SENATE MEETING THAT PRECEDES THE EVENT.** The GSO Senate meeting schedule is available at the GSO website. **If an event is scheduled for less than one week after a GSO Senate meeting, the funding request must be submitted during the previous period.** For example, assume that GSO Senate Meetings are scheduled for October 8<sup>th</sup> and November 8<sup>th</sup>. Funding requests for an event occurring on November 20<sup>th</sup> must be received by November 1<sup>st</sup>. Requests for events occurring from November 9<sup>th</sup>-November 16<sup>th</sup> must be received by the October 1<sup>st</sup> deadline. These rules provide time for the GSO Budget Committee to meet and discuss funding requests.
  - iii. Events scheduled from **JUNE 15<sup>th</sup>- SEPTEMBER 1<sup>st</sup>**. **Please contact the GSO Treasurer for information about funding for summer events.**
3. Application for Funding of Events by the GSO
- A. Event funding application must be completed in full and submitted to the GSO Treasurer. Applications are available from the GSO website (<http://www.sinc.sunysb.edu/Clubs/gso>), the GSO office ([gso@ic.sunysb.edu](mailto:gso@ic.sunysb.edu)), and the GSO Treasurer. The event funding application includes basic information about the event, names and contact information for event coordinators.
  - B. Additional materials which must be submitted with the funding application include:
    - i. An itemized budget for the event
    - ii. If sponsored by a club, a copy of the club's constitution which must include a meaningful equal opportunity clause, if not already on file with the GSO.
    - iii. Copies of advertising materials
  - C. Applications must be submitted by the appropriate date as outlined above or the event will not be considered for funding.
4. Funding Review Process
- A. The GSO Treasurer shall report all funding requests to the GSO Budget Committee.
  - B. The GSO Budget Committee shall meet to discuss all funding requests prior to the presentation to the GSO Senate. Event coordinators will be invited to relevant Budget Committee meetings to answer questions about their event. **It is highly recommended that event coordinators attend the appropriate Budget Committee meeting.**
  - C. The Budget Committee will advise the Senate whether or not they recommend funding for the event and to what level.
  - D. The GSO Senate will vote to accept or reject the request as well as the amount of the request. Each request requires a two-thirds majority to be approved. The Senate may modify the amount of the request and impose any additional restrictions. **It is highly recommended that event coordinators attend the GSO Senate meeting at which their request will be discussed.**

5. Advertisement Guidelines
  - A. Events **MUST** be advertised in American English, with at least the date, time, location, sponsoring group (including the GSO), and the title of the event in English. Other information may be included on the advertisement in any other language.
  - B. Advertisements must be well placed around the Stony Brook campus to insure that the maximum number of graduate students is informed of the event.
  - C. An e-mail advertisement of the event must be sent to the GSO Treasurer (see website for address) for distribution to the GSO Senate Listserver.
  
6. Release of Funds
  - A. Money allocated for an event will be released **only after** the event has occurred and the proper documentation has been submitted to the GSO Treasurer.
  - B. The following documentation must be submitted to the GSO Treasurer before funds will be disbursed:
    - i. **Original receipts** for the expenses described in the event budget.
    - ii. A summary of the event including a narrative description, the approximate number of people in attendance.
  - C. Event coordinators or attendees are strongly encouraged to write a narrative description of the event for publication in News & Blues, the graduate student newspaper.
  - D. **Individuals** providing professional services (DJ's, bands) must be paid directly through the GSO and clubs or committees can not be directly reimbursed for these types of services. Please contact the GSO Treasurer for more information.