

Statement of Purpose & Eligibility

This form is required for any department (s) applying for funding from the GSO Events Committee. The Events Committee usually sets aside a certain amount of money every month to help support events that foster graduate student personal and professional community. These refer to Symposiums, Conferences & Lecture Series held at the University of Hawaii Manoa campus affiliated to department(s) not external organizations. Preference will be given to events that represent more than two departments. This includes, but is not restricted to, inter-departmental gatherings, presentations and lectures that engender the development of professional skills in graduate school, as well as, building an academic community of discourse and diversity.

Applications once received will be reviewed by the Events Committee and Executive Council after which decisions will be notified to the applicants. Reimbursement will be made to the primary contact person only after the event has occurred. GSO shall be mentioned in all promotional material if possible. Please refer to detailed instructions below with regard to application process.

Instructions

1. Amount of external funding possible for each month is limited to 300\$. This funding is not primary and is usually supplemented to the Department (s) funding for the proposed event.
2. Since this amount requires the approval of the committee, please note that applications are due at least two weeks before the next GSO EC meeting. The dates for these are posted on the GSO website.
3. The 300 word proposal must include all fliers, as well as a brief account of the event and how it will foster graduate student community that GSO is committed to.
4. Itemized budget must be submitted along with application, estimated prices and place of purchase. If Tentative PO is available, please submit with the application.
5. For reimbursement please reserve all the receipts. Also credit card/ bank card statement might be required. Money cannot be reimbursed if proof of purchase is not available.

NOTE: GSO does not promote alcohol consumption. No part or whole of this funding shall be used for Alcohol purchase.

Email:deeksh@gmail.com /Submit to GSO Office Hemenway Rm 212

Date: _____

Name of Contact Person(s):

Contact's Primary Phone number: _____

Email (s): _____

Department (s) Represented: _____

Event Title _____

Date of Proposed Event _____

Amount Requested: _____ (Please refer to instructions)

Will you consider a partial support? (Yes/ No) _____

Name Faculty Organizer(s): _____

Faculty Contact Email(s): _____

- Please write up a 300 word proposal for the event to be funded. How is this event going to be relevant to Graduate Students? Please attach fliers/ Pamphlets of event and additional sheets/ attachments if emailing application.

- Itemized budget list

- 150 word Justification for amount requested. Please give any additional comments that would help the committee understand the importance of your event.