Proposed Community Outreach Fund Bylaw Changes

Section XXII: Community Outreach Fund Award Bylaws

A. Application Process
1. Graduate and Professional students applying for the Award must submit applications to the Vice President of Academic Affairs for approval.
2. There are two forms of application accepted:
   a. Individual Applications
   b. Applications requesting an FAU
3. Individual Applications must include
   a. A completed application form
   b. An Itemized Budget
   c. Letter of Support from the Organization or Community receiving the outreach
   d. Original Receipts
   e. GSA Logo on Materials
   f. Signatures from applicants involved
4. Applications requesting an FAU must include:
   a. A completed application form
   b. An Itemized Budget
   c. Two Letters of Support: one from the Organization or Community receiving the outreach, and one from the applicant’s home Department Chair
   d. Original Receipts
   e. GSA Logo on Materials
   f. Signatures from applicants involved
5. Applications are accepted on a rolling basis for approval monthly.
6. The Vice President of Academic Affairs, in conjunction with the Events and Allocations Committee, will review the event and budget for the purposes of eligibility and award.
7. Once an application is deemed eligible and the budget is approved, the application will be brought to the GSC for the final vote on funding.
8. Awards cannot exceed $1,000.

B. Award Distribution
1. Individual application awards will be reimbursed through the applicant’s student account.
2. Applications requesting an FAU will receive an award letter directly to the applicant’s home department. Further processing will be handled through the home department.

C. Eligibility
1. Applicants must be a Graduate or Professional student at UC Riverside at the time of application.
2. Applicants must be a member of an active mini-GSA in good standing.
3. The Award may be used for the following non-promotional items:
   a. Food
   b. Printing
   c. Art supplies
   d. Lab materials
   e. Rental equipment
   f. Transportation costs
4. For all items not in Section E, subsection 1 on Eligibility, applicants should consult with the Vice President of Academic Affairs.
5. All items for which funding is requested must be accompanied by justifications for those items.
6. Events will only be funded for the regular academic year.