

## **GSA Guidelines for Co-Sponsoring Events**

### **Co-Sponsoring:**

Co-sponsorship, as pertaining to GSA, is the ability to put on an event or initiative in conjunction with another student organization, entity, or off campus establishment (i.e. the Borough Council).

### **Which Organizations can apply for GSA's Co-Sponsorship?**

Any student organization that provides opportunities for graduate students and affiliated at University Park can apply to GSA for Co-Sponsorship for their events.

### **What is GSA's role in Co-Sponsored Events?**

GSA must take part in the planning of any event for which they are a co-sponsor. GSA executes its role through one of its committees, as a joint organizing entity. Therefore, the requestor organization should go to the student government to obtain an appropriate partner committee to work with.

### **What can be requested from GSA through Co-Sponsorship?**

GSA can co-sponsor the requestor organization by allocating budget for specific expenses.

GSA's criteria for the co-sponsorship are listed below. Additional rules may be applied supplementary to the following:

- The funds requested cannot be used to replace what is currently being funded by University general funds to permanently support programs/service equipment /activities.
- The funds requested through co-sponsorship can be used for wages only if appropriate time and/or expertise is not available within the group.
- No individual person nor the requestor organization can make a personal profit from the funds that are provided through sponsorship.
- Activities sponsored must be open to all University students at the location.
- The funds provided for co-sponsorship cannot be transferred to any general funds budget.
- Travel expenses and registration to other events may not be funded.

## ITEMS THAT WILL NOT BE FUNDED

1. Appropriations in furtherance of a political campaign or activity by any candidate or candidate's staff for political office.
2. Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation.
3. Grants-in-Aid, scholarships, salaries, or stipends.
4. Donations or charitable contributions of money or products.
5. Funding of philanthropic activities where the primary purpose is fundraising.
6. Retroactive events (events held prior to submitting the request for funding or events where funding has been committed before being notified of approval).
7. National association memberships on a per person basis. Individual memberships are not permitted; however, group memberships to a national organization are allowed.
8. Membership dues for fraternities or sororities.
9. Hiring of legal services or providing bail-bond funds.
10. Honoraria for Penn State Faculty or Staff speaking about his/her area of expertise.
11. Expenditures which do not fall explicitly within AREAS TO BE FUNDED unless approved by the Vice President for Student Affairs or his/her designee.
12. Purchase of a specific gift for a specific person or items used to fundraise. This means that promotional items for events, door prizes and participation prizes that are distributed randomly are allowable expenses to purchase with the Student Activity Fee.
13. Personal, non-contractual gain of any student faculty member, staff member or any other person.
14. Purchase of or reimbursement for the purchase of alcoholic beverages.
15. Any religious ceremony or worship service, except when such activity is for educational purposes.
16. Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group.

All expenditures must be in compliance with **University Policies and Rules** and **Policies and Rules for Student Organizations**.

The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University.

*[From Student Activity Fee Handbook, Rev 29 February 2008]*

*[<http://www.sa.psu.edu/usa/studentactivities/pdf/ActivityFeeHandbook.pdf>]*

<b>GSA Co-Sponsorship Application Form</b>						
<b>OFFICE USE ONLY</b>	Date of Submission: _____ Date and Time of the event: _____					
	The name of the event: _____					
	Requesting Organization's Name: _____					
	<table border="1" style="width: 100%;"> <tr> <td style="width: 15%; writing-mode: vertical-rl; transform: rotate(180deg);"><b>Requestor's</b></td> <td>Name: _____</td> </tr> <tr> <td>Affiliation with PennState: _____</td> </tr> <tr> <td>Email Address: _____</td> </tr> <tr> <td>Daytime Phone Number: _____</td> </tr> <tr> <td>Campus Address: _____</td> </tr> </table>	<b>Requestor's</b>	Name: _____	Affiliation with PennState: _____	Email Address: _____	Daytime Phone Number: _____
<b>Requestor's</b>	Name: _____					
Affiliation with PennState: _____						
Email Address: _____						
Daytime Phone Number: _____						
Campus Address: _____						
	Secondary Contact Person's name and email from the organization: _____					
	Type of the event: _____					
	The purpose of the event: _____					
	The location(s) of the event: _____					
	Will your event be open to all Penn State students? _____					
	How will this event benefit Graduate Students of Penn State? _____					
<b>PLEASE CONTINUE WITH THE SECOND PAGE</b>						

<b>OUO</b>	<b>GSA Co-Sponsorship Application Form (2/2)</b>	
	<p><b>Which committee of the GSA do you think can jointly organize your event (Programming, Student Concerns, Professional Development/Outreach)?</b></p>	
	<p><b>Please itemize the estimated budget for your event including the services asked from GSA (Use additional page if needed)</b></p> <p>1.-</p> <p>2.-</p> <p>3.-</p> <p>...</p>	
	<p><b>What services do you want from GSA as a co-sponsor? (such as: equipment rental or venue rental, office use, flyers, advertisement etc.). Use additional page if needed.</b></p>	
	<p><b>Have you requested (or are you planning to request) funds or co-sponsorships from any other Penn State Allocation Committee (UPAC, UPUA or other) for your event? If yes, please list the names of the organizations and the requested services and items: (Use additional page if needed)</b></p> <p>1.-</p> <p>2.-</p> <p>3.-</p> <p>...</p>	
<b>Received By:</b>	<b>2 of 2</b>	

## How to Apply for GSA’s Co-Sponsorship?

The application consists of five steps:

1. Submitting a completed “Co-Sponsorship Application Form” to the GSA office at HUB-312. The form can be found in GSA office and online at GSA’s website.
2. Meeting with the Co-Sponsorship Contact Person (CP) assigned by GSA.
3. Finalizing the budget and the request portfolio.
4. Present the portfolio at the next CoSponsorship SubCommittee (CSC) Meeting. The requestor organization’s representative gives presentation.
5. Confirmation of CSC’s decision about the request at the next available General Assembly Meeting, the date of which will be decided by the Vice-President of GSA.

### Suggested Timeline:

The programming timeline suggested below may change due to the academic calendar.

The request is not guaranteed to be presented in the next CSC and General Assembly meetings which may be due to already filled meeting agenda.

Therefore, requestors are encouraged to apply as early as possible.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week -3	Submit Application Form			CP is assigned	
Week -2	Prepare Portfolio				1.-) Budget to <i>Treasurer</i> 2.-) Portfolio to <i>Executive Secretary</i> i-) Announced on next newsletter ii-) Made accessible on website
Week -1	CSC Meeting is announced		CSC Meeting		
Week 0	Announced in General Assembly Meeting’s Agenda		General Assembly Meeting		
Week +	Purchasing & Event				

## **Co-Sponsorship Contact Person (CP)**

CP is going to contact the requestor in 3 academic days after the application form is submitted to GSA.

The CP assists the requestor organization with the preparation of their sponsorship request portfolio, which is going to be presented to the CSC.

## **The Portfolio for Budget and Other Requested Items through Co-Sponsorship**

The portfolio is the final application document before the request is approved by the Co-Sponsorship SubCommittee (CSC). The portfolio may include any documents, forms, bills or other material that will help the request to be accepted.

The Programming Budget--an extensive version of the estimated funds which are submitted with the application form-- should be provided inside the portfolio.

The budget should be provided to the treasurer two academic days before the CSC meeting for any reviews or feedback about the budget in accordance to the University and SAFB (student activity fee board) policies.

The budget should include:

- A complete breakdown of all costs (goods and services that will be used during the event/initiative). Three bids for each item are required.
  - The items that will be requested from GSA
  - The items that will be requested from each sponsor (allocation committee as UPAC, UPUA or other) other than GSA.
  - The items that will be covered from the requesting organization's own funds. The organization is still responsible for covering greater than or equal to 20% of the programming costs as per UPAC policy.
- A complete breakdown of any income that is anticipated and may be generated during the event/initiative through donations, ticket sales.
- Note: Miscellaneous items of the budget cannot exceed 15% of the overall budget.

## **Presentation of the Request to the CSC**

CoSponsorship SubCommittee (CSC) is formed by quorum of 5 among members of the executive committee:

4 Executive Officers, 5 Graduate Council Representatives, 1 Faculty Senate, Advisor and Co-Sponsorship Contact Person. The representatives of the Standing Committees may substitute for the executive committee if they have mutual interest with the requestor group.

CSC meets at GSA-Office every other Wednesday when there is no General Assembly Meeting.

The request portfolio, which has already been available on GSA website is presented by the representative of the requesting organization at the CSC meeting.

CSC Meetings are open to all graduate students however only CSC members can vote.

Presentation may not exceed the time allocated by the Meeting Chair who is selected by the voting members before the meeting.

Presentation may include any materials that can help the request to be approved by the CSC.

Meeting Chair may decide to vote on the request in parts or as a whole.

If the request is accepted by the CSC, requestor's contact person (CP) informs Vice President for putting the confirmation of the request into the next General Assembly meeting agenda.

CP also informs the Executive Secretary for putting the necessary information about the accepted application to the next Newsletter.

## **Presentation of the Request to the General Assembly**

The UPAC Chair must be invited to the General Assembly for the deliberations concerning co-sponsorships, but may opt to send a representative in his/her place.

Prior to the confirmation, the portfolio should be made accessible to all attendees of the General Assembly

Meeting Chair forwards any questions or comments of the members to the CSC representative as the representative of the approved request.

Meeting Chair may decide to vote on the request in parts or as a whole.

### **After the Approval of Co-Sponsorship**

CP is responsible for monitoring the GSA committees' involvement in the event/initiative.

The Treasurer is responsible for

- a. allocating the approved funds
- b. submitting, in writing, to UPAC the expenses and/or items for which GSA will cover and

GSA must pay for that item directly and may not release these funds directly to the organization.

GSA may not co-sponsor after a program/event has taken place.

If for some reason the UPUA/GSA's sponsorship is not known at the time of a UPAC allocation, the other sponsor must submit their involvement to UPAC so that UPAC can adjust the allocation accordingly.

Funds allocated by UPAC will not be released to their ASA restricted account until UPUA/GSA submits this documentation.