Graduate School of Arts and Sciences

GRADUATE STUDENT COUNCIL

Graduate School of Arts and Sciences Student Council Funding Policy

Please read the entirety of this document before submitting a funding request.

1. Funding Process and Timeline
    a. All requests must be submitted via the Grad Council website's funding page. No exceptions. Requests will not be considered unless they go through this webpage. (http://gradcouncil.com/funding-landing/)
    b. All funding requests must be submitted in time for the general body to approve the request at least one week before the event takes place. For example, if an event is to be held in the third week of October, the request must be heard at the October general body meeting. If, however, the event is to be held in the first week of April (during which the general body meeting also occurs) the event must be approved at the prior month's general body meeting.
    c. Before requests can be heard by the general body, they must be reviewed by the Finance Committee. All request must be in to the Finance Committee a week before the date of the general body meeting. A complete list of these dates can be found on the GSASC Finance webpage. Any requests made after the stated deadline will be rolled over to the following month. If the following month's meeting is too late to meet the financial request date, then the request is automatically rejected.
    d. All requests coming from within GSASC (e.g. Grad Days, Huskey, and Social Committee sponsored events) will be considered as internal funding requests (see below for specific guidelines). Such requests should be submitted under the General Funding form found on the Funding webpage.
    e. All requests coming from any other student or student organization (i.e. any department or student club/organization) are considered external funding requests. These requests should also be submitted via the general funding request form.
    f. Requests for Intermural sports teams should be submitted via the intermural request form, also found on the GSASC funding webpage.
    g. The requester, or another member of the requester's organization (e.g. a co-organizer of the event to be funded) must attend the monthly finance committee meeting, in person, to present their funding request. The committee may ask clarifying questions. If no member is present, the request will be automatically rejected.
    h. The funding request(s) will be debated and voted on by the committee after all requests are heard and requesters have left the room.
    i. The funding request will be sent to the GSASC Senior Assistant Dean for pre-approval and a compliance check to ensure that the event meets all University policy guidelines.

j. The funding request will then be debated and voted on by the general body of GSASC at the next meeting.
k. The chair of the finance committee will notify the requester of the decision of the general body upon the conclusion of the meeting. Those who do not receive their requested funds, or do not receive the total amount requested will be given documented reasons via email and may be invited to reapply. Approved requests that seek to use a PO/PTAO will be given the GSASC PTAO account number for billing at this point.
l. The requester must submit a post-event report to the GSASC Vice President for Finance within 14 days of the completion of the event. Failure to do so can result in penalties and or sanctions being imposed (see below) including withholding of funding.
    i. Post event reports must include a 1 page (maximum) write-up including attendance counts, an itemized report of expenditures toward which GSASC funds contribute, and a brief statement on the worth and efficacy of the event.
    ii. In addition to the write-up, requesters must include documentation concerning the expenses incurred.
        1. If a student is being reimbursed, the requester must submit a reimbursement request form accompanied by an *original* and *itemized* receipt for APPROVED expenditures not to exceed $400 per student per event. These documents must be given to the VP of Finance. Both electronic and hard copies of these documents shall also be sent to the VP of Finance.
            a. It is highly recommended that parties seeking reimbursement also maintain electronic copies for their records.
        2. For events paid for by PO/PTAO requesters must submit a PO/PTAO form, obtainable on the GSASC funding page, as well as an invoice for all expenditures toward which GSASC money will be spent.
            a. Please note that PO/PTAOs must be initiated *before* an event takes place. When possible, please seek the aid of a department administrator or the management of any service provider to initiate the PO/PTAO.
            b. A PO (purchase order) is used for expenditures from outside vendors. For example, if you wish to rent space from Crozet Pizza you should use a PO. Those not familiar with UVA procurement should work with a department administrator when generating a PO. Managers of external vendors will be able to assist when generating a PO.
            c. A PTAO is used for expenditures from within the University. For example, printing services through the UVA library can be paid for with a PTAO.
            d. We encourage the use of POs and PTAOs for more expensive events.

e. Forms for reimbursement and POs/PTAOs can be found on the Grad Council website.

2. General Rules and Requirements
    a. Fundable expenses include food, disposable goods (e.g. paper goods, utensils), printing and copying services, and general services (including security, music, tech support, web hosting, space rental, driving, etc.).
        i. General services MUST be paid for by PO or PTAO and NOT by reimbursement. They must go through UVA procurement with an internal or external registered vendor.
    b. GSASC funds CANNOT be used toward speaking fees, non-disposable goods, lodging or transportation of non-UVA graduate students, or for paid media advertising.
    c. Within an event, all funds *must* be used in a way that directly benefits UVA graduate students. For example, if money is to be spent on lunch, graduate students must be invited to the lunch. For all events funded by Grad Council, at least 50% of the allocated funding must go towards GSAS students.
    d. Events and purchases must remain within budget to avoid penalty. (For information on penalties and sanctions, see below.)
    e. Requests may only be made by and for organizations and students in good standing with the university.
    f. Funding requests must be made by the individual who will be refunded, or a suitable organizational officer.
    g. Funding of an event by Grad council shall not exceed $10/head (based on expected attendance).
    h. For any request that involves the use of grad council funds to pay for alcohol, whether the event will be held on or off grounds, an alcohol approval form (VPSA) must be submitted to the committee with the request. A link will be provided to this form on the GSASC funding page.
        i. Alcohol approval must also accompany requests for all events held on grounds where alcohol will be served, regardless of whether grad council funds will be used to pay for alcohol.
    i. No one reimbursement may exceed $400. If an expenditure totals more than this amount, the vendor must be registered with UVA procurement and a PO must be used for payment. Under no circumstances may multiple individuals split an expense over $400 and both apply for reimbursement.
    j. Services must be paid for with a PO or PTAO. Reimbursements will not be granted for payments for services. Examples of services include venue rental, security, music, tech support, web hosting, driving, manned transportation, etc.
    k. No event requests will be entertained by the Body during the June meeting and no non-event requests will be entertained at the June General Body Meeting. No event may occur later than the Saturday ending the first full week in June. Any event occurring in June must be submitted for review at the May General Body meeting.
    l. Overspending on the part of an individual will be at the discretion of GSASC to fund.

m. If a department or organization overspends the overage will be billed back to that department or organization.
n. Preference is given to events which involve students from multiple departments and programs and to events sponsored by multiple student organizations.

3. Specific Guidelines for Internal Funding Requests coming from GSASC Committees
    a. Committee Meetings
        i. Food for committee meetings is exempt from funding request submission and approval, but must still adhere to the expenditure type guidelines (e.g. PTAO must be used for UVA Catering, etc.) and timelines for reimbursement/PO/PTAO form submission.
        ii. Committees are limited to funding food for one (1) meeting per month, and funding does not roll over month to month (e.g. if a committee does not meet in September, they cannot apply for reimbursement for two meetings worth of food in October).
        iii. Funding for committee meeting food is capped at $6/head.
        iv. Alcohol may not be funded using the committee's food budget.
        v. Failure to follow these guidelines will result in no further funding of meeting food for the committee in violation for the remainder of the academic year.
    b. GradDays and Huskey
        i. A draft budget must be submitted to the finance committee for review at the January finance committee meeting.
        ii. The draft budget must include a breakdown of the cost of each event, proposed expenditure method (reimbursement, PTAO, etc.), and any co-sponsorships or other sources of funding.
        iii. The committee will identify possible areas of concern in the draft budget and, if needed, submit it to the Senior Assistant Dean of GSAS for review.
        iv. Proposed expenditure methods will be reviewed by the VP of Finance to ensure compliance with University and Council policies and changed if needed.
        v. The final budget for all events must be submitted to the finance committee for review and approval at the February finance committee meeting.
        vi. At the time of submission of the final budget, all venues, caterers, dates, etc. must be confirmed and all necessary forms (alcohol approval, etc.) must be submitted with the budget.
        vii. All expenditure methods must be in accordance with University policy.
        viii. The relevant committee chairs should notify the Finance Committee chair of their intent to submit the final budget at this meeting and provide the chair with the budget by the funding request submission deadline for that month.
        ix. If approved by the body, the final budget is sent to the Senior Assistant Dean of GSAS for approval and compliance check. Once approval is received from the Senior Assistant Dean (and not before), the committees may start spending their allocated funds.

x. After GradDays and Huskey have concluded, the committee chairs must submit a post-event write-up explaining the efficacy and worth of the event along with the necessary reimbursement and/or PO/PTAO paperwork to the VP of Finance, just like any other event.

4. Specific Guidelines for External Requests (including Intermural Sports)
    a. Events must be open to graduate students in multiple departments/programs.
    b. Intermural teams requesting funds must include graduate students from multiple departments on the team receiving funding.
    c. The maximum amount that will be approved for a single event at any particular meeting will be $400. Requesters may submit an additional request for the same event at a later date (granted that the request still complies with the above rules) for additional funding.
    d. Due to budget limitations, intermural sports team requests are capped at $75 per team.

5. Penalties
    a. Violations of the above policies, and/or the policies and procedures of any germane group, body, or corporation, and/or violations of the laws of the land, may result in sanctions against the requesting agent.
    b. Three-Strike Violations
        i. Certain violations are not themselves sufficient to merit a sanction. In these cases it will take three violations. Examples of these sorts of violations include: minor delays in paperwork filing, incomplete paperwork, gross overestimation of attendance, significant under-projection of expenses, failure to appear at the relevant Finance Committee meeting, and violations of similar severity.
        ii. Strikes roll over for two principle semesters. For example, points earned in the Fall of 2015 will expire at the end of Fall 2016.
    c. One-and-done Violations
        i. Certain violations are themselves sufficient to merit a sanction. In these cases, it will only take one violation. Examples of these violations include: misrepresenting the event/item/service requested for, altering receipts, spending without approval, leaving a file open through year's end (if a request is left to the end of the fiscal year, where money has been spent but the rest of the paperwork (including the report) is incomplete), violation of rules, policies, or laws of sufficient weight during the event (e.g. underage drinking, the presence of drugs, funds being spent on non-students, etc), and violations of similar severity.
        ii. It will be the duty of finance committee to identify when a violation has occurred. Then, a report will be made to the council body, who will vote on whether a violation has occurred. If the body agrees that a violation has occurred, it will then suggest a sanction. Sanctions will ultimately be determined by the VP-Finance and reviewed by the Executive Committee.
    d. Sanctions
        i. Request not eligible for further funding

1. Often, a request is given some money and encouraged to return for more. This sanction locks the original funding, preventing any more funds from being allocated to the request AND overages being funded under the mercy of the body.

ii. Request funding curtailed
    1. If malfeasance is uncovered or occurs after funding is given but before the money is spent, then the funding will be lessened under this sanction.

iii. Request funding approval withdrawn
    1. If malfeasance is uncovered or occurs after funding is given but before the money is spent, then the funding will be removed entirely under this sanction.

iv. Requester not permitted to submit requests; organization needs new rep
    1. This sanction is designed for instances wherein the process is befuddled by the representative of the organization, but the organization and event have sufficient merit that conservation is desirable. This sanction does not penalize the event/organization, but requires them to select a new representative so that the issues do not happen again.

v. Requester not permitted to submit requests; organization/person cannot get Funding
    1. This sanction is essentially a ban on funding.
    2. This sanction requires a time-frame be set at the time of sanctioning (e.g. a semester, a year, until years end, etc.)
    3. It is possible, but not advisable, to make the duration set by a condition (e.g. a change in organizational leadership, in the law, in university policy, etc.)

vi. Actions submitted for disciplinary review
    1. The issue has been turned over to the relevant university authorities

vii. Actions submitted for legal review
    1. The issue has been turned over the university legal department and/or law enforcement