

## ***NON-PROFIT OUTREACH PROGRAM***

(Revised 4/ 09)

### **I. Purpose**

The GSA Non-Profit Outreach program serves to promote service to local non-profit agencies 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 Finance Committee and approved by Senate. Upon completion the sponsoring graduate student club will receive up to a \$250 increase to their general fund. In the 2009/ 2010 academic year the balance of the fund is \$2000. Therefore approximately 8 allocations can be made over the course of this academic year. Submissions will be based upon their merits and awards will be made on a first come, first served basis. Only one request per club per academic year will be considered.

### **2009-2010 Funding Request Schedule**

#### **Fall, 2009**

	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
NPORD <i>(Non-Profit Outreach Request Deadline~ all application materials due in GSA office by closing time, this date)</i>	<b>SEPT 2*</b>	<b>SEPT 23</b>	<b>OCT 21</b>	<b>NOV 18</b>
FCM <i>(Finance Committee Meeting~ representative should attend to speak about event)</i>	<b>SEPT 2*</b>	<b>SEPT 30</b>	<b>OCT 28</b>	<b>NOV 24</b>
SM <i>(Senate Meeting~ representative should attend to speak about event)</i>	<b>SEPT 9</b>	<b>OCT 8</b>	<b>NOV 4</b>	<b>DEC 2</b>

#### **Spring, 2010**

	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>
NPORD	<b>JAN 20</b>	<b>FEB 17</b>	<b>MAR 24</b>	
FCM	<b>JAN 27</b>	<b>FEB 24</b>	<b>MAR 31</b>	
SM	<b>FEB 3</b>	<b>MAR 3</b>	<b>APR 7</b>	<b>APR 28*</b>

\*The first deadline, September 2, is only one week prior to the Senate meeting and the same date as the Finance Committee meeting, due to the beginning date of the new school year. Please note that the year-end Senate meeting will actually be held the fourth Wednesday in *April* rather than the first Wednesday in *May*, due to finals scheduling.

## II. Procedures

Your application for the Non-Profit Outreach program should be submitted according to the following procedures.

- All requests must be submitted to the GSA office by the appropriate deadline (see schedule on page 1). Late submissions will NOT be considered.
- The submissions will be reviewed by the Finance Committee to determine eligibility and to ensure the request meets the guidelines of the program. A contact person needs to be assigned to the project to which the committee may approach for clarification. This representative must attend both the Finance Committee meeting and Senate meeting where your application is to be considered. **IT IS YOUR RESPONSIBILITY TO CONFIRM TIMES, DATES, AND PLACES FOR THESE MEETINGS WITH THE GSA OFFICE.**
- Applicants are responsible for reviewing the complete guidelines (below) and accurately completing the application.
- The Finance Committee will make a recommendation to the Senate to approve the program, reject the program, or conditionally approve the program.
- The decision of the Senate is final.
- Applicants are responsible to review and complete all parts of the Non-Profit Outreach Program application and read and understand all pertinent guidelines, listed below.
- **Programs will not be funded retroactively.** The application must be submitted *before* your service takes place.

## III. POLICIES/GUIDELINES

If at any point you are uncertain about how to follow and fulfill the guidelines below, *contact the GSA office for assistance.*

- A.** The Finance Committee can recommend a maximum amount of **\$250** for this program. The Finance Committee will recommend funding for only one request per club per academic year.
- B.** The Finance Committee will only recommend funding for a program showing sufficient graduate student involvement in both the planning and the attendance of the event.
- C.** A minimum of 5 people, each working 5 hours for a total of 25 hours is required to qualify for \$150 of funding. If a volunteer group works 50 hours, the group will be eligible for up to \$250.  
(Note) If a group has less than 5 people, the Finance Committee will consider and review the application based on the merit of the project.
- D.** It is strongly suggested that you meet with the non-profit you wish to work with to decide upon guidelines for the service project prior to submitting the request to the GSA Office
- E.** Submission of the non-profit's tax identification information is required.
- F.** Contact information for the non-profit, for verification purposes, is required.

- G.** There will be an approval form for the non-profit contact person to complete and forward to the GSA office prior to any services being rendered. Completion of the Follow-Up Questionnaire by the non-profit contact person is required prior to the release of funds.
- H.** A photograph of the student participants from the service project will also be required to be submitted prior to the release of funds.
- I.** 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.

**GSA Non-profit Outreach Program**  
**Approval Form**

I. Description of Service Program

DATE:	TIME:	LOCATION:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Contact Information for Non-Profit

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\_\_\_\_\_

\_\_\_\_\_

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 Non-Profit Personnel)

SUNY - Buffalo Graduate Student Association Representative

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DEPARTMENT AND/ OR CLUB

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL

**GSA Non-profit Outreach Program Application**

1. Organizing GSA Club

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2. Non-profit information

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Organization Name

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Organization Contact

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Address

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Phone

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3. Define the Service Project, (be detailed)

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4. What are the benefits to the non-profit organization?

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5. How many members of the GSA Club will be involved? \_\_\_\_\_  
Please list names of participants

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

7. Contact Person from your GSA Club

Name \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**GSA Non-profit Outreach Program**  
**Follow-Up Questionnaire**

*(to be completed by non-profit representative and faxed to 645-7333)*

1. Sponsoring GSA Club

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2. Non-profit information

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Organization Name

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Organization Contact

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Address

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Phone

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

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

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5. Would you recommend this program to another organization?

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

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