

GSO Application – Recognition and Funding

Please follow the below steps for submitting recognition and funding application to the GSA.

Recognition:

1. Visit <https://gso.rutgers.edu/>
2. Login with your NetID and password.
3. Click on “New GSO Application” button
4. Fill out the details of your application.
5. Add email of the members of your organization in this textbox (separated by comma). Please see the below example.

Member Emails (Separated by Comma)

Add Officers

Note: You must include yourself as a member

6. Add your name, email id, netid, position in the textbox as shown below. Please see the below example.

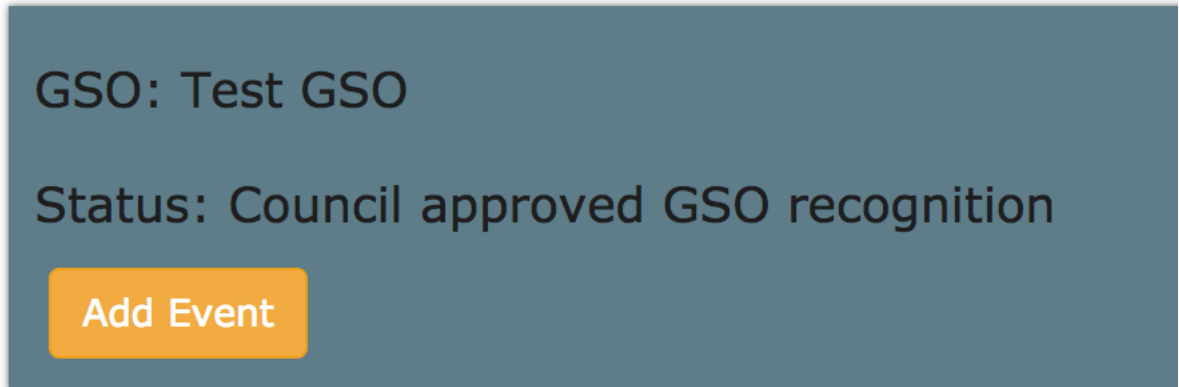
Note: You must include yourself as a member

Name	Email	NetId	Position	Position(Other)	
<input type="text" value="Joe Smith"/>	<input type="text" value="joe.smith@rutgers.edu"/>	<input type="text" value="js1000"/>	<input type="text" value="President"/>	<input type="text" value="Description"/>	<input type="button" value="Remove"/>

7. Click Submit

Funding:

1. Once your application is approved from GSO Council, you can see the status on your application when you login to <https://gso.rutgers.edu/>
Please see the below example.



2. If application is approved, please click on the “Add Event” button in your application (as shown in above image)
3. Fill out the funding application form as per your requirement and click submit. Please select appropriate semester and event type for this event. For current semester, select Spring 2017 from the dropdown menu. Please see the below example.

Semester:

Spring 2017



Event Type:

Program/Event



4. Please enter the appropriate amount for this funding request and submit.

5. Once you submit, you'll see the funding status as shown in below example.



GSO: Test GSO
Status: Council approved GSO recognition

End Semester Party	Spring 2017	Request submitted to EAC
--------------------	-------------	--------------------------

Delete

Add Event

6. The funding application will be reviewed by Council and once it is approved/denied, you can see the updated status back. Please see the below example.



GSO: Test GSO
Status: Council approved GSO recognition

End Semester Party	Spring 2017	EAC approved allocation for this event
--------------------	-------------	--

Delete

Add Event

Note:

- If you have any queries with regards to the above steps of submitting recognition or funding application, please contact Business Manager Brittani Hudson (help@gsa.rutgers.edu) or President Abu Shoeb (president@gsa.rutgers.edu)