

Resolution 1: Amending GPSA Finance Commission Funding Guidelines to Align with Current Funding Protocol on Campus Groups

Abstract: University funding organizations have reorganized to streamline the budget request and payment request process within Campus Groups. The GPSA Finance Commission Funding Guidelines document no longer represents the funding protocol. This resolution re-writes the Funding Guidelines to follow the Campus Groups protocol and to streamline/minimize the funding requirements to make it simpler for funded organizations to use their money to put on community events.

Sponsored by: Melia Matthews and Kripa Rajagopalan

Reviewed by: Executive Committee, 28/08/2023

Whereas, University funding organizations utilize a new funding protocol in Campus Groups.

Whereas, the GPSA Finance Commission Funding Guidelines represent the requirements and guidelines for receiving and using GPSA funds.

Whereas, the current GPSA Finance Commission Funding Guidelines do not represent the new funding protocol in Campus Groups.

Whereas, student organizations will have difficulty understanding the new funding protocol with the mismatch of documents.

Be it therefore resolved, the GPSAFC shall amend its Funding Guidelines document to follow the new funding protocol in Campus Groups. Specifically removing budget requests and changing the requirements for funding reimbursement requests.

Be it further resolved, the GPSAFC Funding Guidelines will be re-written as the attached document shows.

Be it finally resolved, that these funding guideline changes shall go into effect by August 21, 2023 to align with the protocol for the 2023-2024 funding cycle.

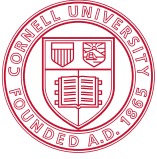
Respectfully Submitted,

Melia Matthews

President

Kripa Rajagopalan

Chair of the Finance Commission



Cornell University

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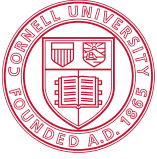
Graduate and Professional Student Assembly Funding Guidelines

1 I. Eligibility Criteria for Organizations

- 2 1. An organization must register with the Campus Activities (CA) (or equivalent office) for the
3 current academic year. If an organization has not registered with the CA, or equivalent
4 office, it cannot access any funds, even if such funds have already been allocated.
- 5 2. An organization's President and Treasurer must sign the GPSAFC "Statement on Ethical
6 Conduct".
- 7 3. An organization's Treasurer must be familiar with these Funding Guidelines and sign a
8 statement to this effect. The GPSAFC will not be responsible for costs that it cannot
9 reimburse due to violation of provisions set forth in these Funding Guidelines or university
10 policies.
- 11 4. An organization must have an advisor who is a full-time member of the faculty or staff of
12 Cornell University. University groups can have a grad/professional advisor if the university-
13 sponsored departments assign one.
- 14 5. An organization must have more than 51% graduate/professional student membership.
- 15 6. The President or Treasurer of an organization must be registered as a graduate or
16 professional student at Cornell University for the current academic year.
- 17 7. An organization must provide a valuable and distinctive service to the Cornell community.

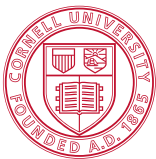
19 II. General Funding Parameters

- 20 1. The membership criteria and selection processes of an organization should enable any
21 student to join and participate if they have interest and ability.
- 22 2. **The organization must be open to the entire graduate and professional student**
23 **community. All advertising must include the statements "Funded by the GPSAFC",**
24 **"Open to the Graduate Community" and "Please contact (name of event host) at**
25 **(netID of the host) for any special arrangements you may require in order to attend**
26 **this event"**. Exceptions are detailed in the Field Category in Item VII.3.A.
- 27 3. The organization must submit the event details (i.e. time, location, program speakers, topic
28 descriptions) to the CampusGroups Calendar (cornell.campusgroups.com/events) two (2)
29 weeks before the event.



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- 30 4. For events requiring more than 1000 USD per organization, the event must demonstrate
31 strong appeal to graduate and professional students. The organization seeking funding must
32 show evidence of substantial efforts to secure co-sponsorship.
- 33 a. If two or more GPSAFC funded organizations wish to combine their efforts to
34 produce a single event, they can apply for funds for particular non-overlapping costs
35 of producing the event.
- 36 b. GPSAFC organizations cannot transfer funding from one group to another.
37 Organizations must detail what expenses each group will bear at the event.
- 38 5. All events must occur on campus or on auxiliary Cornell properties to ensure that the
39 majority of the Cornell community has the opportunity to participate.
- 40 a. “On campus” is defined as being located in either the Ithaca campus, the Geneva
41 campus, and the Cornell Tech campus. “Auxiliary Cornell properties” are defined as
42 all Cornell-owned or leased properties that do not fall under “on campus”. If events
43 are held on auxiliary Cornell properties that are not easily walkable from the center
44 of the nearest Cornell campus, reasonable transportation options must be provided.
- 45 b. The GPSAFC may grant exceptions under special circumstances, such as a lecture
46 series in a downtown science center or community center. An organization must
47 submit a detailed explanation of why the event must be held off campus. The
48 organization must provide reasonable transportation options for off-campus events.
49 Reimbursement for off-campus events will be furnished only if the GPSAFC has
50 approved the event location prior to the event.
- 51 c. On-campus, in-person and indoor events with food, drinks, or snacks require
52 registration in 25Live (or Scheduling@cornell.edu). If you find that the location is
53 not listed in 25Live (some departments don’t participate in 25Live), you should select
54 “Location Not found” on that section. Include details about the food/snack noted in
55 the comment section and attach the 25Live approval to the Payment Request at time
56 of submission. Outdoor spaces such as Arts quad/Ag quad/ Libe slope is permitted.
- 57 d. Events at the Big Red Barn (BRB) require additional guidelines and regulations. Most
58 importantly, BRB-hosted events require a confirmation of BRB reservation attached
59 to the payment request. For more information, see:
60 <https://gradschool.cornell.edu/student-experience/big-red-barn/reserving-the-brb/>
61 Please note that the Big Red Barn does not charge reservation fees for events open
62 to all Cornell graduate and professional students.



Cornell University Graduate and Professional Student Assembly

- 63 6. University organizations (as defined by the CA) are encouraged to consult with their specific
64 school or department's financial affairs office, if applicable, in submitting funding requests.
- 65 7. Help with CampusGroups and more information about GPSAFC is available at
66 <https://cornell.campusgroups.com/gpsafc/>. Student organizations may also request help
67 from the Cornell Student Organization Business Office (SOBO) on budgeting, direct
68 payments to vendors, food ordering, and reimbursement by emailing sobo@cornell.edu.
- 69 8. Organizations are encouraged to keep track of attendance, especially for large events, to help
70 estimate attendance for future events in future budget requests. Sign-in sheets are one way to
71 do this. Note that information on approximate event attendance is required to support
72 funding requests for future events.

73

74 **9. Important deadlines:**

- 75 a. Application for tier increases / appeals for the following academic year can be
76 emailed to gpsafc@cornell.edu by the last Friday of August (Aug 25th, 2023).
- 77 b. Submission of payment request for all events opens on the first day of classes of the
78 Fall semester (Aug 21st, 2023) and the last date to submit payment request is May 31st
79 of the spring semester (May 31st, 2024)
- 80 c. Submission of payment requests for summer events (held between graduation and
81 first day of classes) opens on the first day of summer classes (May 28th, 2024?).

82 **10. Budget cycles**

- 83 a. Events funded through GPSA Fall/Spring budget allocations must occur during the
84 academic year, defined for GPSAFC purposes as starting the first day of graduate
85 student classes in August and ending the day of commencement in May, to ensure
86 that majority of the Cornell community has the opportunity to participate. All
87 budgets will terminate at the end of the academic year, regardless of when they were
88 submitted.

89 **b. Summer Budgets**

- 90 i. Summer events cover the dates between Graduation and the day before
91 classes begin in the Fall semester.
- 92 ii. The total sum of allocations towards events hosted during the summer may
93 not exceed 15% of the group's annual GPSAFC allocation during the
94 academic year. Summer budgets do not count towards the organization's
95 yearly tier cap.

96 **11. Payment requests**



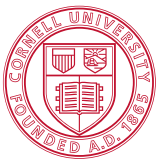
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- 97 a. Organizations can request money electronically in CampusGroups using a Payment
98 Request in either of two ways:
99 i. by purchasing items with personal funds, submitting an itemized receipt(s)
100 within one month of the purchase, and being reimbursed; or
101 ii. by requesting a direct payment from Cornell to a Cornell department, a
102 vendor or a person before or after an event.
103 b. Payment requests should be for the exact amount of money spent/needed for an
104 event, not the amount of money originally budgeted for the event. It is fine to go
105 slightly over-budget for some items/events and under-budget for others as long as
106 the total of payment/reimbursement requests is less than the total GPSA funding an
107 organization has been allocated so far for the academic year.
108 c. In order to receive the awarded funding, the organization must submit receipts
109 within 30 days after the event.

110

111 **III. Organizations and Activities Ineligible for GPSAFC Funding**

- 112 1. Per GPSA policy, the GPSAFC cannot fund:
- 113 a. Partisan political organizations and activities: The University defines partisan political
114 organizations as those that are affiliated with a registered political party or candidate,
115 or that are formed for the purpose of supporting or opposing any particular
116 legislation. Activities used to support or oppose any particular legislation also fall
117 under this definition. The GPSAFC may fund non-partisan activities sponsored by
118 partisan organizations. Funded groups may “not participate in or intervene in
119 (including the publication or distribution of statements), and campaign on behalf of
120 or in opposition to any candidate for public office.” (Internal Revenue Code -
121 Section 501 (C{3}))
- 122 b. Any religious activities: The GPSAFC relies on the University definition of religious
123 activities: “A practice or observance that includes moral or ethical beliefs as to what
124 is right and wrong that is sincerely held, with the strength of traditional religious
125 views, even if no religious group espouses such beliefs, or the religious group to
126 which the individual professes to belong may not accept such belief.” The GPSAFC
127 may fund activities comparing religious systems of belief and activities examining the
128 intersection of religion with one or more non-theological academic disciplines.
129 Activities that a religious organization organizes to achieve research, educational, or
130 public service goals are not considered religious activities and are eligible for
131 GPSAFC funding.



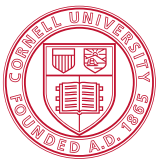
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- 132 c. Charitable organizations: The University prohibits any direct allocation to charitable
133 organizations; it does allow, however, for the funding of “recruiting, administration,
134 and travel expense, which would be necessary to make it possible for Cornell
135 students to participate in service projects.” The essential difference is between
136 making an outright financial gift and aiding Cornell students in a promising and
137 valuable project. For fundraising event rules, refer to Item IV.
- 138 d. Non-discrimination: Per the University policy 6.4, the organization shall not
139 discriminate on the basis of race, color, creed, religion, national or ethnic origin,
140 marital status, citizenship, sex, sexual orientation, gender identity or expression, age,
141 disability, or protected veteran status when determining its membership.
- 142 2. The GPSAFC will not fund activities for which any organization member receives academic
143 credit.
- 144 3. Welcome and/or end-of-year receptions will not be funded if they are the only events
145 planned by an organization in a particular academic year.
- 146 4. In keeping with the University’s policy on non-discrimination, no organization or activity
147 funded by GPSAFC shall discriminate in its membership policies based on race, religion,
148 age, gender, sexual preference, or ethnic background. Any group that violates this policy may
149 have its remaining funding suspended or revoked.
- 150 5. The GPSAFC avoids funding activities that duplicate the activities of other campus
151 organizations. In allocating funds, the GPSAFC considers whether an organization provides
152 a unique service or event for the Cornell community. The GPSAFC may make organizations
153 aware of other groups providing similar services to the University community in an effort to
154 encourage collaboration.

155

156 **IV. Additional Funding Requirements and Restrictions**

- 157 1. To be eligible for funds, an organization must make full disclosure of its income and
158 expenses (Refer to Item XII for Enforcement). If additional funding is obtained from other
159 University sources and/or external sources during a school year, a report of this funding
160 should be furnished to the GPSAFC upon request.
- 161 2. No faculty or staff salaried by Cornell University within the last six months can receive
162 payment for services with GPSAFC funds. No enrolled graduate student may receive
163 payment for services with GPSAFC funds.

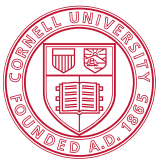


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- 164 3. The GPSAFC will not make fund transfers to Student Assembly (SA)-funded organizations;
165 events may be co-sponsored.
- 166 4. Student organizations shall take full advantage of income-producing opportunities and
167 alternate funding sources, and the GPSAFC shall consider their capacity and willingness to
168 do so when making allocations. However, a group cannot run a business to turn a profit.
- 169 5. In making funding allocations, the GPSAFC considers the extent to which graduate and
170 professional students determine and direct an organization and its programs.
- 171 6. The GPSAFC may partially support fundraising events. The organization must demonstrate
172 an effort to find co-sponsorship. Admission may be charged to cover (part of) the event
173 production cost **only if** an explicit mechanism exists for students have admission waived
174 upon request. This information must be included on advertising and publicity for the event.
- 175 7. Organizations must submit an original, itemized receipt that includes the name of the
176 member to be reimbursed within one month of the expense being incurred.
- 177 8. Organizations should make efforts to reduce the carbon footprint of their events. We highly
178 encourage use of biodegradable products, and minimization of non-renewable resources at
179 all events.
- 180 9. Organizations must leave equipment purchased with GPSAFC funds on campus at the end
181 of the academic year and keep an inventory of all such items so the club may continue to use
182 them in future years. A current list of the club's relevant inventory should be provided along
183 with the request for funding.
- 184 10. Organizations that provide a thorough plan to make the event accessible to a broad
185 audience, outlining efforts to enable those with special needs to attend the event will be
186 looked upon favorably. Contact the Cornell University ADA Coordinator Team for
187 assistance.
- 188 11. An individual acting as the representative of a field organization cannot concurrently serve as
189 the representative for another organization or field.
- 190 12. Organizations must allow the GPSA to send emails to their members via their membership
191 list-servs. Failure to adhere to the University policy 5.2 regarding mass email approval could
192 result in withhold funding from that school or unit's affiliated organizations.

193 **V. Restricted and Ineligible Items for GPSAFC Funding**

- 194 1. Ineligible Items



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195 a. GPSAFC funding is intended to be inclusive, need-based, and extracurricular.
196 Funding is inclusive in the sense that GPSAFC-funded events are available to the
197 graduate and professional student community as a whole and benefit the community
198 rather than individuals. Funding is need-based in the sense that the GPSAFC funds
199 specific events, rather than simply giving organizations a set amount of cash.
200 Funding is extracurricular in the sense that it cannot be used for items that the
201 university should provide for academic use, such as office supplies. **Any request**
202 **that is not inclusive, need-based, and extracurricular will not be approved by**
203 **the GPSAFC.** Specific restricted and ineligible items are listed below; the list is not
204 exhaustive.

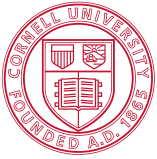
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206 2. Restricted Items:

207 a. Alcohol:

- 208 • All event sponsors hosting events with alcohol on university property must
209 adhere to the [University's Policy 4.8, Alcohol and Other Drugs](#).
- 210 • Total GPSAFC-funded alcohol expenditures per academic year should not
211 exceed 10% of Tier cap. Alcohol cannot be distributed by groups or group
212 officers. Groups should monitor the number of individuals who plan to buy
213 alcohol individually to prevent exceeding 10% of the tier cap. Alternatively,
214 the faculty advisor can accept liability for alcohol distribution. In this case,
215 written approval from the faculty advisor is required for *each event* where
216 alcohol is distributed. Hard alcohol cannot be purchased with GPSAFC
217 funds. Events involving alcohol should be registered with the Events
218 Planning Management Team (EPMT) and adhere to the guidelines outlined
219 in the Campus Code of Conduct and University Policy 4.8 (Alcohol and
220 Other Drugs). Organizations wishing to spend more than 10% of their Tier
221 cap on alcohol in an academic year must email the GPSAFC Chair with an
222 explanation of why the additional alcohol purchase would be necessary, along
223 with specific details about how the event(s) with alcohol present will be
224 advertised to the broader Cornell community and kept in compliance with
225 the Events Planning Management Team (EPMT) and Campus Code of
226 Conduct guidelines; this request may be approved or denied by the GPSAFC
227 Chair.

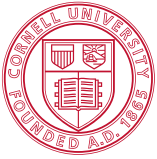
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229 VI. Funding Tiers

- 230 1. For the purposes of these Funding Guidelines, the GPSAFC defines two types of student
231 organizations: (1) interest organizations and (2) field organizations:
- 232 a. Interest organizations: are groups that represent an extracurricular pursuit, broadly
233 including any social or academic activity that is not directly linked to the interests of
234 a specific Cornell University-defined academic field. All university organizations that
235 are not field organizations are treated as interest organizations for purposes of these
236 Funding Guidelines.
- 237 b. Field organizations: are groups whose goals and objectives are to foster the academic
238 and social interests of a particular University-recognized academic field, with specific
239 attention to fostering interaction and communication amongst field members. The
240 graduate school keeps an online record of the graduate fields; each professional
241 school is also considered a field. Each academic field is limited to one Field
242 organization. Field organizations may apply for Field funding, which is not counted
243 toward Tier limits.
- 244 2. Student organizations are categorized into specific funding tiers, which dictate the upper
245 limit of funds each organization is eligible for per academic year. Each year, the GPSAFC in
246 consultation with the GPSA and the GPSA Appropriations Committee, may re-evaluate
247 these funding brackets as deemed necessary. Changes to funding brackets may be made
248 yearly at the GPSAFC's discretion, and do not require formal amendment of these
249 Guidelines. Funding brackets must be made available to organizations in the fall semester of
250 each year.
- 251 a. Tier 1: \$500 USD cap
- 252 i. Includes first-time applicants.
- 253 b. Tier 2: \$1500 USD cap
- 254 c. Tier 3: \$2500 USD cap
- 255 i. Groups in this tier must send at least one member to attend at least 50% of
256 the GPSA meetings during the academic year.
- 257 d. Tier 4: \$3500 USD cap
- 258 i. Groups in this tier must demonstrate a history of funding utilization >90%
259 and have a large membership base (registered through the electronic
260 community platform used by student organizations, as determined and



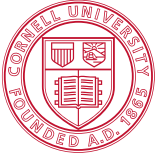
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- 261 announced by the GPSAFC each year). In addition to Tier 3 requirements,
262 groups must send at least one member to serve on the GPSAFC, either as
263 Commissioners or volunteers (see GPSAFC Bylaws for more details)
- 264 ii. Groups must apply annually to remain in Tier 4.
- 265 e. Tier assignment will be considered at the beginning of the new academic year, either
266 by the GPSAFC or a special committee led by the chair of the GPSAFC. An
267 organization may move up or down a maximum of one Tier per academic year. The
268 GPSAFC will strive to notify organizations of their new Tier status before the first
269 Fall/Spring budget submission deadline. Tiers are assigned as follows:
- 270 i. Moving up: The deadline for applying to move up a tier is the first cycle of
271 the academic year (last Friday of August). The application must be sent via
272 email to the GPSAFC chair. To be considered for this promotion, the
273 organization must fulfill any one of the following criteria:
- 274 1. Utilization of at least 90% of Tier cap and allocated funds (including
275 additional funding through Field and Initiative funding) for at least
276 the past two consecutive years.
 - 277 2. Utilization of at least 90% of Tier cap and allocated funds in the past
278 consecutive year, AND at least 35% increase in membership.
 - 279 3. Utilization of at least 90% of Tier cap by a Tier 1 organization for at
280 least the past year.
- 281 In the tier increase application the organization should include the following:
- 282 1. Proof of compliance with the fund utilization criterion.
 - 283 2. Statement why they need the tier increase (e.g., plans for future
284 events, growth in membership, etc.)
 - 285 3. Financial plan for how the organization would utilize the funds in the
286 upcoming academic year.
- 287 ii. Moving down a tier: The GPSAFC reviews organization allocations and
288 spending at the end of each academic year. The GPSAFC will move
289 organizations down a tier if either of the following conditions apply:
- 290 1. If the organization's utilization of allocated funding was less than
291 80%, they will be considered for a downgrade in their Tier.



Cornell University Graduate and Professional Student Assembly

- 323 i. All organizations that wish to receive “field” funding must apply for “field”
324 funding in their budget applications.
- 325 ii. To apply for field funding, at least one seat on the GPSA (voting member or
326 field representative) must be filled by a member from that field. This
327 requirement must be satisfied at the time of budget submission. If this
328 member misses more than two consecutive meetings in a given semester and
329 does not send a replacement, the Executive Vice President shall notify the
330 Chair of the Finance Commission, so that any funding allocated in the
331 “field” category to that organization can be frozen. The funds will be
332 restored when the member attends two consecutive GPSA meetings.
- 333 iii. Each eligible field organization that applies for funding will receive a base
334 allocation of 200 USD, with an additional one (1) USD for each student in
335 that field. The GPSAFC bases field membership numbers on official data
336 from the Fall Census conducted by the graduate school and on official
337 statistics from the data management officials at each of the professional
338 schools. Funding allocations for a given academic year are based on the field
339 membership numbers from the previous academic year’s Fall Semester.
- 340 iv. Organizations can use field funding for events occurring during the academic
341 year for which the funds were allocated. Events funded by field funding (and
342 not relying on any other GPSAFC funding) can, at the organization’s
343 discretion, be open exclusively to members of that field. Organizations must
344 advertise all events using field funding to all field members, whether via a
345 list-serve or some other appropriate means.
- 346 b. Initiative Funding
- 347 i. Additional funds are available for events aligning with GPCI Initiatives, as
348 outlined in the most recent GPCI Document. These funds do not count
349 towards an organization’s tier cap. Initiative Funding is limited to 200 USD
350 maximum per event and one event per semester per student organization and
351 is subject to availability of funds.
- 352 ii. Groups applying for Initiative Funding must outline how their event
353 supports one or more GPCI Objectives in the budget request.
- 354 1. e.g. If an event aims at giving information to students with families
355 about resources available at Cornell, the organization could reference
356 Objective 1 under Family Services in the GPCI document.



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Graduate and Professional Student Assembly

- 388 3. The GPSA can raise Funding Maximums on Restricted Items (Item V.2) at any time; any
389 lowering of maximums will not take effect until the next budget cycle. The GPSA
390 Appropriations Committee shall recommend changes for the next fiscal year's budget cycle
391 before the end of February of the current academic year.
- 392 4. The Appropriations Committee must recommend changes to these Funding Guidelines
393 necessitated by changes in University policies and procedures.
- 394 5. Amendments to the Funding Guidelines must be presented to the GPSA for discussion at
395 least one meeting in advance of the meeting in which the final vote will take place. Changes
396 to Tier brackets and/or the Appendix (Item XIV) may be done yearly at the GPSAFC's
397 discretion, and do not require formal amendment of these Guidelines.

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399 **IX. Appendix**

400 1. Examples of GPSAFC-fundable items include:

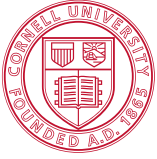
401 d. Program:

402 i. Speaker: For expenses of bringing a speaker or performer to campus,
403 including:

- 404 1. Honoraria or gifts.
- 405 2. Personal vehicle travel, including toll fares and parking fees.
- 406 3. Rental vehicles for transportation from outside of Ithaca to Cornell,
407 including rental fee, gas, toll fares, and parking fees.
- 408 4. Airline, train, boat, Zeppelin, or bus travel.
- 409 5. Lodging.

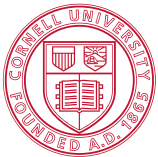
410 ii. Event Production: For expenses of producing a cultural, educational, or
411 theatrical event on campus, including:

- 412 1. Rental or purchase of equipment: any equipment necessary for an
413 event to be successful, including Audio-Visual equipment, VCRs,
414 slide or film projectors, and table space.
- 415 2. Services: additional services provided by the university required for
416 an event, such as CU Police Department and/or Life Safety, lighting
417 or sound experts, or security fees to protect an exhibit.



Cornell University Graduate and Professional Student Assembly

- 418 3. Room rental: for on-campus (or GPSAFC-approved off-campus)
419 facilities that charge a fee.
- 420 4. Films: for expenses of showing a film on campus.
- 421 iii. Reception: For food served during or following a cultural, educational, or
422 theatrical event on campus.
- 423 iv. Publicity:
- 424 1. For advertising of GPSAFC funded events, such as: poster printing,
425 banners (for specific events), advertisements and programs.
- 426 2. The GPSAFC encourages organizations to be sustainable by reducing
427 the quantity of paper advertisements and using electronic forms of
428 communication where possible.
- 429 e. Club Sports:
- 430 i. Non-personalized sport equipment (including jerseys).
- 431 ii. Facilities rental: funds to rent space for practices or competitions
- 432 iii. Tournaments: expenses for competitions or tournaments hosted by the
433 organization
- 434 f. Publication: non-professional journal or magazine, including the costs related to
435 printing or copying of issues, or costs related to the production of an online journal
- 436 12. Other Funding Sources
- 437 a. In addition to GPSAFC funding, organizations may be eligible to apply for funding
438 from other agencies on and off campus, including co-sponsorship from other byline-
439 funded organizations. Some on-campus groups that often co-sponsor events include:
- 440 i. Diversity and International groups: International Students Union (ISU),
441 ALANA, SDDI, Dean of Student, Graduate School (OISE), International
442 Services - Office of Global Learning, Asian and Asian American Center
443 (A3C), South Asia Program
- 444 ii. Performances: Cornell Concert Commission, Cornell University
445 Programming Board, Department of Music, CUTonight (for late night
446 events)
- 447 iii. Co-sponsorship: GPSA-Programming Board



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- 448 iv. For a more detailed list, please see the section at the bottom of the following
449 page: <https://scl.cornell.edu/FundingGuidelinesOpportunities>
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