



Dear Organization Sponsorship Applicant,

The Graduate Student Association (GSA) is proud to provide event Co-Sponsorship to officially recognize graduate organizations that are in good standing. Organizations may be eligible to receive financial assistance and may request up to \$2,500 per year to organize campus events or conferences. The GSA has developed an efficient process for sponsorship applications which includes the completion and submission of the following before sponsorship can be approved:

- A proposal that clearly states what the event is about and why you would like GSA to help provide funding for the event
- GSA Funds Request Form
- Additional information concerning the request for event co-sponsorship, to include flier, space request form, on-campus food quote)

All of the appropriate forms can be retrieved from and returned to the GSA office. The deadline for these forms is as follows:

- Two (2) months in advance notice of the event date for a group/speaker hosting or attending conference event.
- One (1) month in advance of the conference event for a group holding an event (i.e. holiday party, cookout)

As part of event co-sponsorship/funding, *the GSA logo must be placed on all fliers*. All sponsorship organizations are *required to submit a 500-word report summarizing the event within 14 days of the conference end date*. This is a mandatory requirement and failure to do so may prevent you from receiving sponsorship in the future. Please note, all requests may not be approved because funding is limited; active organizations will receive priority. All applicable obligations and expectations of active membership must be carried out before the conference or event date.

Please note: Due to unconsumed food in the past, all organizations must include the confirmed list of graduate student registrants when requesting food.

(The GSA reserves the rights to verify all information submitted for event co-sponsorship. The GSA considers the request and reserves the right to deny funding.)

Thank you,

Ephonia Green
President