Surplus Fund Procedure
Graduate Student Government

The Graduate Student Government (GSG) can allocate surplus funds to help cover a part of a specific project (i.e.: cost of an event or purchase of equipment). In order to apply for surplus funds, contact the GSG Treasurer, with the information required below. Before doing so, please review the Surplus Funding description found in the GSG Bylaws.

Requested Information

1. Organization name;
2. Requestor name and title in the organization;
3. Requestor contact information (email address is preferred);
4. Total number of students in your organization;
5. Number of graduate students in your organization;
6. Brief project description
   
   *For example, if it’s an event, specify date(s) and details on the event;*
7. Requested amount (specify what the funds would cover);
8. Briefly describe how the project would benefit GSG and/or the graduate student population
   
   *For example, if it’s an event, please provide a detailed budget, including other funding source distributions.*

Process

To apply for GSG surplus funding, please complete the following:

1. Read the Surplus Funding Description in the GSG Bylaws;
2. Send the requested information as outlined above to the GSG Treasurer;
3. Once the request has been received, the GSG Treasurer and the Ways and Means Committee will review it;
4. Provide any additional information that will be requested by the GSG Treasurer. All communication will happen via email, unless otherwise specified;
5. Once the review process is complete, the funding request will be presented at a general GSG meeting (check the GSG calendar to see when we meet). The requestor (or any other member of your organization) should come to the meeting and give a short presentation (up to 10 minutes) about the project;
6. After the presentation, there will be a closed discussion session, followed by a vote;

7. Notification of results will happen within 24 hours of the vote.

**NOTE:** The surplus funding process (from the time of your submission to the vote) may take up to two (2) months, depending on the GSG schedule and also the amount of additional information that the GSG Ways and Means Committee may need.

**Important Guidelines**

To apply for GSG surplus funding, please remember that:

- All surplus funding requests must be for projects occurring within the current session (May 1st - April 30th).
- Requests made for the following session will not be reviewed until the start of the new session.

If your funding is approved, you will either receive an account transfer or a reimbursement. The GSG Treasurer will contact you with all the necessary information. If a reimbursement has been made, the funds must be collected no later than 30 days past the end of the session in which they were awarded (May 30th).

**Restrictions**

- The funds cannot be used for the purchase of apparel, free giveaways, or alcoholic beverages.

All questions should be directed to the GSG Treasurer.