

# **GSC Club Funding Policy 2006-2007**

## **1. GSC Nondiscrimination Policy**

In order to be eligible for GSC Club Funding, organizations must be open to (although not necessarily limited to) all interested graduate students.

The GSC only offers support to non-discriminatory events. The GSC defines non-discriminatory events as events that both welcome all members of the Caltech graduate student community and are advertised campus-wide in such a way that all graduate students feel welcome. The graphic<sup>1</sup> below should be included on posters advertising GSC-sponsored events. If a club chooses not to use the graphic, the same information must be included in some legible form. Email announcements should include the text portion.



**All members of the Caltech Graduate Student Community are Welcome to Attend**

*Co-sponsored by the Graduate Student Council  
Additional funding from Campus Life and Graduate Housing*



## **2. Club Basics**

- Newly-formed clubs should apply for an ITS<sup>2</sup> account, create a web page and have a listing in the Technique<sup>3</sup>.
- Clubs already in existence should maintain adequate records including financial statements. These documents will be used in the assessment of the proposal.
- Club representatives are strongly encouraged to set up a table at the Graduate Club Fair, which occurs at the start of each academic year during New Student Orientation.
- Club funding is usually done on a reimbursement basis. A club sends the GSC treasurer receipts and he/she writes them a check. If your club would like to receive a check up at the beginning of the year, it will need to provide the GSC treasurer with the latest copy of its federal tax return.

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<sup>1</sup> Available for download at:

<http://www.its.caltech.edu/~gsc/funding/GSC-sponsored-poster-graphic.ppt>

<http://www.its.caltech.edu/~gsc/funding/GSC-sponsored-poster-graphic.jpg>

<sup>2</sup> <http://www.its.caltech.edu>

<sup>3</sup> <http://technique.caltech.edu>

### 3. What the GSC will fund through Club Funding

In order to impact the greatest number of graduate students, the GSC gives funding priority to social, cultural, recreational, community service, and sport events and activities that are open to and reach out to the entire graduate student population. Such events must be widely advertised to graduate students. Depending on the availability of funds and the quality of the proposal, the GSC will consider funding less open activities and non-event expenses such as registration fees considered essential to run the club. However member only activities are very unlikely to be funded.

The GSC wants its money to have the maximum possible impact. Thus, the GSC will give preference to subsidizing 20 students for one event over subsidizing the same 4 students for 5 events. The cost of the event should be related to the expected participation.

### 4. What the GSC will not fund through Club Funding

In general GSC Club Funding is not granted when funding is available from other organizations, co-sponsorship, or other GSC funding programs.

- The GSC does not fund items that it cannot track such as **petty/operating cash**.
- GSC does not fund **durable equipment**, such as sports gear or uniforms. Apply to Student Investment Fund
- Expenses for the International **Food Fair** are co-sponsored by GSC and ISP<sup>1</sup>.
- Any time during the year clubs may apply for funding from the GSC to host a **Club GUSH**. This is funded separately from Club Funding and is a great way to spread the word about your club to the graduate student community. For more information about organizing a Club GUSH, contact the GSC social committee<sup>2</sup>.
- **The Moore and Hufstедler Funds**<sup>3</sup> make about \$180,000 available each year for initiatives deemed to have a positive impact on student life at Caltech. This is truly an unprecedented source of funding at Caltech both in nature and in magnitude, and, as a result, allows the community to devise, plan, and execute larger and more ambitious projects than previously possible. This is a better source of funding for expensive programs such as speaker series with guests from out of town.

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<sup>1</sup> <http://www.isp.caltech.edu>

<sup>2</sup> [gscsoc@caltech.edu](mailto:gscsoc@caltech.edu)

<sup>3</sup> <http://www.its.caltech.edu/~mhf>

## 5. Other sources of funding

The GSC is more predisposed to fund activities of those clubs charging **membership dues** or **event-participation fees** to their members. If graduate students are willing to pay dues and fees, then they are clearly interested in the mission of the club.

GSC encourages you to apply also to other organizations for funding. Clubs that receive funding from other organizations are more likely to be approved for GSC Club Funding. In addition to the organizations mentioned above also consider applying to:

- ASCIT<sup>1</sup> and the IHC<sup>2</sup> for events that involve undergraduates
- Minority Student Affairs<sup>3</sup>
- Athletics<sup>4</sup>
- Caltech Y<sup>5</sup>
- The Office of Graduate Studies<sup>6</sup> (e.g. for sponsoring bartenders at parties)
- The Graduate Housing Office<sup>7</sup>
- The Office of Student Affairs<sup>8</sup>
- The President's Office<sup>9</sup>
- The Provost's Office<sup>10</sup>

GSC also sponsors events on campus through the Quick Funding<sup>11</sup> program. Note, however that Quick Funding is not a substitute for Club Funding.

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<sup>1</sup> <http://donut.caltech.edu>

<sup>2</sup> <http://www.ugcs.caltech.edu/~ihc>

<sup>3</sup> <http://www.msa.caltech.edu>

<sup>4</sup> <http://www.athletics.caltech.edu>

<sup>5</sup> <http://www.caltechy.org>

<sup>6</sup> <http://www.gradoffice.caltech.edu>

<sup>7</sup> <http://www.its.caltech.edu/~housing/grad/FRGradHous.html>

<sup>8</sup> <http://www.studaff.caltech.edu>

<sup>9</sup> [http://www.search.caltech.edu/departamental\\_directory/Presidents\\_Office.html](http://www.search.caltech.edu/departamental_directory/Presidents_Office.html)

<sup>10</sup> [http://www.search.caltech.edu/departamental\\_directory/Provosts\\_Office.html](http://www.search.caltech.edu/departamental_directory/Provosts_Office.html)

<sup>11</sup> <http://gsc.caltech.edu/funding/index.html>

## 6. Requirements

- **Application**

Three copies of the application must be submitted to the GSC treasurer before the September 1<sup>st</sup> deadline. You are now **required** to use the application form provided on the GSC website. Additional materials are welcome but not mandatory.

- **Advertising.**

The activities that are open to the entire community must be well advertised. At the very least, an adequate advertising campaign should consist of 20-40 flyers on campus (at least 10 in the Catalinas) and an announcement in the GSC Newsletter<sup>1</sup>. Advertisement in the @Caltech<sup>2</sup> calendar is also highly encouraged. Advertising on <http://donut.caltech.edu/> is effective for activities involving undergraduates.

Expenditures for advertising should be kept reasonably low, and you should include them in your budget. The GSC may be able to provide financial assistance for more ambitious advertising campaigns. Contact the Budget Committee<sup>3</sup> if you have a request for advertising funds.

- **Community involvement.**

The most important rule is participation. The GSC wants to fund those activities that have an impact on the Caltech community, in particular on the graduate student population. Clubs requesting or receiving GSC funding are required to report statistics that convey the popularity of club activities (attendance to parties, use of equipment, etc.) and detailed participation numbers for the club's major events.

- **Financial statements.**

A proposal needs to include a clear, coherent and complete budget for the incoming year and financial report of the past year. This is the way that clubs can show that they have properly managed previous contributions and deserve new ones.

If financial statements are vague or unclear, the club is likely to receive less funding than requested. A partial listing of sources of income or expenditures is not acceptable. All expenses must be itemized.

Surplus funds from previous years (retained earnings) must be listed as income for the current year in the annual budget. For large surpluses an explanation is required.

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<sup>1</sup> gscnews@its.caltech.edu

<sup>2</sup> <http://atcaltech.caltech.edu>

<sup>3</sup> gscbud@caltech.edu