



Cornell University  
Graduate and Professional  
Student Assembly

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2010 - 2012 GPSAF Application Checklist

In this Packet

Checklist for Application

**Action Items**

- GPSAF Checklist (this document)
- GPSAF Eligibility Checklist (reverse side)
- Sample Petition

**Information Items**

- GPSA Charter Appendix A: Guidelines for the Allocation of the 2010-2012 GPSAF
- GPSA Charter Appendix B: 2008-2010 Guidelines for GPSAF-funded Organizations

	Applicant	Office
Eligibility Checklist (reverse side)	_____	_____
Dollar request per student per year	\$ _____	_____
Constitution, Charter, and Bylaws	_____	_____
Mission Statement (1 page)	_____	_____
Group Portrait (3 pages)	_____	_____
<ul style="list-style-type: none"> <li>● Officers</li> <li>● Number of Members</li> <li>● History</li> <li>● Activities, Programming, Events in Current Cycle</li> </ul>		
06 - 09 Statements (5 pages)	_____	_____
09 - 12 Projections (5 pages)	_____	_____
Signed Petitions	_____	_____

**Office Use Only**

Received by: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Sigs Checked: \_\_\_\_\_

**Primary Contact**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ NetID: \_\_\_\_\_

**Secondary Contact**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ NetID: \_\_\_\_\_

A representative must certify that the documents provided in this application are accurate, provide the best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for graduate and professional byline funding for the 2010-2011 and 2011-2012 fiscal years. The Graduate and Professional Student Assembly will review the applications in the fall semester of 2009. **Organizations may not submit or amend applications after 12:00PM on Monday, April 27, 2009.**

Representative: \_\_\_\_\_  
(print name) (signature) (date)

Cornell University is an equal opportunity, affirmative action educator and employer.

# Graduate and Professional Student Assembly Byline Funding Eligibility Checklist

To be eligible for consideration for byline funding, the applicant must meet the following criteria:

	Applicant Initials	Staff Use Only
<b>Required for All Applicants:</b>		
Directly and primarily serves/benefits the entire graduate and professional Cornell community		
Allows all students equal access to services and/or participation		
Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two		
<b>Required for New Applicants (Not Currently Byline Funded):</b>		
Is registered with the Student Activities Office		
Has Cornell operating account with internally controlled funds		
Has a Cornell-employed advisor with oversight of Cornell funds		
If independent organization, has petitions with signatures of 10% of graduate and professional student community		
If independent organization, has received funding from GPSAFC for at least 4 semesters		
If university organization, has petitions with signatures of 15% of graduate and professional student community		

If applicant is a registered student organization, the application the following officers must sign below. The undersigned acknowledge that they have reviewed the application, that the representative is accurately representing the wishes of the organization, and that the organization and its officers agree to all conditions explained on the reverse page of this application.

President: \_\_\_\_\_  
*(name)* *(signature)* *(date)*

Treasurer: \_\_\_\_\_  
*(name)* *(signature)* *(date)*

Advisor: \_\_\_\_\_  
*(name)* *(signature)* *(date)*