

ONBOARDING FOR NEW GRADUATE STUDENT ORGANIZATIONS



Setting you up
for success for
the year to come



WHAT IS THE GSA?

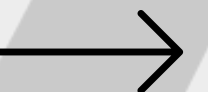
GSA EXECUTIVE COUNCIL

- **ELECTED BY THE SENATE**
 - PRESIDENT
 - VICE PRESIDENT
 - TREASURER
 - HISTORIAN
 - STANDING COMMITTEE CHAIRS

GSA EXECUTIVE ADMINISTRATIVE ASSISTANT
OFFICE MANAGER OF GSA

OFFICE OF GRADUATE STUDENT LIFE

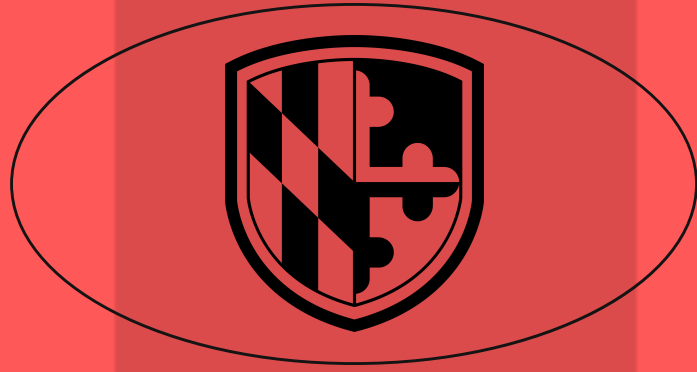
- **GRADUATE ASSISTANTS**
 - COMMUNITY LIAISON
 - COMMUNICATIONS MANAGER
 - WRITING ADVISOR



GSA SENATE

- **MEETS MONTHLY: FIRST THURSDAY OF EVERY MONTH**
- **16 SENATORS MADE FROM 4 GROUPS:**
 - CAHSS (COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES)
 - COEIT (COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY)
 - CNMS (COLLEGE OF NATURAL AND MATHEMATICAL SCIENCES)
 - NON-ACADEMIC (CULTURAL, PROFESSIONAL DEVELOPMENT AND OTHER NON-ACADEMICALLY INCLINED GSOS)
- **VOTES ON GSA POLICIES, BUDGETS, AND PROGRAMS**





GRADUATE STUDENT ORGANIZATIONS

- Established in the GSA Constitution, By-Laws and PoP
- Funded in the GSA budget, which comes from graduate student fees
- New GSOs can be formed at any time and will require senate approval
- GSOs must register each year
- New policy: GSOs are not required to attend GSA Senate meetings



POLICY

INFORMATION

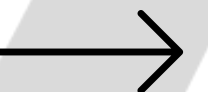
- ALL GSOS (WHO HAVE NOT BEEN NEWLY CREATED) MUST BE REGISTERED BY OCTOBER 31ST TO BE ELIGIBLE FOR FUNDING FOR THE 2022-2023 ACADEMIC YEAR
- ALL FUNDING WILL BE REVIEWED AND APPROVED BY THE GRANTS REVIEW PANEL
- TO REQUEST FUNDING, FILL OUT AN ALLOCATION REQUEST FORM AND THE COMMUNITY LIAISON WILL BE IN TOUCH WITH YOU REGARDING YOUR APPROVAL
- THE TOTAL GSO BUDGET FOR FY 23 IS \$25,000 FOR ALL ACTIVE GSOS

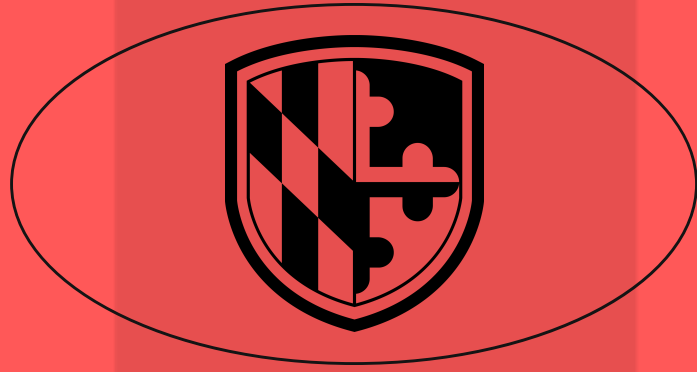




RUNNING YOUR GSO

- Having regular meetings throughout the year
- Reporting student issues
- Contact with students, GPDs and GPCs
- The best way to advertise your events and services is to reach out to the Community Liaison and they will work with the Communications manager to have your event posted and advertised to the Graduate students
- Collaborating on events/initiatives with other departments or GSOs





STAY ACTIVE AND RECOGNIZED

- If you have not, please complete the online registration form
- Apply for funding via Allocation Request Forms
- Share GSA information at GSO meetings and events



APPROVAL AND PLANNING

- **SUBMIT AN ALLOCATION REQUEST FORM ONLINE**
 - APPROVAL WILL BE EMAILED TO YOU AFTER YOUR REQUEST IS APPROVED BY THE GRP
 - YOU MUST HAVE APPROVAL FOR YOUR EVENT BEFORE YOU SUBMIT FOR REIMBURSEMENT
 - (10\$ MIN FOR REIMBURSEMENT REQUEST)
- **PLAN YOUR EVENT**
 - ARRANGE TO MAKE PURCHASES FOR EVENTS (YOU CAN BE REIMBURSED)
 - SUBMIT LIABILITY FORMS IF YOUR EVENT IS OFF-CAMPUS
 - CONTACT A CATERER IF NEEDED (IF YOU ARE NOT USING A AUTHORIZED CATERER PLEASE REFER TO THE CATERING AND OTHER FOOD OPTIONS PAGE)
 - RESERVE SPACE IN 25LIVE
 - PUT IN A REQUEST (ONLY 2 CONTACTS FROM EACH GROUP WILL HAVE ACCESS)
 - **ALL REQUESTS MUST BE SET UP THROUGH 25LIVE AT LEAST 3 DAYS IN ADVANCE**

**Check out our
Event planning
Page for more
info!**

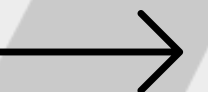


The screenshot shows the Commons 335 online scheduler dashboard. At the top, there are navigation links for 'Dashboard' and 'Calendar'. The main area is divided into several sections:

- Quick Search:** Three search boxes for 'Search Events', 'Search Locations', and 'Search Resources', each with a 'Go' button.
- Find Available Locations:** Two options: 'I know WHEN my event should take place - help me find a location!' and 'I know WHERE my event should take place - help me choose a time!'. Below these is a red circle around a 'Create an Event' button.
- Customize Dashboard:** A button to customize the dashboard.
- Help:** A button for help.
- Recently Viewed:** A section for recently viewed items.
- Your Starred Events:** A section indicating 'You do not have any Starred Events!' and explaining that users can mark events as 'Starred' by clicking a star icon.
- Your Starred Locations:** A section indicating 'You do not have any Starred Locations!' and explaining that users can mark locations as 'Starred' by clicking a star icon.
- Your Starred Resources:** A section indicating 'You do not have any Starred Resources!' and explaining that users can mark resources as 'Starred' by clicking a star icon.
- Your Starred Event Searches:** A section indicating 'You do not have any Starred Event Searches!'.
- Your Starred Location Searches:** A section indicating 'You do not have any Starred Location Searches!'.
- Your Starred Resource Searches:** A section indicating 'You do not have any Starred Resource Searches!'.
- Your Event Drafts:** A section indicating 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'.

- SIGN IN USING YOUR MYUMBC INFORMATION
- **CREATE AN EVENT**
 - SEARCH FOR YOUR GSO OR PROGRAM NAME
 - WHEN PROMPTED FOR A CHART STRING NUMBER, WRITE "GSA SPONSORED EVENT"
- SCHEDULING WILL EMAIL CONFIRMATION TO YOUR UMBC EMAIL

25 LIVE ONLINE SCHEDULER



PAYMENTS AND REIMBURSEMENTS

- Submit post-event forms
 - Post event form with payment information included
 - All original, itemized receipts and invoices
 - A flyer or e-mail advertising the event
 - Sign-in sheet of ALL attendees
 - Submit 25Live confirmation from scheduling
- If necessary:
 - Submit Google Map directions (mileage reimbursement at \$.625 per mile)
 - If off-campus: ALL liability forms from all UMBC students (link to liability forms will be in approval email, electronic signatures acceptable)

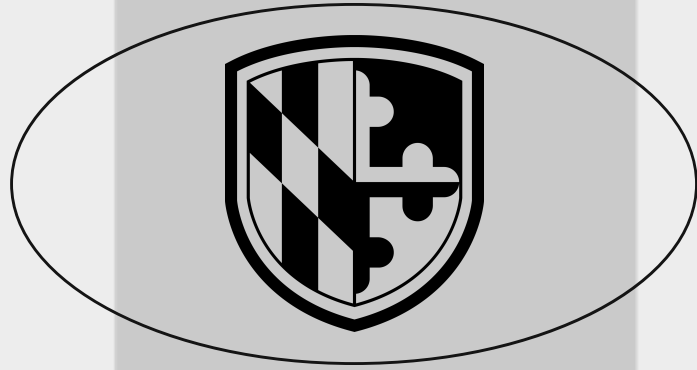




ADDITIONAL COST

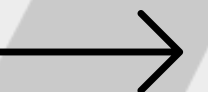
- **Extravagant Expenses**
 - GSA Executive Council has the right to review approval of funds if the expenditures are thought to be excessive
 - For reimbursement purposes, restaurant meals have the following per person limits:
 - Breakfast \$13
 - Lunch \$15
 - Dinner \$28
 - Estimated Attendance will be considered when approving events
- **Out-of-State or Overnight Travel**
 - Business services uses a new travel system that requires Pre-approval travel. For more travel information visit the [Travel page](#) on the Business Services website
 - Must submit names, travel dates, departure and destination locations, and mode of transportation





PROCESSING YOUR DOCUMENTS

- **Once completed and approved by Community Liaison and Executive Administrative Assistant, all reimbursements are processed online**
 - Caterers are paid directly – Send invoices to GSA
- **Particular Items must be shown on all paperwork**
- **Allow 4-6 weeks for payment (or longer if office is backed up)**
 - Delivered via check to your address OR
 - If Direct Deposit: “State of MD- Vendor Payment”



THREE STEPS FOR SUCCESS



1. STAY ACTIVE AND RECOGNIZED!
2. EVENT APPROVAL AND PLANNING
3. PAYMENTS AND REIMBURSEMENT



**WE'RE SO
GLAD YOU'RE
HERE WITH US!**



CONTACT INFO

JAMEER ROBINSON

GSA COMMUNITY LIAISON

JR17@UMBC.EDU OR GSA@UMBC.EDU

(IN SUBJECT LINE INCLUDE "ATTN: JAMEER/COMMUNITY LIAISON")

GSA OFFICE HOURS
MONDAY- THURSDAY*
9:00A.M.- 4:00 P.M.
410-455-2773

THE GSA COMMUNITY LIAISON WILL
BE IN ON MONDAYS, TUESDAY, AND
WEDNESDAYS VIA EMAIL. FEEL
FREE TO SCHEDULE A SPECIFIC TIME
AND DAY TO MEET.