Please cut and past this document to your word-processing program and fill in the requested information.

In addition to completing this form, the GSA Fund Agreement Form must be signed by your organization’s President or an executive board member. Upon completion, both forms should be submitted to the GSA Treasurer at least ten days prior to the next GSA Senate meeting via email or through campus mail.

PROPOSAL TO THE GRADUATE STUDENT ASSOCIATION
Name of Organization, School, or Department
Date

I. CONTACT INFORMATION

Organization representative overseeing the proposal:
Mailing address:
Email address:
Advisor’s name:
Advisor’s telephone number:

II. ORGANIZATION INFORMATION

Brief description of the organization:
Website address if applicable:
Number of years the organization has been active:
Total number of members:
Number of those who are graduate students:
Annual budget. Be brief yet include all of your sources of funding such as student fees:

III. EVENT DESCRIPTION

Date, time, and location:
Describe your target audience:
Describe how this event will benefit graduate students:
List the event schedule:
Describe the advertising for the event. Please attach a copy of any flyer.
Have you held this event previously? If so, describe attendance numbers and the cost:
Has the GSA sponsored your group in the past?
If the event is being held off campus, please state why:

IV. EVENT BUDGET

Detail the complete budget of the event listing the breakdown of costs. Include a list of all other confirmed and/or potential sources of funding including the requested amount from the GSA.

Will this event generate funds? If yes, what will the funds be used for?