Be it decided by the Assembly of Elected Delegates,

Co-Sponsorship for the Student Bar Association’s Law & Equity Committee
Funding for Diversity Banquet
(Decided: [ Y / N / A ])

Nature of the Situation:

The Diversity Banquet is an annual event put on by the Student Bar Association’s Law & Equity Committee. The purpose of the Diversity Banquet is to reflect on our commitment to diversity and to celebrate contributions made by Penn State community members towards equity in the legal field. Through the Looking Glass: Celebrating Intersectionality is the theme for this year’s Diversity Banquet. The event will be hosted at Toftrees Golf Resort on April 8 at 6:00 pm, and it will include a banquet dinner, an awards ceremony, and a speech by keynote speaker, Dr. Dwayne Kwaysee Wright. The Law & Equity Committee is requesting that the Graduate and Professional Student Association provide partial funding for the food costs of the Diversity Banquet. The menu will include a variety of foods from different cultures represented in Penn State Law’s student body.

Part of the GPSA’s mission is to provide programming events to enrich graduate and professional student life at Penn State. The Diversity Banquet will provide a welcoming space for diverse members of the Penn State community to meet each other and reflect on what they have in common. While this event has a focus on the legal community, tickets will be available for purchase by any Penn State students that want to attend. The Diversity Banquet will be open to 240 attendees and tickets will be available on a first come first served basis. The Law & Equity Committee is currently pursuing many different avenues of funding but may charge a small fee for tickets if sufficient funds from other sources cannot be obtained.
Recommended Course of Action:

The Graduate and Professional Student Association authorizes the Student Bar Association's Law and Equity Committee to spend $3,500 towards student costs for the Banquet Dinner at the Diversity Banquet. Other expenses will be covered by funds from a variety of sources including the Speaker's Trust Fund, the Student Bar Association, and UPAC.

- Expenses to be covered by the GPSA:
  a. Banquet Dinner: $3,500 ($35 x 100 students = $3,500)

- Expenses to be covered by other sources, including the Student Bar Association, the Speaker's Trust Fund, and UPAC:
  a. Venue and Banquet: $8,760
  b. Decorations: $1,000
  c. Advertisement: $20
  d. Awards: $380
  e. Bartender: $75

Respectfully submitted,

Eli Fields
Delegate, School of Law

The Graduate and Professional Student Association
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 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.

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**Request Information**

**Request Date:** 2/16/22  
**Organization Name:** The Student Bar Association’s Law & Equity Committee  
**Organization Contact Person:** Sidnee McDonald and Diane Le  
**Email:** Sidnee: stm5432@psu.edu Diane: dfl5334@psu.edu  
**GPSA Representative Sponsoring Request:** Eli Fields  
**Email:** emf5608@psu.edu
Event Details

Event Name: Diversity Banquet  
Date and Time of Event: April 8 at 6:00 pm  
Event Location: Toftrees Golf Resort  
Estimated Total Attendance: 240  
Graduate/Professional Students: ~200  
Ticket or Pre-Registration Required: pre-registration required; ticket potentially required  
Cost to Attend Event: To be decided, anticipated $5 or lower  
Brief Event Description: A banquet to celebrate diversity where Penn Staters can come together to reflect on diversity, equity, and inclusion.  
How Event Will Be Advertised: mass emails and fliers

Funding Details

Total Requested from GPSA: $4,500  
Total Cost of Event: $14,735  
Funding Amount Requested From Other Sources (By Source):  
SBA- $4,000 approved  
UPAC- $1,708.25 requested  
Speaker’s Trust Fund- ~$1,000 to be requested  
Dean’s Office- additional funding of indeterminate amount to be requested  
Vendors Being Used: Toftrees Golf Resort  
Vendors Accept Penn State Purchase Orders (Yes/No): No  
Vendor Willing to Invoice GPSA (Yes/No): Yes  
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: 

Budget Breakdown

Venue and Banquet: $13,260  
Decorations: $1,000  
Advertisement: $20  
Awards: $380  
Bartender: $75  
Total: $14,735