Graduate Student Association Finance
Committee Guidelines 2020-2021

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, training, or competition that occurred prior to the GSA Finance Committee's reviewal. It generally takes two-three weeks to review any request. Therefore, student organizations applying for funding must submit the required information *no later* than three weeks (21 days) prior to the proposed date of the funded affair.
4. Before applying for funding from GSA, the treasurer for the graduate student organization **must** attend a Treasurer's Workshop. If the designated treasurer is unable to attend any of the workshops offered, an active member of the organization may attend. If no active members from the requesting graduate student organization have attended a Treasurer's Workshop, the request for funds will be denied by the GSA Finance Committee.
5. Funded graduate student organizations are required to advertise the event/initiative with the GSA logo and to share advertisement information with GSA.
6. For requests more than $1000 or those involving travel, the organizations must present the request in front of the GSA Finance Committee.
7. 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 at a rate of $0.50 per person expected.
5. Events for the sole purpose of recruitment 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.
8. Organizations requesting funding for events should prepare a brief "outreach statement" detailing how the event will be advertised.

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 or closed lessons/trainings 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.

Travel Guidelines: Conferences and Trainings
1. No international travel expenses or any other associated costs will be funded.
2. Students attending the conference or training 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 or trainings.
6. Funding for any conference or training can only be used for event registration, domestic travel and lodging, or on-campus events hosted by the organization to share information or skills obtained during travel.
7. Additional funding towards the conference or training provided by sources outside of GSA (e.g departments, colleges, organizations, or individuals) must be disclosed to the GSA Finance Committee. Any funding approved by the GSA Finance Committee must not be applied to overlapping expenses covered by another source (for example, GSA will not fund travel or registration costs if another source is also funding part or all of these expenses).
8. The proposed conference or training must be directly related to the stated mission or goals of the organization requesting funding.
9. A follow-up report should be submitted to the GSA Treasurer no later than two weeks following the conference or training.

Travel Guidelines: Competitions
1. No international travel expenses or any other associated costs.
2. Students attending the competition must be actively involved in the organization.
3. For teams or group registration fees, only one (1) flat rate registration fee may be funded for competitions. If the competition requires individual member registration or participation fees, the sum of all individual member registration fees must be no more than $1250.
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. The proposed competition must be directly related to the stated mission or goals of the organization requesting funding.
8. A post-competition report should be submitted to the GSA Treasurer no later than two weeks following the competition.

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