Be it decided by the Assembly of Elected Delegates,

Huck Life Science Symposium
Funding for the Life Sciences Symposium 2022
(Decided: [ Y / N / A ])

Nature of the Situation:

The Huck Graduate Student Association (HGSAC) works to represent the graduate students at the Huck Institutes of the Life Sciences by promoting interests and advocating on important issues. HGSAC acts as a voice of the graduate student body, hosts professional development events, and facilitates social interactions between graduate programs inside and outside of the Huck Institutes.

The Life Science Symposium (LSS) is a student-oriented conference dedicated to promoting collaboration between the various branches of life science research at PSU. The 6th annual Huck LSS will take place in-person. This event will feature keynote speakers, oral/poster presentations, a ‘my research’ YouTube video contest, and cash prizes for presentation awards.

A co-sponsorship between GPSA and HGSAC will allow for the purchase of food from local restaurants, drinks, and utensils to provide meals for 150 LSS attendees (the 4th annual (most recent in-person symposium) LSS had 120 registrants with 90 registrants in attendance for the event).
Recommended Course of Action:

The Graduate and Professional Student Association agrees to co-sponsor the 6th annual Huck LSS in the amount of $3,740, which will cover the cost of catering from local restaurants.

Budget breakdown:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panera: Breakfast (bagels)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lunch (sandwich, chips/apple, cookie)</td>
<td></td>
</tr>
<tr>
<td>- Salad option (chips, fruit cup)</td>
<td></td>
</tr>
<tr>
<td>Coffee (45 carafes)</td>
<td></td>
</tr>
<tr>
<td>Pastries (300 pastry rings, mini scones, and cookies)</td>
<td></td>
</tr>
<tr>
<td>Drinks: Bottled water</td>
<td>$60</td>
</tr>
<tr>
<td>Bottled orange juice</td>
<td>$130</td>
</tr>
<tr>
<td>Bottled apple juice</td>
<td>$100</td>
</tr>
<tr>
<td>15% gratuity: Panera</td>
<td>$450</td>
</tr>
<tr>
<td><strong>Total: $3,740</strong></td>
<td></td>
</tr>
</tbody>
</table>

Respectfully submitted,

Ram Neupane
Delegate, College of Agricultural Sciences
Chair, Student Engagement Committee

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 gspa.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:** 3/7/22  
**Organization Name:** Huck Graduate Student Association  
**Organization Contact Person:** Jocelyn Delgado  
**Email:** jmd956@psu.edu  
**GPSA Representative Sponsoring Request:** Ram Neupane  
**Email:** rcn5099@psu.edu
Event Details

**Event Name:** The Huck Life Science Symposium

**Date and Time of Event:** May 12 8am-6pm

**Event Location:** Business Building

**Estimated Total Attendance:** 150

- **Graduate/Professional Students:** 100

**Ticket or Pre-Registration Required:** Pre-registration required

**Cost to Attend Event:** n/a

**Brief Event Description:** The LSS is a student-oriented conference dedicated to promoting collaboration between the various branches of life science research at PSU.

**How Event Will Be Advertised:** Listservs, social media, word of mouth

Funding Details

**Total Requested from GPSA:** $3,740

**Total Cost of Event:** $10,000

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

**Funding Amount Requested From Other Sources (By Source):** Huck, Eberly, HHD, Chemistry, BMMB

**Vendors Being Used:** Panera and Walmart

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

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

  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:**