



Graduate Student Reserve Board

2013 Application for Funding

The purpose of the Graduate Student Reserve Board (GSRB) is to provide financial assistance to University registered graduate groups through the co-sponsorship of events and activities that enhance the graduate student experience and foster a stronger LMU community. Through its use of funds, GSRB intends to foster leadership, a great sense of community social consciousness, entertainment, and an enjoyable LMU atmosphere.

Important Dates

GSRB Proposal Presentations	Date	Time and Location	GSRB Proposal DUE by...

For assistance, please contact the GSLMU Treasurer, Sarah Babb, at babbs@lls.edu or by phone at x82649.

BEFORE YOU BEGIN!

Here are the steps to getting funds for your event:

Step1: Review the GSRB Code

- Attached to the packet
- The GSRB Code is also available online at www.GSLMU.com.

Step2: Establishing Eligibility

Your club must:

- Be registered *and* in **good standing** with GSLMU and Student Affairs.
- Not have any outstanding Program Summary Reports (if your club receives money for an event or activity, you will be required to make a **Program Summary Report** once the program is completed).
- Not have any financial holds placed by the GSLMU Treasurer.

Step 3: Completing the GSRB Form

All sections of the forms **MUST** be completed before you submit them to the Treasurer. **Remember**, it is to your advantage to be as accurate as possible concerning the details of your program (especially financial information). You **MUST** attach invoices, estimates, and any other information that would provide further clarification about the event. You also **MUST** include example publicity with GSLMU Logo. The GSLMU Logo can be found on the GSLMU website on the clubs/orgs page.

Step 4: Submit Your Form and Show up at Your Presentation

Submit your **completed forms and any attachments** to GSLMU staff via email by the proposal due date. You will also need to sign up for a presentation time (all clubs/organizations must make a presentation to the Graduate Student Reserve Board before any allocation may be made). If missing components to your application packet are discovered during the Treasurer's initial review, you will not be eligible to present.

Step 5: Waiting for your results

Within five school days following the GSRB Meeting, the Treasurer will electronically deliver to the proposing party an allocation report summarizing the GSRB decision and justifying any partial or full denial of funds. If you feel your proposal was treated unfairly, your club/ organization must follow the appeals process outlined in Section N of the GSLMU GSRB Code.

Step 6: Program Summary Report

When you receive your Allocation Report, you will also receive a blank **Program Summary Report**. Following the completion of your event, please submit a completed Program Summary Report. Turn it in in **NO LATER than 30 days after the event**. Organizations which fail to do so will **not** be allowed to submit any more requests and will be placed on "financial hold."

IMPORTANT!!

Fill this application packet out **accurately and completely** in order to be considered for funding. Do not forget to include the required addendum (FORM IV).

**FORM I: ORGANIZATIONAL INFORMATION
Graduate Student Reserve Board (GSRB)**

PART A: ORGANIZATION

1. **Organization** _____ Account Number # _____

2. Preparer's Information. (person who should attend the GSRB hearing)

Name _____ Position/Title _____ Phone _____
E-mail _____
Campus Box _____

Note: This is the person who will be notified with the Final Decision of GSRB and in the case a question may arise.

3. Number of active Loyola Marymount University student members: _____

4. List the names and phone numbers of current **PRIMARY OFFICERS**:

- A. Name _____ Position/Title _____ Phone _____
- B. Name _____ Position/Title _____ Phone _____
- C. Name _____ Position/Title _____ Phone _____
- D. Name _____ Position/Title _____ Phone _____

5. What is the official purpose of the organization?

6. Previous Year's GSRB Allocation(s) \$ _____

7. Current GSRB Request (from FORM II or III) \$ _____

8. Does your organization collect dues? If so, indicate the amount collected per year and how these funds are spent. If not, indicate why.

\$ (_____) _____

9. What is your organization's financial balance (include outside accounts)? How will the remainder of these funds be spent?

\$ (_____) _____

10. Has your organization **generated revenue**, other than GSRB, within the last year? If so, please indicate the amount, the source, and the manner in which these funds were spent.

\$ (_____) _____

PART B: EVENT

The event will occur during the: Fall Semester Spring Semester

EVENT NAME: _____

DATE/TIME: _____

LOCATION/FACILITY: _____

ATTENDANCE (LMU STUDENTS): _____ (NON STUDENTS): _____

LIST ALL SOURCES OF FUNDS: _____

**FORM II: PROGRAM/PROJECT REQUEST
Graduate Student Reserve Board (GSRB)**

PROGRAM/PROJECT NAME: _____

Is this a NEW Program/Project? Yes No (If no, you must complete the column "previous Budget Spent")

EXPENSES - Describe below	Previous Budget Spent	Current Request			ALLOCATION
		Ea.	Qty.	Amt.	
A. Decorations					
1.					
2.					
B. Facility Rental					
C. Facility Charges/Labor					
D. Equipment Rental					
E. Program/Project Supplies					
1.					
2.					
F. Advertising Costs					
1. Posters/Flyers					
2. Loyolan Ads					
a.					
G. Other Expenses (Detail Here)					
1. T-shirts					
2. Food/Beverages					
<u>TOTAL EXPENSES</u>					
INCOME					
A. Ticket Sales/Donations					
B. Others (Detail Here)					
1.					
2.					
3.					
<u>TOTAL INCOME</u>					
TOTAL EXPENSES					
TOTAL INCOME (subtract)					
<u>Equals=GSRB Request</u>					

*Be prepared to present further details regarding expenses and revenue if asked during your GSRB presentation.

For assistance, please contact the GSLMU Treasurer, Sarah Babb, at babbs@lls.edu or by phone at x82649.

FORM III: TRAVEL REQUEST
Graduate Student Reserve Board (GSRB)

REMINDER: Please keep in mind the maximum allocation per trip is 75% of total travel expenses.

GENERAL INFORMATION

1. Name of conference, workshop, convention or competition:

2. Location/Destination:

3. Reason for trip:

4. Name and position of person(s) attending (list additional names on back)

Name _____	Position/Title _____
Name _____	Position/Title _____
Name _____	Position/Title _____
Name _____	Position/Title _____

EXPENSES	Previous Budget SPENT	Current REQUEST	ALLOCATION
A. Transportation			
1. Personal Vehicle # _____ Miles x \$.48 per mile			
2. Rental Car/Van			
3. Airfare			
4. Other (specify)			
SUBTOTAL			
B. Registration # _____ people x \$ _____ registration fee per person			
C. Lodging \$ _____ cost per room x _____ nights x _____ room(s)			
D. Other			
1.			
2.			
TOTAL TRAVEL EXPENSES (for this trip)	\$	\$	\$
Club / Organization Contribution (≥ 25%)			
GSRB Request (≤ 75%)			

FORM IV: ADDENDUMS
Graduate Student Reserve Board (GSRB)

- 1. Membership Roster:** Please attach a list of active club members including the name, phone number, and email address of each member.
- 2. Invoices:** Please attach all invoices and/or that financially support the event.
- 3. Marketing Materials:** If applicable, please attach an actual or sample event flyer, **including the GSLMU logo.**
- 4. Program Description:** On an additional page, please attach a written description of the program or project for which you are requesting funds. Describe the benefits to LMU graduate students, faculty, and staff (see FORM II).

FORM V: SIGNATURES
Graduate Student Reserve Board (GSRB)

We, the undersigned, affirm the following:

- A. That the information herein and on any supporting documents, are true, correct and complete.
- B. That we have read and understand the **Graduate Student Reserve Board Code** and that any misuse or abuse of allocated GSRB money could result in the loss of funding privileges and/or referral to the Office of Judicial Affairs.
- C. That any withholding, misrepresentation, or falsification of information for the purpose of obtaining an GSRB grant may result in ineligibility for future funding and/or referral to the Office of Judicial Affairs.
- D. That GSRB reserves the right to deny funding a proposal up to and including the entire sum requested.
GSRB Code: Section J 6.
- E. That our GSRB hearing may be tape-recorded for use by reviewing committees only.

Name of President _____ Signature _____ Date: _____
Name of Treasurer _____ Signature _____ Date: _____
Name of Advisor _____ Signature _____ Date: _____
Name of Advisor* _____ Signature _____ Date: _____

The President, Treasurer, and Faculty Advisor *MUST* sign this form in order for it to be COMPLETE.
*This space is meant for any other LMU Faculty (i.e. Asst. Dr. of Greek Life). Packets without necessary signature will be considered incomplete.

Submitted by _____ Date _____ Signature _____
Received _____ Signature _____
GSLMU Office Manager