



General Cultural & Social Events and Speaker & Conference Series

The **GSO General Cultural & Social Events** funding line supports events aimed at enhancing the graduate student experience at Stony Brook University. The **GSO Speaker & Conference Series** supports the scholarly activities offered to the graduate student population. In the interest of fostering diversity, **these events must be open, accessible, and understandable to all graduate students.**

The maximum amount of funding for any event cannot exceed **\$2,000**. The total amount reimbursed for food will not exceed \$500 for a sponsored event, though can be increased at the discretion of the Budget Committee (BC). No single prize or giveaway may exceed \$50, and no budget request may allocate more than \$200 towards the purchases of prizes or giveaway items.

Event organizers will present their event proposal with all required documentation to the Budget Committee. After Treasurer and BC approval, the Senate will vote on approval or rejection of the event proposal. Each proposal in these lines requires a majority Senate vote to be approved. If approved by the Senate, further required documentation listed below needs to be submitted to the Treasurer's office. Applications lacking the required documentation listed here will not be processed.

Required Documentation Checklist for GSO Budget Committee Approval

Event coordinators/organizers must submit the following application packet to the Treasurer, and present their event proposal to the Budget Committee:

- Application Form** with event details and estimated, itemized expenses
- Event Description** including speaker biographies (if applicable), how coordinators plan to advertise the event to the graduate student population, etc.
- Event Flyer** with time, date, location, and GSO logo (and Zoom link if applicable)

Required Documentation Checklist after Senate Approval

Event coordinators/organizers must submit the following documents to be reimbursed:

- Application Packet** with revisions (if applicable) and **finalized** itemized budget table
- Invoices/Receipts and Proof of Payment:**
 - Both **original itemized receipts** and **final signed receipts** for all purchases
- Speaker Honorariums/Vendor Payments (if applicable)**
 - W8/W9 Tax Form:**
 - **For domestic speakers/vendors, W-9:** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - Fill out lines 1, 3, 5-6, and SS #. Sign and date.
 - **For international speakers/vendors, W-8BEN:** <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
 - Fill out lines 1-4, 5 OR 6, and 8. Sign and date.
 - Payment information:** Electronic payment information (phone number and email address linked to bank account), mailing address for check, OR wire transfer information
 - Proof of honorarium payment:** Email or letter to speaker(s) from event organizers (club/department) with the promised honorarium payment amount, or invoice if vendor

GRADUATE STUDENT ORGANIZATION
145 Student Activities Center,
Stony Brook, NY 11794-2800
Website: <https://www.stonybrookgso.org/>
E-mail: treasurer@sbgso.org
Updated October 21st, 2022



Event Proposal Application for:

General Cultural & Social Events **Speaker & Conference Series**

Title of Event: _____

Date & Time of Event(s): _____ **Location of Event:** _____

Expected Attendance of Event (Grads / Non-grads): _____

Total Event Budget: _____ **Total Funds Requested from GSO:** _____

Event Organizing Committee Information (at least 3 graduate students, 1 faculty advisor):

Name	E-Mail	Phone #	Grad Student? (Y / N)
1.			
2.			
3.			
4.			
5.			

Other Sources of Funding:

Name of Organization	Amount	Contact Information
1.		
2.		
3.		
4.		
5.		

Name of sponsoring group (if applicable): _____

Number of members of sponsoring group (grads / non-grads): _____

If a club, have GSO club funds been requested? **Yes** **No**



General Cultural & Social Events OR Speaker & Conference Series

Estimated, Itemized Expenses Table	Amount
Food	
<i>Total Food Expenses:</i>	
Speaker Expenses (honorarium, travel, lodging, etc)	
<i>Total Speaker Expenses:</i>	
Other (venue expenses, event supplies, etc)	
<i>Total Other Expenses:</i>	
External Funds (expenses not requested from GSO)	
<i>Total from External Funds:</i>	
Grand Total Requested from GSO:	