# **GPSA Co-Sponsorship Request Form**



The Penn State Graduate and Professional Student Association (GPSA) must follow certain rules when providing funding for co-sponsorships for events or other items. Please make sure to read these guidelines carefully before requesting GPSA funding.

* **The GPSA must be given one week’s notice of collaboration with any external organization. The purpose is to ensure that the organization is in compliance with the University’s Core Values including diversity, inclusion, and equity.**
* A GPSA Delegate must submit a funding bill to the Assembly, and the GPSA must be involved in planning the event. Visit [gpsa.psu.edu/assembly](https://gpsa.psu.edu/assembly/) to find contact information for current Assembly Delegates.
* A budget breakdown of event costs must be submitted with this form
* The event must be open to all students (undergraduate, graduate, professional)
* The GPSA will only fund specific line items (i.e. food, room rentals, speaker fees, etc.); preference will be given to payments made directly by the GPSA to vendors via invoice, and transfers to a student organization account or reimbursements to an individual for payments made are strongly discouraged
* Because the GPSA’s funding comes from the University Park Student Fee Board, at most up to 90% of the event cost can be funded from the GPSA for co-sponsorships

# **Request Information**

**Request Date:**

**Organization Name:**

**Organization Contact Person:**

**Email:**

**GPSA Representative Sponsoring Request:**

 **Email:**

# **Event Details**

**Event Name:**

**Date and Time of Event:**

**Event Location:**

**Estimated Total Attendance:**

 **Graduate/Professional Students:**

**Ticket or Pre-Registration Required:**

**Cost to Attend Event:**

**Brief Event Description:**

**How Event Will Be Advertised:**

# **Funding Details**

**Total Requested from GPSA:**

**Total Cost of Event:**

 **Please also submit a budget breakdown of event costs with this form**

**Funding Amount Requested From Other Sources (By Source):**

**Vendors Being Used:**

 **Vendors Accept Penn State Purchase Orders (Yes/No):**

 **Vendor Willing to Invoice GPSA (Yes/No):**

 **If you answered no to both of the 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:**