

Graduate Student Coordinating Council Student Activity Fee Allocation Policy

The Graduate Student Coordinating Council is the recognized student government for AASU graduate students. Based on the anticipated graduate activity fee amount presented by the Vice President for Business and Finance, a yearly budget will be prepared by the Graduate Student Coordinating Council and presented to the Vice President for Student Affairs and the President of the University for approval.

To be eligible for funding, the INDIVIDUAL(s) and/or GROUP(s) must be able to clearly demonstrate that the expenditure of funds will be used for the professional development of the graduate student in their academic discipline or major. The following guidelines are used to determine funding eligibility by the GSCC:

I. General Funding Criteria and Guidelines:

- A. GSCC Funding Application must be FULLY completed and signed by appropriate GROUP representative or INDIVIDUAL applying.
- B. No funds may be allocated for direct thesis costs although funds may be approved for thesis related research. (Examples: Council will fund travel and research copies, but not copies of thesis or presentation materials)
- C. The GSCC is to be viewed as a funding vehicle of last resort. It is expected that qualified GROUP(s) or INDIVIDUAL(s) attempt to secure funds from other sources prior to requesting funding from the GSCC. INDIVIDUAL/GROUP must provide documentation of other funding sources that have been explored and whether these other sources declined or approved their request.
- D. The GSCC typically does not fund GROUP(s) or INDIVIDUAL(s) at 100%. The council will determine appropriate funding based on council discretion but usually less than 50% of total cost. Proposals receiving more than 50% will require a 3/4 vote from the GSCC.
- E. The GSCC will not authorize prepayment for approved funding requests. All funding approved requests will be paid through university approved reimbursement practices.
- F. Funding requests will be considered as long as the justification pertains to your graduate program and/or curriculum.
- G. *The GSCC requires a GROUP representative or the INDIVIDUAL seeking funding attend appropriate GSCC meeting to present proposal and respond to questions from the GSCC.*
 1. Presentation expectations for GROUP/INDIVIDUAL requesting funding:
 - a. A formal, detailed presentation so as to provide the council with a clear understanding of exact usage of the funds.
 - b. Provide abstracts/handouts relevant to the research or event.

II. For a GROUP to be funded by GSCC activity fees, the following criteria must be met:

- A. The organization must exist purely to serve or represent the graduate student body as a whole. Its programs and operations benefit the overall graduate student body and participation in the organization must be open to all qualified students. The organization must not have any racial, religious, or ethnic ties which might discourage otherwise interested graduate students from joining it. **OR**
- B. The organization must be presenting a program or event which satisfies the following three requirements:
 1. The program must be of general benefit to the graduate student body and participation in the program or event must be open to all interested students.

2. The program must be one which the sponsoring organization is uniquely able to present or at least one which the sponsoring organization is clearly better able to present than any other campus organization already funded after Criteria 1 above.
3. The program must have sufficient value to warrant its funding when compared to other programs satisfying the other criteria above. The program must provide sufficient support to warrant funding through a presentation and appropriate literature/handouts presented to the council. (Refer to section I, G)

III. For an INDIVIDUAL to be funded by GSCC activity fees, the following criteria must be met:

- A. The INDIVIDUAL must be able to clearly demonstrate that the expenditure of funds will be used for the professional development of the graduate student in their academic discipline or major.
- B. The expenditure must have sufficient value to warrant its funding when compared to other requests satisfying criteria.
- C. INDIVIDUALs who are funding for professional development activities will be expected to share their knowledge or research through an activity mutually agreed upon by the GSCC and INDIVIDUAL.

IV. Funding Reimbursement Guidelines:

- A. Appropriate reimbursement form(s) and original receipts must be completed and submitted by GROUP/INDIVIDUAL within two weeks of the funded activity. Failure to submit reimbursement form(s) and receipts will result in forfeiture of approved funds. **All reimbursement forms must be turned into the GSCC office Room 227 in Victor Hall.**
- B. Reimbursement check will be mailed or can be picked up at the Business Office to appropriate GROUP representative or INDIVIDUAL within 30 days of reimbursement form submission.

****GSCC advisors and officers reserve the right to make any editing changes. Substantial changes require a majority vote.****

AASU GRADUATE FUNDING APPLICATION - On Campus

Contact Info

Name: _____ AASU Email: _____ Representative for GSCC: _____ Advisor: _____ Advisor Email: _____ Graduate Program: _____ No. of Graduate Terms at AASU: _____

Presentation

Presentation: _____ Location: _____ <div style="text-align: center; margin-left: 100px;">(City/State/Country)</div> Date(s): _____ Presentation Title: _____

Funding

Funding Source (other than GSCC)	Amount	Granted/Denied
1)	\$	
2)	\$	
3)	\$	
Total	\$	

Type of Expense

Food	Supplies	Copy Work	Other
Honorarium	Mailing	Rentals	
Subtotal	\$	\$	\$

Total Expense	\$
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AASU GRADUATE FUNDING APPLICATION - Off Campus

Contact Info

Name: _____ AASU Email: _____ Advisor: _____ Advisor Email: _____ Representative for GSCC: _____ Graduate Program: _____ No. of Graduate Terms at AASU: _____

Presentation

Program: _____ Location: _____ <div style="text-align: center; font-size: small;">(City/State/Country)</div> Date(s): _____ Brief Project Overview: _____
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Funding

Funding Source (other than GSCC)	Amount	Granted/Denied
1)	\$	
2)	\$	
3)	\$	
Total		\$

Type of Expense

Transportation	Hotel/Lodging	Food	Other
Subtotal	\$	\$	\$

Total Expense	\$
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