



GSS Event Fund Guidelines

Intention and Purpose

- The GSS Event Fund is a rebate of expenses aims to make Affiliate Organizations (AO) a vital part of the Society and of the Centre by supporting AO in creating and organizing events that will be of social, cultural or academic interest to their fellow graduate students, with an emphasis on events held at the Centre as well as interdisciplinary events.
- The fund is a rebate of expenses for events organized and held by AO.

Conditions for Rebate

- The AO(s) holding the event must be recognized by the Society at the time of the event.
- The name and logo of the Society must be prominently displayed at the event and in all promotional materials for the event.
- The event must be targeted at and promoted to Graduate Students.
- The event must be non-profit.

Procedure

- The AO shall submit an event proposal including a written budget to the Vice-President Students of the Society, no later than four (4) weeks prior to the start date of the event:
- Rebate shall be based on the guidelines devised by the House Finance Committee during the annual budgeting process.
- The decision is made by the Vice President Students in conjunctions with the Financial and Executive Oversight Officer. Should either of the Vice Presidents be absent, the President shall act as proxy
- If the Financial and Executive Oversight Officer and Vice President Students do not agree, the application shall be deferred to the House Finance Committee for approval.
- The AO may appeal to the House Finance Committee to reconsider
- Requests for the fund that are submitted after the activity has occurred will not be considered.



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Money will be disbursed after the event is completed, and:

- a) a statement of expenditures with **original receipts attached**, has been submitted within thirty (30) days of the event. It will be reviewed by the Financial and Executive Oversight Officer. If requested and on demonstration of special circumstances, the Financial and Executive Oversight Officer may return hard copies of original receipts after disbursement to the respective AO.
 - b) a **report sheet of the event** has been submitted to the Financial and Executive Oversight Officer.
- The Financial and Executive Oversight Officer shall report to the House Finance Committee monthly on all processed applications.

Limitations

- The maximum level of financial support for any event held in the Centre will be the lesser of:
 - a) net costs of the event incurred by the organizing AO(s), and
 - b) \$600 per AO involved in organizing the event
- The maximum level of support for any other event will be the lesser of:
 - a) the net costs of the event incurred by the organizing AO(s), and
 - b) \$400 per AO involved in organizing the event.
- In case of budgetary constraints of the Society, priority will be given to the first-time applicants and interdisciplinary events.

Questions and Applications

- Apply at: <https://gss.ubc.ca/affiliated-organisations/>
- Questions: vpstudents@gss.ubc.ca