CHECKLIST FOR SOCIAL EVENTS

☐ Figure out what type of event, i.e. general meeting, social, where, when, etc.
☐ Check the Cornell Law School calendar and make sure there are no conflicts ([http://www.lawschool.cornell.edu/news-center/events.cfm](http://www.lawschool.cornell.edu/news-center/events.cfm))
☐ Request a room using the Room Reservation System, if in MTH. Fill out all sections of the MRM, i.e. facilities, communication, IT as well as posting to Law School web based calendar--for Social Events, add the line “Co-sponsored by GPSAFC”; for Program Events—add the line, Co-sponsored by GPSAFC and Open to the Graduate Community”---add all other funding sources for both event types.
☐ Fill out Student Activity Funding Request form (attached). Prepare budget, listing all expenses (food, sound, etc.) and identify funding source for each expense. Bring completed form/budget to Linda, room 138.
☐ If more funding is needed, see appropriate people to request $$ (Dean Miner, other student groups, CLSA, etc.).
☐ Linda will assist/advise regarding venue, food and payment options (either direct bill or reimburse depending on what is chosen).
☐ Events for MTH: contact the Facilities Office Mike Pado (mjp20) and/or Karen Bailey (kmn6) and confirm arrangements.

☐ Include on all advertisement and e-mail announcements the line “Co-sponsored by GPSAFC and list other funding sources if applicable” and cc Linda.

☐ Event Registration Form ([http://www.activities.cornell.edu/EventReg/](http://www.activities.cornell.edu/EventReg/)) must be filled out if any of the following applies: held outdoors, have over 200 people (or over 50 if using GPSAFC funds), alcohol is served (see [http://www.lawschool.cornell.edu/studentlife/eventplanning/Alcohol-Policy.cfm](http://www.lawschool.cornell.edu/studentlife/eventplanning/Alcohol-Policy.cfm)), Cornell venue (Statler, Johnson Art Museum, Big Red Barn, etc.) requires it.
STUDENT ACTIVITY FUNDING REQUEST FORM

NAME ___________________ POSITION ___________________

E-MAIL ___________________ CELL PH: ___________________

STUDENT GROUP (spell out) __________________________________________

DATE OF ACTIVITY_________ TIME OF ACTIVITY_________ LOCATION_____________________

EXP. ATTENDANCE ______ TIME FOR DELIVERY OF FOOD (if applicable)_____________________

EVENT DESCRIPTION: ________________________________________________________________

PROGRAM OR SOCIAL (circle one)

PROPOSED TOTAL EXPENSES: ____________________________

A. FOOD:                                                  FUNDING SOURCE(s) (i.e. GPSAFC, CLSA, Deans’ Acct., etc.)

☐ Brkfst $ Amt ____________ ________________________________

☐ Lunch $ Amt ____________ __________________________________

☐ Dinner $ Amt ____________ __________________________________

☐ Reception $ Amt ____________ ______________________________

☐ Snack $ Amt ____________ __________________________________

☐ Happy Hour $ Amt ____________ ______________________________

B. OUTSIDE SPEAKER(s): (Attach a detailed description, i.e. topic, how many guest speakers, schedule, budget---expenses along with funding sources, etc.)

Pls note: Under----“Specific Expenditures Ineligible for GPSAFC Funding”:
“Honorariums, travel expenses, and accommodation for alumni whose last degree from Cornell University was received within the last 5 years. Exceptions may be granted with the inclusion of a letter of support from the organization’s advisor” (taken from http://assembly.cornell.edu/GPSAFC/Guidelines?from=GPSAFC.FundingGuidelines#toc2).

C. STUDENT ORGANIZATION OFFICERS—please print carefully:

President ____________________________ Net ID __________________

Treasurer ____________________________ Net ID __________________

Advisor _______________________________ Net ID __________________

Signature _______________________________ Date ______________________

(person completing the form)
PAPA JOHN’S PIZZA ORDER FORM

Build Your Own Pizza—Choose Crust—please circle:  
Original  Thin

<table>
<thead>
<tr>
<th>Amount</th>
<th>Small</th>
<th>Medium</th>
<th>Large</th>
<th>X-Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Toppings</td>
<td>1.00</td>
<td>1.25</td>
<td>1.50</td>
<td>1.75</td>
</tr>
</tbody>
</table>

Toppings:
- Ham
- Pepperoni
- Spicy Ital. Sausage
- Sausage
- Anchovies
- Extra Cheese
- Mushrooms
- Onions
- Jalapeno Peppers
- Banana Peppers
- Pineapple
- Fresh Sliced tomatoes
- Bacon
- Green Peppers
- Black Olives
- Beef

Signature Pizzas:

<table>
<thead>
<tr>
<th>Small</th>
<th>Medium</th>
<th>Large</th>
<th>X-Large</th>
</tr>
</thead>
</table>

- The Works—Pepperoni, ham, onions, spicy Italian sausage, mushrooms, green peppers, black olives
- All the Meats—Pepperoni, ham, bacon and sausage
- Hawaiian BBQ chicken—All white chicken breast, BBQ Sauce, pineapple
- Spinach Alfredo—Spinach w/ a creamy garlic cheese sauce
- Garden Fresh—Mushrooms, black olives, green peppers, onions and tomatoes
- BBQ Chick & Bacon—All white chicken breast, smoked bacon, sliced onion and BBQ sauce
- Tuscan Six Cheese

Wings (Mild/Spicy Buffalo and/or Honey Chipotle—two types of dipping sauces)

| @ $7.99 per ten; | @ $14.00 per 30; | @ $27.99 per 50 |

Salad Tray:
- Large @ $25 per tray
- Small @ $15 per tray

Drinks: (Pepsi, Diet Pepsi, Sierra Mist)

| Two Liter @ $3.00 per liter | = | |

Total $ for Food | Total $ of Drinks | Drinks + Food = |

Minus 25% - ______ = _______ plus 8% Sales (if “independent”/none)

if “university”) + ______ = _______+ Plus Delivery Driver’s Tip ______ =

Final Total Amount ________________

(Example: Food: $125 + Drinks: $9 = $134 – 25% discount [$33.50] = $100.50 + 8% Sales [8.04] = $108.54 + tip $8 = Final total: $116.54)