GPSA Co-sponsorship Request

GPSA must follow certain rules when providing funding for co-sponsorships. Please make sure you read these guidelines carefully before requesting GPSA funding.

- A GPSA delegate must submit a funding bill to the assembly, and GPSA must be involved in planning the event. Visit gpsa.psu.edu/membership to find contact information for assembly delegates.
- The event must be open to all students.
- Payment must be made by GPSA directly to vendors for specific line items (ex. food, room rental, speaker fees, etc.); funds will not be transferred to a student organization account or reimbursed to an individual for payments made.
- Student Activity Fee money, which include funding from GPSA, may only be used to fund up to 90% of the event cost.

Organization Name: Graduate Women in Science (GWIS)  Request Date: 12/4/2017
Organization Contact Person: Kathleen Krist email: ktk6@psu.edu
GPSA Representative Sponsoring Request: Sailahari Ponnaluri email: svp20@psu.edu

Event Details

Event Name: Voices Conference 2018
Date of Event: 2/3/2018  Time of Event: 9:00am-5:00pm  Event Location: The Atherton Hotel
Estimated Attendance: Total:100  Graduate/Professional Students: ~ 100
Is a ticket or pre-registration required for your event? Pre-registration
Is there any cost to attend your event?  ☑Yes ☐No If yes, how much per person? Students (grad and undergrad): $15 Post-docs: $20 All others: $25

Brief Event Description: Voices is an annual conference hosted by GWIS that focuses on key themes in STEM such as diversity, teamwork, and collaboration. The theme of the conference is "Overcoming Adversity." This year's keynote speaker is Danielle Feinberg, Director of Photography for Lighting at Pixar.
How are you going to advertise your event? 1. Facebook event
2. Email listservs
3. Signs posted in academic buildings
4. Grad student TAs make announcements during classes they teach

Funding Details

Total Requested from GPSA: $2000
Total Cost of Event: ~ $12000
Please also submit a budget breakdown of event costs with this form.

Have you requested funding from other sources?  ☑Yes ☐No
If yes, please list those sources: 1. UPAC
2. The Eberly College of Science, The Pennsylvania State University
3. Commission for Women (CFW)
4. American Association of University Women (AAUW)
5. Penn State Chemistry Department
What vendors are you planning to use? The Atherton Hotel
Do these vendors accept Penn State Purchase Orders? ☐ Yes ☒ No
Is the vendor willing to invoice GPSA? ☒ Yes ☐ No
If you answered no to both above questions, you will need to discuss payment options with the GPSA treasurer at least one month before your event.

For GPSA Treasurer Use:
Bill Number:
Total Approved: Total Paid:
Bill Close Date: