



2018-2019 GSG Umbrella Fund Distribution Program (UFDP)

For the 2018-2019 fiscal year, which runs from July 1st, 2018 through June 30th, 2019, Graduate Student Government (GSG) will run a program that provides pre-approved graduate Umbrella Organizations with their designated Umbrella Funds at the beginning of the Fall Semester. This funding is calculated at \$16 per year per student in programs represented by the Umbrella.

These funds come from the Programming Fee assessed to graduate students, which exists for the academic, social, cultural and recreational enrichment of the student body.

In order to participate in the program, the following conditions must be met:

1. The Umbrella Organization enrolling into this program is a Recognized Student Organization (RSO) through Campus Activities;
2. The Umbrella's Senator(s) must adhere to all Senator responsibilities and maintain Senate attendance.
3. At least one officer of the Umbrella completes the annual GSG Finance Orientation;
4. The Umbrella must agree to only use funds in a manner consistent with USC and GSG Policies, including the USC Expenditure Policies and Procedures;
5. The Umbrella provides a Fall Semester Report, a Spring Semester Report, and a Final Report including all relevant receipts and invoices (each due by the last day of classes for each semester, while the Final Report is due by July 5th of the next fiscal year).
6. A USC staff member who is familiar with USC and GSG policies is responsible for managing and distributing funds, as well as documenting final receipts and invoices;
7. This staff member will also distribute funds for Sub-Umbrella and Independent Organization requests upon approval by the Umbrella;
8. The Umbrella and USC staff member are responsible for any policy violations; and
9. The Umbrella's president or treasurer and the USC staff member sign this agreement.



In particular, the following GSG Finance Policies should be noted:

- Umbrellas must provide an annual budget anticipating use of funds by the Umbrella and allocations for Sub-Umbrella and Independent Organizations (at minimum a draft is expected by the second week of the Fall Semester);
- Umbrellas must provide a copy of published policies for RSOs to request Umbrella Funds (at minimum a draft is expected by the second week of the Fall Semester);
- Umbrellas must provide a general contact email for continuity and public communication.
- Events and programs using GSG funds must include the logo or name of GSG in all advertisements and promotional materials. Promotional materials that are paid for with GSG funds are restricted to printing costs and items essential to “special” events, which hugely impact USC graduate students and community members.
- GSG RSO Funding only supports student programming planned and hosted by students. No funding may be used for supplementing department or school events.
- No GSG RSO Event Funds (such as Umbrella Funds) may be used for: Conference travel or registration; unapproved transportation; hotel accommodations; retreats; refundable deposits; speaker fees; school-related supplies; unapproved permanent items (e.g. graduation gifts); “Closed” executive meetings; alcohol.
- Umbrella Funds uniquely allow for “closed” events that need not be advertised outside of the Umbrella’s related student populations.

Only 80% of calculated funds are transferred during the Fall Semester. An Intent to Use form must be submitted by the second week of the Spring Semester to secure the remaining 20%.

Any funds that are not used during the fall semester may roll over into the spring semester, but any remaining funds from the spring semester must be returned to GSG before May graduation.

All other requests for GSG RSO Event Funding (through Discretionary, Volunteer, Joint, Social Justice, or other) must go through the proper processes and procedures communicated to organizations at the beginning of the year and available on the website (gsg.usc.edu).

Note that GSG offers this program as a privilege to Umbrellas in good standing, and that GSG may retract this privilege at any time in response to policy violations. GSG and Campus Activities may apply additional penalties according to the severity and repetition of offenses.

GSG has the ability and the authority to discontinue this program at any time.



Please contact GSG Director of Finance - Disbursements and Reconciling at gsgfindr@usc.edu if you have any questions or concerns.

Staff/Administrative Contact

Name: _____

Position: _____

Account #: _____

USC email: _____

Direct phone line: _____

Signature: _____

President/Treasurer

Name: _____

Position: _____

Student Organization: _____

USC email: _____

Direct phone line: _____

Signature: _____

Campus Activities office use below this line



Campus Activities

Name: _____

Position: _____

USC email: _____

Direct phone line: _____

Signature: _____

Requirements

- Budget for FY 2018-2019
- General email for RSO
- Finance Orientation score of 80%
- Received copy of published policies

Completed during AY 2018-2019

- Fall Semester Report
- Spring Semester Report
- Final Report