



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### **SENATE BILL S17-02** **SENATE MEETING February 27, 2017**

**TITLE:** Updating the Regular Allocations Guideline and FAQ

**WHEREAS:** The existing regular allocation guidelines contained out of date information and policies, and

**WHEREAS:** The GPSS Finance Committee is tasked with maintaining the allocation documentation, be it therefore

**ENACTED:** The Guidelines for GPSS Regular Allocations and GPSS Allocations Frequently Asked Questions be updated as attached.

Sponsors:

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# GPSS Allocations (Regular and Special) Frequently Asked Questions (FAQ)

Updated January 2018

Q: The guidelines are really long... is there a shorter summary?

A: See the following table (if it's not here, it's in the unabridged version):

Description	Criteria
Total Allocation	Regular allocation: max \$1,000 per academic year Special allocation: no max
24 Month Ledger	Attached with previous GPSS funds expenses/deposits highlighted (regular or special).
Amount Unspent	Enter numeric value only. Any unspent funds from prior years will be deducted from current allocation.
Total Number of Members	Enter numeric value only. Only Graduate and Professional Student members will be counted for consideration (you must show significant grad/professional student participation).
Speaker Honorarium	Max \$250/speaker, cannot be combined with Speaker gifts
Speaker Meals	Max \$40/day/speaker
Speaker Accommodation	Max \$120 /night/speaker; max 2 nights
Speaker Flight	Attach tentative itinerary, or else \$250 max per flight
Speaker Gifts	Max \$50/speaker, cannot be combined with honorarium. Max speaker gifts total \$250
Advertising	Max \$50 per allocation request
Facility and Equipment Rental	Attach estimate to allocation request
Travel, non-speaker	Attach estimate to allocation request
Accommodation, non-speaker	Max Gateway nightly rate/night, justification needs to be given why a non-speaker needs accommodation
Capital Equipment	Not funded for Regular Allocations as of Fall 2015
Food	Max 50% of total allocation request
Own fundraising	Encouraged, please indicate sources and amounts in application in project description

Q: What groups can apply for funding?

A: Groups that serve to enhance the education of graduate or professional students may apply. The group should have close ties to a particular program, major, or department, and the group should not limit its membership. The membership should be mostly composed of graduate and/or professional students from a particular discipline or interdepartmental program. Generally, graduate and professional student groups that are eligible for GPSS funding are those that are not eligible for Student Government funding. In addition, social, religious, and political groups are not funded by the GPSS through regular allocations.

Q: How often can organizations apply for GPSS allocations?

A: Graduate and professional student organizations can apply once per fiscal year, either in fall or spring.

Q: How much money can we get from GPSS?

A: Each organization can get up to \$1,000 per academic year.

Q: What if our group wants to do something that costs more than \$1,000?

A: The GPSS Finance Committee looks favorably on groups that collect dues, fundraise, and collaborate with other groups for additional funding sources. However, the GPSS cannot fund more than the maximum regular allocation amount of \$1,000 per organization per fiscal year.

Q: We need our organization's account number for the application and we don't know what this is. How can we get it?

A: Contact the Campus Organization Accounting Office at 1580J Memorial Union (515-294-1633). They can provide you with your account number. They can also provide monthly account statements for most campus organizations.

Q: Do we need to have a GPSS sponsor/Senator?

A: Yes. Your student organization / club will need a GPSS sponsor. Please approach to a Senator that represents the home department of your student org. The Senator **MUST** be active and had to attend at least one full regular meeting in the last six months prior the application submission. This rule applies to academic programs that are allotted at least two seats in the GPSS Senate. **This also applies to special allocations.** For further details, please refer to the GPSS BY-LAWS, section 6.g.

Q: What sort of things can we apply for funding for?

A: Historically, the GPSS has funded speakers, scholarly trips not associated with ISU coursework or conferences, and supplies for specific activities or displays. We encourage you to apply for funding for any activities that will supplement the education of graduate or professional students. Conference related travel is eligible for PAG (Professional Advancement Grant) funding, and therefore cannot be funded through student organization allocations.

Q: You ask for an itemized funding request on the form. What exactly do you want?

A: The allocation guidelines contain two examples of: 1) an event with speakers, and 2) an event with extra-curricular lab work (e.g., “wet labs”). If neither of these scenarios align with your itemized funding request, please contact the GPSS Treasurer at [gpsstreasurer@iastate.edu](mailto:gpsstreasurer@iastate.edu) for further clarification.

Q: Why are vaccines, pharmaceuticals, or any chemicals that require special disposal, storage, or purchase not funded?

A: The above items are considered to be controlled substances. These type of items require tracking and purchase by a licensed individual. It will be difficult for GPSS to adequately keep performance administration over these items after purchase (just like capital equipment), and as such we will be unable to provide funding for the purchase of these type of items.

Q: We finished filling out our application. What do we do with it?

A: If you have completed the electronic application, please drop off the signature page to the GPSS office, West Student Office Space, Memorial Union. That’s it! You’re done!

However, if you have completed the paper application there are two steps to follow: 1) drop off the signed copy of the completed application along with a copy of your organization’s financial ledger for the past 24 months to the GPSS office, West Student Office Space, Memorial Union, and 2) e-mail one copy (Microsoft Word) to the GPSS Treasurer, [gpsstreasurer@iastate.edu](mailto:gpsstreasurer@iastate.edu). This electronic copy does not have to be signed.

For both types of application submissions, the deadline will always be the fourth Friday in September and February at 5:00 pm Central Time.

Q: What happens after we submit our application?

A: The GPSS Finance Committee (FC) meets and reviews all requests. Then a FC member will email the contact person listed for each organization and explain the FC’s preliminary funding recommendation. If a group is happy with the preliminary funding recommendations, they do not need to take any further steps. The funds will be transferred to each organization by mid December or May.

Q: What if we are not happy with the Finance Committee’s preliminary recommendation?

A: An organization may request for a formal appeal hearing through the Treasurer, however, most organizations choose to communicate with the FC member by responding to the FC member’s e-mail.

Q: We have completed the appeal process and we are still not happy with the funding recommended. What can we do?

A: Please refer to the regular allocation guidelines section 2.f.

Q: When should we apply for regular allocations?

A: We strongly recommend to apply for regular allocations once semester before the planned date of the event(s) to avoid being denied by the Finance Committee. Please refer to the regular allocation guidelines section 4.d.

Q: When will we get our funding?

A: Funds should be transferred into your group's ISU account by mid December for Fall applications or mid May for Spring applications. Please contact the Treasurer if your December or May account statements do not show this transaction.

Q: What if we have additional questions?

A: Contact the GPSS Treasurer at [gpsstreasurer@iastate.edu](mailto:gpsstreasurer@iastate.edu)