RGSO Event Form

Instructions

This form is for your RGSO to complete if you want to hold an event that will cost more money than your initial grant at the beginning of the academic year ($500). Put another way, you need to submit these forms only for events that will push your spending over your initial grant.

You must submit a form for an event at least 1 month (30 days) before you want to hold your event to allow the RGSO Committee enough time to review your event form. You can submit them at any point up to 30 days before you hold your event.

You are not required to submit any of these forms when you submit your recognition application.

Please submit a separate event form for each event for which you are requesting additional funds.

If you have any questions, including if and when you need to submit a form for your event, please contact the GSA Vice President, gsavp@albany.edu.
Event Information

Title of Event
GSA Orientation

Event Location
CC Assembly Hall

Date of Event
August 26th

Total Amount Requested for Event
$500

How much will be contributed from other sources? From whom and how much?
here you will detail how much money other sources gave you - UAS, your department, Equity and Inclusion, etc.

Has this event/project received GSA funding in the past? If so, how much?
If you are requesting more than in the past, please explain why you need more money for this year’s event.
please explain why you need more money; if you do not, the RGSO committee cannot determine whether the requested increase is legitimate

Number of people expected to attend
please be realistic about this number and don't over inflate

Why should the GSA fund this event? What would this event add to the graduate community?
this needs to be at least a few sentences; what is the value of the event? in what ways is it beneficial to graduate students?
if you are hosting a cultural night, what kinds of events/acts
if you are hosting a movie, what movie, what is it about, why is this important to show?
if it is social, explain how it will benefit grad students who attend - their network
these are just some questions to get you started
Event Description & Expenses

Detailed description of the event/project
be as detailed as you can

Detailed Justification for Expenses (including breakdown by food, speakers, space, etc.)
Is any portion of this amount a contract fee that cannot be reduced?
this must be very detailed. it will show the committee and vice president that you have thought about why you need the money you do; it will also help you be sure you have covered all of your bases and requested enough or not too much

Will you be charging anything for students to attend? Why?
You can only charge students with prior approval of the GSA RGSO Committee.
you CANNOT charge students to attend any event without prior approval - if you do, you can risk a penalty for your RGSO such as no funding. if you do plan to charge, be very clear why you need to

Will you be collaborating with another RGSO for this event? If yes, which one(s)?
Please be sure that the amount requested here is equivalent to your contribution to a cosponsored event.

The GSA is working to promote more cooperation between RGSO groups to create a more unified graduate student population; therefore, we will be encouraging groups to work together to plan and host events as well as to share expenses. Funding preference will be given to events that are co-sponsored. We feel that this will not only save money by decreasing duplication of similar events, but it will bring the graduate community together to meet people outside of their program.

who are you working with? an office (such as sustainability), another RGSO, a department?