

Cornell University
Graduate and Professional
Student Assembly

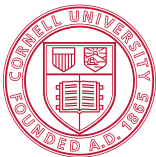
GPSAFC Funding Guidelines for Graduate Student Organizations
2020-2022 Funding Cycle

1 **I. Eligibility Criteria for Organizations**

- 2 1. An organization must register with the Campus Activities Office (CAO) (or equivalent
3 office) for the current academic year. If an organization has not registered with the CAO, or
4 equivalent office, it cannot access any funds, even if such funds have already been allocated.
5 2. An organization's President and Treasurer must sign the GPSAFC "Statement on Ethical
6 Conduct".
7 3. An organization's Treasurer must be familiar with these Funding Guidelines and sign a
8 statement to this effect. The GPSAFC will not be responsible for costs that it cannot
9 reimburse due to violation of provisions set forth in these Funding Guidelines or university
10 policies.
11 4. An organization must have an advisor who is a full-time member of the faculty or staff of
12 Cornell University. Graduate students do not qualify.
13 5. An organization must have more than 40% graduate/professional student membership.
14 6. The President or Treasurer of an organization must be registered as a graduate or
15 professional student at Cornell University for the current academic year.
16 7. An organization must provide a valuable and distinctive service to the Cornell community.
17

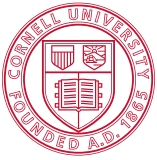
18 **II. General Funding Parameters**

- 19 1. The membership criteria and selection processes of an organization should enable any
20 student to join and participate if they have interest and ability.
21 2. Budgets should be submitted through the electronic community platform used by graduate
22 and professional student organizations by the deadlines specified in the table of important
23 deadlines (II.13). The president, treasurer, and faculty advisor of the organization must
24 submit written approval of each budget through the electronic community platform by the
25 deadline of the budget submission. Organizations may submit a single budget or submit
26 multiple budgets over the course of the academic year. For each budget, the budget
27 submission date must be before the date of the events outlined in the request. GPSAFC
28 does not allocate funds retroactively for events that are held before budget submission.
29 Events may be held after budget submission but before budget approval; however, GPSAFC
30 cannot guarantee allocation.
31 3. For all events, GPSAFC requires detailed event descriptions that demonstrate the event's
32 appeal to graduate and professional students and outline responsible planning. Please note
33 that the lack of justification can be a basis for budget denial.
34 a. To obtain 300 USD or more in funding for an event, additional detailed information,
35 including but not limited to previous receipts, quotes, budget breakdown, time and
36 location of the event, number of attendees should be submitted at the time of budget



Cornell University Graduate and Professional Student Assembly

- 37 submission. For events receiving less than 300 USD in GPSAFC funding, detailed
38 budget breakdowns are recommended but not required.
- 39 b. The GPSAFC rarely allocates more than 1000 USD per organization for a single
40 event; to obtain around 1000 USD the event must demonstrate strong appeal to
41 graduate and professional students. The organization seeking funding must show
42 evidence of substantial efforts to secure co-sponsorship.
- 43 4. The organization must be open to the entire graduate and professional student community.
44 All advertising must include the statements “Funded by the GPSAFC”, “Open to the
45 Graduate Community” and “Please contact (name of event host) at (netID of the host) for
46 any special arrangements you may require in order to attend this event”. Exceptions are
47 detailed in the Field Category in Item VII.3.A.
- 48 5. The organization must submit the event details (i.e. time, location, program speakers, topic
49 descriptions) to University Events Calendar (events.cornell.edu) and provide a link to the
50 GPSAFC Event Calendar two (2) weeks before the event. For events receiving less than 300
51 USD in GPSAFC funding, Event Calendar submission are recommended but not
52 required.
- 53 6. Groups applying for GPSAFC funding for the first time will have allocations in their
54 budgets restricted to the maximum amount set annually as described in Item VIII.
- 55 7. The GPSAFC will treat organizations that have previously applied for GPSA funding, but
56 had a hiatus in applications for GPSAFC funding for two or more years, as “first time
57 applicants”.
- 58 8. In order to receive allocated funding, an organization must turn in receipts for expenses to
59 the GPSAFC accounts representative within one month of expenditure.
- 60 9. Events funded through GPSA Fall/Spring budget allocations must occur during the
61 academic year, defined for GPSAFC purposes as starting the first day of graduate student
62 classes in August and ending the day of commencement in May, to ensure that majority of
63 the Cornell community has the opportunity to participate. All budgets will terminate at the
64 end of the academic year, regardless of when they were submitted.
- 65 10. All events must occur on campus or on auxiliary Cornell properties to ensure that the
66 majority of the Cornell community has the opportunity to participate.
- 67 a. “On campus” is defined as being located in either the Ithaca campus, the Geneva
68 campus, and the Cornell Tech campus. “Auxiliary Cornell properties” are defined as
69 all Cornell-owned or leased properties that do not fall under “on campus”. If events
70 are held on auxiliary Cornell properties that are not easily walkable from the center
71 of the nearest Cornell campus, reasonable transportation options must be provided.
- 72 b. The GPSAFC may grant exceptions under special circumstances, such as a lecture
73 series in a downtown science center or community center. An organization must
74 submit a detailed explanation of why the event must be held off campus. The
75 organization must provide reasonable transportation options for off-campus events.
76 Reimbursement for off-campus events will be furnished only if the GPSAFC has
77 approved the event location prior to the event.



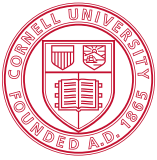
Cornell University
Graduate and Professional
Student Assembly

- 78 11. University organizations (as defined by the CAO) are encouraged to consult with their
 79 specific school or department’s financial affairs office, if applicable, in submitting funding
 80 requests.
 81 12. Organizations are encouraged to keep track of attendance, especially for large events, to help
 82 estimate attendance for future events in future budget requests. Sign-in sheets are one way to
 83 do this. Note that information on approximate event attendance is required to support
 84 funding requests for future events.
 85 13. Some events require registration with the Events Management Planning Team (EMPT); see
 86 the EMPT website for details and register if required.
 87 14. Important deadlines:

Type	Submission Date	Review Date
Summer Budget	Last Friday of April	By May 15th
Fall/Spring Budget	Last Fridays of: <ul style="list-style-type: none"> • April (For the upcoming academic year) • August • September • October • November Last Fridays of: <ul style="list-style-type: none"> • February • March • April (Last date to submit budgets for the current academic year) 	By: <ul style="list-style-type: none"> • May 15th • September 15th • October 15th • November 15th • December 15th <ul style="list-style-type: none"> • March 15th • April 15th • May 15th
Tier-Related	Last Friday of: <ul style="list-style-type: none"> • August (Application for Tier Increase) • September (Tier Appeal) 	By: <ul style="list-style-type: none"> • September 15th • October 15th

88

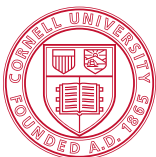
89 **III. Organizations and Activities Ineligible for GPSAFC Funding**



Cornell University Graduate and Professional Student Assembly

- 90 1. Per GPSA policy, the GPSAFC cannot fund:
- 91 a. Partisan political organizations and activities: The University defines partisan political
- 92 organizations as those that are affiliated with a registered political party or candidate,
- 93 or that are formed for the purpose of supporting or opposing any particular
- 94 legislation. Activities used to support or oppose any particular legislation also fall
- 95 under this definition. The GPSAFC may fund non-partisan activities sponsored by
- 96 partisan organizations. Funded groups may “not participate in or intervene in
- 97 (including the publication or distribution of statements), and campaign on behalf of
- 98 or in opposition to any candidate for public office.” (Internal Revenue Code -
- 99 Section 501 (C{3}))
- 100 b. Any religious activities: The GPSAFC relies on the University definition of religious
- 101 activities: “A practice or observance that includes moral or ethical beliefs as to what
- 102 is right and wrong that is sincerely held, with the strength of traditional religious
- 103 views, even if no religious group espouses such beliefs, or the religious group to
- 104 which the individual professes to belong may not accept such belief.” The GPSAFC
- 105 may fund activities comparing religious systems of belief and activities examining the
- 106 intersection of religion with one or more non-theological academic disciplines.
- 107 Activities that a religious organization organizes to achieve research, educational, or
- 108 public service goals are not considered religious activities and are eligible for
- 109 GPSAFC funding.
- 110 c. Charitable organizations: The University prohibits any direct allocation to charitable
- 111 organizations; it does allow, however, for the funding of “recruiting, administration,
- 112 and travel expense, which would be necessary to make it possible for Cornell
- 113 students to participate in service projects.” The essential difference is between
- 114 making an outright financial gift and aiding Cornell students in a promising and
- 115 valuable project. For fundraising event rules, refer to Item IV.
- 116 2. The GPSAFC will not fund activities for which any organization member receives academic
- 117 credit.
- 118 3. Welcome and/or end-of-year receptions will not be funded if they are the only events
- 119 planned by an organization in a particular academic year.
- 120 4. In keeping with the University’s policy on non-discrimination, no organization or activity
- 121 funded by GPSAFC shall discriminate in its membership policies based on race, religion,
- 122 age, gender, sexual preference, or ethnic background. Any group that violates this policy may
- 123 have its remaining funding suspended or revoked.
- 124 5. The GPSAFC avoids funding activities that duplicate the activities of other campus
- 125 organizations. In allocating funds, the GPSAFC considers whether an organization provides
- 126 a unique service or event for the Cornell community. The GPSAFC may make organizations
- 127 aware of other groups providing similar services to the University community in an effort to
- 128 encourage collaboration.

129 IV. Additional Funding Requirements and Restrictions



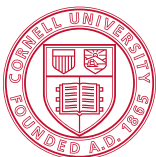
Cornell University Graduate and Professional Student Assembly

- 130 1. To be eligible for funds, an organization must make full disclosure of its income and
131 expenses (Refer to Item XII for Enforcement). If additional funding is obtained from other
132 University sources and/or external sources during a school year, a report of this funding
133 should be furnished to the GPSAFC upon request.
- 134 2. No faculty or staff salaried by Cornell University within the last six months can receive
135 payment for services with GPSAFC funds. No enrolled graduate student may receive
136 payment for services with GPSAFC funds.
- 137 3. The GPSAFC will not make fund transfers to Student Assembly Finance Commission
138 (SAFC)-funded organizations; events may be co-sponsored.
- 139 4. Student organizations shall take full advantage of income-producing opportunities and
140 alternate funding sources, and the GPSAFC shall consider their capacity and willingness to
141 do so when making allocations.
- 142 5. In making funding allocations, the GPSAFC considers the extent to which graduate and
143 professional students determine and direct an organization and its programs.
- 144 6. The GPSAFC may partially support fundraising events. The organization must demonstrate
145 an effort to find co-sponsorship and must charge admission to cover (part of) the event
146 production cost.
- 147 7. Organizations must submit an original, itemized receipt that includes the name of the
148 member to be reimbursed within one month of the expense being incurred.
- 149 8. Organizations should make efforts to reduce the carbon footprint of their events. We highly
150 encourage use of biodegradable products, and minimization of non-renewable resources at
151 all events.
- 152 9. Organizations must leave equipment purchased with GPSAFC funds on campus at the end
153 of the academic year and keep an inventory of all such items so the club may continue to use
154 them in future years. A current list of the club's relevant inventory should be provided along
155 with the request for funding.
- 156 10. Organizations that provide a thorough plan to make the event accessible to a broad
157 audience, outlining efforts to enable those with special needs to attend the event will be
158 looked upon favorably. Contact the Cornell University ADA Coordinator Team for
159 assistance.
- 160 11. An individual acting as the representative of a field organization cannot concurrently serve as
161 the representative for another organization or field.
- 162 12. Organizations must allow the GPSA to send emails to their members via their membership
163 list-servs.
- 164 13. Should a school or a university unit prevent the GPSA from sending or their students from
165 receiving email communications from the Assembly, the GPSA or GPSAFC may, in their
166 discretion, withhold funding from that school or unit's affiliated organizations.

167

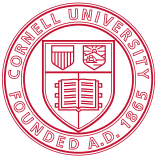
168 **V. Restricted and Ineligible Items for GPSAFC Funding**

- 169 1. Ineligible Items



Cornell University Graduate and Professional Student Assembly

- 170 a. GPSAFC funding is intended to be inclusive, need-based, and extracurricular.
171 Funding is inclusive in the sense that GPSAFC-funded events are available to the
172 graduate and professional student community as a whole and benefit the community
173 rather than individuals. Funding is need-based in the sense that the GPSAFC funds
174 specific events, rather than simply giving organizations a set amount of cash.
175 Funding is extracurricular in the sense that it cannot be used for items that the
176 university should provide for academic use, such as office supplies. Any request that
177 is not inclusive, need-based, and extracurricular will not be approved by the
178 GPSAFC. Specific restricted and ineligible items are listed below; the list is not
179 exhaustive.
- 180 b. General items:
- 181 • Office supplies or equipment
 - 182 • Organization stationery, certificates, membership or business cards
 - 183 • Resume books, directories, or other printed materials for professional/career
184 development
 - 185 • Phone equipment, toll call or fax expenses
 - 186 • Postage
 - 187 • Office space or secretarial expenses
 - 188 • Conference expenses or membership fees (except for some Club Sports with
189 the appropriate permission from the GPSAFC)
 - 190 • Admission fees for performances, films, museums or sporting events
 - 191 • Container deposits
 - 192 • Gifts (except for speakers) or trophies
 - 193 • Publication of academic journals
 - 194 • Purchase of books, magazines, or academic journals
 - 195 • Newsletters
 - 196 • Web design and web-hosting unless for an online publication
 - 197 • Honorariums, travel expenses, and accommodation for alumni whose last
198 degree from Cornell University was received within the last 5 years.
199 Exceptions may be granted with the inclusion of a letter of support from the
200 organization's advisor.
 - 201 • Speaker or performance expenses for University employed graduate students.
 - 202 • Purchase of T-shirts and other clothing (except non-personalized jerseys for
203 club sports).
 - 204 • Items that will be retained by individual members of the organization.
- 205 c. Items towards speakers:
- 206 • Charges for bar, video, valet, phone or other personal charges
 - 207 • Grocery shopping for food
- 208 2. Restricted Items:



Cornell University Graduate and Professional Student Assembly

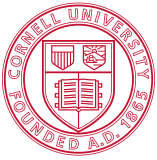
- 209 a. Publicity and media expenditures should not exceed 5% of Tier cap.
210 b. Honorariums should not exceed 500 USD per speaker.
211 c. Publication expenses should not exceed 500 USD per academic year, and only for
212 the publication of a non-professional journal or magazine.
213 d. Total GPSAFC-funded alcohol expenditures per academic year should not exceed
214 10% of Tier cap. Hard alcohol cannot be purchased with GPSAFC funds. Events
215 involving alcohol should be registered with the Events Planning Management Team
216 (EPMT) and adhere to the guidelines outlined in the Campus Code of Conduct and
217 University Policy 4.8 (Alcohol and Other Drugs). Organizations wishing to spend
218 more than 10% of their Tier cap on alcohol in an academic year must email the
219 GPSAFC Chair with an explanation of why the additional alcohol purchase would be
220 necessary, along with specific details about how the event(s) with alcohol present will
221 be advertised to the broader Cornell community and kept in compliance with the
222 Events Planning Management Team (EPMT) and Campus Code of Conduct
223 guidelines; this request may be approved or denied by the GPSAFC Chair.
224

225 **VI. Reassignment of Allocated Funds Under Exceptional Circumstances**

- 226 1. Organizations should spend allocated funds for the purposes specified in the budget request.
227 2. Organizations are encouraged to reschedule events whenever possible if an event cannot be
228 held as originally planned. Organizations should submit a short explanation along with their
229 reimbursement request if one or more of the following minor event details have changed:
230 Date/time, On-campus location, Speaker
231
232 3. An organization may request cancellation of allocated funding under exceptional
233 circumstances outside the control of a graduate student organization. (E.g. A snowstorm
234 occurs in May and the event cannot be rescheduled.)
235 a. The request should be sent to the FC Chair via email and include:
236 • A written explanation of the reason for the cancellation request.
237 • Supporting documentation as appropriate, including but not limited to:
238 ○ Printout of originally allocated budget
239 ○ Documentation of exceptional circumstances
240 ○ Correspondence
241 ○ Any additional documentation
242 b. Lack of interest in an approved event, or mistakes or administrative errors on the
243 part of the graduate organization or anyone acting on their behalf are not grounds
244 for cancellation of funds.

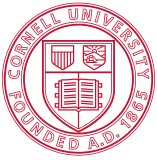
245

246 **VII. Funding Tiers**



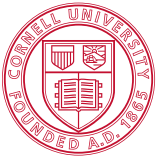
Cornell University Graduate and Professional Student Assembly

- 247 1. For the purposes of these Funding Guidelines, the GPSAFC defines two types of student
248 organizations: (1) interest organizations and (2) field organizations:
- 249 a. Interest organizations: are groups that represent an extracurricular pursuit, broadly
250 including any social or academic activity that is not directly linked to the interests of
251 a specific Cornell University-defined academic field. All university organizations that
252 are not field organizations are treated as interest organizations for purposes of these
253 Funding Guidelines.
- 254 b. Field organizations: are groups whose goals and objectives are to foster the academic
255 and social interests of a particular University-recognized academic field, with specific
256 attention to fostering interaction and communication amongst field members. The
257 graduate school keeps an online record of the graduate fields; each professional
258 school is also considered a field. Field organizations may apply for Field funding,
259 which is not counted toward Tier limits.
- 260 2. Student organizations are categorized into specific funding tiers, which dictate the upper
261 limit of funds each organization is eligible for per academic year. Each year, the GPSAFC in
262 consultation with the GPSA and the GPSA Appropriations Committee, may re-evaluate
263 these funding brackets as deemed necessary. Changes to funding brackets may be made
264 yearly at the GPSAFC's discretion, and do not require formal amendment of these
265 Guidelines. Funding brackets must be made available to organizations in the fall semester of
266 each year.
- 267 a. Tier 1: \$500 USD cap
268 i. Includes first-time applicants.
- 269 b. Tier 2: \$1500 USD cap
- 270 c. Tier 3: \$2500 USD cap
271 i. Groups in this tier must send at least one member to attend at least 50% of
272 the GPSA meetings during the academic year.
- 273 d. Tier 4: \$3500 USD cap
274 i. Groups in this tier must demonstrate a history of funding utilization >90%
275 and have a large membership base (registered through the electronic
276 community platform used by student organizations, as determined and
277 announced by the GPSAFC each year). In addition to Tier 3 requirements,
278 groups must send at least one member to serve on the GPSAFC, either as
279 Commissioners or volunteers (see GPSAFC Bylaws for more details)
280 ii. Groups must apply annually to remain in Tier 4.
- 281 e. Tier assignment will be considered at the beginning of the new academic year, either
282 by the GPSAFC or a special committee led by the chair of the GPSAFC. An
283 organization may move up or down a maximum of one Tier per academic year. The
284 GPSAFC will strive to notify organizations of their new Tier status before the first
285 Fall/Spring budget submission deadline. Tiers are assigned as follows:
- 286 i. Moving up: The deadline for applying to move up a tier is the first budget
287 cycle of the academic year (last Friday of August). The application must be
288 sent via email or through the electronic community platform used by student



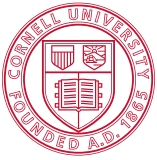
Cornell University Graduate and Professional Student Assembly

- 289 organizations to the GPSAFC chair. To be considered for this promotion,
290 the organization must fulfill any one of the following criteria:
- 291 1. Utilization of at least 90% of Tier cap and allocated funds (including
292 additional funding through Field and Initiative funding) for at least
293 the past two consecutive years.
 - 294 2. Utilization of at least 90% of Tier cap and allocated funds in the past
295 consecutive year, AND at least 35% increase in membership.
 - 296 3. Utilization of at least 90% of Tier cap by a Tier 1 organization for at
297 least the past year.
- 298 In the tier increase application, the organization should include the following:
- 299 1. Proof of compliance with the fund utilization criterion.
 - 300 2. Statement why they need the tier increase (e.g., plans for future
301 events, growth in membership, etc.)
 - 302 3. Financial plan for how the organization would utilize the funds in the
303 upcoming academic year.
- 304 ii. Moving down a tier: The GPSAFC reviews organization allocations and
305 spending at the end of each academic year. The GPSAFC will move
306 organizations down a tier if either of the following conditions apply:
- 307 1. If the organization's utilization of allocated funding was less than
308 80%, they will be considered for a downgrade in their Tier.
 - 309 2. Groups in Tier 4 failing to reapply to retain their Tier will be moved
310 down a Tier automatically.
- 311 iii. Retaining your tier: An organization will retain its Tier placement, as long as
312 it spends greater than or equal to 80% of the funds allocated in an academic
313 year, and is not eligible for or does not apply for a Tier promotion. To
314 remain in Tier 4, groups must reapply annually.
- 315 f. Tier Appeals
- 316 i. Organizations that were moved down a tier can appeal by the last Friday of
317 September c.f. II.13. Appeals are not likely to be granted.
 - 318 ii. The request should be sent to the FC Chair via email and include:
 - 319 • A written explanation of the reason for the appeal request.
 - 320 • Supporting documentation as appropriate, including but not limited
321 to:
 - 322 ○ Previous allocations
 - 323 ○ Receipts from events/reimbursements
 - 324 ○ Organizational budgeting files
 - 325 ○ Correspondence
 - 326 ○ Any additional documentation
 - 327 iii. Mistakes or administrative errors on the part of the graduate organization or
328 anyone acting on their behalf are not grounds for an appeal of tier status.
- 329 3. Additional funding: This funding is in addition to the organization's Tier cap limit, and does
330 not count towards the Tier cap.



Cornell University Graduate and Professional Student Assembly

- 331 a. Field: Only one organization per academic field can apply for this funding, once per
332 academic year, and such an organization must represent all the students in a given
333 field. If necessary, the field's Director of Graduate Studies (DGS) or Director of
334 M.Eng. Program, or the professional school's Director of Student Affairs, will make
335 the final determination on which organization represents the graduate or
336 professional students of a given field. While only one organization per field can apply
337 for this funding, if several fields are represented in the aforementioned manner by
338 one organization, that organization can apply for funding (the total membership of
339 all the fields involved will determine the funding allocation for such an organization).
- 340 i. All organizations that wish to receive "field" funding must apply for "field"
341 funding in their budget applications.
 - 342 ii. To apply for field funding, at least one seat on the GPSA (voting member or
343 field representative) must be filled by a member from that field. This
344 requirement must be satisfied at the time of budget submission. If this
345 member misses more than two consecutive meetings in a given semester and
346 does not send a replacement, the Executive Vice President shall notify the
347 Chair of the Finance Commission, so that any funding allocated in the
348 "field" category to that organization can be frozen. The funds will be
349 restored when the member attends two consecutive GPSA meetings.
 - 350 iii. Each eligible field organization that applies for funding will receive a base
351 allocation of 200 USD, with an additional one (1) USD for each student in
352 that field. The GPSAFC bases field membership numbers on official data
353 from the Fall Census conducted by the graduate school and on official
354 statistics from the data management officials at each of the professional
355 schools. Funding allocations for a given academic year are based on the field
356 membership numbers from the previous academic year's Fall Semester.
 - 357 iv. Organizations can use field funding for events occurring during the academic
358 year for which the funds were allocated. Events funded by field funding (and
359 not relying on any other GPSAFC funding) can, at the organization's
360 discretion, be open exclusively to members of that field. Organizations must
361 advertise all events using field funding to all field members, whether via a
362 list-serve or some other appropriate means.
- 363 b. Initiative Funding
- 364 i. Additional funds are available for events aligning with GPCI Initiatives, as
365 outlined in the most recent GPCI Document. These funds do not count
366 towards an organization's tier cap. Initiative Funding is limited to 200 USD
367 maximum per event and one event per semester per student organization and
368 is subject to availability of funds.
 - 369 ii. Groups applying for Initiative Funding must outline how their event
370 supports one or more GPCI Objectives in the budget request.



Cornell University Graduate and Professional Student Assembly

- 371 1. e.g. If an event aims at giving information to students with families
372 about resources available at Cornell, the organization could reference
373 Objective 1 under Family Services in the GPCI document.
374 2. Specific reference to objectives in the GPCI document is required for
375 getting Initiative funding.
376 iii. All advertisements for events receiving funding from the GPCI must include
377 the statement “Funded by the GPCI”

378

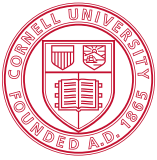
379 **VIII. First Time Applicants for GPSAFC Funding**

- 380 1. First-time applicants will be placed in Tier 1.
381 2. New groups can apply to move up one Tier in the next academic year.

382

383 **IX. Funding Allocation Appeals**

- 384 1. An organization that feels unfairly treated by a GPSAFC funding decision has the right to
385 appeal. An organization may submit an appeal only to contest the GPSAFC’s interpretation
386 of the Funding Guidelines. Groups may ask for reconsideration of funding allocation a
387 maximum of one time per budget request to the GPSAFC chairman via the electronic
388 community platform used by student organizations or by email. The decision to adjust the
389 allocation will be voted on by the GPSAFC.
390 2. The following procedure applies to all appeals:
391 a. The organization is advised to reach a resolution with the GPSAFC chairperson on
392 an informal basis, initiating contact by email to the commission.
393 b. If the matter cannot be resolved on an informal basis, the GPSAFC chairperson will
394 provide the organization with an Appeal Form. The organization must fill out and
395 submit the Appeal Form with proper signatures.
396 c. The GPSAFC will discuss the appeal at its next regular meeting. A representative of
397 the organization submitting the appeal is encouraged to attend this meeting to
398 present the group’s case and further clarify the appeal.
399 d. The GPSAFC will notify the organization of its decision within three days of its
400 meeting. If the organization wishes to further appeal the GPSAFC’s decision, its
401 officers must contact the GPSAFC chairperson by email within one week of this
402 notification.
403 e. If an organization makes this second appeal, the GPSAFC chairperson will refer the
404 matter to the Appropriations Committee (GPSA-AC), which can uphold the
405 GPSAFC’s decision, advise the GPSAFC to reconsider, or refer the matter to the
406 GPSA.



Cornell University Graduate and Professional Student Assembly

- 407 f. If an organization has appealed to the GPSAFC and the GPSA-AC and wishes to
408 appeal further, the GPSAFC and GPSA-AC Chairpersons will take the matter to the
409 GPSA for a final decision.

410 **X. Summer Budgets**

- 411 1. For events during the summer (the dates between Graduation and the day before classes
412 begin in the Fall semester), an organization must submit a summer funding application by
413 the last Friday of March detailing information on location, time, program descriptions, and
414 financial breakdown for all planned events.
- 415 2. The total sum of allocations towards events hosted during the summer may not exceed 15%
416 of the group's annual GPSAFC allocation during the academic year. Summer budgets do
417 not count towards the organization's yearly tier cap.
- 418 3. 3. In order to receive the awarded funding, the organization must submit receipts within 30
419 days after the event.

420

421 **XI. Co-Sponsorship**

- 422 1. If two or more GPSAFC funded organizations wish to combine their efforts to produce a
423 single event, they can apply for funds for particular non-overlapping costs of producing the
424 event.
- 425 2. GPSAFC organizations cannot transfer funding from one group to another. Organizations
426 must detail what expenses each group will bear at the event.
- 427 3. Total allocation for a single event shall not exceed the cap for Tier 4.

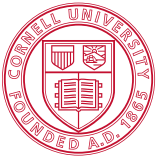
428

429 **XII. Enforcement**

- 430 1. If, at any point, the GPSAFC finds that an organization has not adhered to these Funding
431 Guidelines, has used funds improperly, or has provided false information in an application
432 or correspondence of any kind with the GPSAFC, the commission reserves the right to take
433 one or more of the following actions:
- 434 a. Provide the organization with a written warning noting the violation and asking the
435 organization to change its practices so that it is no longer in violation.
- 436 b. Impose a defined probationary period (e.g., one semester or one year) during which
437 the organization cannot apply for GPSAFC funding.
- 438 c. Withdraw part or all of any requested funds remaining from previous allocations
- 439 2. The GPSAFC reserves the right to audit (budget, spending, and inventory) all GPSAFC-
440 funded organizations, and it is incumbent on all organizations to aid the audit to the fullest.

441

442 **XIII. Amendments**



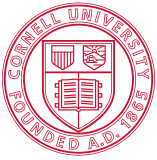
Cornell University Graduate and Professional Student Assembly

- 443 1. These Funding Guidelines may be amended by a majority vote of seated GPSA members.
444 2. The GPSAFC Chairperson will review these Funding Guidelines each year and suggest
445 appropriate alterations to the Chairperson of the GPSA Appropriations Committee.
446 3. The GPSA can raise Funding Maximums on Restricted Items (Item V.2) at any time; any
447 lowering of maximums will not take effect until the next budget cycle. The GPSA
448 Appropriations Committee shall recommend changes for the next fiscal year's budget cycle
449 before the end of February of the current academic year.
450 4. The Appropriations Committee must recommend changes to these Funding Guidelines
451 necessitated by changes in University policies and procedures.
452 5. Amendments to the Funding Guidelines must be presented to the GPSA for discussion at
453 least one meeting in advance of the meeting in which the final vote will take place. Changes
454 to Tier brackets and/or the Appendix (Item XIV) may be done yearly at the GPSAFC's
455 discretion, and do not require formal amendment of these Guidelines.

456

457 **XIV. Appendix**

- 458 1. Best practices to maximize favorable funding outcomes:
459 a. The GPSAFC highly recommends submission of previous bills, quotes and a
460 thorough justification of budget supplied for funding. The more detailed the line
461 items on the request for funds, and the plan for the event, the more likely you are to
462 receive a favorable decision.
463 b. Collaborative efforts in hosting of events will be seen positively, and the event is
464 likely to receive greater allocation.
465 2. Examples of GPSAFC-fundable items include:
466 a. Program:
467 i. Speaker: For expenses of bringing a speaker or performer to campus,
468 including:
469 1. Honoraria or gifts.
470 2. Personal vehicle travel, including toll fares and parking fees.
471 3. Rental vehicles for transportation from outside of Ithaca to Cornell,
472 including rental fee, gas, toll fares, and parking fees.
473 4. Airline, train, boat, Zeppelin, or bus travel.
474 5. Lodging.
475 ii. Event Production: For expenses of producing a cultural, educational, or
476 theatrical event on campus, including:
477 1. Rental or purchase of equipment: any equipment necessary for an
478 event to be successful, including Audio-Visual equipment, VCRs,
479 slide or film projectors, and table space.
480 2. Services: additional services provided by the university required for
481 an event, such as CU Police Department and/or Life Safety, lighting
482 or sound experts, or security fees to protect an exhibit.



Cornell University Graduate and Professional Student Assembly

- 483 3. Room rental: for on-campus (or GPSAFC-approved off-campus)
484 facilities that charge a fee.
485 4. Films: for expenses of showing a film on campus.
486 iii. Reception: For food served during or following a cultural, educational, or
487 theatrical event on campus.
488 iv. Publicity:
489 1. For advertising of GPSAFC funded events, such as: poster printing,
490 banners (for specific events), advertisements and programs.
491 2. The GPSAFC encourages organizations to be sustainable by reducing
492 the quantity of paper advertisements and using electronic forms of
493 communication where possible.
494 b. Club Sports:
495 i. Non-personalized sport equipment (including jerseys).
496 ii. Facilities rental: funds to rent space for practices or competitions
497 iii. Tournaments: expenses for competitions or tournaments hosted by the
498 organization
499 c. Publication: non-professional journal or magazine, including the costs related to
500 printing or copying of issues, or costs related to the production of an online journal
501 3. Other Funding Sources
502 a. In addition to GPSAFC funding, organizations may be eligible to apply for funding
503 from other agencies on and off campus, including co-sponsorship from other byline-
504 funded organizations. Some on-campus groups that often co-sponsor events include:
505 i. Diversity and International groups: International Students Union (ISU),
506 ALANA, SDDI, Dean of Student, Graduate School (OISE), International
507 Students and Scholars Office (ISSO), Asian and Asian American Center
508 (A3C), South Asia Program
509 ii. Performances: Cornell Concert Commission, Cornell University
510 Programming Board, Department of Music, CUTonight (for late night
511 events)
512 iii. Co-sponsorship: GPSA-Programming Board