



## Club Funding Line

This GSO fund is open to student clubs and organizations officially recognized by Stony Brook University, and allocations will be based upon the number of graduate students in the club or organization. In the interest of fostering diversity, **these events must be open, accessible, and understandable to all graduate students.**

For graduate student clubs/organizations OR undergraduate student clubs/organizations with graduate student members, the guidelines for the amount of allocation are as follows: \$200 per graduate student member up to \$1,600 total per year.

Note: Tournament registration fees should be applied for under the [Recreation Fitness](#) funding line.

### **Required Documentation Checklist for Approval:**

Event coordinators/organizers must submit the following application packet to the Treasurer via Financial NXT

1. **Application Form** with event details and estimated, itemized expenses
2. **Event Description** including speaker biographies (if applicable), how coordinators plan to advertise the event to the graduate student population, etc and **finalized** itemized budget table
3. **Event Flyer** with time, date, location, and GSO logo (and Zoom link if applicable)
4. Invoices (If GSO is paying the vendor directly) . Original itemized receipts and final signed receipts for all purchases need to be submitted
5. **Payment information:** Electronic payment information (phone number and email address linked to bank account), mailing address for check, OR wire transfer information

GRADUATE STUDENT ORGANIZATION  
145 Student Activities Center,  
Stony Brook, NY 11794-2800  
Website: <https://www.stonybrookgso.org>  
/E-mail: [treasurer@sbgso.org](mailto:treasurer@sbgso.org)  
Updated October 20<sup>th</sup>, 2023



Event Proposal Application for:

**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):

| Name | E-Mail | Phone # | Grad Student?<br>(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):** \_\_\_\_\_



## Club Funding Line

| Estimated, Itemized Expenses Table                      | Amount |
|---|--------|
| <b>Food</b>   |        |
|   |        |
|   |        |
|   |        |
|   |        |
|   |        |
| <i>Total Food Expenses:</i>                             |        |
| <b>DJ/ Music</b>  |        |
|   |        |
|   |        |
|   |        |
|   |        |
|   |        |
|   |        |
| <i>Total DJ Expenses:</i>                               |        |
| <b>Other (venue expenses, event supplies, etc)</b>      |        |
|   |        |
|   |        |
|   |        |
|   |        |
|   |        |
|   |        |
|   |        |
| <i>Total Other Expenses:</i>                            |        |
| <b>External Funds (expenses not requested from GSO)</b> |        |
|   |        |
|   |        |
|   |        |
| <i>Total from External Funds:</i>                       |        |
| <b>Grand Total Requested from GSO:</b>                  |        |