Graduate Student Council (GSC)

GSC FUNDING REQUEST FORM

Directions

- Single event funding requests may not exceed $500.
  - For requests up to $250, please email this completed form to Graduate.Student.Council@Dartmouth.edu at least one week in advance of the event. Requests of $250 or less are considered “fast track requests” and are voted upon by the executive board alone over email. You will receive an email as to whether or not it was approved within 3 days of your submission from the President.
  - For requests between $251-$500, please email this completed form to Graduate.Student.Council@Dartmouth.edu at least 72 hours before the next monthly GSC general council meeting. The department representatives and executive board members in attendance at that meeting will vote on the request. You will be required to attend, present this request in person, and answer any questions that arise. You will receive a decision on whether or not the request was approved or denied at that meeting.
  - In order to be approved, all requests must receive a majority of the vote (50% +1).
  - Please contact the President and/or the Finance Chair with any additional questions you have, and with questions regarding cash advances or reimbursement procedures.
  - The Infraction Clause (which can be read in full on the GSC website) will be invoked should you overspend what you are approved for, misuse the GSC chart string in any way, make inappropriate purchases, or fail to submit your receipts for reimbursement by the deadline, etc.

The absolute deadline each year to submit receipts for reimbursement (BER) is the subsequent August 14th. For instance, if you make event purchases in the 2015-2016 academic year, you must submit your receipts for reimbursement no later than August 14, 2016. However, we strongly urge you to submit receipts for reimbursement no later than 2 weeks after your event has occurred!

This request is for:

1.) A GSC Student Organization-
   - Which Group/Organization:
   - Name of the person filling out this form:

2.) A Graduate Student Individual-
   - Your Name:

3.) Other-
   - Organization’s Name and/or Contact Person:

Todays date: 

Title of event: 

Description of event: 

Date of event: 

Time of event: 

Location: 

How many people do you anticipate attending?

Are you seeking funding from any other sources?

What is the total amount of additional funding you anticipate receiving from other sources?

Who is this event for?

(Check all that apply.)
• ALL graduate students – *This is a requirement in order to acquire GSC funding.
• Undergraduate students
• Faculty/Staff
• General public

How is this event being advertised?  (All of the methods below are required.)
   Via the GSC website and DartGrad Weekly (follow this link to do so)
   In the GSC Facebook group (at this link)
   If applicable, via a Facebook event page–list link:

---

**Budget Estimate**

<table>
<thead>
<tr>
<th>Please list potential purchases specifically: supplies, equipment, food, drinks, etc.</th>
<th>Estimated cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td><strong>Total cost:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total amount being requested from the GSC:**

Thank you!