

# GSA 2023-2024 GSO Recognition & Funding Request

This form satisfies both a request for official recognition of a GSO by the GSA and a request for GSA funding. This form must be completed no later than 2 weeks after the form opens on September 5th. Fall 2023 deadline is September 19th. Applications received after this deadline are not guaranteed to receive recognition or funding and will be considered on a rolling basis. Questions? Please contact [ec@gsa.rutgers.edu](mailto:ec@gsa.rutgers.edu)

\* Required

\* This form will record your name, please fill your name.

## Basic Information

1. Please provide your official/full organization name. Moving forward, this will be the only recognized name in all GSA/GSO paperwork. (Ex. Graduate Student Association) \*

Select your answer



2. Name of GSO (if not listed above)

3. Please provide an acronym for your GSO if applicable. (Ex. GSA)

4. Are you a new or returning GSO? \*

☐ New

☐ Returning

5. Is your GSO academic or non-academic? Academic means affiliated with a curriculum code or department. \*

☐ Academic

☐ Non-academic

6. If you answered "academic" to the previous question, please list the affiliated curriculum code(s) (ex. 16:160 referring to school:department). If non-academic, answer "N/A." \*

7. Does your GSO have an advisor? If so, please list their full name and email address. \*

8. If your GSO has a website other than getINVOLVED, please provide the address.

9. First name \*

10. Last name \*

11. Rutgers email address \*

12. Position in GSO \*

## GSO Primary Officer Information

13. What is the full name of your GSO President? \*

14. What is the netID of your GSO President? \*

15. What is the Rutgers email address of your GSO President? \*

16. What is the full name of your GSO Treasurer? \*

17. What is the netID of your GSO Treasurer? \*

18. What is the Rutgers email address of your GSO Treasurer? \*

19. Please list the names, netIDs, emails, and positions of any other officers in your GSO OR individuals authorized to file reimbursements on behalf of your GSO.

## getINVOLVED Information

20. All GSOs are required to have a getINVOLVED page. Do you? Note:  
New GSOs will require registration. Please email [help@gsa.rutgers.edu](mailto:help@gsa.rutgers.edu)  
to begin the process. \*

☐ Yes

☐ No

21. If you do not have a getINVOLVED page, please let us know why.

22. Please provide a link to your getINVOLVED page

23. Is the Primary Contact on your getINVOLVED page correct?

☐ Yes

☐ No

24. If you answered no above, list the name and netID (ex. srr131) of the person who should be the primary contact.

25. What is the primary contact email address for your GSO? This can be a general email, or that of a GSO officer. \*

## Documents

26. If you are a returning GSO, has your constitution changed since it was approved by the GSA last year? \*

- ☐ Yes
- ☐ No
- ☐ Not a returning GSO

27. If yes above, please indicate briefly the section(s) which have changed

28. Please upload your GSO constitution as a PDF file. A model constitution may be found on the GSA website under "Graduate Organizations" > "Event Guides and Resources". \*

 **Upload file**

File number limit: 1 Single file size limit: 100MB Allowed file types: PDF

29. Please upload a PDF file of your GSOs DEI statement \*newly required in 2023\* \*

↑ **Upload file**

File number limit: 1 Single file size limit: 10MB Allowed file types: PDF

30. Please upload an official list of your GSO's constituents/members, their netIDs, and their @[rutgers.edu](mailto:netids@rutgers.edu) email addresses as a spreadsheet file. At least 10 members are required for recognition. \*

↑ **Upload file**

File number limit: 1 Single file size limit: 10MB Allowed file types: Excel

31. Please upload your GSOs logo (if any)

↑ **Upload file**

File number limit: 1 Single file size limit: 100MB Allowed file types: PDF, Image

32. Please provide a tentative list of your GSOs planned events, dates, and their costs. This can be a rough, simple outline. \*

↑ **Upload file**

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PDF

## Funding Request

This form satisfies both a request for official recognition of a GSO by the GSA and a request for GSA funding. This form must be completed no later than 2 weeks after the form opens. Fall 2023 deadline is September 19th. Applications received after this deadline are not guaranteed to receive recognition or funding and will be considered on a rolling basis. **Applicants should not expect to receive their full allocation request.** Please request what you will realistically spend within the maximum limit for your GSO. Maximum requests were calculated using the previous 2 AY data per the GSA constitution. Questions? Please contact [ec@gsa.rutgers.edu](mailto:ec@gsa.rutgers.edu), cc: [help@gsa.rutgers.edu](mailto:help@gsa.rutgers.edu)

33. Indicate your requested GSA funding for the 2023-2024 AY. May not exceed maximum allowed. Maximum funding requests for each GSO recognized within the previous two years may be found on the new GSA website under the Graduate Organizations > event guides and resources > budgets dropdown > GSO Max Funding and Allocation Request. All other GSOs, including "new" GSOs, may request a maximum of \$1500. **Your funding is not available until you receive EXPLICIT GSA approval on the amount and sign a Funding Contract.** Requests exceeding the maximum allowed for your GSO will not be considered and your application will be denied outright. \*

34. Please indicate which day/time you or a representative of your GSO will attend Finance Training via Zoom. Each session is scheduled for 2 hours and full attendance is required. Note: this is required to receive funding. If someone does not attend one of the sessions, you forfeit your request. Zoom link will be sent out after recognition applications close. \*

- ☐ Morning: September 26th, 9 AM
- ☐ Evening: September 27th, 7 PM
- ☐ Afternoon: September 29th, 12 PM

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