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)

- 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) by the 15th of the month for
  event taking place the following month. 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/) must be filled
  out 3 weeks prior to start date IF you can say “yes” to any of these statements: 1)
  event is being held outdoors; 2) has over 200 people--or over 50 if using GPSFAC
  funding; 3) is serving alcohol (see http://www.lawschool.cornell.edu/studentlife/eventplanning/Alcohol-Policy.cfm)

  Student organizations may be fined for late filing, or lack of filing an Event
  Registration Form.
STUDENT ACTIVITY FUNDING REQUEST FORM

All requests must be completed and turned in by the 15th of every month for following month (example any events in November this form should be submitted by October 15).

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

□ Brkfst/lunch/dinner $ Amt ____________

□ Reception $ Amt ____________

□ Snack/food for mtg $ Amt ____________

□ Bar Tab $ 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)