

COLUMBIA UNIVERSITY

SCHOOL OF GENERAL STUDIES GENERAL STUDIES STUDENT COUNCIL

Guidelines for Requesting Funding from the GSSC

1. All requests should be submitted two-weeks (ten schooldays) before the event. Emergency or short-notice requests will be left to the discretion of the council.

2. Requests should include the following, in print:
 - a. Brief description of the event and the target audience.
 - b. Breakdown of the budget for the event, and listing of other sponsors.
 - c. Brief description of attendance of previous events this year and the year before, with, if possible, documentation of such events.
 - d. Brief description of the group, its goals and membership size.
 - e. Names or numbers of GS students as active members, and whether the group attempts to recruit GS students.
 - f. Signatures of group's officers, with pledge that all funds donated by the GSSC will be appropriated to solely the event in question.

3. If the request is approved, the group should place the name of the GSSC on all missives of the group in regards to the event as a sponsor. Also, please send the GSSC an email with the event description and date, so that we may send it out to the GS community.

4. We encourage groups receiving GSSC funds to either come before, or submit to, the GSSC a follow-up to the event with the following:
 - a. A paragraph on the event.
 - b. As many as 5 pictures from the event, highlighting the audience and the facets of the event funded by the GSSC. Digital photographs are preferred, and might be placed on the GSSC website or appear in future GSSC publications.

These items and more will help us tell the rest of our community about your events and group, and may influence future requests.