

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### SENATE BILL S12-17 SENATE MEETING APRIL 16, 2012

- TITLE: Establishing Regular and Special Allocation Guidelines for FY2013
- WHEREAS: The Graduate and Professional Student Senate (GPSS) Finance Committee reviews regular and special allocations to ensure they adhere to the established guidelines for funding, and
- WHEREAS: The Finance Committee has prepared guidelines for regular and special allocations to be used by the next Finance Committee according to the GPSS Constitution Article III.1.i.a, and
- WHEREAS: The GPSS Constitution Article III.1.i.b requires the Finance Committee to notify the Senate of any changes to the regular and special allocation guidelines, let it be
- ENACTED: That the attached regular and special allocation guidelines are adopted for FY 2013.

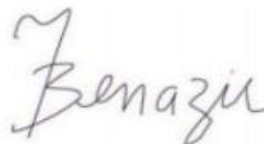
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Benazir Fateh, Chair of the Senate

**PLEASE READ GUIDELINES FOR REGULAR ALLOCATIONS  
FAILURE TO ABIDE BY THESE GUIDELINES MAY RESULT IN YOUR ALLOCATION BEING  
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## **GUIDELINES FOR GPSS REGULAR ALLOCATIONS**

These guidelines will help your organization apply for a regular allocation request through the Graduate and Professional Student Senate (GPSS). The money to support regular allocations is from the student activity fee. Allocation requests are a line item in the yearly budget of the GPSS. Please note, in recent years, allocation requests have been significantly higher than the amount allowed by the budget. Therefore, it is essential that you follow these guidelines to have a successful application. It is the responsibility of the GPSS Treasurer to add clarity and direction if needed during the allocation process. Therefore, if you have questions or need assistance you are encouraged to contact him/her ([gpsstreasurer@iastate.edu](mailto:gpsstreasurer@iastate.edu)). While the Treasurer can assist with the allocation request the Treasurer **cannot** guarantee funding, ~~which is only done by the GPSS Finance Committee once all requests have been received.~~ 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.

### **THE ALLOCATION PROCESS**

Regular allocation requests are considered by the Finance Committee of the GPSS. The Finance Committee members are GPSS Senators that volunteer to be on the committee. The committee is chaired by the GPSS Treasurer. Each committee member along with the GPSS Treasurer and the GSB Finance Director has a voting right on the Finance Committee. The Finance Committee makes a recommendation to the GPSS. The Senate will make the final decision on all allocation requests, based on the Finance Committees recommendations, at the October Senate meeting (fall regular allocations) or at the March Senate meeting (spring regular allocations).

The steps in the regular allocation process are as follows:

1. The GPSS Treasurer receives the allocation request by the deadline.
2. The GPSS Treasurer will schedule a meeting with the GPSS Finance Committee.
3. The Finance Committee will review all allocation requests and will make recommendations on the regular allocation requests.
4. The graduate/professional student organization will be contacted by the Treasurer about the preliminary recommendation of the Finance Committee. The Treasurer will also inform the student organization of the appeal process.
  - If the student organization is happy with the recommendation no further action is needed. The student organization will be informed of the GPSS decision by the Treasurer after the appropriate Senate meeting.
  - If the student organization is unhappy with the preliminary recommendation made by the Finance Committee. The student organization can appeal the recommendation to members of the Finance Committee or the Treasurer by providing additional clarification or documentation pertaining to their original allocation request.
  - Student organizations **CANNOT** submit a modified allocation request during the appeal process.
  - The acceptance or denial of an appeal will be given to the student organization.
  - If the student organization is still unhappy with the recommendation made by the Finance Committee/Treasurer they **MUST** notify the Treasurer prior to the Senate Meeting (October or March). The student organization can attend the Senate meeting to appeal to the entire GPSS.

### **General rules for regular allocations:**

- Allocation applications (***both electronic and hard copies***) are due by **5:00 pm** on the fourth Friday in September and the fourth Friday in February
  - An electronic copy of the allocation request **MUST** be emailed to the GPSS Treasurer ([gpsstreasurer@iastate.edu](mailto:gpsstreasurer@iastate.edu)) by the due date.

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- The electronic copy **MUST** be sent in a word document (.doc or .docx).
- PDFs **WILL NOT** be accepted.
- The electronic copy does NOT need to have the signatures.
- A hard copy of the allocation request (with signatures) **MUST** be submitted to the GPSS office (West Student Office Space, Memorial Union).
  - The hard copy can be sent by campus mail but it **MUST** be received by the deadline.
- All copies must be received by the deadline, there are **NO EXCEPTIONS**.
- Each graduate/professional student organization **MUST** submit a ledger for the previous **24 months**. **Failure to submit a ledger will result in an automatic denial of the allocation request.**
  - If a previous allocation was made by GPSS in the previous 24 months, the ledger must reflect how that allocation was spent.
  - It is the responsibility of the student organization to maintain a ledger for this period of time.
    - It is **NOT** the responsibility of the GPSS or Campus Organizational Accounting (COA) to keep financial records for you organization. It is against COAs policy to release previous financial records so it is **VITAL** that student organization keep their own financial records.
    - If you are a new organization and do not have a ledger you must notify the GPSS Treasurer prior to the due date.
    - If you are an established student organization and do not have a ledger it is suggested that you contact the GPSS Treasurer for guidance prior to the application due date or [your](#) request will be denied.
- All student organizations **MUST** be a “recognized student organization” in the Iowa State University student organization database and **MUST** be in good standing with the university and student organization recognition policy (SORP). **Failure to maintain this status will result in an automatic denial of the allocation request.**
- ~~The Active~~ organization ~~members~~ **MUST** ~~members~~ **MUST** consist completely of graduate and/or professional students to receive an allocation through the GPSS.
- The organization cannot block membership to any graduate or professional student.
- Funding requests by graduate/professional student organization **MUST** supplement the education of graduate and/or professional students.
- Each graduate/professional student organization may apply for and receive up to ~~\$1,000~~**800** per academic year.
  - Organizations can only apply **once** per academic year (either September or February).
  - Organizations may apply for more than ~~\$1,000~~**800** to indicate financial needs but **WILL NOT** receive more than ~~\$1,000~~**800**
- ~~It is beneficial for the S~~ student organizations ~~s should to~~ fundraise outside of the allocation process.

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- Please provide information on how you plan to raise funds for your organization.
- Each expense in the request **MUST** have a justification of why the organization is asking for the money. **Failure to provide a justification will result in an automatic denial of the request line item.**
- GPSS does **NOT** fund debt. If a student organization has already spent money prior to the allocation request **IT WILL NOT BE FUNDED.**
  - If the organization wants to change a line item in an allocation that was previous funded they **MUST** contact the treasurer prior to spending the allocation money.
- All property purchased with regular allocation funds is the property of the GPSS and we reserve the right to take ownership at any time and for any reason.
- Recently regular allocation requests have been higher than what the budget allows. Therefore, in the event that GPSS cannot fund all allocation requests allocation recommendations will be distributed by program senator distribution, in the same manner that Senators are distributed across programs per the Constitution, to ensure fair dispersal of funds across all constituencies.
- If your organization will be working with animals, you must provide approval from Institutional Animal Care and Use Committee (IACUC). If you feel that you do not need this you must provide the reason why with your allocation application.

**The following are examples of what is commonly requested and funded through regular allocations:**

- Requests for activities that will advertise or support the graduate or professional student program/organization (this may include VEISHEA). It may include special events that advertises an educational organization/program or showcases research that is performed by the program.
  - These events **MUST** be well justified to receive funding.
- Sponsoring speaker(s) to come to Iowa State University that are recognized in the organization's discipline and of general interest to other graduate and professional students.
- Request for journals and books specific to the organizations discipline.
  - These **CANNOT** be available on the Iowa State University campus.
- Requests for campus-orientated activities rather than off-campus activities.
- Requests for allocations benefiting a significant number of graduate/professional students through educational programming.
- Request from interdepartmental programs, departmental organizations, and other graduate/professional student organizations that are not funded by the Government of the Student Body (GSB).
- Requests from organizations showing financial need.
- Requests from organizations with sound financial records.
  - **If you organization has previously been awarded a regular or special allocation you must show how that money was spent on the ledger supplied to the Finance Committee with the new allocation request.**

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- The GPSS Finance Committee reserves the right to examine a graduate/professional student organization spending history.
- Previous awards must be spent on items based on the original request.
- Starting fall 2011 honorariums for speakers **will** be funded. However, the honorarium may not be higher than \$250 per speaker and cannot be more than \$250 of the requested Allocation.
  - It is suggested that student organizations obtain funding for honorariums from a different sources other than the GPSS.

**What/who is NOT funded through a regular allocation:**

- An organization that is open to students that are not classified as graduate or professional students.
- A graduate/professional organization that limits their membership ~~to~~ of fellow graduate/professional students.
- Social, religious, and political organizations are **NOT** funded through regular allocations but may be funded by a through special allocations.
- In general, social activities are not funded through regular allocations from the GPSS. **It is in the student organizations best interest ~~not~~ NOT to apply for social activities that are not related to academic events.** If your organization wants to take this risk, you **MUST** explain how all graduate/professional students benefit from your social event.
- Funding for a student organization to have a meal will with ISU faculty and staff **WILL NOT** be funded through a regular allocation.
- Fundraising events will not be funded through regular allocations.
- Funding requests for student organizations to send their student to a meeting **WILL NOT** be considered. Funding for travel to an event can be requested through a Professional Advancement Grant (PAG), per their guidelines.
- Request for a student organization or its member to pay dues to a professional organization or society **WILL NOT** be considered.
- Request for a student organization to give to a charity will not be funded through regular allocations.

**Special monetary stipulations in the allocation request:**

- At most half of the Graduate/Professional Student Organization request should be for food.
  - The Finance Committee will automatically adjust the amount awarded so not more than 50% of the awarded allocation will be for food.
    - It has been common for the Finance Committee to allocate funding for speaker meals (up to \$40 per day).
    - Funding will **NOT** be giving given for graduate student meals, unless the meal is with a visiting speaker and an education component **MUST** be justified in the request.
- The GPSS has chosen to support the *Hotel Memorial Union*. Student organizations that pay for the *Hotel Memorial Union* with a COA intramural will be charge \$70/night. Therefore, allocation requests funding for hotel stays in Ames, IA will only be allowed to request \$70/night. The number of nights **MUST**

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**BE** indicated in the request. **Failure to provide the number of nights will result in only one night being funded.**

- No more than 2 nights will be funded per speaker.
- Graduate/professional student organizations may apply for materials to advertise an event or some other activity that is approved in the allocation request. Advertising materials **CANNOT** be more than \$50 per allocation request.
- ~~If a speaker will be driving to Iowa State University the amount requested for travel **MUST** be based on the University's current mileage rate.~~
- If a speaker will be traveling to Iowa State University by plane or train you **MUST** justify your ticket price.
- If a speaker will be driving to Iowa State University the amount requested for travel **MUST** be based on the University's current mileage rate.
- If a speaker will be traveling to Iowa State University using their personal vehicle you should use the university rates for mileage in your request.  
<http://www.controller.iastate.edu/travelinformation/newtravelpolicies.htm>
- Student organizations traveling should use ISU Transportation Services, provide information in their allocation request on the vehicle they plan to use, and mileage rate.  
<http://www.transportation.iastate.edu/vehicles>

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Name of Organization: **EXAMPLE ALLOCATION REQUEST**

**BELOW IS AN EXAMPLE FROM PREVIOUS REQUEST THAT WERE FUNDED**

<b>Description of Request</b>	<b><u>TOTAL</u> amount requested per line item</b>
<p>VEISHEA Village Booth</p> <ul style="list-style-type: none"> <li>• Every year this Graduate Student Organization students volunteer during VEISHEA to carry out experiments with the public to showcase our program. We are planning on repeating several experiments such as gak and foam making, mentos reaction with carbonated water, floatation experiment with different objects in different density liquids, plus several new experiments. This has been a great opportunity for CEGSO students to teach the public general chemical engineering concepts in a fun and safe way.</li> </ul> <p><b>FUNDING NEEDS:</b>            Experimental supplies \$300.00            VEISHEA registration \$40.00            VEISHEA table and chair rental \$ 32.00            Other support \$72.00  <b>TOTAL GPSS FUNDING \$300.00</b></p>	<b>\$300.00</b>
<p><b>Fall Insect Horror Film Festival</b></p> <p><b>The Entomology Graduate Student Organization will sponsor and staff the Insect Horror Film Festival.</b></p> <p><b>This event is intended to be an outreach program to the local community of Ames in order to garner more interest in insects. This event will be held at Reiman Garden Butterfly Pavilion and include activities such as free tours of the gardens, a showing of an insect related film, a presentation by the ISU Insect Zoo, and free insect themed snacks</b></p> <p><b>The Entomology Graduate Student Organization’s goals for this event are to 1) develop our students’ outreach and education skills, 2) promote the science of insects and educate the public about how important insects are, and 3) to garner interest and recruit undergraduate students into studying entomology as majors, minors or as graduate students.</b></p> <p><b>Funding request for snacks during the movie (Food Supplies) there will be created arts available, which are related to insect (Art Supplies). We need to purchase the rights to show the movie Antz (Film Rights). The Entomology department and Reiman Gardens will be sponsoring other items needed for this event.</b></p> <p><b>Funding Needs:</b>  <b>\$50 - Food Supplies</b>  <b>\$50 – Art Supplies</b>  <b>\$400 – Film rights</b></p>	<b>\$500</b>
<p><b>Zaffarano Memorial Lecture</b></p> <p>The goal of the Zaffarano Memorial Lecture is to celebrate the memory of Dr. Daniel Zaffarano. Dr. Zaffarano was instrumental in the founding of the Interdepartmental Toxicology Program at Iowa State University. The Zaffarano family will be invited to attend the memorial lecture.</p> <p>Each year the Toxicology Graduate Student Organization (TGSO) votes on a speaker to invite to the Zaffarano Memorial Lecture. The speaker will present</p>	<b>\$ 590</b>



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<p>his/her current research in the field of toxicology. Brochures will be distributed at the lecture and will include a brief biography of Dr. Zaffarano, along with the speaker's abstract, and the listing of selected publications. During the speaker's visit, meeting will be arranged for the speaker to discuss research, professional development, experimental techniques, etc. with toxicology faculty and students. Funding is requested for the Spring 2010 lecture because planning and preparations for this event occur far in advance.</p> <p>Currently air fare ticket prices are ~400 (Traveling from Mississippi to Iowa). The guest speaker will be staying 2 nights at the Hotel Memorial Union. We request money to help print the brochures and advertisements for this event. If additional funds will be needed they will come from the Toxicology program.</p> <p style="padding-left: 40px;">Funding Needs:                    \$400 Airfare                    \$140 Lodging (\$70 x 2 nights)                    \$ 50 Brochures and advertising</p>	
<p><b>TOTAL ALLOCATION REUQUEST</b></p>	<p><b>\$ EXAMPLE</b></p>



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**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 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.

**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 **CAN NOT** 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.