

Graduate Student Association



Funding Request Information with the GSA:

Type of request: Program / Banquet / Ceremony Request

1. Fill out appropriate form for your funding request. Attach any information that will help the committee understand your request.
2. Discuss your funding need with GSA Budgeting committee chair and/or GSA president. For questions you can contact: ksugsa@usa.com
3. Make 10 copies of request and deliver them to the Dean of the Graduate Studies office. Attention: GSA.
4. **In case of a graduate student organization registered with GSA:** the request must be signed by organization president and advisor.
5. In case of a graduate student: the request must be signed by student making the request and sponsoring professor.
6. GSA Budgeting Committee will act on your request at a meeting. If request is unclear you may be asked to submit more information.
7. GSA Budgeting Committee chair will contact graduate student to inform outcome of request.
8. If funding is approved make an appointment with the GSA President to access funds.
9. Graduate student making request may be allowed to appear in front of the budgeting committee on the day of the GSA Budgeting Committee meeting.

**Funding request application for graduate student organizations registered
with GSA**

Type of request: Program / Banquet / Ceremony Request

Please complete all sections of the application. You may attach additional information if desired. If you need assistance, please contact GSA at KSUGSA@usa.com or the GSA advisor at tjoyce@kennesaw.edu.

Name of graduate student organization: _____
Graduate Student Contact: _____
Event name: _____
E-mail: _____
Advisor responsible for event: _____
Number of students expected to attend: _____

<p>DESCRIBE PROPOSED ACTIVITY Include biography of speaker, reason for ceremony, etc. Include a detail budget of funding requested from GSA Budgeting Committee, as well as from other sources as fundraising, entrance fees, etc.</p>
<p>Total Funding Request: _____</p>
President (Student): _____ Advisor (sponsor): _____
Date: _____