

# GSC Funding Policies

*Appendix II of GSC By-Laws*



# Appendix II: Funding Policies

*Starting fiscal year 2017-2018*

## **Section 1: General**

### **A. The Usual Method for Approving Allocations**

1. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, all allocations of funds shall be made by consensus of the GSC members.
2. All meetings at which consensus funding allocations are made must have at least 1/3 of the voting members of the GSC present.
3. Officers and/or representatives of a VSO present at a GSC meeting shall not be included in the consensus required to approve funding allocations for that organization.
4. Decisions involving funds must be made publicly available within one week of the GSC meeting at which they were made.
5. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, the voting members of the GSC may, by a majority vote, override any allocation of funds made by consensus. This may only take place at the first GSC meeting after the minutes of the meeting at which the initial consensus allocation occurred are made publicly available.
6. The allocated funds shall not be drawn upon until the override period has elapsed. During this period, the organization receiving the allocation spends money at its own risk.

### **B. All allocations of funds shall require explicit approval in the minutes of the GSC.**

**C. Transfers of funds from a group's reserve account to its operating account shall be done by the Usual Method for Approving Allocations.**

### **D. Schedule**

1. The fractions of the base amount of the GSGF and Special Fees collected in each quarter shall be specified in the Funding Policies of the GSC.
2. Allocations shall be made on a rolling basis. Funds may be made available for the remainder of the current quarter, for subsequent quarters, or for the remainder of a fiscal year.

### **E. Funding Committee**

1. The Funding Committee shall review funding and Special Fee requests from all Graduate Student Organizations, and present a recommendation on each to the GSC.
2. The Funding Committee shall consist of a subset of the members of the GSC, chosen by consensus.
3. A member of the Funding Committee may be removed by a 2/3 vote of the GSC.
4. No member of the Funding Committee shall formulate a recommendation for a request from a VSO of which s/he is a member.
5. The procedure for formulation and review of requests shall be specified in the GSC Funding

Policies.

6. The structure of the funding committee, including chair/co-chair/vice-chair/auditor positions and stipends, shall be determined by the Funding Committee.

## Section 2: Review Procedure

**A.** VSO representatives must attend a GSC Funding Meeting **at least 2 weeks before the event date**. Events presented with less than a 2 week lead time might not get funding. If a VSO fails to send representatives to attend a funding committee meeting before they present their applications to the GSC, the funding committee will recommend \$0 to the GSC.

**B.** Review of VSO funding applications will be conducted by at least two members of the funding committee.

**C.** Funding committee meetings are normally held every Monday at 7pm during academic quarters (no meetings during winter and spring breaks, biweekly meetings during the Summer Quarter) in the GSC room on the second floor of GCC. If there is a change to the schedule of the funding meeting of the coming week, it will be updated on the GSC calendar no later than Thursday midnight. For up to date information, check the GSC calendar at <http://gsc.stanford.edu/gsc-calendar/> (Google calendar <https://goo.gl/FH95BG>)

**D.** After submitting the event through SSE's My Groups, please write an event description and **submit the event to the GSC calendar** before attending the funding meeting. (<http://gsc.stanford.edu/gsc-calendar/>, google calendar address: stanfodgscalendar@gmail.com)(Google calendar <https://goo.gl/FH95BG>)

**E.** Funding approval is generally conditional on advertising the event to the graduate student population in advance, including but not limited to registering the event on the [GSC calendar](#) (Google calendar <https://goo.gl/FH95BG>) at least 2 weeks before the date of the event.

**F.** The Funding Committee shall consider necessary the answers to the following questions, with documentation where necessary, when formulating its judgment of a funding application for specific activities:

1. What is the target population, including dues-paying membership where applicable, and membership makeup of the organization and its activities?
2. How will the activities be advertised?
3. How realistic and specific are the activities and budget figures?
4. Is the allocation a fair and efficient use of the VSO partition?
5. If applicable, have the organization's previous funded and non-funded events been successful and within budget?
6. Does the organization's activities provide sufficient value for the amount of money allocated? Does the organization's activities make a unique contribution to the community?
7. If food is going to be provided, what type of food will be served? Will there be vegetarian or other special dietary options?

**G.** The Committee shall prepare a brief recommendation to the GSC regarding each funding petition. At the first GSC meeting after preparation of the recommendation, the Committee shall summarize the application and present its recommendation.

**H.** The Funding Committee provides recommendations only. Final funding approval, for both recommended and rejected funding applications, is at the discretion of the GSC by consensus or by vote.

**I.** No retroactive funding will be approved by the GSC.

## Section 3: Recommendation Guidelines

The responsibility of the GSC Funding Committee is to provide a recommendation to the GSC on funds to be distributed to student groups (VSOs) by SSE. The guidelines recommended are established to provide fair and equitable distribution of funds to the entire graduate community. **Groups shall organize events to benefit the entire graduate community.** For the Funding Committee to issue a recommendation regarding specific types of funding, the GSC has set the following guidelines.

### A. General Guidelines

1. Our ethos is that groups should organize events to benefit the entire graduate community. That means that a Stanford graduate student who is not closely connected with your organization or community should feel comfortable “crashing” your event. (For the purposes of these guidelines, we define “comfortable” as being able to eat provided food or snacks and understand some of what is being said or presented). We therefore encourage VSOs to hold events that are welcoming to the general graduate student population. At a minimum, we require that VSOs:

- a. Provide vegetarian options at GSC-funded events
- b. If a VSO will be using a non-English language for the event, provide some English content or translation so that non-speakers of the event’s primary language will be able to understand what is going on and feel welcome. This does not mean that everything must be in English - the GSC affirms the importance of the graduate community’s many languages - but for example RSVP forms and advertisements should have an accompanying English translation, and it is preferable that speeches or presentations essential to the experience of the event also be made available in English.
  - i. A way to satisfy this requirement would be to have a volunteer member from the VSO provide live translation of key points of the event. It also may be possible to ask the Bechtel International Center or language departments for co-sponsorship and help with live translation.

2. To be fair and equitable to all those who put money into the fund:

- a. The maximum funding per fiscal year is soft capped<sup>b,c</sup> (see glossary of terms) per student attendee at \$30/student/year.
- b. The soft cap<sup>b</sup> may be recalculated if VSOs provide proof that their event(s) were attended by more students than the estimated attendance.
- c. Groups with highly overlapping populations or purpose will be treated as a single group to avoid double-funding.
- d. The hard cap<sup>c</sup> for funding per fiscal year is **\$6000** for each VSO with 70% or more graduate student attendance. No VSO with 70% or more graduate student membership will

receive approval for funds in excess of this from the GSC.

e. The hard cap<sup>c</sup> for funding per fiscal year is (\$6000 multiplied by graduate student attendance percentage) for each VSO with 30-69% graduate student membership. No VSO with 30-69% graduate student attendance will receive approval for funds in excess of this from the GSC. This is because such groups are also eligible for funding from the ASSU Undergraduate Senate.

3. To encourage VSOs to organize joint events in collaboration, the soft cap for jointly organized events may be relaxed on a case-by-case basis and the collaborative event will not count toward either individual VSO's soft cap (though money allocated to a VSO for a collaborative event will still count toward the VSO's hard cap). It should be noted that this is not to encourage multiple events by the same group of VSOs but to encourage different VSOs to try events with a variety of VSOs. Therefore only one collaboration between two VSOs per year will lead to a soft cap relax.

a. The maximum amount allowed for an individual event, regardless of attendance and number of VSOs, will be \$15,000.

4. Each fiscal year turns over on **June 30th**. All events must be submitted in the appropriate fiscal year category on myGroups.

5. All decisions regarding funding recommendations are subject to the discretion of the Funding Committee, and all funding approval is at the discretion of the GSC.

6. The GSC Funding Committee cannot and will not make unilateral decisions about events for which groups do or do not receive funding. Group funding is not secured until the GSC has provided approval.

7. Every VSO must apply for funds through myGroups and attend a funding committee meeting to be eligible for GSC approval. No approval will be given if the VSO gets put on the GSC agenda without first applying for funds and receiving a committee recommendation.

8. Any VSO has the right to get themselves on the GSC meeting agenda by emailing the Co-chairs at [chair@gsc.stanford.edu](mailto:chair@gsc.stanford.edu). This is highly encouraged in cases including, but not limited to:

a. The Funding Committee rejects a funding application, but the VSO would like to seek approval from the GSC regardless.

b. The VSO would like to apply for funding that comes in direct conflict with one of the funding bylaws.

## **B. What the Funding Committee Will and Will Not Recommend**

1. No retroactive funding.
2. No funding for events that may jeopardize the 501(c)(3) status<sup>e</sup> of the GSC. This includes, but is not limited to, events that demonstrate particular partisan support.
3. Funds may be provided for purchasing capital equipment (this is anything that is non-consumable item) if it can be shown that:
  - a. The equipment is essential for the VSO.
  - b. The purchasing of the equipment will be cheaper than renting it for the events for the year. The equipment will belong to the GSC and be managed by the equipment master.
  - c. Or if it can be shown that the equipment purchase is less than \$100. The GSC holds the right of first refusal with regards to ownership of the equipment.
4. Off campus events will be funded by the GSC provided they meet the following requirements:
  - a. The funding committee will only recommend budgets for off-campus events that have already been approved by Stanford Activities and Leadership (SAL) by the time they are presented to the funding committee. The event can be submitted to SAL through CardinalSync, and more information can be provided by SAL peer advisors. <https://sal.stanford.edu/about-us>
  - b. Maximum of 1 night
  - c. Transportation for all interested students must be provided to/from Stanford campus. Additionally, no flights will be funded.
  - d. If it is an overnight event, all requested food and alcohol will be subject to the cap for a single dinner.
5. On and Off campus Conferences/ Registration Events:
  - a. No funding will be provided for a student to attend a conference.
  - b. No funding will be provided to pay for event or conference registration fees.
  - c. No funding will be provided for student travel expenses.
6. Funding related to departmental degree requirements, e.g. Defense Dry Runs, Practice Qualls, etc.
  - a. No funding will be recommended, no matter the topic.
7. Academic Seminars:
  - a. Only academic talks of broad interest will be funded.
  - b. No funding will be provided for departmental seminars. The department specified should fund this type of seminar.

c. No funding can be applied toward honoraria for on campus scholars including, but not limited to faculty, visiting scholars (for example, a professor on sabbatical), post-doctoral scholars, students, etc.

8. Departmental Information sessions (such as a Town hall meeting):

a. Approval for these types of events will not be given via the GSC Funding Committee, but might be funded by the GSC through other means such as through the GSC advocacy byline.

9. Community service events:

Community services, for the purpose of GSC funding, is defined as an activity or event in which Stanford students work together to promote community, learning, health, or social well-being for themselves and for others. The GSC will consider funding community service events and activities of VSOs through regular funding process provided that:

- a. The service work takes place on campus or in the San Francisco Bay Area.
- b. Funds are used in a way that encourages the involvement and enrichment of the participating Stanford graduate students.

10. Event deemed to be solely in the interest of a particular VSO:

a. The GSC will NOT approve funds for officer's meetings, VSO information update meetings, VSO elections or anything that is deemed to be solely in the interest of the particular VSO. VSOs should organize events to benefit the entire graduate community.

**C. The 70/30 Attendance Rule**

- 1. If the event attendance is 70% graduate or more, the GSC will fund 100% of the funding request (pending application review, of course).
- 2. If the event attendance is under 30% graduate, the GSC will not fund the event.
- 3. If the event attendance is less than 70% graduate, but more than 30% graduate, the GSC will fund proportional to the graduate percentage. (Example: The VSO experiences 65% graduate involvement, the GSC will be responsible for 65% of the total fund request and the Undergraduate Senate will be responsible for 35% of the total fund request.)

**D. Community Service Groups**

- 1. Community service groups are defined as groups that belong to the category "Community Service" on CardinalSync and have been deemed as such by SAL.
- 2. No soft caps will be applied.
- 3. If a community service receive GSC funding:
  - a. They are strongly recommended to submit an annual report on their events at the end of the corresponding academic year. The internal auditor will contact the VSO with more

information.

b. They must post all of their recruiting events on the GSC calendar.

4. Fundraisers:

a. Fundraisers are considered normal events, not community service.

b. Soft caps will be applied.

**E. Ticketed or RSVP required events**

1. At least 50% of the tickets/spots must still be available when the event is presented to the GSC Funding Committee.

2. RSVP or ticketing must be done online and in a form that allows either adding [stanfordgscfunding@gmail.com](mailto:stanfordgscfunding@gmail.com) or the email of somebody at the funding committee as an editor.

3. For any event where the total budget is over  $N \times \$30$  (N: estimated number of attending grad students), VSOs must charge tickets or have alternate sources of funding. (This is based on the fact that grad students pay a student activities fee of ~\$30 each quarter.)

4. For any GSC funded event where tickets are sold to graduate students, all money allocated by the GSC must go to subsidizing graduate student tickets.

Example:

VSO A is holding an event with a cost of \$50 per person and they are expecting 100 people, 60 of those graduate students. They are requesting \$1800 from GSC. Then the graduate student ticket price should be lower than \$20 ( $\$50 - \$1800/60$ ).

**F. Recurring Events**

1. Tight restrictions will be held on funds for regular, consistent events including space rental, food, and other events costs.

a. VSOs can be pre-approved for a series of events in which time the VSO in question will be audited.

i. The auditor will be looking to make sure that each individual event in the series shows broad appeal to grad students and that attendance of a following event is not contingent on attendance of a preceding event, to assure the Funding Committee that the event is worth funding on a regular basis. This approval must be re-obtained every fiscal year.

b. Funding amounts for a series of events will be treated as though all events are a single event with regard to all other funding guidelines.

c. The attendance will be calculated from the unique number of graduate students served.

2. Groups are encouraged to keep records of numbers of attendees (grad and undergrad) to aid in future funding approval.

## **G. Fundraising Events**

1. Only fundraising events with a clearly stated goal will be recommended on a case by case basis. (e.g. Charity, Travel Expenses)
2. For internal VSO fundraising, GSC funding will be capped at \$500 per event and \$1000 per fiscal year for any particular VSO.
3. All other event caps apply (e.g. food, programming expenses). This amount counts towards the VSO's soft cap and hard cap.
4. Community service VSO's are exempt from this cap.

## **H. Advertising Rules**

1. The funding committee will not recommend funding for advertising or marketing expenses explicitly for the VSO or event.
2. Groups who do not advertise on GSC calendar will have their funding revoked.
3. All advertising materials must feature the GSC logo and/or state either "Sponsored by the GSC" or "Co-sponsored by the GSC" as appropriate. This includes submissions to [GSC calendar](#).

## **I. Line Item 6310: Honorarium and Travel Fares**

1. Maximum \$1000, includes fees, transportation and accommodations per performing group, presentation or entity.
2. Honorarium can only be delivered in the form of a check payment. No gifts.
3. Additional funding for honorarium can be requested from the Speakers Bureau:  
<https://speakers.stanford.edu/cosponsorships/>

## **J. Line Item 6560: Event Food, and Line Item 6570: Alcohol**

1. VSOs are encouraged to submit quotes for their food and alcohol requests. For the Funding Committee to recommend a food and/or alcohol request exceeding \$500 in total, a quote (if using a caterer/restaurant) or itemized shopping list (if VSO is purchasing items themselves) must be presented as part of the application at a Funding Committee meeting.
2. If the VSO is requesting less than \$500 in food and/or alcohol and does not provide a quote, the following caps will apply (one meal type per event, including catering)
  - a. For events including 50 graduate students or less, the following food caps will apply:
    - i. Snacks/parties without alcohol: \$3/person
    - ii. Snacks/parties with alcohol: \$5/person
    - iii. Lunch with or without alcohol: \$8/person
    - iv. Dinner with or without alcohol: \$10/person
  - b. For events including over 50 graduate students, the first 50 will receive the above specified caps and the following will be applied to the number of students over the first 50:

- i. Snacks/parties without alcohol: \$3/person
    - ii. Snacks/parties with alcohol: \$4/person
    - iii. Lunch with or without alcohol: \$6/person
    - iv. Dinner with or without alcohol: \$8/person
  - c. An example of maximum funding for 60 students for lunch is as follows:
    - i. \$8 for lunch x 50 grad students = \$400
    - ii. \$7 for lunch x 10 grad students = \$70
    - iii. Thus, a 60 grad student lunch event can receive \$470 maximum.
- 3. Regardless of the amount of money requested, if the VSO provides a quote for the food/ alcohol, the following caps will apply (one meal type per event, including catering)
  - a. For events including 50 graduate students or less, the following food caps will apply:
    - i. Snacks/parties without alcohol: \$3/person
    - ii. Snacks/parties with alcohol: \$7/person
    - iii. Lunch with or without alcohol: \$11/person
    - iv. Dinner with or without alcohol: \$13/person
  - b. For events including over 50 graduate students, the first 50 will receive the above specified caps and the following will be applied to the number of students over the first 50:
    - i. Snacks/parties without alcohol: \$3/person
    - ii. Snacks/parties with alcohol: \$6/person
    - iii. Lunch with or without alcohol: \$9/person
    - iv. Dinner with or without alcohol: \$11/person
  - c. An example of maximum funding for 60 students for lunch is as follows:
    - i. \$11 for lunch x 50 grad students = \$550
    - ii. \$9 for lunch x 10 grad students = \$90
    - iii. Thus, a 60 grad student lunch event can receive \$640 maximum.
- 2. Groups are **strongly encouraged to spend under the caps.**
- 3. Event food line item cannot be used to fund alcoholic drinks. Alcohol line item cannot be used to fund food or non-alcoholic drinks.
- 4. With the exception of the “snacks/parties without alcohol” meal type, combined food and alcohol caps apply to the sum of requests in Event Food and Alcohol line items. Distribution of the funding request between the two line items is subject to GSC approval on a case-by-case basis. For lunch and dinner events, groups are allowed to spend no more than 50% of the budgeted food and alcohol amounts on alcohol.
- 5. For events where food is funded by non-GSC sources, and where VSOs wish to request GSC funding for alcohol and non-alcoholic drinks only, the cap for “snacks/parties with alcohol” applies.
- 6. If a lunch or dinner event requires a licensed bartender as determined by the Office of Alcohol Policy and Education and is receiving funding for food from non-GSC sources, proportional alcohol funding may be increased in consultation with the GSC.

7. VSO are required to include vegetarian options and are highly encouraged to offer other dietary options in the menu they provide to event goers. Also, please remember that University Policy requires Equally Attractive Non-Alcoholic Beverages (EANABs) to be provided in all events.

**K. Line Item 5760: Event Services**

Event Services include the following categories of expenses:

1. Programming expenses
  - a. These are single-use items that are essential for the event, such as paper plates, napkins, cups or decorations.
  - b. Programming expenses are soft capped at \$0.50 per attendee for a standard event.
  - c. Requests in excess of \$0.50 per attendee will need to be itemized, with quotes, and justified to the funding committee for it to be recommended. This list has to be sent by email or be included in the description of the event in MyGroups before the meeting with the funding committee.
  - d. Any contentious items can be submitted by the VSO at the GSC meeting for consideration.
  - e. An example of the programming expenses follows:

Attendance for both events: 50 grad students, Programming expenses Cap =  $50 \times 0.50 = \$25$

*Event #1 Welcome Dinner*

<b>Item</b>	<b>Cost</b>
60 Paper Plates	\$5.00
60 Cups	\$5.00
Napkins	\$5.00
Cutlery	\$5.00
<b>Total</b>	<b>\$20.00</b>

Since it is below the cap, itemization does not need to be shown.

*Event #2 Welcome BBQ Extravaganza!*

Item	Cost	Justification	Quote
Piñata	\$17.00	We want to have a fun activity in addition to socializing and imbibing.	
Coal	\$15.50	For BBQ-ing.	
200 skewers	\$2.20	For <i>Pinchos</i> , the traditional meat on a stick from the island.	
55 Paper Plates	\$5.20		
60 Cups	\$4.70		
Napkins	\$3.90		
Cutlery	\$4.70		
<b>Total</b>	<b>\$53.20</b>		

*The itemization NEEDS to be shown. If not, only \$25 dollars will be recommended.*

\*Prices are a little bit higher than stated on quotes to account for tax. California sales tax is around 9.75%. In addition, a printout of an online shopping cart or receipts from a previous event similar in nature will also be accepted. The GSC does not sponsor any of the vendors stated in the figure above. Thriftiness in searching for the lowest prices is highly appreciated.

2. Equipment rental and Event and Labor Services (ELS)

- a. Quotes from vendors and ELS must be presented at the Funding Committee meeting.
- b. Requests for delivery funds are strongly discouraged, will be assessed on a case-by-case basis, and will be highly restricted unless need is sufficiently demonstrated.
- c. VSOs are strongly encouraged to utilize GSC equipment services and other free or low-cost on-campus equipment services. A list of current equipment available for

rental can be found at (Insert link once the website is up)

- d. VSOs can borrow a sound system and a projector from the GSC. Case-by-case exceptions may be made if the GSC sound system proves inadequate for the event venue.
- e. Video equipment can be borrowed from Meyer library for free. Case-by-case exceptions may be made if the Meyer library equipment proves inadequate for the event in question.

### 3. Facilities rental

- a. VSOs must try to book free venues first, unless all suitable free venues are booked. Rare exceptions may be made.
- b. For large venue bookings, VSOs must ensure that venue size is appropriate for the size of the event.
- c. Quotes must be presented at the Funding Committee meeting.

### 4. Facilities janitorial

- a. Funding for janitorial services is highly restricted. Unless building administrators insist otherwise, VSOs should do setup and cleanup.
- b. Quotes must be presented at the Funding Committee meeting.

### 5. Car/Van Rental

- a. The Funding Committee may recommend up to \$30 for car rental.
- b. In cases where more than the cap is necessary due to the scale of the event must be presented to the GSC for approval. In addition, quotes must be presented at the Funding Committee meeting.

# Section 3 Notes:

## 1. Glossary of Terms

- a. **Fiscal Year 20XX-20YY:** July 1, 20XX to June 30, 20YY.
- b. **Soft Cap:** A yearly limit on the amount any VSO can be approved for GSC funding, which is \$30/person for every VSO.

The money spent that is counted towards soft cap is calculated by summing up the per-graduate student cost of each event the VSO held in the fiscal year. The rule is applied starting July 1st, 2017.

Example:

Attendance	Amount Spent	Amount per Person
20	\$ 100.00	\$ 5.00 per person
200	\$ 1,000.00	\$ 5.00 per person
100	\$ 1,000.00	\$ 10.00 per person
Amount Spent		\$ 20.00 per person
Soft Cap remaining		\$ 10.00 per person

This VSO has \$10 left now for their soft cap. To use it up, they can possibly spend \$1000 on an event with 100 graduate students attending, or \$500 on an event with 50 graduate students attending.

- c. **Hard Cap:** The maximum fixed yearly limit for each VSO on the amount that can be approved for by the GSC (\$6000 for groups with 70% or more graduate student membership;  $6000 \times F\%$  for groups with F% graduate membership, where  $30 \leq F \leq 69$ ).
- d. **Retroactive Funding:** Requesting funding for events after they are held.
- e. **501(c)(3) status:** The tax-exempt status under Section 501(c)(3) of the IRS code that makes the GSC a not-for-profit entity.

## 2. The GSC is not a bank! Please contact SSE regarding any and all reimbursements or myGroups questions.

## 3. Fiscal Year Turnover:

- a. Please be aware that the fiscal year turns over before the school year ends/begins. All reimbursements should be negotiated with SSE.
- b. SSE has deadlines regarding reimbursements for the current fiscal year. For more information, contact SSE: [sse.stanford.edu](http://sse.stanford.edu).

## 4. Internal Auditing (see also section 4):

- a. Auditing of events will be performed at random by members of the Funding

Committee. This is part of the GSC internal control system to make sure funds dispensed go toward the expenses purposed. If selected for audit, please help the internal auditor do his/her job, and be aware that the decision for who is audited is random. Selection for audit does not suggest any wrongdoing on the VSO's part.

## 5. Other funding sources:

a. SAL has compiled a list of on campus funding sources:

<https://sal.stanford.edu/student-leaders/funding/campus-funding-sources>

b. For international events, please also apply for funds from the Bechtel Center:

<https://bechtel.stanford.edu/programs-and-events/billie-achilles-fund>

c. For graduate student social events which cannot be funded through the GSC Funding Committee, please also check the Graduate Student Programming Board (GSPB). (Be advised: the GSPB CAN fund individuals, but cannot fund VSOs.)

<http://web.stanford.edu/group/gspb/cgi-bin/wordpress/>

d. VSO's can also request the ability to do off-campus fundraising from SAL. More info can be found here:

<https://sal.stanford.edu/policies/financial-management/campus-fundraising-policy>

e. VSO's that serve disciplinary and interdisciplinary interests are strongly encouraged to request funding from the related departments. In addition, for academic centered events, VPGE can provide funding on a case by case basis, and funding throughout the year through SPICE and DIF Grants. More information in the links below:

<https://vpge.stanford.edu/fellowships-funding/student-projects-intellectual>

<https://vpge.stanford.edu/fellowships-funding/diversity-innovation-funds>

f. VSOs are encouraged to raise group funds with such simple fundraisers as car washes, bake sales, and the like. Group funds (a.k.a. the 2800 account) are not subject to GSC restrictions and guidelines.

## **Section 4: Verification**

### **A. Funding Committee Auditing**

Members of the Funding Committee will perform audits of events and VSO reimbursements.

1. Members of the Funding Committee may audit events in person on a random basis, in order to gather information including but not limited to event attendance, type and quantity of food served, ticket charges and event duration.
2. Members of the Funding Committee may audit some or all reimbursements involving VSO partition funds for some or all VSOs. Results of the audit will be made available to the Funding Committee. The Funding Chair may decide to arrange meetings with the President, Vice President and/or Financial Officer of the VSO to discuss audit results, and options for dealing with irregularities. Reimbursement irregularities involving \$500 or more must be reported to the GSC for discussion and imposition of penalties. All reimbursement irregularities may be reported to the GSC for discussion and imposition of penalties at the discretion of the Funding Committee.
3. The Funding Committee may audit some or all dues-paying membership lists provided by VSOs by contacting some or all of the members listed to verify their membership. Results of the audit will be made available to the Funding Committee. The Chair may decide to arrange meetings with the Financial Officer of the VSO to discuss audit results, and options for dealing with irregularities.
4. Any member of the Funding Committee reserves the right to refuse to audit any event for reasons of unavailability, personal objection and/or concern over potential retaliation.

### **B. GSC Auditing and Penalties for Violation of Funding Conditions**

The GSC can perform additional event auditing and impose penalties for violation of funding conditions, including those outlined in this document as well as additional stipulations as a condition of funding. The penalties may include refusing giving funding to the VSO during the rest of the fiscal year or further in the future.

## **Section 5: Terms and Conditions for Use of Funds**

- A.** The Financial Manager shall notify an organization when funds become available to it.
- B.** The Financial Manager may, at his/her discretion, grant extensions to the ending date of an allocation to ensure that all transactions are cleared. No extension may be granted beyond the end of the fiscal year to which the allocation applies.
- C.** Unless otherwise specified by the GSC, title to all tangible property purchased, in whole or in part, through the use of funds from the GSGF shall vest with the ASSU, and possession shall devolve upon the ASSU in the event of the dissolution of the VSO possessing the property.
- D.** A VSO shall be considered to be dissolved upon the receipt of a declaration of dissolution by its membership, failure to register with the Office of Student Activities for 15 months, or after a declaration of dissolution by the GSC following reasonable efforts to contact the last known officers of the VSO. All allocations to a VSO shall end upon dissolution of that VSO.
- E.** Advertisements for events funded by the GSGF shall cite the GSC as a sponsor or cosponsor.

## **Section 6: Collection Schedule**

Equal fractions of all fees shall be collected in the Fall, Winter, and Spring Quarters. No fee shall be collected in the Summer Quarter.