

CHECKLIST FOR EVENTS/PROGRAMS

- Figure out event/program purposes, target, date, etc.—discuss with Advisor and L. Majeroni. Determine all expenses and funding sources.
- IF also requesting Law School funds MUST request GPSAFC Maximum Tier funds at same time. Both budgets are due by the September GPSA budget deadline in OrgSync portal. IF NOT requesting Law School funds, then submit GPSA budget request by the monthly due dates—please note GPSA prefers orgs submit requests less often for example once a semester. Request CLSA funding according to their deadlines and procedure. Request outside funding according to their respective deadlines and procedure.

“Specific Expenditure 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 [when submitting a budget request] with the inclusion of a letter of support from the organization’s advisor” Line 156. For list of all eligible and ineligible GPSAFC expenditures please see “[Funding Guidelines 2017 -](#)”.

- Check the Cornell Law School [calendar](#) and make sure there are no conflicts and then if event is being held in MTH, request a room using the Meeting Room Management (MRM) System (while in MRM also double check events for your day/hour—scroll completely to right checking “off-campus”). Fill out all sections of the MRM, i.e. facilities, communication, IT (AV support) as well as posting to Law School web based calendar.
- Complete the [Student Event Information Form](#) and turn into [L. Majeroni](#). Discuss any questions/concerns with L. Majeroni anytime in the event planning process. L. Majeroni will assist with all aspects of programs/events.
- If applicable---Once budget is complete, all funding sources identified and approved, confirm with speakers.
- Speaker(s) from private sector employers (firms/corporations) notify Lyndsey Bullock (LDB27) in Career Services. Speakers from public sector (public interest/government) contact Akua Oforiwa Akyea (AOA28). Alumni speakers, contact Kristine Hoffmeister in Alumni Affairs (KSH54)
- ALL GPSAFC funded programs must be submitted to the [Cornell University Event Calendar](#) at. Make sure that all advertisements, e-mails, etc. has the name of your student organization along with these lines: “Funded by the GPSAFC”, “Open to the Graduate Community” and “Please contact (name of event host) at (netID of the host) for any special arrangements you may require in order to attend this event”. Forward advertising e-mail/flyer to Linda as this document is required to access GPSAFC funds.
- IF FACILITY or AV support is requested via the MRM reservation process. An e-mail is generated--follow instructions to complete the Facility or AV request for any event/program held at Law School.
- University [Event Registration Form](#) must be filled out 4 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) fund raising; 4) is serving alcohol (see [policy](#)). *Student organizations may be fined for late filing, or lack of filing an Event Registration Form.*