**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>

***Community Outreach Program Funding***

(Revised 7/23)

**I. Purpose**

The GSA Community Outreach program serves to promote service to local community agencies outside of UB for the betterment of humanity and to encourage graduate student organization involvement in the community. Programs sponsored by this fund need to be reviewed by the GSA Finance Committee and approved by the GSA Board of Directors. Upon completion the sponsoring graduate student club will receive a $250 increase to their general fund. Submissions will be based upon their merits and awards will be made on a first come, first served basis. In the 2023/2024 academic year the balance of the fund is $2,000.

**2023-2024 Funding Request Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sept.** | **Oct.** | **Nov.** | **Dec.** | **Feb.** | **Mar.-Apr.** | **May-Jul.** |
| **Proposal Deadline** | 8/30\* | 9/20 | 10/18 | 11/21\* | 1/24 | 2/21 | 3/20 |
| **Finance Committee Meeting**† | 8/30 | 9/27 | 10/25 | 11/29 | 1/31 | 2/28 | 3/27 |
| **Board Meeting**† | 9/6 | 10/4 | 11/1 | 12/6 | 2/7 | 3/6 | 4/3 |

†A representative **must** attend meetings of both the GSA Finance Committee and GSA Board of Directors to speak about the event.­  
\*The first proposal deadline, August 30th, is only one week prior to the Board meeting due to the beginning date of the new school year. The November proposal deadline is on Tuesday instead of Wednesday due to Thanksgiving Break.

**II. Proposal Process**

All proposals must be submitted to the GSA office by the appropriate deadline (see the schedule above). Late submissions will not be reviewed.

* Outline of Proposal Process:
  + After the proposal deadline, the GSA Finance Committee (GSAFC) will review your proposal during its regularly scheduled meeting.
  + The GSAFC will then recommend to the GSA Board of Directors to approve, reject, or conditionally approve all or part of the requested funds.
  + The following week the GSA Board of Directors will hear the GSAFC's recommendation and vote on your proposal. The Board's decision is final.
* A member of the organizing club should be designated as a contact person whom the GSAFC and GSA Board of Directors may approach for clarification on matters pertaining to the proposal.
* A representative of the organizing club must be available to attend both the GSAFC meeting and GSA Board of Directors meeting where the proposal is to be reviewed. The representative will be asked to speak about the proposal at both of the meetings and should be someone who knows the proposal well.
  + The GSA Treasurer may determine that a club’s representative does not need to attend the GSAFC meeting where the proposal will be reviewed. The GSA office will contact the applicant prior to the meeting to let them know whether or not their presence is required at the GSAFC meeting.
* The applicant is responsible for reviewing the complete guidelines provided below and accurately completing the proposal.
* Programs will not be funded retroactively. The proposal must be submitted in time to be presented to the Board of Directors before the proposed service project takes place.

# III. Policies and Guidelines

1. The GSAFC can recommend **$250** for qualified proposals. The GSAFC will recommend funding for only one request per club, per year.
2. The GSAFC can only recommend funding for a service project showing sufficient graduate student involvement in both the planning and the attendance. A minimum of 5 graduate students who pay the mandatory student activity fee must participate.
3. Each service project must complete at least 40 person-hours of graduate student service to an agency outside of UB. *e.g.* if the program has only 5 graduate student volunteers, those volunteers must each complete an average of 8 hours of service to accumulate 40 hours.
4. It is strongly suggested that you meet with the organization you wish to work with to decide upon guidelines for the service project prior to submitting the proposal to the GSA office.
5. Contact information for the organization, for verification purposes, is required.
6. The Approval Form must be completed by an agent of the organization and forwarded to the GSA office before the proposal can be reviewed.
7. The Follow-Up Questionnaire must be completed by an agent of the organization before any funds may be released.
8. A photograph of the student participants from the service program will also be required to be submitted prior to the release of funds.
9. The GSA expects good faith from all of its applicants and fund recipients. You are responsible for abiding by all the rules set forth in these guidelines.
10. If at any point there are questions about how to follow and fulfill these guidelines, please contact the GSA office for assistance.

**The attached proposal will only be considered if a club representative knowledgeable about the proposal is present and able to answer questions regarding the proposal at the GSAFC and GSA Board of Directors meetings (listed in section I) where the proposal is reviewed. Contact the GSA Office for information about the times and places when these meetings will be held.**

**GSA Community Outreach Program**

**Approval Form**

I. Description of Service Program

DATE:       TIME:       LOCATION:

II. Contact Information for Community Activity/Organization

III. The SUNY - Buffalo group listed below has offered to engage in a service project with our organization. I have reviewed their proposal and find that it will be beneficial to our organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of Authorized Personnel)

SUNY - Buffalo Graduate Student Association Representative

NAME

CLUB/DEPARTMENT

TELEPHONE NUMBER

EMAIL

**Proposal Form for GSA Community Outreach Program Funding**

1. Organizing GSA Club

2. Community Activity information

Organization Name

Organization Contact

Address

Phone

3. Define the Service Project, (be detailed)

4. What are the benefits to the organization?

5. How many members of the GSA Club will be involved?

Please list names of participants

6. How many active members are involved in your GSA Club?

7. Contact Person from your GSA Club

Name

Club/Department

Address

Phone

Email

**GSA Community Outreach Program**

**Follow-Up Questionnaire**

*(to be completed by organization representative and faxed to 716-645-7333)*

1. Sponsoring GSA Club

2. Community Activity Information

Organization Name

Organization Contact

Address

Phone

3. Please describe how the service project impacted your organization?

4. How would you describe the students that performed the service project?

5. Would you recommend this program to another organization?

6. Please provide any additional information you would like us to consider for this evaluation.