



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100
South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

Directives for the use of GSA club funds during the COVID-19 pandemic

All in-person activities are still prohibited until further notice.

Budgetary Guidelines limit gifts, prizes and awards to \$50 per semester, up to \$100 per year. These limits have not and will not change. Any group giving out gifts, prizes or awards will be required to first have all recipients complete and submit to GSA a Prize Agreement and the appropriate tax form (W9 for domestic students; W8 for international students) before individuals may be presented with any gifts/prizes/awards. Relevant income tax may be withheld and/or reported to the IRS, as gifts/prizes/awards may be considered taxable income.

Clubs can distribute supplies that are required for the purpose of holding a virtual event (i.e. pumpkins for virtual pumpkin carvings; art supplies for virtual paint nights, etc.). However, the UB Ticket Office should be used for this purpose whenever possible. In instances where the UB Ticket Office cannot be used, clubs must write up a distribution proposal that addresses health and safety regulation compliance for review, and a club officer will need to take responsibility for the distribution by signing a liability waiver on behalf of the group in order to handle the distribution themselves.

Food and beverages for virtual events will not be allowed as they are not required in order to hold virtual events.

Clubs may choose to offer digital gift card giveaways through the UB Ticket Office that are not related to a particular event as long as they are offered to all club members (within budgetary reason). Each student will have to sign an online liability waiver to claim a gift card through the UB Ticket Office website. It is highly encouraged that clubs pick vendors that offer digital gift cards. If you choose to offer physical gift cards there will be postage expenses charged to students (if they cannot pick up the gift card in person at the UB Ticket Office) to cover the cost of postage and mandatory mailing insurance for sending items with a cash value.

Clubs may choose to offer other items to all club members free of charge, or at a subsidized price (i.e. t-shirts, sweatshirts, pens, mugs, water bottles, etc.) through the UB Ticket Office, or with a distribution plan and club officer liability waiver as described above.

Departmental clubs may continue to offer conference and/or research funding to club members; up to \$200 per individual, per year. However, please note that the University is still limiting student travel funding to registration expenses for virtual conferences only. We will notify everyone if/when that directive changes.

Departmental clubs may continue to purchase minor equipment (less than \$500) and/or capital equipment (\$500+) that will be of benefit to all students in the group. Equipment must be stored in a location that is accessible to all graduate students. See Budgetary Guidelines for more details.

All other requests will be reviewed on a case by case basis, as usual, for compliance with all GSA, University, and SUNY rules and regulations regarding the use of student activity fees.