



# **GPSGA Co-Sponsorship Fund Procedure & Application Guidelines**

To apply for the GPSGA Co-Sponsorship Fund, please follow the guidelines outlined in this document.

To be eligible for co-sponsorship funding:

- ✓ Applicant must be part of a department or organization that has active representation at the GPSGA general assembly meetings and is eligible for funding (See GPSGA website for standing status of your department). Graduate student organizations that failed to meet the representation requirements and the GPSGA committee requirements cannot apply for co-sponsorships.
- ✓ The only organizations that can apply for the GPSGA co-sponsorships are recognized student organizations in Oklahoma State University. They may or may not be graduate student organizations.
- ✓ A co-sponsorship application must be submitted by the organization requesting co-sponsorship before the co-sponsorship deadline.
- ✓ There will be one deadline for each semester. The deadline would be either **on the day of the second general assembly meeting for that semester** or **on a day during the fifth week of the semester**, whichever is the latest date.
- ✓ On receiving the applications, the finance committee shall review the applications (similar to travel grants) and propose a recommended amount to the GPSGA general assembly for each request. The amount recommended shall be no more than 25% of the allotted co-sponsorship budget for that semester.
- ✓ GPSGA treasurer or a member of the GPSGA finance committee will communicate the recommended amount to the organization requesting the co-sponsorship. A representative from the organization should work with the treasurer or a member of the finance committee to prepare the legislation to approve the co-sponsorship.
- ✓ Bills to authorize the approval shall be presented to the general assembly during the subsequent general assembly meeting. Representative(s) from the organization must be available during the meeting to present their request.
- ✓ Failure to have a representative to present the co-sponsorship request would automatically result in rejection of the co-sponsorship request.

- ✓ *All organizations receiving co-sponsorship should provide publicity for GPSGA in their publicity material.*
- ✓ All organizations receiving co-sponsorship must submit a report to the GPSGA executive committee about their event within a month of the event. Apart from including the financial information about the event, the report should also contain descriptive information, if possible with pictures, that can be used in the GPSGA newsletter.
- ✓ In the event that no organization applies for co-sponsorship before the deadline, the executive committee will have the authority to (1) extend the deadline for that semester, or (2) roll-over the unallocated money to the next semester's co-sponsorship budget, or (3) roll-over the unallocated money to the next year.



Please type your application, and submit it to GPSGA via email at [treasurer.gpsga@okstate.edu](mailto:treasurer.gpsga@okstate.edu) Or drop off a printed copy at the GPSGA Campus Life Office (SU-211N) or mailbox, by 5:00pm on the mentioned due date (refer GPSGA "Important Announcements" to know more).

All the treasury related forms should be sent to the Treasurer at [treasurer.gpsga@okstate.edu](mailto:treasurer.gpsga@okstate.edu)

Late or incomplete applications will NOT be reviewed.