

GPSA Assembly Funding Policy and Procedure: *Review Prior to Applying for Funding*

Herein is the GPSA funding process. Please pay special attention to requirements and deadlines described here.

1. To apply for funding from GPSA, a Graduate Student Organization (GSO) must be registered with the SORC. Registration information is available at www.asu.edu/clubs. SORC registration is not ongoing, check their website for deadlines.
2. The GSO representative must complete the online application. Applications are due on the 7th of the month *prior* to the month your event takes place. For example, if your event is in October, your application is due no later than September 7th. If desired, you may apply early by submitting before the cycle deadline. If the event is ongoing, the first event in the series determines the due date of the application.

An exception to this deadline will be made for events that occur in September. The due date for events occurring prior to September 30, 2011 is August 24, 2011 at 12:00 p.m. (noon). Events in October follow the cycle described above. GPSA is unable to make exceptions to these deadlines.

3. The application in an online form that includes instructions. Please note some highlighted requirements and directions:
 - a. You will add an assembly member as a sponsor. You **MUST** have the assembly member's permission **BEFORE** you add him/her as a sponsor. A list of assembly members can be found on the GPSA website. Email the assembly member at least 5 days prior to when you plan to submit your application to ensure there is time for the assembly member to respond to your request. If you have trouble contacting an assembly member, contact the Assembly President, Matthew Savage (mwsavage@asu.edu)
 - b. In the "Budget Justification" section, you must provide a line by line breakdown of the event budget, including all items whether or not you are asking GPSA for funding for that item.
 - c. In the first box for each item, enter the description and vendor of your purchase. In the second box, enter the total cost of this purchase. In the third box, enter the portion of this total cost that GPSA will fund. You may split the total costs of line items between different funders.
 - d. In "Alternate Funds," detail other funding requests your organization has made to sponsors other than GPSA. Having attempted to secure funding from other organization is necessary for events over \$250. GPSA is interested in both your successful and unsuccessful attempts to secure alternate funding.
 - e. When you submit the application, you will be required to agree to the rules. After agreeing to the rules, you may be returned to the main page of the funding application. Ensure your application is submitted before closing the browser window.
4. Starting in the 2011-2012 academic year, all GSO funding requests will be reviewed in the Assembly Operations Committee. The Assembly President will email applicants on the 7th of each month confirming receipt of the application and to schedule the day and time of the next Assembly Operations Committee meeting. Each organization must send a representative to this meeting to speak briefly about the request for funding. A representative from the applicant organization must be present at the Assembly Operations Committee meeting where the funding proposal is debated or no funding will be awarded and the process starts over. During the Spring semester of 2012, the Assembly Operations Committee meeting is generally held the Thursday prior to the full Assembly Meeting in the Tempe GSC at 12:00 p.m. (noon).

Debate for each proposal is conducted in the Assembly Operations Committee. The committee's decision whether to recommend funding is forwarded to the full GPSA Assembly for approval and final decision. Proposals are either forwarded with (1) the full amount recommended, (2) partial amount recommended, (3) full/partial amount recommended with stipulations, or (4) a recommendation to deny the funding request. Final funding decisions are made by the approval of the GPSA full student assembly. Applicants are welcome to attend the full GPSA assembly meeting; dates and times of these meetings are listed on the GPSA website.

5. If the GSO proposal has been approved for funding, your organizational representative who is responsible for managing reimbursement should download an electronic funding packet from the GPSA GSO funding webpage. The funding packet has detailed instructions about steps to get reimbursed. Some important reminders:
 - a. Save ALL original receipts. Funding will not be disbursed without them.
 - b. All paperwork will be due 5 days after the event, with some exceptions noted in the electronic funding packet.
 - c. GPSA must be acknowledged in all advertising materials and the event must be publicized using the gradstu listserv. See the electronic funding packet for complete details.