

Guidelines for GPSS Special Allocations

The following are guidelines to help you apply for a special allocation request through the Graduate and Professional Student Senate (GPSS). The money to support special allocation requests is a portion of the student activity fee. The ability of the GPSS to fund special allocations is dependent on the availability of funds.

It is the responsibility of the GPSS Treasurer to add clarity and direction if needed with the special allocation request. Therefore, if you have questions or need assistance you are encouraged to contact him/her (gpsstreasurer@iastate.edu). While the Treasurer can assist with the allocation request, the Treasurer **cannot** guarantee funding. Funding decisions are decided by the Senate, and their decision is final. The GPSS Finance Committee is authorized to form an opinion on the funding request and present it in front of the Senate.

Guidelines for special allocations:

- Graduate/professional student organizations that miss regular allocations are ineligible to receive funding through a special allocation.
- Graduate/professional student organizations that are denied through a regular allocation are ineligible for the same items through a special allocation.
- Individual(s) seeking a special allocation **MUST** contact the GPSS Treasurer prior to the request being made to the Senate. It is highly recommended that this occurs early enough so the Finance Committee can meet and discuss/assist an individual with a special allocation request.
- The Finance Committee reserves the right to make recommendations to the GPSS on a special allocation requests.
- The special allocation must benefit mostly graduate and/or professional students.
- All property that is purchased with special allocation funds is the property of the GPSS and we reserve the right to take ownership at any time for any reason.
- There is **NOT** a deadline for special allocations. However, the Senate meets the last Monday of each month during the school year (does not meet in December and does meet earlier in April to accommodate ISU finals policies). The Senate does not hold regular meetings during the summer.
- The Senate is the only body capable of approving a Special Allocation request. The Executive Council **CANNOT** authorize special allocations.
- GPSS **DOES NOT** fund debt.
- Student Organization applying for a special allocation **MUST** provide justification why they are exempt from guidelines in regular allocations.
- Student organization applying for a special allocation **MUST** provide a ledger for the previous 24 months if a regular or special allocation was received from the GPSS.