# **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.

* **GPSA must be given one week’s notice of collaboration with any external organization to ensure that the organization is in compliance with the University’s core values.**
* A GPSA Delegate must submit a funding bill to the Assembly, and 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.
* The event must be open to all students (undergraduate, graduate, professional).
* GPSA will only fund specific line items (i.e. food, room rentals, speaker fees, etc.); preference will be given to payments made directly by 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 GPSA for co-sponsorships.

***REQUIRED FEEDBACK***

Organizations which receive a GPSA co-sponsorship must deliver feedback of the event to GPSA.

 ***Failure to provide this feedback will result in an automatic denial of future co-sponsorship requests for two academic years.***

To successfully submit feedback to GPSA, a co-sponsored organization should:

1. Send an email to the GPSA Vice President for Finance and Business, Speaker of the Assembly, or Chair of the GPSA Internal Development Committee of at least 100 words which details how the event went, how many graduate students attended, and if the organization plans to host the event again in the future.
2. Upon receipt of the email, the GPSA Vice President for Finance and Business, Speaker of the Assembly, or Internal Development Committee Chair will note receipt. If the organization does not receive a notice of receipt after one week, the organization shall email another person noted above.

Any questions regarding the co-sponsorship process should be directed to the Vice President of Finance and Business. Contact information can be found at: <https://gpsa.psu.edu/about-us/executive-branch/>

# **Request Information**

**Request Date:**

**Assembly Date:**

**Organization Name:**

**Organization Contact Person:**

**Email:**

**GPSA Representative Sponsoring Request:**

 **Email:**

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# **Event Details**

**Event Name:**

**Date and Time of Event:**

**Event Location:**

**Estimated Total Attendance:**

 **Graduate/Professional Students Attending:**

**Ticket or Pre-Registration Required:**

**Cost to Attend Event:**

**Brief Event Description:**

**How Event Will Be Advertised:**

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# **Funding Details**

**Total Requested from GPSA:**

**Total Cost of Event:**

**Breakdown of Request:**

*Please include an itemized budget that includes the priority of items that will be purchased using GPSA funds, from 1-10 (1 being the highest, 10 being the lowest).*

 *The itemized budget should include:*

* *where the item is being purchased from;*
* *the price of the item (unit price and total cost of aggregate price, e.g., 12 units for $5.00 each has an aggregate price of $60.00);*
* *the total price of the request.*

*Please submit the excel found on the GPSA website sheet separately. The excel sheet can be found at:* [*https://gpsa.psu.edu/resources/cosponsor-student-org-support/*](https://gpsa.psu.edu/resources/cosponsor-student-org-support/)

**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.**

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# **For GPSA Treasurer Use**

**Bill Number:**

**Total Approved:**

**Total Paid:**

**Bill Close Date:**