SEATTLE UNIVERSITY
GRADUATE STUDENT COUNCIL (GSC)
www.seattleu.edu/gsc
2013-2014
Request for Funds Guidelines

MISSION OF THE GRADUATE STUDENT COUNCIL

The Graduate Student Council represents the graduate and professional students of Seattle University. The GSC works with all members of the university to advance services and policies and to create a community that better meets the needs and improves the experience of the graduate and professional students of Seattle.

PURPOSE OF GRADUATE STUDENT COUNCIL FUNDING

The Graduate Student Council budgets funds for allocations to SU graduate students, student organizations, and academic programs for personal and professional development, events that promote community among the graduate and professional student body and uphold the mission and values of Seattle University.

WHO IS ELIGIBLE TO RECEIVE FUNDS?

- All Seattle University graduate and professional students are eligible for funding.
- Any college, program, organization, or cohort of currently enrolled Seattle University graduate or professional students is eligible for funding. The names and contact information of at least three current graduate students involved in the event must be listed on the application.
- Individual graduate students must be sponsored by a student organization or academic program.
- The GSC welcomes all ideas for funding requests from Seattle University graduate and professional students; the GSC has the final authority on the amount funded.

FUNDING PRIORITIES

Funding priority will be given to events that fit the following criteria:

- Promote the academic and professional advancement of the graduate and professional students of Seattle University.
- Cross college, program, organization, or cohort boundaries;
- Impact a greater number of graduate and professional students;
- Colleges, programs, organizations, or cohorts that are actively seeking outside funding.

Please note the following:

- Funding proposals may not be funded.
- Funding proposals can be funded fully or partially according to what the GSC decides.
- All graduate and professional school programs will be eligible to submit multiple events funding proposals quarterly.
- No more than half of all GSC allocations may benefit one academic program or student organization.
- Funding for professional development conferences is limited to registration only. No more than $600 will be allocated to one conference (not exceed $200 per person).
- The GSC evaluates the following factors to be rated in a 0 to 4 scale.

Other sources of funding (GSC encourages groups and individuals to look for multiple sources of funding)	4	3	2	1	0
Visibility of the event (What is the impact the event has on the student community as a whole)	4	3	2	1	0
Advance Planning (request should be submitted at least three weeks in advance)	4	3	2	1	0
Amount of funds previously allocated to the organization (We encourage fund requests from new groups)	4	3	2	1	0
Submission of entry to GSC's blog	4	3	2	1	0
Detailed budget description	4	3	2	1	0
Uphold of GSC's mission	4	3	2	1	0

The Council may or may not, fully or partially fund your request. The decision of the Council is ultimately discretionary and final.

FUNDING REQUIREMENTS

- Organizations that receive funding *must* **indicate GSC sponsorship** in their publicity efforts.
    - The organization receiving funding must display the GSC logo at a sponsored event when possible.
    - Failure to do so will be a factor in determining future GSC support and will result in a complete or partial deduction of approved funds at the discretion of the GSC.
    - Contact GSC Vice Chair of Marketing and Communications: Irene DeMaris (demarisi@seattleu.edu) regarding artwork files (.jpeg, .eps)
- Organizations are required to make an effort to publicize their events to the entire graduate student community when appropriate.
- GSC funds may not be used to purchase or distribute alcohol.
- Organizations/individuals must complete a short blog (125-300 words) reflecting on the program, the benefit to graduate students and application of learning to your work/life as a graduate student. The blog will be posted on the GSC website and associated social media websites (Facebook, Twitter, etc.)

INTERESTED?

Contact GSC Vice Chair of Finance and Strategic Planning, David Grant (grantd1@seattleu.edu) to ask questions, test out ideas, or just ask how to start. You can find your School Representatives on the GSC's website at **http://www.seattleu.edu/gsc/representatives/**

Instructions for Completing the Request for Funds Application Form

Summary: Enter the date, name of your event and the amount that you are requesting.

Name of group/individual asking for funds: If you are a recognized student organization, enter the name of that organization. If you are a group coming together for this event, enter the names and programs of the three students comprising (or representing) your group. If you are an individual, enter your name and sponsoring student organization/academic program.

Description of proposed event: Describe the event. Be sure to add in the duration (e.g. all-day or evening) and date.

Pre- event blog: Describe how this event upholds the GSC mission (200 300 words) this will be published on GSC's blog and other electronic media.

Purpose(s) of the event: State the primary purpose(s) for holding the event, i.e. to strengthen community (for a cohort, program group, interest group, the whole SU grad student body), to build relationships (with other grad students, alumni, others), to inform, to provide mutual support (e.g. between student-parents), to broaden/reinforce the educational experience, networking, celebrating achievements, fun!

Graduate students who will be invited to attend and benefit: Enter the number of students eligible to attend and specify which programs/departments or interest groups this represents.

Number of attendees expected: Please estimate a number or range.

Event cost: Provide an itemized breakdown of the total event costs. Note any other revenue/funding (GSC encourages students to look for multiple funding sources) e.g. an entrance charge, donations or a request made to another organization.

After event report/blog: Following your event, submit a blog about your experience at the event reflecting on what you learned and how you will apply it to your work/life as a graduate student. The GSC will post this blog on our website.
Please send completed blog entry to GSC Vice Chair of Marketing & Communication:
Irene DeMaris (demarisi@seattleu.edu)

To receive funds upon approval, follow the process outlined in the "Disbursement of Graduate Student Council Funds" page of this document.

The GSC must be notified if any change is made to an event which alters the description, proposed date, number of attendees, or budget of that event.
If the change is significant, the proposal may have to be resubmitted to the council at the discretion of the GSC Chair. A receipt of what was purchased must be provided to the GSC Vice Chair of Finance and Strategic Planning for review prior to reimbursement.

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(You may attach extra pages if necessary)

School or College Program:
Date of Event:
Name of Event:
Amount Requested:

Name of Group/Individual:

SUID # OR BUDGET #:

Description of proposed event:

Pre-event blog:

Purpose(s) of the event:

Graduate students who will be invited and benefit from the event:

Number of attendees expected:

Event cost & other funding sources (please submit a detailed budget for your event including other funding):

Expected Date & Location of Proposed Event:

Contact Person (name, e-mail address or telephone number, and program/major):

Disbursement of Graduate Student Council Funds

Please submit requests for reimbursements including receipts to:

David Grant
GSC Vice Chair of Finance and Strategic Planning
grantd1@seattleu.edu
STCN, Room 360

Choose ONE of the following three options for receiving funds:

A. Disbursement to an ASSU (Associated Students of Seattle University)-recognized club:
   - Budget account # is given to GSC advisor in writing (e-mail fine) and money is transferred directly into that account. Graduate clubs (such as SUSDA and NFP) have roll-over accounts

B. When you aren't part of a club: Disbursement to group of students who use the Graduate Student Council (GSC) as a "club" for reimbursement purposes.
   - Students make the purchases connected to the event and then have them reimbursed from by presenting the receipts to the GSC advisor with name, address, e-mail and phone number of person to be reimbursed (needed for check request form).
   - Advisor will total receipts and put in check request form for reimbursement to the students. The money for the check will come from the GSC budget account as allocated for a particular student group.
   - To avoid many small checks, it is helpful if there are only one or two people reimbursed for each event.

C. Disbursement to an academic department which pays costs and/or reimburses student(s).
   - Budget number of department is given to GSC advisor in written form (e-mail fine) by staff or faculty from that department. The money will then be transferred to that account.
   - Academic department is then responsible for monitoring the usage of the money
   - Any funds left over as of July 1 will be lost. Some money could be transferred before July if it is going to be spent immediately; the rest could be transferred after July 1.