CHECKLIST FOR EVENTS/PROGRAMS

☐ Figure out event/program purposes, target, date, etc.—discuss with Advisor and L. Majeroni. Determine all expenses and funding sources.

☐ Make budget request to GPSAFC in Student Organization’s CampusGroup portal by the GPSAFC deadlines and prior to event date (GPSAFC will not award retroactively) -- see below for specific speaker expenditures ineligible for GPSAFC funding. Determine if need to make additional GPCI request up to $200 per event via GPSAFC. If other groups are co-sponsoring, those groups also need to make their respective GPSAFC budget request. Must make Law School funding request by September 27 or last deadline of November 29—administration will review by mid-October (for September submission) and January for (November submission) any allocated funds can be used on events thereafter. Also make budget request to other sources if needed.

“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”.

☐ 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 Event Manager System (while in EMS, also double check to make sure there are no conflicts). Fill out all sections of the form, i.e. facilities, communication, IT (AV support) as well as posting to Law School web based calendar.

☐ If applicable --- Once budget is complete, all funding sources identified and approved, confirm with speakers.

☐ Events funded via CLSA or funds other than GPSAFC, complete the Student Event Information Form and turn into L. Majeroni. Please contact Linda Majeroni (lam32@cornell.edu) if you need a copy of the Student Event Information Form.

☐ 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)

☐ GPSAFC funded or partially funded events MUST 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".

☐ ALL GPSAFC funded programs at $300 or more must be submitted to the Cornell University Event Calendar. 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”.

☐ IF FACILITY or AV support is needed, that request is made via the Event Manager room reservation system. Be sure to follow up with Facilities and/or IT.

☐ 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 150 people 3) is serving alcohol (see policy); or 4) requires security. Must be completed 2 weeks prior if 1) serving food between 50-149 or 2) fund raising. If any of this criteria exists for an event and the student org does not file the registration form within the 2 or 4 weeks (depending on situation) of the event, the University can deny the request and stop the event from going forward. In addition, Student organizations may be fined for late filing, or lack of filing an Event Registration Form.