

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: _____
(SEE BACK PAGE)

Space Use/Set-up: _____

Audio Visual: _____

Advertising: _____

Printing: _____

Other: _____

GSO Catering Information

1. Will you be using (please only check one):

Chartwell's (UMBC on-campus catering services) – **Please answer parts 2-5**

Off – Campus Services – **Please read parts 6 and 7**

2. Do you plan to (please only check one):

Pick-up*

Delivery to room (\$15 service fee)

3. Please provide the following:

_____ Number of (projected) attendees

_____ Time order needs to be picked up or delivered

4. Do you need any of the following (extra fees may apply):

Plates Cups Napkins Utensils

5. Please provide contact information of the person picking up the order or delivery:

Name: _____

Cell Phone: _____

6. You will be reimbursed for off-campus purchases for amount approved by submitting the following items to the Student Business Services office located in Commons 334:

- Post-Event Form 1-2 business days after the event (found online at <http://www.umbc.edu/gsa/GSOPostEventForm.pdf>)
- All ORIGINAL receipts of purchases
- Copy of event/flier that the organization used to advertise the event
- Sign-in sheet of all who attended the event

7. If you choose to pay with cash you can only be reimbursed immediately up to \$150 up to 10 days after your event date. If you choose to pay with a check or credit card you can be reimbursed 4-6 weeks after all paperwork is properly submitted up to the amount approved by GSA.

For information on Chartwell's pricing or any other questions you may have concerning the GSO event planning process please contact GSA at gsa@umbc.edu or 410-455-2773.

* Directions for Pick-Up: Take elevator down to the basement of the Commons, go down the ramp, then make a right, and the kitchen door will be on your right-hand side.