

## **Graduate Student Association Finance Committee Guidelines 2019-2020**

### **Organization Allocation Guidelines:**

1. Funding is available for graduate student organizations\* currently registered with Leadership and Service Center. Current documentation, including receipts and/or quotes, is required to be uploaded for consideration of funding of any category.
2. The Graduate Student Association (GSA) Finance Committee reserves the right to comprehensively review all event allocation requests, as well as any past allocation requests involving the respective organization.
3. The GSA Finance Committee will not approve funding for any event, conference, or competition that occurred prior to the GSA Finance Committee's review. It generally takes two-three weeks to review any request. Therefore, student organizations are encouraged to apply soon.
4. Funded graduate student organizations are required to advertise the event with the GSA logo and to share advertisement information with GSA.
5. For requests more than \$1000 or those involving travel, the organizations must present the request in front of the GSA Finance Committee.
6. Maximum allowed funding for any organization is \$5,000 per school year.

### **Campus-wide Event Guidelines:**

1. Funding for food in accordance with the Student Government Codes will be \$8.00 per person.
2. Food receipts need to be submitted during the application such as an:
  - a. Itemized quote or invoice from online if purchasing food from an online store or restaurant.
  - b. Itemized invoice from the vendor if ordering from UofSC's approved vendors.
    - i. Organizations must get written approval from Aramark for food purchases over \$499.99 prior to the event. Reimbursements will not be processed without this documentation.
3. Events with food must include a sign-in list of attendees to be eligible for reimbursement.
4. Cutlery, as defined by paper plates, napkins, and utensils will be funded as follows:
  - a. Expected attendance 1-49: \$10
  - b. Expected attendance 50-99: \$25
  - c. Expected attendance 100+: \$50
5. Recruitment events will not be funded for any organization.
6. Regularly scheduled meetings will not be funded for any organization.
7. All events funded through the Student Activity Fee must be free and open to the entire Student Body.

### **Special Guest Guidelines:**

1. The GSA Finance Committee will allocate a maximum amount of \$1,000 towards an artist/speaker fee for performances.

2. No private lessons for organizations will be funded.
3. No monies will be allocated towards travel, hotel, or accommodations for the special guest.
4. No USC faculty or staff will be funded.

### **Conference Travel Guidelines:**

1. No international travel expenses or any other associated costs will be funded.
2. Students attending the conference must be actively involved in the organization.
3. Lodging expenses will be allocated out based on the make-up of the attendees.
4. No parking fees, taxis, shuttles, or taxi-like services will be funded/reimbursed.
5. Food will not be funded for conferences.
6. A post-conference report should be submitted to GSA Treasurer no later than two weeks following the conference.
7. Total funding for the conference will be allocated no more than \$2,000 (including transportation, registration, and hotel) per conference.

### **Competition Travel Guidelines:**

1. No international travel expenses or any other associated costs.
2. Students attending the conference must be actively involved in the organization.
3. Only one (1) flat rate competition registration fee may be funded.
4. Lodging expenses will be allocated out based on the make-up of the attending team.
5. No parking fees, taxis, shuttles, or taxi-like services will be funded/reimbursed.
6. Food will not be funded for competitions.
7. A post-competition report should be submitted to the GSA Treasurer no later than two weeks following the competition.
8. Total funding for competitions will be allocated out on a case by case basis (understanding team size is different for each organization).

\* Student organizations from the school of Medicine, Pharmacy and Law are not funded by the GSA Finance Committee.