



**Graduate and Professional Student Organizations (GPSO)
2013-2014 Annual Budget Packet Checklist**

Please use the following to aid you in the completion of your 2013-2014 Annual Budget Request

Organization Name: _____

- The Graduate and Professional Student Association (GPSA) allocates funding to registered Graduate and Professional Student Organizations (GPSO) on an annual basis. These funds are derived from the FAU Student Activity and Service Fees. There are limitations on what can and cannot be purchased with these funds. Attached to this checklist are funding limitations which you should adhere to. Please take the time to review these limitations prior to completing your budget request
- **Your annual budget request and this checklist are DUE on FEB 1st 2013 BY 5PM!**
- The GPSA – GPSO Subcommittee is comprised of members of the GPSA Executive Board, including the GPSA Director, GPSA Associate Director and GPSA Campus-Based Associate Director. The GPSA Executive Board will begin reviewing completed budget requests during the **MANDATORY** budget hearings that an executive board member from your organization **MUST** attend.
- Once all budget hearings have been completed the GPSA – GPSO Subcommittee will vote to approve, deny or amend the proposed budget. ALL Graduate and Professional Student Organizations that submit a completed budget request will be notified of their allocated funds before the end of the spring semester via the FAU e-mail address that has been provided to Student Involvement and Leadership (SIL) and/or submitted documents. ALL funds are for the 2013-2014 academic year.

Checklist for Budget Packet Completion & Signature Verification

- Reviewed “Student Organization Funding Limitations and FAQs” document (attached to this checklist)
- Completed this checklist and Initialed the “Student Organization Funding Limitations and FAQs” document (deliver to Student Union, Room 234 or email to gpsa@fau.edu with documents required below)
- Digitally complete the Excel sheet titled “GPSO 2013-2014 Annual Budget Request”
- Scanned (if applicable) any supporting documents
- Electronically submitted the following items as attachments in an e-mail to gpsa@fau.edu by the deadline (2/1/13 at 5pm)
 - 1) “GPSO 2013-2014 Annual Budget Request”
 - 2) any supporting documents

Budget Request Submitted By: _____ **Amount Requested:** \$ _____

Requestor’s FAU E-mail: _____ [@fau.edu](mailto:_____@fau.edu) **Requestors’ Signature:** _____

Organization’s Advisor: _____ **Advisor’s Signature:** _____

Date Completed _____

To be completed by GPSA:

Date Received: _____

COSO Staff Signature: _____

Student Organization Funding Limitations and FAQs

Student Organization funds are provided to promote the mission of the student organization. Student organizations should not use GPSO funds to promote self-interests or interests of a specific department. Student organizations must be able to clearly demonstrate how their student organization monies are being used to benefit the largest number of current FAU students possible. Any student organization event/activity funded by GPSO monies should be open to all current FAU students.

Funding Limitations

The GPSA – GPSO Subcommittee has the right to set specific limitations on how much an organization can be allocated for specific items. These specific restrictions or limitations set by GPSO in an effort to be consistent and fair across the board for all student organizations. The current policies are as follows**:

- \$900 limitation for performers (speakers, bands, etc.) per academic year set in place for 2012-2013
- No more than \$9 per t-shirt INCLUDING all additional costs (shipping, screening, etc.)
- No more than \$16 per polo not including any additional costs (additional costs must be itemized)

Note: There are additional limitations for the usage of your funds not included in this document. However, we have included the most common requests. Graduate and Professional Student Organizations must adhere to the policies outlined by the Council of Student Organizations (COSO) and Student Involvement and Leadership (SIL) this information can be found visiting <http://www.fau.edu/sil/clubhouse/COSOforms.php>, clicking the "COSO" tab on the left and selecting the "COSO policies" link in the drop down menu.

Frequently Asked Questions (FAQs)

Q: Where do GPSO funds come from?

A: GPSO funds come directly from Activity and Service Fees (A&S). These are fees required of each student and are also used to fund the Student Union, Campus Recreation and Fitness Center, Student Government and a variety of other student support entities.

Q: What can't my organization use GPSO funding to purchase?

A. GPSO funds CANNOT be used for:

- × Food/refreshments for general meetings (any regular business meeting/non-event)
- × Cash awards, scholarships, or gift cards
- × Alcohol or weapons
- × Political campaigns (this does not pertain to elections within your organization)
- × Personal items
- × A fundraiser – you cannot use your funds to sponsor any form of fundraiser
- × Services/materials covered by the Club House (e.g. balloons, fliers, posters, etc.)
- × Anything that benefits someone who is not a CURRENT FAU student (A & S fees are only paid by current FAU students and thus are meant only for them)

Q: Can I request travel in my student organization's 2013-2014 Budget Request?

A: No, funds for student travel will not be allocated to student organizations through the annual budget process (including day travel, out of state travel, registration fees for an event off campus, etc). To apply for travel funding, refer to the Graduate and Professional Student Association (GPSA) Travel Policies and Procedures found at <http://www.fau.edu/sg/graduate%20student%20travel.php>

Q: What is the maximum funding my student organization can request?

A: The maximum amount of funding you can request through the annual budget request is \$10,000.

Tips

- ✓ On-campus room rental: the Student Union facilitates are free to student organizations. Remember to submit your Event Registration Form Please check with the Student Union before attempting to reserve space if you have questionable items that may incur costs.

****GPSA – GPSO Subcommittee reserves the right to make revisions to the policies as they pertain to GPSO**

Requestors' Initials: _____

Date: _____