

2020 Permanent Changes to the GPSAFC Funding Guidelines

All line number references are to the previous GPSAFC Funding Guidelines and do not necessarily correspond to the current line numbers (although they will be close). Justifications are provided to explain why policies are necessary and/or beneficial; however, the justifications do not constitute official GPSAFC policy.

August 2020

1. Eliminate “and provide a link to the GPSAFC Event Calendar” from lines 48-50.

Justification: No such calendar exists.

2. Eliminate clause 3 of XI. Co-Sponsorship: “Total allocation for a single event shall not exceed the cap for Tier 4” (line 427).

Justification: Large collaborations should be allowed to exceed \$3500 (and have in the past).

3. Add “CampusGroups” in parenthesis to specify that CampusGroups is the electronic community platform mentioned in the guidelines in lines 21-22: “Budgets should be submitted through the electronic community platform used by graduate and professional student organizations (CampusGroups) by the deadlines...”

Justification: This will reduce confusion as there is no other electronic community platform used for GPSAFC budget submissions besides CampusGroups.

4. After line 80, add a new line, “12. Help with CampusGroups and more information about GPSAFC is available at <https://cornell.campusgroups.com/gpsafc/>. Student organizations may also request help from the Cornell Student Organization Business Office (SOBO) on budgeting, direct payments to vendors, food ordering, and reimbursement by emailing sobo@cornell.edu.” (Also update the subsequent numbering.)

Justification: This will allow graduate and professional student organizations to readily find resources to get help with the GPSAFC budgeting and payment process.

5. Change lines 58-59 “In order to receive allocated funding, an organization must turn in receipts for expenses to the GPSAFC accounts representative within one month of expenditure” to “Organizations can request money electronically from approved budgets in CampusGroups using a Payment Request in either of two ways: 1. by purchasing items with personal funds, submitting an itemized receipt(s) within one month of the purchase, and being reimbursed; or 2. by requesting a direct payment from Cornell to a Cornell department, a vendor or a person before or after an event. Payment requests should be for the exact amount of money spent/needed for an event, not the amount of money originally budgeted for the event. It is fine to go slightly over-budget for some items/events and under-budget for others as long as the total of payment/reimbursement requests is less than the total GPSA funding an organization has been allocated so far for the academic year.”

Justification: The new language more accurately reflects the reimbursement/payment options available to graduate and professional student groups.

6. In lines 288-289, remove “or through the electronic community platform used by student organizations”.

Justification: CampusGroups currently does not have the functionality for groups to submit tier increase requests.

7. In lines 23-24, change “The president, treasurer, and faculty advisor of the organization must submit written approval of each budget” to “The president and treasurer must submit approval of each budget”.

Justification: This change reflects the reality that CampusGroups approval is not “written”. It also removes the requirement that advisors approve budget requests, which had been a cause of stressful delays in the budget approval process for many graduate and professional student groups.

February 2021

1. Add before line 226, “Alcohol cannot be distributed by groups or group officers. All group members can purchase alcohol individually from the vendor and seek reimbursement through CampusGroups individually. Alternatively, groups can pay a flat rate to a distributor and have students pick up pre-paid alcohol from the vendor. The budget submitted to CampusGroups should reflect the total cost of alcohol for the event and mention how alcohol will be distributed. Groups should monitor the number of individuals who plan to buy alcohol individually to prevent exceeding the submitted budget. With permission from the GPSAFC, the faculty advisor can provide written consent to accept liability of distribution and distribute alcohol.”

Justification: To prevent student risk and liability associated with students distributing alcohol to group members (including checking ID, monitoring consumption, etc.).

May 2021

1. Change line 213 from “Gifts (except for speakers) or trophies” to “Gifts (except for speakers); note that items of under \$75 in value that is not cash may be given as prizes for events, e.g. to the winners of a trivia night. Prizes are limited to three per event (i.e. three prizes worth no more than \$75 in value each are allowed per one event).”

Justification: Many graduate and professional student organizations hold competitions such as virtual trivia nights and would like to be able to provide prizes to the winners of these competitions. Gift cards and cash are not feasible to give as prizes for tax reporting reasons.