

GSG Budget & Finance Committee (BFC) Best Practices on Event Funding Requests (EFR)

1. Religious events cannot be funded as these events do not encourage all graduate student participation and target specific graduate student groups.
2. The applicant graduate student organization (GSO) must show a concerted effort to be inclusive of the graduate student body outside of their own organization through publicity and outreach prior to GSG-funded events, as outlined clearly in EFR guidelines.
3. We encourage events on or near campus where all graduate students can participate.
4. Gifts or prizes for guests, speakers, or students or any capital expenditure for events are prohibited to fund by the GSG bylaws.
5. EFR-approved funds can also not be used to pay for bottled water and decorations.
6. All items for decorations are not eligible for funding.
7. The amount for food over \$10 per graduate student will be only accepted based on the GSO event situation and the GSG EFR budget scenario.
8. Educational or professional development events, especially those that appeal to a large portion of the graduate student population and encourage cross-disciplinary interaction, are given preference.
9. Organizations who fail to abide by best practices or provide fraudulent information will be barred from applying for event funding for one year (starting from the date when such behavior is detected).
10. Applicant GSOs must declare all members who are also members of the GSG Assembly and GSG BFC to avoid conflict of interest and maintain the BFC's integrity.
11. Any members of BFC affiliated to the GSO in any particular way must declare themselves in the beginning and excuse themselves from the discussion. This helps the BFC maintain its integrity.
12. GSOs must include the event sign-up sheet and at least one photo with the event and GSG sign in their post-event report.
13. A BFC member who has three unexcused absences from the evaluation of EFRs, or who is absent, whether excused or unexcused, from evaluations of EFRs for five times, may be removed from the committee.
14. A member, who has not participated in the evaluation of event funding requests after five calendar days of the first email notice, will be considered absent for the discussion of EFRs. Based on the number of reported and de facto absences, the Chair of the BFC shall recalculate and update committee members with the threshold for a majority passage of an EFR.
15. BFC can only approve EFRs at or below 5% of the amount allocated to EFR (\$500 in 2024–2025). An EFR above 5% must be approved by the GSG Assembly, which meets every month from September to May.