

GPSS Regular Allocations Guidelines

1. Introduction

The Graduate and Professional Student Senate allocates funding to graduate and professional student organizations. The purpose of this funding is to enable and empower student organizations to carry out activities that supplement their education and that would not be available to them otherwise.

These guidelines will help your organization apply for a regular allocation request through the Graduate and Professional Student Senate (GPSS). The money to support the regular allocations comes from the student activity fee. In order to apply for a regular allocation, a student organization/club **MUST** be a “recognized student organization” in the Iowa State University student organization database, **MUST** be in good standing with the University and Student Organization Recognition Policy (SORP), and at least one Senator representing the department to which the organization belongs **MUST** be present in at least one full regular GPSS meeting in the last six months prior the application. This final condition applies to academic programs that are allotted at least two seats in the GPSS Senate, as stipulated in the GPSS BY-LAWS, Section 6.g. **Failure to maintain these conditions will result in an automatic denial of the allocation request.** The student organization must be searchable on <http://www.sac.iastate.edu/>. Active organization membership **MUST** include significant graduate and/or professional student participation in order to receive an allocation through the GPSS. The organization cannot block membership to any graduate and/or professional student.

The Regular Allocation requests are considered by the Finance Committee of the GPSS. The Finance Committee, chaired by the GPSS Treasurer, is made up of GPSS Senators who volunteer to be on the committee. The Finance Committee evaluates the regular applications from different student organization/clubs and makes a recommendation to the GPSS. It is the responsibility of the GPSS Treasurer to add clarity and direction if needed during the allocation process. Therefore, if you have questions or need assistance you are encouraged to contact him/her (gpsstreasurer@iastate.edu). While the Treasurer can assist with the allocation request, **the Treasurer CANNOT guarantee funding.** The Senate makes the final decision on all allocation requests based on the Finance Committee recommendations.

Regular Allocation requests are made for activities that advertise or support the graduate and professional program/organization. It may include special events that advertise an educational organization/program or showcase research that is performed by the program. The events listed under a regular allocation request **MUST** be well justified to receive funding. Funding **WILL NOT** be allocated for expenses that could be covered by GPSS Professional Advancement Grant (PAG) funding. In general the Finance Committee abides by the reimbursement rates and fees set by the Iowa State University Controller’s Department: <http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>. Additionally, organizations must abide by all Campus Organizations Account rules and regulations.

2. Application Procedure

- a. Organizations may receive Regular Allocations funding **no more than ONCE** per fiscal year.
 - i. Requests CANNOT BE AMENDED after their initial submission.
 - ii. The Finance Committee may allow a club to withdraw its request before a final recommendation is made and allow them to re-submit in the subsequent funding period.
- b. Timing
 - i. The GPSS Treasurer should receive the completed application request by **5:00 PM** the **last Friday of September** (for Fall applications) and by the **last Friday of February** (for Spring applications). All copies must be received by the deadline, there are NO EXCEPTIONS.
 - ii. The GPSS Treasurer will schedule a meeting with the GPSS Finance Committee
 - iii. The Finance Committee will review all allocation requests and will make recommendations on the regular allocation requests
 - iv. The graduate/professional student organization will be contacted by the Treasurer about the preliminary recommendation of the Finance Committee.
 1. If the student organization is happy with the recommendation no further action is

needed.

2. The GPSS Treasurer will inform clubs of the Appeals process, outlined below in Section: 2(f).

c. Supporting Documentation

- i. Organizations must provide a ledger with at least 2 years of expenses information. ALL previous GPSS funding and expenses MUST be **highlighted**. Failure to submit a ledger will result in an immediate denial of the organization's request. The GPSS Finance Committee reserves the right to audit organization spending.
- ii. If an organization is a new organization or it does not have a ledger for any reason, the request can only be submitted if special arrangement is made beforehand with the GPSS Treasurer.
- iii. If an organization is requesting funding for an event, a detailed budget for the event is required.
- iv. Organizations are encouraged to seek additional funding beyond GPSS allocations requests. Requests should include information on **ALL** funding sources, including collaborations with other student organizations.
- v. If your organization will be working with animals, you must provide approval from Institutional Animal Care and Use Committee (IACUC). If you feel that you do not need this you must provide the reason with your allocation application.

d. Procedures (choose either electronic OR paper-based, but not both)

- i. Electronic system
 1. Click on the link for the online allocations system at www.gpsstate.edu/allocations
 2. Log in with your ISU NetID and password and fill in the required information and upload a copy of your club's ledger
 3. Click Submit — you will see a submission confirmation screen and will receive an e-mail confirming your submission.
 4. Print and complete the signature page, and bring it to the GPSS Office (Office Space C in the West Student Office Space of the Memorial Union).
- ii. Paper-based system
 1. Download the paper application form www.gpsstate.edu/allocations
 2. Fill in the required information, print the request form and obtain signatures from the organization President, Treasurer and Adviser.
 3. Bring the printed copy to the GPSS Office (Office Space C in the West Student Office Space of the Memorial Union) and e-mail the Word version of the request to the GPSS Treasurer at gpsstreasurer@iastate.edu. **PDFs will not be accepted.**

e. Amount of support

- i. The maximum amount that can be allocated to any club is \$1,000 for the fiscal year from one accepted application per year.
- ii. The final amount is recommended to the Senate by the Finance Committee. Only GPSS can approve funding.
- iii. All unspent funding from prior-year GPSS allocations (Regular and Special) must be accounted for. Unspent prior funds will be subtracted from the Finance Committee's final recommendation for funding.

f. Appeals

- i. If the student organization is unhappy with the preliminary recommendation made by the Finance Committee, the student organization can appeal the recommendation to members of the Finance Committee or the Treasurer by providing additional clarification or documentation pertaining to their original allocation request.
- ii. Student organizations CANNOT submit a modified allocation request during the appeal process. The acceptance or denial of an appeal will be given to the student organization.
- iii. If the student organization is still unhappy with the recommendation made by the

Finance Committee, the organization may appeal their case directly to GPSS. In this case, the organization MUST notify both the GPSS Treasurer AND the GPSS Vice-President prior to the relevant Senate Meeting (October or March). If no notification is given, the Senate will not be obliged to hear the organization's case.

- g. Alterations to previously funded requests
 - i. If an organization wants to change a line item in an allocation that was previously funded they MUST contact the treasurer prior to spending the allocation money.
 - ii. Any line item changes or re-allocations of previously-funded requests must be reflected in the organization's ledger. Failure to do so may result in these funds being considered as unspent.

3. Priorities and preferences for funding:

- a. Requests for activities that will advertise or support the graduate or professional student program/organization. It may include special events that advertises an educational organization/program or showcases research that is performed by the program.
- b. Requests for sponsoring speaker(s) to come to Iowa State University that are recognized in the organization's discipline and of general interest to other graduate and professional students.
- c. Requests for campus - orientated activities rather than off - campus activities.
- d. Requests for allocations benefiting a significant number of graduate/professional students through educational programming
- e. Requests from graduate/professional student organizations that are not funded by Student Government.
- f. Requests from organizations showing financial need.
- g. Requests from organizations with sound financial records.

4. Limitations and prohibited expenses:

- a. The following expenses WILL NOT BE FUNDED:
 - i. Contributions of financial or material support to any political party or political campaign recognized by the United States or the State of Iowa, or to endorse a political party or candidacy.
 - ii. Contributions or expenses in support of on-campus elections, such as but not limited to Student Government.
 - iii. Contributions of financial or material support to charitable organizations.
 - iv. Expenses that fall in the realm of GPSS Professional Advancement Grant (PAG) funding.
 - v. Social Events.
 - vi. Trips or activities that form part of an ISU course or degree-related program of study.
 - vii. Entrance tickets to shows, museums, parks, zoos, etc.
 - viii. Capital Items, outlined below in Section: 4(c).Meals with ISU-affiliated faculty and/or staff.
 - ix. Regular club meetings.
 - x. Professional organization expenses of any sort.
 - xi. Graduate program recruiting activities.
 - xii. Books and journals, regardless of availability at ISU.
 - xiii. Any controlled substances, including pharmaceuticals, vaccines, or any chemicals that require special disposal, storage, or purchase.
 - xiv. Food expenses of more than 50% of the final recommended allocation. The finance committee will automatically adjust the final recommendation to reflect this.
- b. GPSS Budgeting constraints
 - i. In the case that total Regular Allocations requested of GPSS exceed the budget, the Finance Committee reserves the right to recommend reduced funding even if all requested expenses are approved.
- c. Equipment: Permanent capital

- i. Permanent capital includes durable goods that can be used for more than one period (e.g. shovels, filing cabinets, appliances, furniture).
 - ii. All property purchased with regular allocation funds is the property of the GPSS. Furthermore, GPSS reserves the right to take ownership of this property at any time and for any reason.
- d. DEBT of any sort **WILL NOT BE FUNDED.**
- i. GPSS will not fund events that have occurred before the day the money is transferred to the organization's account.
 - ii. It is **strongly recommended** that Clubs apply for regular allocations **one semester before their event(s)** to avoid being denied by the Finance Committee.

5. Line Item Default Funding Amounts and Required "proof" for exception.

Item	Policies	Amounts
Advertisement	<ul style="list-style-type: none"> ● Maximum \$50 for advertising across all proposals, including mass e-mails, flyers and event printing (e.g. brochures, programs) ● WILL NOT FUND: Generic office supplies or items necessary for day-to-day administrative operations of the club 	\$50 total per regular allocation application.
Airfare	<ul style="list-style-type: none"> ● Default is \$250. To receive more you must have specifics of the speaker attending and travel estimates (i.e. kayak.com) 	\$250 maximum without justification, larger amounts with documentation.
Conference	<ul style="list-style-type: none"> ● WILL NOT FUND: ANYTHING (Conference travel and associated fees of any sort will not be funded; these fall under the purview of PAG) 	\$0 (zero) maximum
Equipment	<ul style="list-style-type: none"> ● Disposables ● Rentals ● WILL NOT FUND: Permanent capital, office supplies 	Amount as justified
Food	<ul style="list-style-type: none"> ● Student and speakers ● WILL NOT FUND: meals with speaker(s) for selected student, regular club meeting 	Maximum student food budget is ½ of total allocation amount. Maximum speaker food budget is \$40/day.
Gifts (speaker)	<ul style="list-style-type: none"> ● Max \$50/speaker, cannot be combined with honorarium/max speaker gifts total \$250 	Maximum of \$50/speaker.
Honorarium	<ul style="list-style-type: none"> ● Maximum funding of \$250 per speaker. ● Maximum total honorarium funding of \$250 per Regular Allocations Request. ● WILL NOT FUND: ISU personnel or affiliates 	\$250 maximum per regular allocation request
Hotel	<ul style="list-style-type: none"> ● If a more expensive hotel is used, the maximum amount reimbursed will be \$120. ● No more than 2 nights per speaker 	\$120/night per speaker

Location/venue	<ul style="list-style-type: none"> ● MU (free for student organizations) ● Other location (ask for student discounts) 	Must provide cost justification
Registration	<ul style="list-style-type: none"> ● WILL NOT FUND: ANYTHING 	\$0 (zero) maximum
Vehicles	<ul style="list-style-type: none"> ● University vehicles: http://www.transportation.iastate.edu/vehicles ● Commercial Rental: http://www.purchasing.iastate.edu/contracts/?id=4 ● Personal vehicles <ul style="list-style-type: none"> ○ Mileage - Student = \$0.27/mile ○ Mileage - Speaker = \$0.54/mile 	Must provide cost justification

6. Good Example 1: XYZGSO is planning a symposium with two speakers: one flying and one driving. A second project was also proposed. Unfortunately, the total amount is requested is above the maximum funding limit of \$1,000. In this case, XYZGSO will only receive \$1,000 from the GPSS Regular Allocation.

Funding Needs:

Total Funds Requested: 1584

Unspent Prior Funds: 0

Details of Fund Requested:

Project 1: The XYZ Graduate Student Organization will sponsor a speaker for a departmental and/or public seminar on a current topic in entomology. This event will bring an expert to the students to discuss current research and perspectives on studies related to the field of entomology. During the speaker's time visiting, there will be opportunities for the faculty and graduate students to meet with the speaker and have open discussions.

#	Item Description	Requested Fund(\$)
1	\$160 - Speaker meals (\$40/day for two days for each speaker)	160
2	\$168 - Hotel (1 night stay, Gateway Hotel, for each speaker)	168
3	\$250 - Round trip travel expense for speaker flying from Boulder, CO	250
4	\$395 - Airfare for speaker traveling from Detroit, MI (after sending proof of a cost of the airfare higher than \$250)	395

Project 2: Project 2: XYZ GSO Insect Film Fest; This event will include a tour of the Reiman Garden Butterfly Wing, a showing of an insect film, a presentation by the ISU Insect Zoo, and arts and snacks for children. The XYZ GSO goals for this event are to: a) develop students' outreach and education skills, b) promote the science of entomology and educate the public on the importance of insects, and c) increase interest and recruit undergraduate students in the program

#	Item Description	Requested Fund(\$)
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1	\$80 - Food supplies (light refreshments and pizza for 25 students and participants)	80
2	\$50 - Art supplies for advertising	50
3	\$481 - Film rights (Motion Pictures estimate)	481

7. Good Example 2: XYZ Club is hosting two hands-on experience labs: ABC-Lab and ABCD-Lab. In this case, since there was \$50 unspent funds, the total amount that XYZ Club will receive from GPSS is \$500.

Funding Needs:

Total Funds Requested: 550

Unspent Prior Funds Reported: 50

Details of Funds Requested:

Project 1: ABC-Lab. This is a joint hands-on event hosted by the XYZ Club. Students will learn how to properly handle and calm stressed cats in order to get the most out of their physical exam evaluation. The laboratory will promote safety for both the patient and the veterinarian. Students will first practice techniques on models and will then have the chance to practice techniques with friendly cat volunteers.

#	Item Description	Requested Fund(\$)
1	20 Stuffed Cat Models	50
2	20 Large Towels	50
3	2 Feliway Diffuser	50
4	Dinner for participants (10 graduate students)	100

Project 2: ABCD-Lab. Students will learn important techniques used in everyday clinical practice for diagnosis various diseases. Examples of techniques to be practiced include: blood smears, ear cytology, and tissue staining.

#	Item Description	Requested Fund(\$)
1	Microscope Slides	50
2	20 Syringes, 20 needles	50
3	Dinner for participants (10 graduate students)	100
4	Tissue stain	50
5	Miscellaneous sample collection: 10 swabs and 10 EDTA tubes	50

