



University of Notre Dame

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Niraja Suresh, GSU President 2017-18 • Margie Housley, GSU Co-Vice President 2017-18 • John Nelson, GSU Co-Vice-President 2017-18

Event Funding Request

For Graduate Student Union Funds

Description:

The Graduate Student Union sets aside part of its budget to help provide funding reimbursements for events that are planned by other graduate student organizations throughout the academic year. While the Graduate Student Union does operate a social committee that plans various events for graduate students on campus and in the surrounding community, this funding program allows other groups to offer diverse experiences that may not be offered otherwise. Applications submitted to the Graduate Student Union for funding will be reviewed by the elected executive committee which includes the Graduate Student Union President and Co-Vice Presidents.

Guidelines:

The most important factor that will determine if funding is approved or denied is the versatility of the event proposed. The Graduate Student Union is responsible to all graduate students in the graduate school and thus, any funding provided for outside events must cater to the larger student body. Further, the event must be open to ALL graduate students *and* must be of likely interest to a diverse body of graduate students. For example, an event that caters to a small minority of students such as a department social or graduation party would not be eligible for funding. It is *VERY* important that funding requests comment on the versatility and likely appeal to the larger graduate student body.

Funding Stipulations:

By applying for and receiving funding reimbursements, organizations must comply with the Graduate Student Unions funding stipulations described below:

- Organizations must apply for funding *before* an event. The Graduate Student Union will not retroactively fund an event.
- All marketing of the event must acknowledge the Graduate Student Union as a co-sponsor of the event. This can be accomplished by including the “GSU” logo on all flyers and other advertisements.
- Events may not be held off-campus.



Event Funding Request for Graduate Student Union Funds

(PLEASE PRINT)

Event Title:	
Event Location:	Event Date:
Please describe in brief information regarding this event and attach any flyers:	
Club Contact Name:	E-mail:
Group Advisor Name:	E-mail:
Please list any Organization(s) and/or Department(s) that will co-sponsor this event:	
	Amount Requested \$
Please list expenses associated with this event (speakers, food, duplicating costs, room rental):	
	Projected Dollar Amount:
Amount Requested from GSU \$	
FOAPAL number to transfer funds:	

Funding Stipulations:

- You must apply for funding *before* an event. The GSU will not retroactively fund an event.
- Your flyers and other marketing must acknowledge the GSU as a supporter.
- Your event must be open to ALL graduate students *and* of likely interest to a diverse body of graduate students.
 Department celebrations and graduation parties, for example, are not eligible for funding.
- Your event may not be off-campus
- The GSU chairs also welcome suggestions for GSU co-sponsorship of your events.

Funding approved or denied: _____ Amount: \$ _____ Date: _____

Submit form to: Graduate Student Union
 217 LaFortune Student Center
 Phone: 631-6963
 Email: lhesch@nd.edu

PLEASE ALLOW 5 WORKING DAYS TO PROCESS THE FUNDING REQUEST FORM