

# RSO Event Funding Requests – Umbrella Funds

This template is not meant to be used without customization. Anything underlined in red is recommended for you to change to fit your Umbrella Organization. Some details will pertain to whether you access GSG directly for Umbrella Funds (in which case you will need to take our deadlines into consideration) or whether you are part of the UFDP, in which case your department and Umbrella officers impact processing time. Details also depend upon your regular meetings, your officers' roles, and whether you want paper or online submissions (you can always adapt this for download or for Google Forms). You can of course add and remove other aspects of this form which are not in red at your discretion.

Please contact [gsgfinea@usc.edu](mailto:gsgfinea@usc.edu) with any questions.

## Application Guidelines

These guidelines are only for events that are not considered to be joint events with [Insert Umbrella Here](#).

- a) All applications must comply with University Policies, GSG Finance Policies, as well as [Umbrella](#)-specific guidelines;
- b) The organization applying must be an official Recognized Student Organization (RSO);
- c) The applying RSO must be related to [Umbrella](#) or must indicate that at least **50%** of the attendees of the event will be fee-paying graduate students represented by [Umbrella](#);
- d) The event shall be accessible and free of charge to all graduate students related to [Umbrella](#);
- e) The Executive Board's decision of whether to approve the application is final and non-negotiable;
- f) Durable goods that are not treated as prizes or giveaways (e.g., appliances, tools, furniture, clothing) shall not be funded.

## Application Procedure

- a) Applicant must submit [online](#) funding application at least [6 weeks prior](#) to the event date;

- b) Funding applications will be reviewed at weekly Executive Board meetings;
- c) Funding decisions will be communicated no more than 3 days after the Executive Board meeting at which the funding application was reviewed;
- a) Should the funding request fail to meet requirements, Umbrella reserves the right to deny funding.

## Post Approval

Prior to event occurrence:

- a) Appropriately display GSG's name and emblem, and Umbrella's name and emblem, on all promotional materials for the event;
- b) Promotional materials must be visible to all Umbrella members.
- c) When applying through GSG, submit Umbrella's written approval with your GSG application and be certain to follow GSG deadlines.

After event occurrence:

- d) Submit all required documentation to the Treasurer/GSG Portal. The applicant is responsible for ensuring the timely submission of all required documentation.