

1 **I. Eligibility Criteria for Organizations**

- 2 1. An organization must register with the Campus Activities Office (CAO) (or equivalent
3 office) for the current year. If an organization has not registered with the CAO, or
4 equivalent office, it cannot access any funds, even if such funds have already been
5 allocated.
- 6 2. An organization’s President and Treasurer must sign the GPSAFC “Statement on Ethical
7 Conduct”.
- 8 3. An organization’s Treasurer must be familiar with these Funding Guidelines and sign a
9 statement to this effect. The GPSAFC will not be responsible for costs that it cannot
10 reimburse due to violation of provisions set forth in these Funding Guidelines or university
11 policies.
- 12 4. An organization must have an advisor who is a full-time member of the faculty or staff of
13 Cornell University. Graduate students do not qualify.
- 14 5. An organization must have more than 40% 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 service to the Cornell community.

18 **II. General Funding Parameters**

- 19 1. The membership criteria and selection processes of an organization should enable any
20 student to join and participate if they have interest and ability.
- 21 2. To obtain funding for an event, an organization is strongly encouraged to submit the event
22 details (i.e. time, location, program speakers and topic descriptions) to University Events
23 Calendar and provide a link to the GPSAFC Event Calendar two (2) weeks before the
24 event.
- 25 3. The organization must be open to the entire graduate and professional student community.
26 All advertising must include the statements “Funded by the GPSAFC”, “Open to the
27 Graduate Community” and “Please contact (name of event host) at (netID of the host) for
28 any special arrangements you may require in order to attend this event”. Exceptions are
29 detailed in the Field Category in **Item VI.5.A.**

- 30 4. Groups applying for GPSAFC funding for the first time will have allocations in their annual
31 budgets restricted to the maximum amount set annually as described in **Item VI**.
- 32 5. The GPSAFC will treat organizations that have previously applied for GPSA funding, but
33 had a hiatus in applications for GPSAFC funding for two or more years, as “first time
34 applicants”.
- 35 6. In order to receive allocated funding, an organization must turn in receipts for expenses to
36 the GPSAFC accounts representative within one month of expenditure.
- 37 7. Events funded through annual budget allocations or special project requests must occur
38 during the academic year, defined for GPSAFC purposes as starting the first day of
39 graduate student classes in August and ending the day of commencement in May, to ensure
40 that majority of the Cornell community has the opportunity to participate.
- 41 8. All events must occur on the Cornell campus (in Ithaca or Geneva) to ensure that the
42 majority of the Cornell community has the opportunity to participate. The GPSAFC may
43 grant exceptions under special circumstances, such as a lecture series in a downtown
44 science centre or community centre. An organization must submit a detailed explanation
45 of why the event must be held off campus. The organization must provide reasonable
46 transportation options for off-campus events. Reimbursement for off-campus events will
47 be furnished only if the GPSAFC has approved, in writing, the event location prior to the
48 event.
- 49 9. University organizations (as defined by the CAO) are encouraged to consult with their
50 specific school or department’s financial affairs office, if applicable, in submitting funding
51 requests.
- 52 10. All GPSAFC-funded organizations are encouraged to maintain a sign-in sheet or other
53 record of attendees at their events for up to a year after the event. Information on event
54 attendance is required to support funding requests for future events.
- 55

11. Important deadlines:

Budget Type	Submission Date	Review Date
Summer	Last Friday of March	By April 15th
Annual Budget	Last Fridays of: <ul style="list-style-type: none"> • April (for the next academic year) • August • September • October • November Second Friday of: <ul style="list-style-type: none"> • February (Last date to submit Annual Budget) 	By: <ul style="list-style-type: none"> • August 15th • September 15th • October 15th • November 15th • December 15th • End of February
Special Project Requests (SPRs)	Last Fridays of: <ul style="list-style-type: none"> • September • October • November • March (Last date to submit SPR) Second Friday of: <ul style="list-style-type: none"> • February 	By: <ul style="list-style-type: none"> • October 15th • November 15th • December 15th • April 15th • End of February

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

59 1. Per GPSA policy, the GPSAFC cannot fund:

60 A. Partisan political organizations and activities: The University defines partisan
 61 political organizations as those that are affiliated with a registered political party or
 62 candidate, or that are formed for the purpose of supporting or opposing any
 63 particular legislation. Activities used to support or oppose any particular legislation

64 also fall under this definition. The GPSAFC may fund non-partisan activities
65 sponsored by partisan organizations. Funded groups may “not participate in or
66 intervene in (including the publication or distribution of statements), and campaign
67 on behalf of or in opposition to any candidate for public office.” (Internal Revenue
68 Code - Section 501 (C{3}))

69 B. Any religious activities: The GPSAFC relies on the University definition of
70 religious activities: “A practice or observance that includes moral or ethical beliefs
71 as to what is right and wrong that is sincerely held, with the strength of traditional
72 religious views, even if no religious group espouses such beliefs, or the religious
73 group to which the individual professes to belong may not accept such belief.” The
74 GPSAFC may fund activities comparing religious systems of belief and activities
75 examining the intersection of religion with one or more non-theological academic
76 disciplines. Activities that a religious organization organizes to achieve research,
77 educational, or public service goals are not considered religious activities and are
78 eligible for GPSAFC funding.

79 C. Charitable organizations: The University prohibits any direct allocation to
80 charitable organizations; it does allow, however, for the funding of “recruiting,
81 administration, and travel expense, which would be necessary to make it possible
82 for Cornell students to participate in service projects.” The essential difference is
83 between making an outright financial gift and aiding Cornell students in a
84 promising and valuable project. For fundraising event rules, refer to **Item IV**.

85 2. The GPSAFC will not fund activities for which any organization member receives
86 academic credit.

87 3. In keeping with the University’s policy on non-discrimination, no organization or activity
88 funded by GPSAFC shall discriminate in its membership policies based on race, religion,
89 age, gender, sexual preference, or ethnic background, except where gender or age are *bona*
90 *fide* qualifications for membership. Any group that violates this policy may have its
91 remaining funding suspended or revoked.

92 4. The GPSAFC avoids funding activities that duplicate the activities of other campus
93 organizations. In allocating funds, the GPSAFC considers whether an organization
94 provides a unique service or event for the Cornell community. The GPSAFC may make

95 organizations aware of other groups providing similar services to the University
96 community in an effort to encourage collaboration.

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

- 98 1. To be eligible for funds, an organization must make full disclosure of its income and
99 expenses (Refer to **Item XII** for Enforcement). If additional funding is obtained from other
100 University sources and/or external sources during a school year, a report of this funding
101 should be furnished to the GPSAFC upon request. In a Special Project Request, an
102 organization must detail whether it intends to use funds for the project that come from its
103 annual budget allocation from the GPSAFC.
- 104 2. No faculty or staff salaried by Cornell University within the last six months can receive
105 payment for services with GPSAFC funds. No enrolled graduate student may receive
106 payment for services with GPSAFC funds.
- 107 3. The GPSAFC will not make fund transfers to Student Assembly Finance Commission
108 (SAFC)-funded organizations; events may be co-sponsored.
- 109 4. Student organizations shall take full advantage of income-producing opportunities and
110 alternate funding sources, and the GPSAFC shall consider their capacity and willingness
111 to do so when making allocations (see **Item XIV**).
- 112 5. In making funding allocations, the GPSAFC considers the extent to which graduate and
113 professional students determine and direct an organization and its programs.
- 114 6. The GPSAFC may partially support fundraising events. The organization must
115 demonstrate an effort to find co-sponsorship, and must charge admission to cover (part of)
116 the event production cost.
- 117 7. Organizations must submit an original, itemized receipt that includes the name of the
118 member to be reimbursed within one month of the expense being incurred.
- 119 8. For all requests of 300 USD or more for a single event, detailed information, including but
120 not limited to previous receipts, quotes, and budget breakdown, should be submitted at the
121 time of budget submission. For other events, this is not required but recommended. Please
122 note that the lack of justification can be a basis for budget denial, even when details are not
123 explicitly required (see **Item VIII** for Appeals).

- 124 9. Organizations should make efforts to reduce the carbon footprint of their events. We highly
125 encourage use of biodegradable products, and minimization of non-renewable resources at
126 all events.
- 127 10. Organizations must leave equipment purchased with GPSAFC funds on campus at the end
128 of the academic year, and keep an inventory of all such items so the club may continue to
129 use them in future years. A current list of the club's relevant inventory should be provided
130 along with the request for funding.
- 131 11. Organizations that provide a thorough plan to make the event accessible to a broad
132 audience, outlining efforts to enable those with special needs to attend the event will be
133 looked upon favorably. Contact the Cornell University ADA Coordinator Team
134 (<https://disability.cornell.edu/>) for assistance.
- 135 12. An individual acting as the representative of a field organization cannot concurrently serve
136 as the representative for another organization or field.

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

138 1. Ineligible Items

139 A. General items:

- 140 • Office supplies or equipment
- 141 • Organization stationery, certificates, membership or business cards
- 142 • Resume books, directories, or other materials for professional/career
143 development
- 144 • Phone equipment, toll call or fax expenses
- 145 • Postage
- 146 • Office space or secretarial expenses
- 147 • Conference expenses or membership fees (except for some Club Sports with
148 the appropriate permission from the GPSAFC)
- 149 • Admission fees for performances, films, museums or sporting events
- 150 • Container deposits
- 151 • Gifts (except for speakers) or trophies
- 152 • Publication of academic journals

- 153 • Purchase of books, magazines, or academic journals
- 154 • Newsletters
- 155 • Web design and web-hosting unless for an online publication
- 156 • Honorariums, travel expenses, and accommodation for alumni whose last
- 157 degree from Cornell University was received within the last 5 years.
- 158 Exceptions may be granted with the inclusion of a letter of support from the
- 159 organization's advisor.
- 160 • Speaker or performance expenses for University employed graduate
- 161 students.
- 162 • Purchase of T-shirts and other clothing (except non-personalized jerseys for
- 163 club sports).
- 164 • Items that will be retained by individual members of the organization.
- 165 B. Items towards speakers:
 - 166 • Charges for bar, video, valet, phone or other personal charges
 - 167 • Grocery shopping for food
- 168 2. Restricted Items
 - 169 A. Publicity and media expenditures should not exceed 5% of Tier cap
 - 170 B. Honorariums should not exceed 500 USD per speaker
 - 171 C. Publication expenses should not exceed 500 USD per academic year, and only for
 - 172 the publication of a non-professional journal or magazine.
 - 173 D. Welcome and/or end-of-year receptions will not be funded if they are the only
 - 174 events planned by an organization in a particular academic year.

175 **VI. Funding Tiers**

- 176 1. For the purposes of these Funding Guidelines, the GPSAFC defines two types of student
- 177 organizations: (1) interest organizations and (2) field organizations:
 - 178 A. Interest organizations: are groups that represent an extracurricular pursuit, broadly
 - 179 including any social or academic activity that is not directly linked to the interests
 - 180 of a specific Cornell University-defined academic field. All university
 - 181 organizations that are not field organizations are treated as interest organizations
 - 182 for purposes of these Funding Guidelines.

- 183 B. Field organizations: are groups whose goals and objectives are to foster the
184 academic and social interests of a particular University-recognized academic field,
185 with specific attention to fostering interaction and communication amongst field
186 members. The graduate school keeps an online record of the graduate fields; each
187 professional school is also considered a field. Field organizations may apply for
188 Field funding, which is not counted toward Tier limits.
- 189 2. Student organizations are categorized into specific funding tiers, which dictate the upper
190 limit of funds each organization is eligible for per academic year. These funding brackets
191 are recommended for the 2017-2018 academic year. Each year, the GPSAFC in
192 consultation with the GPSA and the GPSA Appropriations Committee, should re-evaluate
193 these funding brackets as deemed necessary. Changes to funding brackets may be made
194 yearly at the GPSAFC's discretion, and do not require formal amendment of these
195 Guidelines. Funding brackets must be made available to organizations in the fall semester
196 of each year.
- 197 A. Tier 1: 500 USD cap
- 198 i. Includes first-time applicants.
- 199 B. Tier 2: 1500 USD cap
- 200 C. Tier 3: 2500 USD cap
- 201 i. Groups in this tier must send at least one member to attend at least 50% of
202 the GPSA meetings during the academic year.
- 203 D. Tier 4: 3500 USD cap
- 204 i. Groups in this tier must demonstrate a history of funding utilization >90%
205 and have a large membership base (registered through OrgSync, as
206 determined and announced by the GPSAFC each year). In addition to Tier
207 3 requirements, groups must send at least one member to serve on the
208 GPSAFC, either as Commissioners or volunteers (see GPSAFC Bylaws for
209 more details)
- 210 ii. Groups must apply annually to remain in Tier 4.
- 211 E. Tier assignment will be considered at the beginning of the new academic year,
212 either by the GPSAFC or a special committee led by the chair of the GPSAFC. An

213 organization may move up or down a maximum of one Tier per academic year.
214 Tiers are assigned as follows:

- 215 i. Moving up: The organization may apply for consideration to move up a Tier
216 at the same time as their annual budget. To be considered for this promotion,
217 the organization must fulfill any one of the following criteria:
 - 218 a. Utilization of at least 90% of Tier cap and allocated funds (including
219 additional funding through Field and Initiative funding) for at least
220 the past two consecutive years.
 - 221 b. Utilization of at least 90% of Tier cap and allocated funds in the past
222 consecutive year, AND at least 35% increase in membership.
 - 223 c. Utilization of at least 90% of Tier cap by a Tier 1 organization for at
224 least the past year.
- 225 ii. Moving down a tier: The GPSAFC may review the fund utilization of any
226 organization from past academic years at their discretion.
 - 227 a. If the organization's utilization of allocated funding was less than
228 80%, they will be considered for a downgrade in their Tier allocation.
 - 229 b. Groups in Tier 4 failing to reapply to retain their Tier will be moved
230 down a Tier automatically.
- 231 iii. Retaining your tier: An organization will retain its Tier placement, as long
232 as it spends greater than or equal to 80% of the funds allocated in an
233 academic year, and is not eligible for or does not apply for a Tier promotion.
234 To remain in Tier 4, groups must reapply annually.

- 235 3. Each organization may submit one annual budget request per academic year. Refer to **Item**
236 **II.11** for specific deadlines. All budgets will terminate at the end of the academic year,
237 regardless of when they were submitted. The organization should contact the current
238 GPSAFC chair for specific dates for budget review.
- 239 4. Budget requests submitted in April for the following academic year will be reviewed with
240 the assumption that the organization will retain their Tier. If, following review at the start
241 of the fall semester, the organization moves down a Tier, their allocations will be altered
242 accordingly. Groups that move up a Tier in the fall semester may submit Special Project
243 Requests to make use of their increased Tier cap, if desired.

244 5. Additional funding: This funding is in addition to the organization’s Tier cap limit, and
245 does not count towards the Tier cap.

246 A. Field: Only one organization per academic field can apply for this funding, once
247 per academic year together with the annual budget, and such an organization must
248 represent all the students in a given field. If necessary, the field’s Director of
249 Graduate Studies (DGS) or Director of M.Eng. Program, or the professional
250 school’s Director of Student Affairs, will make the final determination on which
251 organization represents the graduate or professional students of a given field. While
252 only one organization per field can apply for this funding, if several fields are
253 represented in the aforementioned manner by one organization, that organization
254 can apply for funding (the total membership of all the fields involved will determine
255 the funding allocation for such an organization).

256 i. All organizations that wish to receive “field” funding must apply for “field”
257 funding in their annual budget applications.

258 ii. To apply for field funding, at least one seat on the GPSA (voting member
259 or field representative) must be filled by a member from that field. This
260 requirement must be satisfied at the time of annual budget submission. If
261 this member misses more than two consecutive meetings in a given semester
262 and does not send a replacement, the Executive Vice President shall notify
263 the Chair of the Finance Commission, so that any funding allocated in the
264 “field” category to that organization can be frozen. The funds will be
265 restored when the member attends two consecutive GPSA meetings.

266 iii. Each eligible field organization that applies for funding will receive a base
267 allocation of 200 USD, with an additional one (1) USD for each student in
268 that field. The GPSAFC bases field membership numbers on official data
269 from the Fall Census conducted by the graduate school and on official
270 statistics from the data management officials at each of the professional
271 schools. Funding allocations for a given academic year are based on the
272 field membership numbers from the previous academic year’s Fall
273 Semester.

274 iv. Organizations can use field funding for events occurring during the
275 academic year for which the funds were allocated. Events funded by field
276 funding (and not relying on any other GPSAFC funding) can, at the
277 organization’s discretion, be open exclusively to members of that field.
278 Organizations must advertise all events using field funding to all field
279 members, whether via a list-serve or some other appropriate means in
280 accordance with **Item II.3** with relevant exceptions.

281 **B. Initiative Funding**

- 282 i. Additional funds are available through Special Project Requests (see **Item**
283 **IX**) for events aligning with GPSA Initiatives, as outlined in the GPCI
284 Document. Initiative Funding is limited to 200 USD maximum per event
285 and is subject to availability of funds.
- 286 ii. Groups applying for Initiative Funding must outline how their event
287 supports one or more GPSA Initiatives in their SPR.
- 288 iii. Groups approved for Initiative Funding must introduce the goals of the
289 funded events at a GPSA meeting prior to the events, and provide a report
290 to the GPSAFC about how the event met these goals, within one month
291 from the event.

292 **VII. First Time Applicants for GPSAFC Funding**

- 293 1. First-time applicants will be placed in Tier 1.
- 294 2. New groups can apply to move up one Tier in the next academic year.

295 **VIII. Appeals**

- 296 1. An organization that feels unfairly treated by a GPSAFC funding decision has the right to
297 appeal. An organization may submit an appeal only to contest the GPSAFC’s interpretation
298 of the Funding Guidelines. Groups may ask for reconsideration of funding allocation a
299 maximum of one time per budget request to the GPSAFC chairman via the OrgSync system
300 or by email. The decision to adjust the allocation will be voted on by the GPSAFC.
- 301 2. The following procedure applies to all appeals:

- 302 A. The organization is advised to reach a resolution with the GPSAFC chairperson on
303 an informal basis, initiating contact by email to the commission.
- 304 B. If the matter cannot be resolved on an informal basis, the GPSAFC chairperson will
305 provide the organization with an Appeal Form. The organization must fill out and
306 submit the Appeal Form with proper signatures.
- 307 C. The GPSAFC will discuss the appeal at its next regular meeting. A representative
308 of the organization submitting the appeal is encouraged to attend this meeting to
309 present the group's case and further clarify the appeal.
- 310 D. The GPSAFC will notify the organization of its decision within three days of its
311 meeting. If the organization wishes to further appeal the GPSAFC's decision, its
312 officers must contact the GPSAFC chairperson by e-mail at gpsafc@cornell.edu
313 within one week of this notification.
- 314 E. If an organization makes this second appeal, the GPSAFC chairperson will refer
315 the matter to the Appropriations Committee (GPSA-AC), which can uphold the
316 GPSAFC's decision, advise the GPSAFC to reconsider, or refer the matter to the
317 GPSA.
- 318 F. If an organization has appealed to the GPSAFC and the GPSA-AC and wishes to
319 appeal further, the GPSAFC and GPSA-AC Chairpersons will take the matter to
320 the GPSA for a final decision.

321 **IX. Special Project Requests**

- 322 1. Groups that have submitted an Annual Budget Application and need additional funds for
323 specific events may submit Special Project Requests. The amount allowed for a Special
324 Project Request must fit within the organization's total annual Tier limit, i.e, the sum of
325 the annual funding and the special project funding cannot exceed the Tier funding cap.
- 326 2. Special Project Requests should include as much detail as possible, including informed
327 estimates of all major costs, specific dates and times for events, event location, names of
328 speakers, expected attendance, and other funding sources for the event.
- 329 3. Organizations must submit Special Project Requests at least three business days before the
330 last GPSAFC meeting prior to the event date. The GPSAFC does not grant funding for

331 events that have taken place prior to consideration for funding. The GPSAFC will base its
332 allocation on funds available at the time of the request.

333 4. The GPSAFC requires detailed event descriptions that demonstrate the event's appeal to
334 graduate and professional students and outline responsible planning. The GPSAFC rarely
335 allocates more than 1000 USD per organization for a single event; to obtain around 1000
336 USD the event must demonstrate strong appeal to graduate and professional students. The
337 organization seeking funding must show evidence of substantial efforts to secure co-
338 sponsorship.

339 **X. Summer Budgets**

340 1. For events during the summer (the dates between Graduation and the day before classes
341 begin in the Fall semester), an organization must submit a summer funding application by
342 the last Friday of March detailing information on location, time, program descriptions, and
343 financial breakdown for all planned events.

344 2. The total sum of allocations towards events hosted during the summer may not exceed 20%
345 of the group's annual GPSAFC allocation.

346 3. In order to receive the awarded funding, the organization must submit receipts within 30
347 days after the event.

348 **XI. Co-Sponsorship**

349 1. If two or more GPSAFC funded organizations wish to combine their efforts to produce a
350 single event, they can apply for co-sponsorship from the GPSAFC. GPSAFC organizations
351 cannot transfer funding from one group to another, but they can submit separate Special
352 Project Requests for a single event. Organizations must use Special Project Requests (and
353 not annual budgets) to apply for funding for a co-sponsored event. Organizations must
354 detail what expenses each group will bear at the event.

355 2. Each organization must apply for funds for particular non-overlapping costs of producing
356 the event.

357 3. Total allocation for a single event shall not exceed the cap for Tier 4.

358 **XII. Enforcement**

- 359 1. If, at any point, the GPSAFC finds that an organization has not adhered to these Funding
360 Guidelines, has used funds improperly, or has provided false information in an application
361 or correspondence of any kind with the GPSAFC, the commission reserves the right to take
362 one or more of the following actions:
- 363 A. Provide the organization with a written warning noting the violation and asking the
364 organization to change its practices so that it is no longer in violation.
 - 365 B. Impose a defined probationary period (e.g., one semester or one year) during which
366 the organization cannot apply for GPSAFC funding.
 - 367 C. Withdraw part or all of any annual budget and/or special project request funds
368 remaining from previous allocations.
- 369 2. The GPSAFC reserves the right to audit (budget, spending, and inventory) all GPSAFC-
370 funded organizations, and it is incumbent on all organizations to aid the audit to the fullest.

371 **XIII. Amendments**

- 372 1. These Funding Guidelines may be amended by a majority vote of seated GPSA members.
- 373 2. The GPSAFC Chairperson will review these Funding Guidelines each year and suggest
374 appropriate alterations to the Chairperson of the GPSA Appropriations Committee.
- 375 3. The GPSA can raise Funding Maximums on Restricted Items (**Item V.2**) at any time; any
376 lowering of maximums will not take effect until the next budget cycle. The GPSA
377 Appropriations Committee shall recommend changes for the next fiscal year's budget cycle
378 before the end of February of the current academic year.
- 379 4. The Appropriations Committee must recommend changes to these Funding Guidelines
380 necessitated by changes in University policies and procedures.
- 381 5. Amendments to the Funding Guidelines must be presented to the GPSA for discussion at
382 least one meeting in advance of the meeting in which the final vote will take place. Changes
383 to Tier brackets and/or the Appendix (**Item XIV**) may be done yearly at the GPSAFC's
384 discretion, and do not require formal amendment of these Guidelines.

385 **XIV. Appendix**

- 386
- 387 1. Best practices to maximize favorable funding outcomes:

- 388 A. While not a requirement for all budget requests the GPSAFC highly recommends
389 submission of previous bills, quotes and a thorough justification of budget supplied
390 for funding. The more detailed the line items on the request for funds, and plan for
391 event, the more likely you are to receive a favorable decision.
- 392 B. Collaborative efforts in hosting of events will be seen positively, and the event is
393 likely to receive greater allocation.
- 394 2. Examples of GPSAFC-fundable items include:
- 395 A. Program:
- 396 i. Speaker: For expenses of bringing a speaker or performer to campus,
397 including:
- 398 1. Honoraria or gifts.
 - 399 2. Personal vehicle travel, including toll fares and parking fees.
 - 400 3. Rental vehicles for transportation from outside of Ithaca to Cornell,
401 including rental fee, gas, toll fares, and parking fees.
 - 402 4. Airline, train, boat, Zeppelin, or bus travel.
 - 403 5. Lodging.
 - 404 6. Meals eaten at a restaurant.
- 405 ii. Event Production: For expenses of producing a cultural, educational, or
406 theatrical event on campus, including:
- 407 1. Rental or purchase of equipment: any equipment necessary for an
408 event to be successful, including Audio-Visual equipment, VCRs,
409 slide or film projectors, and table space.
 - 410 2. Services: additional services provided by the university required for
411 an event, such as CU Police Department and/or Life Safety, lighting
412 or sound experts, or security fees to protect an exhibit.
 - 413 3. Room rental: for on-campus (or GPSAFC-approved off-campus)
414 facilities that charge a fee.
 - 415 4. Films: for expenses of showing a film on campus.
- 416 iii. Reception: For food served during or following a cultural, educational, or
417 theatrical event on campus.
- 418 iv. Publicity:

- 419 1. For advertising of GPSAFC funded events, such as: poster printing,
420 banners (for specific events), advertisements and programs.
421 2. The GPSAFC encourages organizations to be sustainable by
422 reducing the quantity of paper advertisements and using electronic
423 forms of communication where possible.

424 B. Club Sports:

- 425 i. Non-personalized sport equipment (including jerseys).
426 ii. Facilities rental: funds to rent space for practices or competitions within
427 Tompkins County and Geneva Station.
428 iii. Tournaments: expenses for competitions or tournaments hosted by the
429 organization within Tompkins county or Geneva Station.

430 C. Publication: non-professional journal or magazine, including the costs related to
431 printing or copying of issues, or costs related to the production of an online journal.

432 3. Other Funding Sources:

433 In addition to GPSAFC funding, organizations may be eligible to apply for funding from
434 other agencies on and off campus, including co-sponsorship from other byline-funded
435 organizations. Some on-campus groups that often co-sponsor events include:

- 436 • Diversity and International groups: International Students Union (ISU), ALANA,
437 SDDI, Dean of Student, Graduate School (OISE), International Students and
438 Scholars Office (ISSO), Asian and Asian American Center (A3C), South Asia
439 Program
440 • Performances: Cornell Concert Commission, Cornell University Programming
441 Board, Department of Music, CUTonight (for late night events)
442 • Co-sponsorship: GPSA-Programming Board

443