

Graduate Organization Fund

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Organizations

What is GOF?

- Funding source for graduate organizations
 - Provide funding for travel and or planned events in the DePaul community
- It is the goal of the Office of Student Involvement to help support DePaul's graduate students in meeting their organizations' mission and purpose during their co-curricular time at DePaul University.
- Full annual budget is \$2,000 for all graduate organizations

How to be Eligible

- Be registered with Office of Student Involvement and on OrgSync
- Both President and Treasurer completes workshop training
- Your event must occur at least 30 days after the time when you submit your application – applications are accepted on a rolling basis
- President or Treasurer must submit the application on OrgSync

GOF Funding Guidelines

- Registration and Lodging Expenses
 - \$400 cap on Lodging and Registration for the Year
- Travel Expenses
 - \$400 cap on Travel for the Year
- Food Expenses
 - \$400 cap on Food for the Year
 - Food over \$250 – must use Chartwells
- Organization dues
 - Up to \$250 cap on Organization Dues for the Year

GOF Funding Guidelines

- You cannot request funding for the following:
 - Items that have already been paid for, debts
 - T-shirts or apparel other than uniforms/costumes
 - Alcohol
 - Trophies, Awards, Gifts
 - International Travel (continental US only)
 - Contributions to any business, charitable organization, or individual/group
 - Formals
 - Food for general body/executive meetings
 - Individual Membership dues
 - Lobbying Efforts or Political Candidates
 - Online advertising and websites
 - Personal expenses
 - Paying advisors

GOF Funding Guidelines

- The following categories do not have a limit on how much you can request:
 - Operational expenses
 - Facility rentals
 - Supplies, decorations
 - Speaker/Performer/DJ fees
 - Advertising/printing
 - Lighting/sound/production
 - Equipment
 - Security

Documents to Upload into Application

- Quotes
 - 2 Quotes are required for every line item requested
 - Quotes include screenshots of a website or an email, or a copy of an invoice
 - Quotes must show what website or company it came from
 - Links to websites do not qualify as quotes
 - Screenshots of text messages are not appropriate
 - Quotes may be a word doc, PDF, or ppt
 - At least one quote must match the amount being requested in line item
 - Be sure to factor shipping and/or tax into the amount you are requesting and that it is shown on the quote

Documents to Upload into Application

- Exceptions -- Only 1 Quote required for:
 - Registration fees
 - Chartwells
 - Speakers/Performers
 - Coaches
 - Gas/mileage

Documents to Upload into Application

- Biographies
 - Speakers, Performers, DJs, and Coaches require a short biography
- Maps
 - For gas requests, include a Google Maps or Mapquest screenshot of roundtrip mileage
 - Mileage rate is \$0.54/mile for personal vehicles
 - Calculate exact gas cost for rental vehicles
 - gasbuddy.com/trip_calculator

Documents to Upload into Application

- Room Reservations
 - On-campus events must have a room reservation request submitted to Student Centers before applying for funding
 - Document for room reservation must say Status: “Pending” or “Confirmed” – not “Web Request”
- Itineraries
 - Must be included for any conferences, retreats, trips, etc.

Documents to Upload into Application

- Guest Speaker Approval Letter
 - Organizations must receive approval for a guest speaker prior to applying for funding
 - Organizations can apply for speaker approval on OrgSync with the Guest Speaker Approval Form
 - Approval board meets monthly, so it is best to complete this form at least two months prior to event, and then upload the approval letter you receive to your funding application

The Application Process

- From your Portal:
 - More > Treasury > Manage Budgets > New Budget
 - Select the “Graduate Organization Funding” Budget Period
 - Complete the Form, and Upload Quotes, Itineraries, Biographies, Maps, Room Reservations
 - Make sure your event/expense is at least 30 days after the time you submit your application
 - You may request funds for more than one event/expense budget within the same application

The Application Process

- All communication regarding the applications happens in the Comments Section.
- Make sure your Notifications are turned On in your OrgSync account
- Once you have submitted the application, you will be notified in the comments section if your application has been approved, denied, or requires more information

The Application Process

- You will be notified within one week of the funding decision, and awarded amounts will be filled into application.
- An award letter will be uploaded into your application for information about payment processing, contract submission, and reallocation requests.
- If you receive funding for a vendor or performer, a Vendor/Performance agreement will be uploaded into your application.

Contracts

- From your Portal
 - Files > Student Organization Information > Performance/Vendor Agreement
 - Forms > Contract Submission Form
- Have Vendor/Performer complete the agreement
 - Only an Associate Vice President of Student Affairs can sign the agreement as the DePaul representative. You must upload the agreement and financial paperwork signed by the vendor **ONLY** to be signed by this DePaul representative
- Complete the Contract Submission Form and upload the agreement into this form
- Do **NOT** upload agreements into your funding application!
- Contract Submission Forms must be complete **21 days prior** to event
- Vendors/Performers agree to a net-30 payment: Financial Services guidelines outline payments will be made 30 days after the event.

Payment Processing

- Once you have been allocated funds, you have 2 options for payment processing:
 - Contact the OSI Business Coordinator for an appointment, and they can make the purchases on your behalf with your funds
 - Make your purchases, and then complete the Payment processing form and submit on OrgSync
 - Forms > Payment Processing Form
- Receipts must be uploaded onto the Payment Processing Form via OrgSync within 30 days of the purchase or by the deadline indicated on your Award Letter – whichever is sooner.

Payment Processing

- You are responsible for reading the award letter to know the dates of when receipts/invoices should be submitted to the Business Coordinator. If you miss the deadline, you will not be reimbursed and will be responsible for all invoices.
- Reimbursements and invoices will be paid 30 days from when Accounts Payable receives the paperwork. Because of the numerous reimbursements and invoices that come to OSI, please allow 10 business days for the Business Coordinator to complete the proper paperwork.
- The person who made the purchase must be the person to get reimbursed.
 - Financial Affairs Office operates under guidelines that prohibit reimbursing any checking account that is not linked to a personal social security number.

Reallocations

- Reallocation Requests must be submitted if:
 - there is a change in how you wish to use the funds
 - the date of the event changes
- Reallocations can only be made between line items that were requested on the original application.
- Reallocation requests cannot exceed the line item amount that was originally requested.
- Funds for an event that did not occur cannot be transferred to a different event/expense.
- Reallocation Requests must be submitted at least 14 days prior to the event, and earlier if your event requires a contract (which still needs to be completed 21 days before the event)

Reallocations

- Manage Budgets > New Budget > Budget Period: “Reallocation Request for Previously Awarded SAF-B Funds”
- When you complete a reallocation form, include *every line item* that was on your original application, and adjust the amount requested for each line item.
- Upload original award letter and quotes from original application, or a new quote/bio if reallocating for a new speaker/DJ/coach...

Travel Waivers and Driver Certification

- Any organization members who are traveling for a DePaul/organization event must complete a travel waiver form on OrgSync before traveling:
 - Portal > Forms > Travel Release & Waiver
- If your organization is traveling to an event by car, the driver(s) must complete a driver certification.
 - They must make an appointment with the OSI Business Coordinator to process payment and complete “Motor Vehicle Request Form”
 - Must be completed before the event
 - Please refer to website for more information and Motor Vehicle Request Form: [Driver Certification Website](#)

Be sure to complete the GOF Training
Questions and submit to Sam Schubert
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THANK YOU!