Bill # 73-01

**The Graduate and Professional Student Association (GPSA)**

**The Pennsylvania State University**

****

**of the 73rd Assembly**

April 27, 2023

*Be it decided by the Assembly of Elected Delegates,*

**Life Sciences Symposium CoSponsorship**

**Funding requested by Huck Graduate Student Advisory Committee**

(Decided: [ Y / N / A ])

**Nature of the Situation:**

The Life Sciences Symposium is an annual meeting organized by the Huck Institutes of the Life Sciences and the Huck Graduate Student Advisory Committee (HGSAC) at Penn State. Since 2015, this event has brought together hundreds of researchers from diverse scientific fields, promoting unique research collaborations, funding, and networking opportunities.

This year’s event will take place on May 26th, and 130 people are expected to attend. Approximately 90 of those participants will be graduate students. HGSAC has reached out to a wide variety of departments and organizations for funding assistance and still needs about $3,500 to cover the remaining costs of the event.

**Recommended Course of Action**

GPSA will fund the Life Sciences Symposium in the amount of $3,500 to contribute to the purchase of food for the participants.

Respectfully submitted,

**Frankie Urrutia-Smith**

Delegate, College of the Liberal Arts

Speaker of the Assembly

President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Affirm Veto

The Graduate and Professional Student Association

# **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:** 4/22/2023

**Organization Name:** Huck Graduate Student Advisory Committee

**Organization Contact Person:** Isaac Dopp

**Email:** ijd12@psu.edu

**GPSA Representative Sponsoring Request:** Frankie Urrutia-Smith

**Email:** fks5119@psu.edu

# **Event Details**

**Event Name:** Life Sciences Symposium.

**Date and Time of Event:** Friday, May 26, 2023

**Event Location:** Smeal College of Business

**Estimated Total Attendance:** 150

**Graduate/Professional Students:** >90

**Ticket or Pre-Registration Required:** Yes

**Cost to Attend Event:** Free

**Brief Event Description:** The Life Sciences Symposium is an annual meeting organized by the Huck Institutes of the Life Sciences and the Huck Graduate Student Advisory Committee at Penn State. Since 2015, this event has brought together hundreds of researchers from diverse scientific fields, promoting unique research collaborations, funding, and networking opportunities.

**How Event Will Be Advertised:** Event is advertised on the HGSAC website and social media as well as through departmental emails.

# **Funding Details**

**Total Requested from GPSA:** $3500

**Total Cost of Event:** Estimated, $12,000 (including rental of basic material like poster boards, event space, etc.

Cost of catering, $3300

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

They LSS will be catered by Websters Café for two coffee breaks and one boxed lunch:

Coffee $5/person

Lunch $12/person

Coffee(2) $5/person

Our estimated attendance is 150 people with a final, pre-gratuity, cost of $3,300 Thus, we request an additional $200 for gratuity for the catering.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Department/Program** | **Date Requested** | **Date Pledged** | **Amount Requested 23** |
| Eberly College of Sciences | 1/16 (2/6) | 2/6 | $1,000 |
| Hershey Medical School - Graduate Studies | 1/18 | 1/23 | $500 |
| AgSci | 1/18 (1/29, 2/9) & 2/28 |  | $1,000.00 |
| Nursing | 1/12 | 1/13 | $1,000 |
| HHD | 1/18 | 1/19 | $1,000 |
| BMMB | 1/12 (1/27, 2/6) | 2/8 | $1,000 |
| Chemistry | 1/16 | 1/26 | $500 |
| Plant Pathology and Environmental Microbiology | 1/18 (1/29) | 2/1 | $500 |
| College of Engineering  | 1/12 (1/27, 2/6) | 2/9 | $1,000.00 |

**Vendors Being Used:** Webster’s Cafe

**Vendors Accept Penn State Purchase Orders (Yes):** Yes

**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:**