



Dear Sponsorship Applicant,

The Graduate Student Association (GSA) is proud to provide event Co-Sponsorship to officially recognized graduate organizations that are in good standing. Organizations may be eligible to receive financial assistance and may request up to \$2,500 per year to organize campus events or conferences. The GSA has developed an efficient process for sponsorship applications¹ which includes the completion and submission of the following before sponsorship can be approved:

1. A proposal that clearly states what the event is about and why you would like GSA to help provide funding for the event
2. GSA Funds Request Form
3. Any additional information concerning the request for event co-sponsorship (i.e. flier, space request form, on-campus food quote)

All of the appropriate forms can be retrieved from and returned to the GSA office. The deadline for these forms is as follows:

- Two (2) months in advance notice of the event date for a group/speaker hosting or attending conference event.
- One (1) month in advance of the conference event for a group holding an event (i.e. holiday party, cookout)

As a part of event co-sponsorship, all sponsorship organizations are expected to submit a 500 word report summarizing the event within 14 days of the conference event end date. This is a mandatory requirement and failure to do so may prevent you from receiving sponsorship in the future. The GSA new organization packet is optional. However, because funding is limited, active organizations receive priority. All applicable obligations and expectations of active membership must be carried out before the conference or event date.

Please note: Due to unconsumed food in the past, all organizations must include the confirmed number of registrants when requesting food.

The GSA reserves the right to verify all information submitted for event co-sponsorship. The GSA considers these requests and reserves the right to deny funding.

Thank you.

Will H. Nathan Jr.
GSA President

Priyadarshini Persaud
GSA 1st Vice President

Ramonia Morant
GSA 2nd Vice President

Talitha Royster
GSA Secretary

Valerie Bowden-Allen
GSA Financial Secretary

Brenna Smothers
GSA Member-at-large/Parliamentarian



GSA Funds Request Form

Date: _____

Organization Name: _____

Organization Event: _____

Event Date: _____

Location: _____

Phone /Ext. :(____) _____ - _____ Alternate Phone (____) _____ - _____

Request: *(State the purpose of the event and the amount of funds you are requesting)*

Applicant Print Name

Will H. Nathan Jr, President

Applicant Signature

Valerie Bowden-Allen, Financial Secretary

Dr. Cubie Bragg, Faculty Advisor

This form must be completed 1. To receive a conference sponsorship estimate from the GSA and 2. To receive approval of a conference sponsorship amount from the GSA. This form must be signed by all of the listed officers of GSA and the advisor before any request can be approved. This form and all other related conference sponsorship forms are due in the GSA office before the process of sponsorship can begin.