

Virginia Tech

Graduate Student Budget Board (GSBB)

*Serving the Registered Student Organizations (RSOs) and
University Student Life Programs (USLPs)*

Policies and Procedures

****Approved by Graduate and Professional Student Senate (GPSS) April 24, 2025****

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Part I: POLICY

Article I: Preamble

Section 1: Mission

The Graduate Student Budget Board (GSBB) manages the allocation process of the funds appropriated to graduate and professional student organizations from student activity fees. GSBB strives to allocate funds for graduate and professional student organizations in a fair and equitable manner, consistent with the votes of the representative board of GSBB. The purpose of funds allocated by GSBB is to enrich the graduate and professional student experience at Virginia Tech both socially and professionally, ensuring that the benefits are accessible to the entire graduate and professional student community.

Section 2: Supporting Statements

The views and opinions expressed by organizations that are funded through the GSBB do not reflect any official policy, stance, or position of the GSBB Board or the Graduate and Professional Student Senate (GPSS) and are solely the opinions, viewpoints, or reflections of that specific organization.

GSBB Funding is available to student organizations with a majority graduate and professional student membership. The membership of the organization must also pay the student activity fee. Student organizations whose membership is split between both graduate and professional students and undergraduate students will also be considered, provided at least 50% of members are graduate and professional students.

All requests should align with the organization's mission and strive to improve graduate and professional student experience through student organization.

Article II: Constitution of the Board and Roles Defined

Section 1: GSBB Structure and Membership Policies

- There will be a total of eleven board members, whose eligibility is based on payment of the student activity fee.
- There should be at least one member from each of the following colleges at Virginia Tech and a maximum of 2 representatives from any given college.
- If the board size does not reach eleven members after the first 3 GPSS meetings at the start of the fall semester, additional members from colleges may be included, provided that no college has more than three representatives with a minimum board size of five.
- The GSBB chair may appoint additional members during the year with the approval of the GPSS executive board, ensuring the above-mentioned criteria are met.
- All board members will serve during the academic year (August – May).
- Colleges in VT:
 - College of Agriculture and Life Sciences (CALS)
 - College of Natural Resources and Environment (CNRE)
 - Pamplin College of Business
 - College of Liberal Arts and Human Sciences (CLAHS)
 - College of Engineering (COE)
 - College of Architecture, Arts, and Design (CAAD)
 - College of Science (COS)
 - Virginia-Maryland College of Veterinary Medicine
 - Virginia Tech Carilion School of Medicine

Section 2: Roles and Responsibilities

1. GSBB Members

- Attend and actively participate in all GSBB meetings.
- Review the assigned budget requests ahead of the meeting and present them during the meetings.
- Respond to all e-votes.
- Accept and complete delegated tasks from the Chair, which may include, but are not limited to, filling out forms and spreadsheets with the prior review information.
- Abstain from voting if there is a conflict of interest (A conflict of interest is defined as a situation where a GSBB member is also a member of the organization whose request is being voted on.)
- Inform the Chair and Vice Chair immediately if you have a conflict of interest (specified above) when a request assigned for review.
- Member Absences
 - Each member is allowed two absences per semester.
 - If you are requesting an absence at least two days prior to the meeting, notify the Chair and Vice Chair.
 - If you are requesting an absence less than two days prior to the meeting, notify the Chair and Vice Chair and provide a summary of your review of the assigned request.

2. GSBB Chair

The Chair of the GSBB is the Director of Finance of the GPSS. The chair is a non-voting member of the GSBB, unless to break a tie vote.

- Set agendas for the GSBB meetings.
- Facilitate and attend all meetings.
- Maintain a GSBB Chair email account.
- Guide the GSBB without bias in the application of policy and precedent when reviewing budget requests and funding related decisions.

- Meet in-person or online or have conversations in emails with organizations to answer questions and clarifications on GSBB policy and procedure.
- Attend university meetings, as necessary.
- Coordinate appropriations strategy with the Advisor and the Chair of USS Appropriations Committee.
- Act as a liaison between SECL and the GSBB.
- Delegate tasks to the Vice Chair and/or other GSBB board members.
- Represent the Board's interest in the Appeals meetings.
- Coordinate with Chair of USS Appropriations Committee eligibility for organizations.
- Serve as the Vice Chair on the Student Activity Fee Allocation Board.
- Vote to break a tie vote.
- Update status of requests including rationales.
- Contact organizations on behalf of GSBB regarding any questions, clarification and updates on requests. The Chair will determine the deadline for the organization to respond. Ideally, this will be 7 days, but no less than 4 days before the event. If time permits and significant changes in the request are required, the deadline may be extended beyond 7 days.

3. GSBB Vice Chair

The Vice Chair is a voting member of the GSBB nominated by the Chair of the GSBB and confirmed by a vote of the GSBB.

- Attend all meetings.
- Support and take delegation from the Chair.
- Take the place of Chair at meetings, if needed.
- Coordinate meetings with the board members and take meeting minutes during the GSBB meetings.
- Lead policy and procedure review and updates.
- The Vice Chair will be the voting member of the board.
- Vice chair will be a voting member of the Student Activities Fee Allocation Board (SAFAB).

4. GSBB Advisor

The GSBB advisor is a full-time staff member appointed through Student Engagement and Campus Life (SECL) and is a non-voting member who works closely with the GSBB members, students as well as the Student Organization Budget Office managers.

- Provide information to the GSBB board about the operations of SECL and Student Organization Budget Office when required.
- Offer guidance on policy interpretation and ensure compliance with university regulations.
- Offer guidance on procedural questions and historical context to support GSBB decision-making.

5. GSBB Summer Committee

The GSBB Chair will appoint three members on Summer Committee from GSBB members, GPSS exec-board members or senators from the previous year, along with the Chair for the following year, in order to make [urgent summer decisions](#) on reallocation requests (already approved as [semester-in-advance](#) requests) submitted by organizations over the summer. This committee must be formed before the end of Spring semester.

- The GSBB Chair for the following year will serve as the Chair of this committee in a non-voting capacity. They should provide brief training on GSBB policies and procedures to the members, call meetings as needed **and** communicate decisions to organizations.
- The three members are primary voters.
- Members of this committee should attend and participate in the meetings.
- Members of this committee should review and vote on reallocation requests.
- Members of this committee will follow all the rules and restrictions for the [GSBB members](#).

6. GSBB Appeals Committee

The GSBB Chair will appoint three members from GPSS senate on this committee. The chosen members to sit on any appeal must not have been present and/or voted on the original request. The Chair of GSBB is the Chair of this committee and is a non-voting member. The appeal request will be delivered to the GSBB Advisor to begin the appeal process. This committee must be formed at the beginning of the Fall semester.

- Members of this committee should attend and participate in the meetings.
- Members of this committee will review the appeals requests.
- Members of this committee will meet with members of the organization who filed the appeal and with the Chair or Vice Chair of the GSBB.
- The GSBB Advisor will take minutes and ensure that both sides are being presented.
- Once both sides are presented, and the members feel they have enough information to make a decision, members should vote on the request.
- Members of this committee will follow all the rules and restrictions for the [GSBB members](#).
- The GSBB Advisor will communicate the decision to the organization.

7. Organization Advisors

- GSBB acknowledges that student organization advisors play a crucial role in the support/advisement of student organizations and their leaders. However, that role should be focused on supporting, not completing work on behalf of the organization.
- Student organization advisors may not do the following:
 - Submit budget requests on behalf of the organization.
 - Serve as the primary contact for an organization on a request.
 - Complete reimbursement paperwork on behalf of the organization.
 - Communicate with GSBB about the organization's request without involvement from a student leader.
- Advisors may help student leaders navigate these processes, but they are unable to complete the processes themselves. We encourage advisors to consult their student organizations to direct policy and procedure clarification and objections to GSBB (gsbb-resc@vt.edu)

Article III: Policies for Funding Requests: Rules and Restrictions for Funding Categories and Line-items

Section 1: Quick Guide

The GSBB provides funding for various events, travel, and other expenditures. The funding categories include event funding, conference and competition funding, and operational funding. Within each of these categories, you can apply for different line-items.

This is a brief summary of the rules and restrictions based on the most common types of requests reviewed by GSBB in the past, providing a quick guideline for submitting a basic budget request. Please be sure to review all the policies related to your request outlined in the following sections.

<u>Funding Category,</u> Yearly Cap, Example	Definition	Essential Checks before submitting the request*	Commonly requested <u>line-items</u>*
<u>Organizational Program</u> \$1250 per year E.g. General Body Meeting	• Small events internal to organization for planning • Expected Attendees: (Board members/members) of the organization. • May or may not be open to all Graduate and professional Students	• Is your organization eligible to apply for GSBB funding? • Are you meeting the requirements from application date to event date? a. 30-days for all except b. 60-days for Major Programs. c. Specific Deadline for Semester-in-advance	• Food and Beverages: ➤ Include tax, tip ➤ Include supplies not available at Source
<u>General Program</u> \$6000 per year	• Expected Graduate and Professional Student Attendees < 1000	• Is your organization eligible to apply for GSBB funding?	• Food and Beverages: ➤ Include tax, tip ➤ Include supplies

E.g. Seminar, Cultural festival celebration	- Contracted Performer Fees < \$5000 - Open to all Graduate and Professional Students	Is this an in-Semester or Semester-in-advance request? Are you meeting the requirements from application date to event date? 30-days for all except 60-days for Major Programs - Specific Deadline for Semester-in-advance GobblerConnect event link required? - Required for all except Organizational Events and Operational Funding Items available at Source, library or other resources? - No fees for Graduate and Professional Students	<i>not available at Source</i> Decoration ➤ single-use item e.g. flowers, candles etc. Programming Supplies ➤ Single-use or reusable, but not equipment e.g. craft supplies, scissors Contracted Performer Fees ➤ Performers should not be affiliated with VT or a student Event services and Production Services Marketing and Advertising ➤ Social media and print ads
Major Event \$7500 per year E.g. Concert	- Expected Graduate and Professional Student Attendees > 999. - Contracted Performer Fees < \$5000 - Open to all Graduate and Professional Students		
Outreach Event \$500 per year E.g. Event at a School	For local community (e.g. high school students) within 50 miles of Campus Open to all Graduate and Professional Students		
Fundraising Event \$200 per year E.g. Fundraising Symposium	Events generating money Open to all Graduate and Professional Students		
Conference and Competition \$3500 per year	Travel, per-diem and registration expenses De-briefing event - Open to all Graduate and Professional Students	- De-briefing event is a must GobblerConnect event link for de-briefing event	Airfare, milage, Car rental Lodging Registration

<u>Operational</u> \$3000 per year E.g. 3D printer <i>(But not filaments for 3D printer, as they fall under programming supplies due to their recurring need)</i>	Purchase of Equipment (Not purchased in the last 3 years), banners, or insurance	• 3 quotes for equipment cost > \$300 • Include shipping, tax etc. • The insurance quote should have only General Liability Insurance	Equipment Banners General Liability Insurance
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* This information is derived from the most common events, travel, purchases, and associated line items, as well as the issues observed by the board. You may apply for any line items based on your needs, provided they are in accordance with policy. All policy requirements specified in the following sections must be followed.

Section 2: Funding Categories

Below are the types of funding available to each eligible graduate organization. All maximums outlined are per organization and per academic year (August to August). The rules and restrictions for line-items are described in the next section.

1. General Requirements, Rules, Restrictions and Guidelines:

GSBB requires the following conditions to be met when organizations submit funding requests:

- 1) Organizational due diligence must be exercised to ensure that GSBB-funded events and travel benefits are equitably available and accessible to graduate and professional students, as the funds are derived from student activity fees. All events and travel funded by GSBB must be open and easily accessible to the entire graduate and professional student community. To ensure this, GSBB requires:
 - a) All events, except events under [Organizational Program Funding](#), must be broadcast to all graduate and professional students. All events funded by GSBB are **REQUIRED** to be publicly listed on [GobblerConnect](#). The GobblerConnect event link, which opens on the user's side, must be provided in the request. Additional advertising efforts are also encouraged. The link should look like:
(<https://gobblerconnect.vt.edu/event/12345678>)
 - b) All events, except outreach events, should be held on campus. If an off-campus event is necessary, detailed justification must be provided for board review and approval.
 - c) When planning for an event, travel or purchase, it should be considered that it should benefit not only your organization's members but also graduate and professional students who are interested in your organization's mission. The request must clearly explain how it benefits the organization as a whole. Additionally, the request should mention how it provides value to any graduate and professional student who is interested in your organization.
- 2) The purpose of the event, travel or purchase must align with the organization's mission.
- 3) The entire event, or any part of it, must not have any fees associated with participation

for graduate and professional students, and this should be clearly and truthfully indicated in the request. This does not apply to fundraising events.

- 4) Please make sure that you apply under the correct [funding category](#) based on the definition of the funding category to avoid delays in processing your request.
- 5) Collaborations with other departments and extending invitations to their members are strongly encouraged to share benefits and enhance interdisciplinary engagement.
- 6) Any requests that are co-sponsored or primarily organized by an academic department will not be funded.
- 7) Organizations should abide by [GSBB deadlines for submission](#) and [deadlines for payment](#).
- 8) All costs associated with a single event, expenditure, or conference/competition must be included in one request. Multiple requests submitted related to a single event, expenditure, or conference and competition will be denied.
- 9) If your request is returned for review and you are asked clarifying questions, you must respond within the deadline mentioned by the GSBB to avoid delays in the approval process. If the deadline is close to your event, please ensure that you respond at least 5 days prior to the event.
- 10) Organizations should practice fiscal integrity and prudent use of funds.

2. Funding Category Specific Requirements, Rules and Restrictions

i. Organizational Program Funding

Events under Organizational Program Funding concerns events that are of benefit to the requesting organization exclusively. Examples of events under this funding category include monthly general body meetings, and other internal events. This category is intended to provide funding for internal events exclusively for members of your organization that are focused on strategic planning for larger events, enhancing your organization's effectiveness, and improving internal operations. Larger events, collaborative events, and events intended for larger than typical meeting sizes should be applied under the General or Major Program funding category.

- You don't need to advertise this event on [GobblerConnect](#).
- This category is funded up to \$1250 per academic year.
- In-semester requests must be submitted at least 30 calendar days prior to the event. Semester-in-advance requests must be submitted by their respective [deadlines](#).
- [Food and beverage](#) will be funded under this funding category. Food and beverages will be capped at \$1000 per academic year for this funding category.
- Limited [programming supplies](#) will be funded under this funding category if they align with the event's objectives.
- Food supplies, Stationery, and other items available at [the Source or other campus resources](#) will not be funded.
- Other line-items, including but not limited to, event space rentals, rehearsal spaces, contracted performer fees, and decorations, will not be covered under this funding category.
- The funding request must clearly explain how the event benefits the requesting organization.
- Funding is expected to be spent on multiple events by the organization, but each event must be applied for/requested individually.

ii. General Program Funding

Events under General Program Funding are those with an expected attendance of fewer than 1,000 graduate and professional students, a contracted performer cost of up to \$4,999, and are open to the entire graduate and professional student community. Some of the examples of General Program events include a guest lecture or small-scale workshops for a technical organization, or festival celebration for a cultural organization.

- You need to advertise this event on [GobblerConnect](#).
- This category will be funded up to \$6,000 per year.
- In-semester requests must be submitted at least 30 calendar days prior to the event. Semester-in-advance requests must be submitted by their respective [deadlines](#).
- All [line items](#), except for banners, costumes/competition-based uniforms, dues, fines and penalties, installment funding, intramural fees, student travel, subscription services, and website services, will be funded under this category if they align with the organization's mission and the event's objectives.
- Food supplies, Stationery, and other items available at [the Source or other campus resources](#) will not be funded.
- [Contract fees](#) for this funding category are funded up to \$4,999.
 - Funding for this line-item includes contract fees, travel, and lodging for contracted guests (performers, speakers, artists, etc.). [All-inclusive contracts](#) are strongly recommended.
- Funding may be spent on multiple events by the organization, but each event must be applied for/requested individually. This includes reoccurring events or events that are part of a series, however, each recurring event must be applied separately.

iii. Major Event Funding

Major events are the ones that are open to the campus community, are hosted in a major venue* on campus, and meet one or both of the two criteria:

1. One or more contracted guests (performer, speaker, artist, etc.) with total contract fees exceeding \$5,000.

Funding for this line-item includes contract fees, travel, and lodging for contracted guests (performers, speakers, artists, etc.). [All-inclusive contracts](#) are strongly recommended.

2. Proven attendance of 1,000 or more graduate and professional students at the event.

(* Major venues include GLC Auditorium, GLC Multipurpose Room, Squires Commonwealth Ballroom, Haymarket Theatre, Colonial Hall, Burruss Hall, and the Drillfield, Moss Arts Center, and the Lyric Theater.)

Some of the examples of Major Program events include a guest lecture for a technical organization with 1000 graduate and professional students, or movie screenings or a concert for a cultural organization at Lyric Theater.

- You need to advertise this event on [GobblerConnect](#).
- This funding category will be funded up to \$7,500.
- In-semester requests must be submitted at least 60 calendar days prior to the event. Semester-in-advance requests must be submitted by their respective [deadlines](#).
- All [line items](#), except for banners, costumes/competition-based uniforms, dues, fines and penalties, installment funding, intramural fees, student travel, subscription services, and website services, will be funded under this category if they align with the organization's mission and the event's objectives.
- Food supplies, Stationery, and other items available at [the Source or other campus resources](#) will not be funded.
- If an organization requests Major Event Funding and fails to meet any of the criteria stated above to be classified as a Major Event, they shall be capped for reimbursement at the [General Program](#) cap of \$6000 if any funds remain for the organization.
- You are strongly encouraged to collaborate with other organizations in order to maximize both your funding opportunities and the reach of the benefits of your event to graduate and professional students community.

iv. Outreach Event Funding

Outreach events are limited to those focused on serving or engaging with the local community within 50 miles of the Blacksburg or Roanoke campuses. Outreach events do not have to be solely hosted by the organization. It may be part of a larger event (such as tabling at a larger venue) but must still be for the local community at large and not specifically targeted towards the student population, for example, tabling at a local farmers market may be appropriate, whereas tabling in Gobblerfest would not be. Some of the examples of Outreach events are workshop for Blacksburg highschool students.

- You need to advertise this event on [GobblerConnect](#).
- This category will be funded up to \$500.
- In-semester requests must be submitted at least 60 calendar days prior to the event. Semester-in-advance requests must be submitted by their respective [deadlines](#).
- The [line items](#) funded under this category include those related to the logistics required for outreach events, including but not limited to, travel accommodations, registration fees, and other associated expenses.
- The items available at [the Source or other campus resources](#) will not be funded.
- [Food or beverage](#) cannot be included in this outreach category.
- Outreach events are limited to 50 miles surrounding the campus of the applicant organization, for example, a graduate student organization located at the Roanoke satellite campus could apply for outreach funds if the event is located within 50 miles of the HS&T Campus.

v. Fundraising Event Funding

Fundraising events are the events organized with the primary goal of raising money or resources for a specific cause, project or your organization.

- You need to advertise this event on [GobblerConnect](#).
- The event must be an activity open to the Blacksburg campus community that is participatory in nature.
- This category is funded up to \$200 per year, plus additional support for marketing and advertising expenses.
- This category will be funded with additional support for [marketing and advertising](#) expenses, which are not included in the \$200 cap.
- Items available at [the Source or other campus resources](#) will not be funded.
- In-semester requests must be submitted at least 30 calendar days prior to the event. Semester-in-advance requests must be submitted by their respective [deadlines](#).
- [Food or beverage](#) cannot be included in this fundraising category.
- The costs associated with charitable events may be fundable.
 - If any organization is hosting a philanthropy, benefit, or similar type of event, costs associated with the event may be funded.
 - Allocated funds from GSBB cannot go directly to charities, benefits, third parties, etc.
- Organizations can host events that may result in generating money.

vi. Conference and Competition Funding

Conference and competition funding refers to funding provided for individuals or groups to participate in conferences and competitive events that benefit the whole organization, align with organization's mission, and are not intended for personal benefits. This funding typically covers expenses such as registration fees, travel, accommodation associated with attending a conference or competing in a competition.

- This funding category will be funded up to \$3500 per organization per academic year.
- In-semester requests must be submitted at least 30 calendar days prior to the conference or competition date, or when payment is due, whichever is first. Semester-in-advance requests must be submitted by their respective [deadlines](#). [Retroactive funding](#) may be allowed for airfares.
- Organizations must clearly demonstrate how conference and competition attendance:
 - Meets the organization's mission,
 - Benefits the organization and members of the organization as a whole,
 - Benefits the larger campus community.
- The organization should aim to send as many members as possible to maximize the benefits to the whole organization. If a small group* of graduate and professional students is travelling, the request should clearly explain how this will benefit the entire organization.

**If a graduate or professional student in the group is presenting at the conference or participating in the competition, the 'small group' is defined as 3 or fewer graduate and professional students. If no one is presenting at a conference or participating in the competition, the 'small number' is defined as 5 or fewer students.*

- In addition, GSBB requires the organization to hold a debriefing event after the conference/competition at which the members who attended the conference/competition disseminate information learned at the event.
 - This event is a requirement for reimbursement for conference and competition funding.
 - Acknowledgement of this debriefing event will be required on [GobblerConnect](#)

Budget Request form at the time of submission.

- You need to advertise this event on GobblerConnect and provide a link to it in the budget request. Guidelines for GobblerConnect advertisement can be found in the procedures.
- Funding for this debriefing event can be applied for under General Program Funding, if needed.
- The [line-items Student Travel for Conferences and Competitions](#) and [Costumes/Competition Based Uniforms](#) will be funded under this category. The expenses may include travel accommodation (airfare, bus/train tickets, gas, car rental, parking, shuttle), per diem costs (lodging, food), and registration fees.
- This funding category will be eligible for either virtual or in person conference and competition registration – no per diem/transportation for virtual conferences.
- The website for the conference or competition along with schedules must also be submitted in the funding request.
- Given that conferences and competitions allow for a meaningful experience for students, but do not have a wide reach, overall funding for conferences and competitions will not exceed 40% of the overall GSBB RSO/USLP budget allocation.
 - Once 40% of the budget is allocated, organizations can continue to apply, and requests will be given consideration based on their application date and if funding is returned from other organizations.
 - This 40% portion of the budget will be split into allocations for conferences and competitions happening in the Fall and Spring semesters equally.
- Competition Funding will apply to organizations when competitions are an integral part of the organization's functions (sport clubs, debate teams, etc.)

vii. Operational Funding

Operational funding refers to funding allocated for non-event specific expenses essential to support an organization's regular operations (e.g. Board games for Game Group), as well as for event-specific expenses (Easels for Painting Group) related to recurring events that are expected to occur multiple times within a three-year period, after the purchase is approved. Some of the examples of purchases under this category are the rackets for table tennis club, general liability insurance for the organization, and banners for the organization.

- This funding category will be funded up to \$3000 per organization per academic year.
- In-semester requests must be submitted at least 30 calendar days in advance of needing to purchase the equipment or when needing to spend the funds. Semester-in-advance requests must be submitted by their respective [deadlines](#).
- The budget request must clearly justify how this purchase aligns with the organization's mission and supports its operations.
- The line-items funded under Operational funding include [insurance](#), [equipment](#), [banners](#), and [rent](#) for organizational space needed to support operations throughout the year.
- Rent under this category is capped at \$1000 per year

Section 3: Line-items

A line item refers to an individual expense or item that is eligible for funding within a funding category. For example, if you are applying for funding for a festival celebration under the General Program funding category, one of the line-item categories could be Food and Beverages, and another could be Decorations. If you are applying for funding under the Operational Program funding category to purchase table tennis rackets and a banner for your table tennis club, one of the line-item categories could be Equipment, and another could be Banner.

- The items available for rental and use at various campus renting resources will not be funded for all Blacksburg based organizations. However, if the total cost of renting an item exceeds the purchase cost, the organization may request funding for the purchase. A cost comparison analysis must be provided to justify the request.

1. Line-items available at Source and other resources

- **Source:** The Source is the one-stop-shop for all student organizations Located in Breakzone, You can find out what is available at https://campuslife.vt.edu/Student_Orgs/the_source.html
 - The food supplies such as Plastic cups, plates etc., Stationery such as sharpies, colored pencils, tapes, cutters etc., decoration items such as balloons, helium, hot glue gun etc. are generally available at Source.
 - Source also provides 100 free small-format prints to each student organization per semester; and charges points per print after that. The Source also prints A-Frame Signs, posters, prints on sticker paper, and colored papers for student organizations.
 - Each student organization has a certain number of points to use on products, you can find more information on their website mentioned above.
 - At times, Source may run out of certain items or has caps on the quantity that you can get. If you include this information in your budget request, the items unavailable through Source will be funded by GSBB.
- **SECL Event Services:** Portable projectors, projector screen kits etc. https://campuslife.vt.edu/secl_services/event_planning.html
SECL Venue, Equipment and service: https://campuslife.vt.edu/secl_services/event_planning/resources.html

<https://docs.google.com/spreadsheets/d/1XGYXbJRFiugyCTNTmuFH6H2wKgdRoHiXs-f3dPbLZdI/edit?gid=1438430240#gid=1438430240>

- **Studios Technology Lending Desk:** Torgerson Bridge Room 320, Cameras, projectors, microphones, board games etc.
<https://lib.vt.edu/create-share/studios-tech-lending-desk.html>
- **Venture Out:** A variety of outdoor gear and recreational equipment, such as canopy tents and corn hole sets etc.
<https://recsports.vt.edu/outdooractivities/trips/rentalrates.html>

2. Other Line-items Requirements, Rules and Restrictions

i. Awards

- Items without monetary value, such as awards, plaques, certificates, and trophies, are eligible for funding.
- The award funding is capped at \$250 per year.
- Award cost is capped at \$50 per award.
- The award-items cannot be the only line-items of a budget request.
- Cash, Grants, monetary awards, gift cards/gift certificates are not eligible for this request.
- A quote for the line-items must be provided at the time of the request.
- The awards must be given to graduate and professional students at VT in a [General program](#), [Major event](#), [Outreach event](#) or [Fundraising event](#).

ii. Banners

- Banners must be professionally made.
- Banners will be funded up to \$250 per year.
- The re-printing will be funded up to \$50 for reprinting per year.
- Banners will only be funded for general organization logos/information and may not be event or date specific.

iii. Contract/Honoraria

- This can include all costs such as travel, lodging, food and Honoraria for the contracted performer.

- You can request each item individually (non-all-inclusive contracts) or submit an all-inclusive contract.
 - GSBB strongly recommends all-inclusive contracts, as these are easier to process and are of greater benefit to student organizations than non-all-inclusive contracts.
- All-inclusive Contracts:
 - If you submit an all-inclusive contract, a check for the amount mentioned in the contract and approved by GSBB will be handed over to the guest.
 - It is strongly encouraged that before an RSO/USLP enters into any sort of agreement or contract, they consult with Student Legal Services in Squires 143.
 - Student Legal Services is also available to help draft and review all contracts that an RSO/USLP may enter into.
 - Student Legal Services Website: <https://legal.uss.vt.edu/>
 - Student Legal Services Email: studentlegalservices@vt.edu
 - Please note that only formal, legally binding agreements will be accepted. Informal agreements, such as those made via email or messaging platforms, are not considered under any circumstances.
 - If the organization enters a verbal or written contract without the appropriate funding approval, the organization will be responsible for payment.
 - Please note that contracts or agreements entered on behalf of an RSO/USLP are the sole responsibility of the individual or the organization. Virginia Tech holds no responsibility with RSO/USLP contracts or agreements.
- Non-All-inclusive Contracts:
 - If an all-inclusive contract is not possible by the student organizations, the following maximums are set per contracted performer:
 - Travel per contracted performer - Up to \$500; GSBB must be informed of the guest's travel origin and travel dates.
 - Per-diem Cost: (Lodging, Food and incidentals) – Up to \$180 per night; for nights of event and one additional night if required.
 - The caps for private and rented vehicle fuel and rental will be reimbursed as per the University policy. Any amount requested and/or approved above this amount will be reduced to the cap by the finance office at the time of reimbursement.

- Eligibility for Contracted performers:
 - GSBB in general does NOT fund auxiliary guests but may do so in special circumstances and will be handled on a case-by-case basis. Auxiliary guests are NOT contracted guests, but they may include Managers, Agents, Entourage etc.
 - Middle agent fees may be funded on a case-by-case basis, however the travel expenses for the middle agent will not be funded.
 - GSBB will not fund students or employees of Virginia Tech under this category.
 - GSBB will not fund students from other universities under this category.
 - The board must know who the contracted guest is before funds are allocated.
 - GSBB does not judge the content, we only verify that bringing the guest aligns with the mission of the organization, and they are not affiliated with VT or student from another university.
- Payment of honoraria and contractual services from GSBB funds may be subject to hiring and payroll regulations of the University.
- The GobblerConnect event must mention the name of the contracted guest.

iv. Costumes/Competition Based Uniforms

- Funding for wearing apparel will be considered under the following conditions:
 - All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)
 - All items funded must be used in organizational programs and activity and not used for private wear.
 - Wearing apparel intended for purposes of advertising the organization, such as T-shirts, will not be funded.
- Requests for uniforms will be funded only for conference and competition-based organizations if required to participate:
 - If it is for a specific event, please apply under the General Program category.
 - If the uniforms are for general use for the year, please apply as Equipment under the Operational Funding category.
 - If uniforms are required for Conference and Competition, please apply under Conference and competition funding.

- GSBB will only fund one set of costumes per organization per year.
- Costumes are defined as clothes worn by an individual in an attempt to appear as a different person, period, place, or thing. Costumes are not considered items that may be worn in a casual, everyday settings (for example, jeans, T-shirts, athletic wear, sweatshirts, undergarments, leggings, etc.).
 - Rentals are strongly encouraged for cultural shows and performance organizations.
 - Supplies related to the creation of a costume will only be considered if the premade costume is not available. Additional justification must be provided as to why the supplies are needed to create the costume.

v. Decorations

- Decorations are defined as single-use, non-reusable items specific to an organization event or program. E.g. balloons, flowers, candles.
- Decoration will be funded up to a maximum of \$300 per event. The maximum is increased to \$500 for Major Event Funding budget requests.
- Items available at [the Source or other campus resources](#) will not be funded.
- Venue decorating & prop/set guidelines:
https://docs.google.com/document/d/1emYdCB63vLG_XU6X08yvKAp-FDTzboRcSWChb3EzuL8/edit?usp=sharing

vi. Dues

- Individual or organizational membership dues are not funded.

vii. Employment

- Costs of employment will not be funded.
- Student employment will not be funded unless they are being paid as part of a department within the university.
- For example: A student working as a Production Technician can be paid. A student working as a DJ or a private contractor cannot be paid.
- Payment of services for performances to other students and/or organizations will not be funded.

viii. Equipment

- Requests for funding equipment will be closely examined.
- Equipment is any reusable item with the potential to be used more than once, with an expected lifespan of more than three years, and is critical to supporting the organization's mission and/or programming.
 - Rentals will not be considered under this category.
- Equipment is the property of the organization and for the exclusive use of the organization. Equipment is not owned by any individual, member, or representative of the organization.
- Requests must be well-developed and supported by the following documentation:
 - Justification, with a convincing argument for the necessity of the purchase.
 - Detailed explanation of what equipment will be used for and how it will be utilized by the organization.
 - Price quotations(quotes) from at least three vendors are required for any single item costing \$300 or more, and quotes from at least one vendor is required for items costing less than \$300.
 - All the quotes provided should be competitive, the maximum amount that can be funded will be an average of three quotes.
- A storage location for the equipment must exist.
 - Organizations are expected to keep their equipment from year to year.
 - Costs associated with storage of equipment will not be funded.
 - The storage location must be on campus and accessible to all members of the organization. A detailed justification must be provided if off-campus storage is required, including the reasons for its necessity and how equitable access will be ensured for all members of the organization. The board reserves the right to request additional documentation.
- Items must be necessary for the organization and not accessible for rental through the university's vendors.
 - If an item is accessible through the university's vendors, but purchasing is still

desired, a cost-benefit analysis and significant justification must be presented for funding consideration.

- Examples of university vendors include event and production services. The Source is not considered a university vendor.
- However, if the total cost of renting an item over a three-year period exceeds the purchase cost, the organization may request funding for the purchase. A cost comparison analysis must be provided to justify the request.
- If an organization is funded for purchasing equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
 - Items can be requested within a three-year lifespan if the item becomes unsafe, or is no longer functional, or there are significant changes in the size of the organization membership.
 - Additional justification is required when submitting this request and will be considered by GSBB with a detailed explanation as to why an item is being requested.
- Equipment purchased with funding is the property of the organization and must be used exclusively to support its mission and programming. Renting or lending equipment to generate income is strictly prohibited. However, organizations may choose to make the equipment available free of cost to other graduate student organizations at their discretion.
- You must buy insurance for the equipment costing more than \$300 and provide quotes along with the equipment request.

ix. Event Services and Production Services

- Up-to-date quotes are required to secure funding for Event and Production Services if available.
- If the up-to-date quotes are not available at the time of the budget requests submission, organizations may submit quotes from previous years.
- If no quotes are available at the time of budget request submission, organizations may submit details on the venues, equipment, and services they plan to use, along with

estimated costs.

- **Event Services:** https://campuslife.vt.edu/secl_services/event_planning.html
- **Production Services:**
https://campuslife.vt.edu/secl_services/Production_Services.html

x. Fines and Penalties

- Costs incurred from violations of, or failure to comply with, federal, state, local, or foreign laws or restrictions will not be funded.
- Fines and penalties incurred by late payments or other acts of non-compliance with contractors and others will not be funded.

xi. Food and Beverage

- The maximum funding available for the food category per organization per academic year is \$3000.
- For events under [Organizational Program funding](#), this cap is \$1000, which is part of the total \$3000 allocated for all events.
- The maximum **per graduate and professional student** cost of food and beverages is capped at \$25.
 - This cap includes “Food and Beverage” costs including taxes, food service charges (including delivery), tip, and supplies. Don’t include any items related to food like tax, tips, supplies in the miscellaneous section.
 - Tips (gratuities) are capped at 20% of the total cost of the food/beverage bill, including tax, and are factored into \$25 per person per event cap.
- Food service charges, delivery charges, supplies, food, and beverages will only be funded for meetings and events specific to the organization’s mission.
- If requesting GSBB to pay an invoice for food, organizations must go through America To Go (ATG) to purchase food. Please refer to the student organization funding website (https://campuslife.vt.edu/Student_Orgs/Student_Budget_Board.html) for additional information to place an order through ATG.
 - In order to use ATG, organizations must submit ATG Food order requests no less than 15 business days in advance.

- Organization must have budget request approval before submitting ATG Food order request.
 - However, organizations are eligible to be reimbursed if they pay the food vendor out of pocket.
- A link to approved ATG vendors and frequently asked questions can be found here (<https://www.procurement.vt.edu/america-to-go.html>)
- Alcoholic beverages may be served for organizational meetings/events but will not be funded by the GSBB.
- Mileage for traveling to get food will not be reimbursed.
- Food supplies, Stationery, and other items available at [the Source or other campus resources](#) will not be funded.
- You can provide estimates for food and beverages along with a potential vendor, even if you're unsure where you'll be ordering from. Approved vendor and line-items can be easily adjusted through a [reallocation request](#).

xii. Giveaways

- Giveaway items that are event specific will be funded.
- The giveaway items funding is capped at \$250 per year.
- The give-away item cost is capped at \$10 per giveaway item.
- The giveaway items cannot be the only line item of a budget request.
- Items with monetary value such as will not be funded.
- Cash, Grants, monetary awards, gift cards/gift certificates are not eligible for this request.
- A quote for the items must be provided at the time of the request.
- The giveaways must be a given to graduate and professional students at VT.

xiii. Installment Funding

- GSBB will not consider a funding scenario that would incrementally set aside funds over several consecutive payments to fund a single program.
- Funding for security deposits/refundable charges will not be allocated through GSBB.

xiv. Insurance

- GSBB will fund only general liability insurance (GLI) for organizations.
 - GLI is defined as a policy that comprehensively covers an organization for activities, they are hosting which fit within the parameters of GSBB funding.
 - Insurance coverage for individual members of the organization will not be funded (such as medical payments and accident coverage).
 - Costs associated with additional insured individuals/entities outside of those required by the university will not be funded.
 - Insurance coverage for terrorism coverage, and abuse and molestation will not be funded.
 - Vehicle insurance will not be funded.
- One **up-to-date** quote must be provided for insurance funding requests. Quotes provided from a previous year's event will not be considered acceptable.
- Insurance requests are exempt from the "Equipment" stipulation of 3 quotes.
- If the Board feels that the quote is higher than average, they may ask for a second quote to be provided before rendering a decision.
- General liability insurance requests are made under the Operational Funding Category unless the policy is limited to a singular event.
- Insurance for a single event must be requested in combination of all other requested items under either the appropriate General Program or Major program or Outreach or fundraiser event.
- GSBB recommends if you host more than one event per year, your organization considers securing an annual general liability policy.
- Event & General Liability Insurance Guidelines:
https://docs.google.com/document/d/1_p0BPHTk7zzGCg6HERaISbViy9nIsJj63xWeZGueB70/edit?usp=sharing
- If you have specific questions regarding the General Liability Insurance requirements at Virginia Tech - Please reach out to the Office of Risk Management at 540-231-7439 or riskmanagement@vt.edu.

xv. Intramural Fees

- Registration fees for intramurals will not be funded.

xvi. Marketing and Advertising

- The Board will consider the percentage of total event costs related to publicity and advertising.
 - Funding for this line item cannot exceed more than 20% of the total event budget.
 - Fundraising events can get additional support for marketing and advertising expenses, which are not included in the \$200 cap.
- For social media-related advertising (Facebook, Instagram, Snapchat), organizations will be funded up to \$100 per event.
- For print-related advertising (flyers, posters, table cards) organizations will be funded up to \$100 per event.
 - Printing or publishing organization-specific material (agendas, minutes, recruiting, newsletters, etc.) will not be funded.
 - Publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg/Roanoke campuses.
 - GSBB may examine the type/size of an event when awarding print-related funding.
 - Food supplies, Stationery, and other items available at [the Source or other campus resources](#) will not be funded.
 - Due to the travel distance, for RSOs at the Roanoke campus, GSBB will fund for printing material which is available at the Source.
- Any event funded by GSBB must include an accommodation statement on all marketing and advertising materials. Details can be found here:
<https://oea.vt.edu/ada-accessibility-services/events-accommodation-statement.html>

xvii. Practice and Rehearsal Rentals

- Rental fees for on-campus practice rooms and other spaces reservable through Rec Sports (ex. McComas, War Memorial, Rec Fields, Field House) for organizations that are performance or competition based, will be funded up to \$600 per year.
 - 25% of practice hours must be open to the campus community and posted as an event on GobblerConnect.
- Costs associated with Dress Rehearsals, including room rental fees, production and/or event services, will not be funded.

xviii. Programming Supplies

- Programming supplies are Single-use or reusable items required for an event, but not equipment (supposed to be used 3 years). Examples are craft supplies, scissors etc.
- GSBB will fund items which are event specific. These items may include:
 - Items which are critical for participation in the event and are necessary to the mission of the organization.
- Food supplies, Stationery, and other items available at [the Source or other campus resources](#) will not be funded.
- Items which are considered reusable but are not considered equipment (See Equipment) can only be funded once in the same funding cycle.
- Programming supplies must be requested under the general program, major program, outreach or fundraising funding category with the overall event request.

xix. Rent for Spaces

- Rent for on-campus or off-campus spaces within the same town as the organization's base will be funded if the space is absolutely essential for the organization's regular operations.
- This line-item is capped at \$1000 per year.
- Funding must be allocated for rent payments spanning multiple months.
- This line-item should be applied under [Operational funding](#).
- The organization must justify the necessity of renting an off-campus space, explaining why on-campus options are unavailable or unsuitable for their operations, and provide communication from event services as proof. The board will carefully review the request and approve it at its discretion.
- To Rent a space for an Event, [Event Services](#) line-item must be used.

xx. Student Travel for Conferences and Competitions

- This line-item covers expenses incurred by graduate and professional students engaged in travel for [conferences and competitions](#) and will be limited to costs of transportation, per-diem costs, and registration fees.
- University guidelines and policies will be followed related to funding of travel.
 - GSBB funding decisions will follow university travel guidelines regarding the funding of travel.

- International travel is not funded.
- Expenses incurred by faculty/staff will not be funded.
- Expenses incurred by an individual who is not a VT graduate and professional student will not be funded.

xx - a. Transportation

- \$300 per student per conference or Competition.
- It can be airfare, bus/train/metro tickets, mileage, rental vehicle, taxi cost etc.
- Three quotes must be provided for the rental vehicle cost.
- The travel location must be known before the GSBB approves funding.
- The caps for private and rented vehicle fuel and rental will be reimbursed as per the University policy. Any amount requested and/or approved above this amount will be reduced to the cap by the finance office at the time of reimbursement.
- Guidelines for reimbursement caps:
https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/travel/20335d.pdf

xx - b. Per Diem (Lodging, Food and Incidentals)

- Per-Diem cost for student travel will be funded up to \$100 per student per night.
- Funding is limited to a maximum of three nights per conference.
- Per-diem requests by an organization must not exceed a maximum of six nights per year.
- Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.
- Guidelines for reimbursement caps:
https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/travel/20335r.pdf

xx - c. Registration Fees

- Conference and Competition registration fees will be funded up to \$250 per student per conference or competition.
- Only the lowest available registration rate will be funded; late fees or higher-tier rates for late registration etc. will not be funded.
- Costs associated with submitting program proposals, abstracts, or association

memberships will not be funded.

xxi. Student Travel for Non - Conferences and Competitions trips

- This line-item covers expenses incurred by graduate and professional students engaged in travel for the trips that are not considered conferences and competitions. These trips must be aligned with the mission of the organization. Examples can be visits to an industry or a museum. The funding will be limited to the costs of transportation, and entry fees.
- At least 10 graduate or professional students must be travelling for the trip.
- University guidelines and policies will be followed related to funding of travel.
 - GSBB funding decisions will follow university travel guidelines regarding the funding of travel.
 - International travel is not funded.
 - Expenses incurred by faculty/staff will not be funded.
 - Expenses incurred by an individual who is not a VT graduate and professional student will not be funded.
- The trip must be advertised on [GobblerConnect](#) and open to participation by all graduate and professional students.
- In addition, GSBB requires the organization to hold a debriefing event after the trip at which the members who attended the trip disseminate information learned in the trip.
 - This event is a requirement for reimbursement of funding.
 - Acknowledgement of this debriefing event will be required on [GobblerConnect](#) Budget Request form at the time of submission.
 - You need to advertise this event on [GobblerConnect](#) and provide a link to it in the budget request. Guidelines for GobblerConnect advertisement can be found in the procedures.
 - Funding for this debriefing event can be applied for under General Program Funding, if needed.

xx - a. Transportation

- \$50 per student per trip.
- The trip must be limited to a single day.
- It can be the cost for bus/train/metro tickets, mileage, rental vehicle will be funded.
- Three quotes must be provided for the rental vehicle cost.
- The travel location must be known before the GSBB approves funding.
- The budget request must clearly demonstrate how this trip supports the organization's mission.
- Guidelines for reimbursement caps:
https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/travel/20335d.pdf

xx - b. Registration or Entry Fees

- The registration or entry fees will be funded up to \$15 per student per trip
- Only the lowest available registration rate will be funded; late fees or higher-tier rates for late registration etc. will not be funded.

xxii. Subscription Services

- Subscription services will not be funded as this is considered Installment funding.

xxiii. Taxes

- GSBB will fund sales tax as needed, but this must be included in the line-item in the original request for funds as part of the line item costs for the requested items. Don't include taxes in the miscellaneous section.
- GSBB will not fund sales tax if it is requested after approval, more than the amount the group was approved for.

xxiv. Website Services

- Registration and maintenance of domain names for organization websites or webmaster services will not be funded.

Part II: PROCEDURE

Article I: GSBB Meeting Procedures

Section 1: Frequency of Meetings

- The frequency of GSBB board meetings will be decided by the Chair. The board generally meets every week or biweekly as decided by the chair.
- The board meets when classes are in session during the Fall and Spring semesters.
- The does not meet during Winter, Spring, Summer, Fall and Thanksgiving breaks.
- Extra meetings may be scheduled if needed and can be called by the Chair of GSBB
- The board typically meets in the beginning of the third week of the Fall semester and the second week of the Spring semester.
- If a meeting is not needed, it can be canceled by the Chair of GSBB

Section 2: Quorum

- A quorum is needed for each GSBB meeting to vote on requests.
- The quorum is any number of members above 50% of voting members.

Section 3: Urgent Summer Decisions

- The [GSBB Summer Committee](#) will review and vote on the summer requests.
- Urgent summer decisions are limited to only reallocation requests for the previously approved funds.
- The GSBB will appoint three GSBB members, GPSS exec-board members or senators from the previous year, along with the Chair for the following year, in order to make decisions on questions presented by organizations over the summer.
- The GSBB Chair from previous year must provide training for all the summer committee members who were not a part of the GSBB board.
- All four of these members are “on call” for the entire summer.
- Any summer meetings will be called by the Chair as needed. The Advisor cannot call for any meetings.

- The three members are primary voters.

Section 4: Hearing Reallocation Requests

- Once a reallocation request is received, the GSBB Chair will determine if the request meets any of the following criteria. If so, the reallocation can be made at the discretion of the Chair.
 - Change of date/time.
 - Change of location if being held on campus.
 - Change in food and beverages line-items (not applicable for other line-items)
 - e.g. Organization was approved for sandwiches, and your organization determined pizza is a better option.
- All other reallocations will require review and vote from the GSBB board. Examples may include:
 - Reallocation of funds from line-items to already approved or new line items.
 - Significant changes to the content/programming of the request.
 - Change of location off-campus
 - Change in benefits to the graduate and professional students
 - Any additional change that may come forward, not previously outlined in policy.

Section 5: Hearing Appeals Requests

- The GSBB Advisor will review the appeal and determine if it meets the appeal criteria. If it does, the GSBB Advisor will convene the GSBB Appeals Committee.
- The [GSBB Appeals Committee](#) will review and vote on the appeals requests.
- Members of this committee will meet with members of the organization who filed the appeal and with the Chair or Vice Chair of the GSBB.
- The GSBB Advisor will take minutes and ensure that both sides are being presented.
- Once both sides are presented, and the members feel they have enough information to make a decision, the voting members should vote on the request.
- The GSBB Advisor will communicate the decision to the organization.
- The decision of the panel is final.

Article II: Procedures to Submit a Funding Request

Section 1: Budget Request Application Eligibility Requirements

The following criteria must be met to apply for funding with the GSBB:

- Be fully registered as an organization with Student Engagement and Campus Life (SECL)
- Have a majority graduate/professional student membership.
 - Organizations with an even split of graduate and professional students and undergraduate students may still be considered by GSBB based on the organization's mission and intended audience.
- Meet the established application deadline set by GSBB with forms filled out correctly.
- If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement.
 - Good standing is defined as meeting registration and on-going student organization requirements through SECL.

Section 2: Expectations from Organizations

- GSBB has the following expectations (listed below) for student organizations that apply for funds. If these expectations are not met, and/or there is a violation of policy, the board may deny requests, or it may be denied funding.
 - Requests are adequately described, reasonable, and justified.
 - Programs, events, and travel aligns with the organization's mission.
 - Programming and events are engaging, educational and open for the graduate and professional student community.
 - Organizations practice fiscal integrity and prudent use of funds.
 - Organizations abide by GSBB deadlines.
 - Applications for funds that do not meet the deadlines will be procedurally rejected, and not heard in regular hearings, semester-in-advance hearings, or e-votes.

- We ask for your patience and understanding that we are an all-volunteer organization of fellow graduate and professional students. We strive for a weekly response time on request and procedure inquiries.
- Carefully review the policy to ensure your funding request meets all criteria. Respond promptly to GSBB emails, plan your events well in advance, and submit requests as early as possible to prevent potential delays.

Section 3: Procedure to Create a GobblerConnect Event

- Since GSBB funds are intended to benefit the broader community of graduate and professional students, posting your event on GobblerConnect is required.
- For help with how to add your event to GobblerConnect, please see this step-by-step guide: <https://engagesupport.campuslabs.com/hc/en-us/articles/204033924-Creating-a-New-Event-in-your-Organization>. If you have further questions about how to create an event on GobblerConnect, please email The Source (thesource@vt.edu).
- The GobblerConnect event, along with all other advertisements, must include a request for accommodations statement. The more information on accommodation statement can be found here: <https://civilrights.vt.edu/ada-accessibility-services/events-accommodation-statement.html>

Section 4: Deadlines for Submission

- Each funding category has a specific deadline based on two factors: the date of the event/travel/expenditure and the [funding category](#).
- **Definitions:** You need to first determine the type of funding request based on the date of your event, travel and expenditure (Types: **semester-in-advance** or **in-semester** request):
 - GSBB board does not meet during Winter Break, Summer Break, or Spring Break. Additionally, the board does not meet in the first few weeks of the Fall and Spring semesters as time is needed for board formation and member training. Therefore, requests for events, travel, or expenditures occurring during these breaks must be submitted in the previous semester to ensure they are processed in time.
 - Funding requests for events, travel, or expenditures during the periods listed below are considered as "**semester-in-advance**" requests:
 - **Winter Break or Early Spring:** The funding requests for events,

travel and expenditures happening between December 1, 2025, and February 14, 2026.

- **Summer and Early Fall:** The funding requests for events, travel and expenditures happening between May 1, 2026, and October 1, 2026.
- Funding requests for events, travel, or expenditures occurring on any other dates are considered as “**regular**” or “**in-Semester**” Requests.
- **Deadlines:**
 - **Semester-in-advance** requests:

These requests must be submitted ahead of time, following the deadlines outlined below, with no exceptions.

 - **Winter Break or Early Spring:** The funding requests for events, travel and expenditures happening between December 1, 2025, and February 14, 2026, must be submitted by November 1, 2025.
 - **Summer and Early Fall:** The funding requests for events, travel and expenditures happening between May 1, 2026, and October 1, 2026, must be submitted by March 31, 2026.
 - **Regular or in-semester** requests:

These requests have the following deadlines based on the funding category:

 - **General Program, Organizational Program, Fundraising, Outreach Events, Conference, and Competition Funding, Operational Expense:** The funding requests must be submitted at least 30 calendar days before the event or the expenditure date (e.g., 30 days before a general program event, 30 days before the conference registration deadline or 30 days before the operation funding expenditure).
 - **Major Event Funding:** The funding requests must be submitted at least 60 calendar days before the event.
- If two different deadlines apply to an event, travel, or expenditure (based on the event date and funding category), the funding request must be submitted in accordance with the earlier of the applicable deadlines. For example, if a Major Program event is scheduled for May 1, 2026, the funding request must be submitted by March 2, 2026, using Major Program event 60 days deadline, and must NOT be submitted on April 1 using semester-in-advance deadline.
- Any request submitted after the specified deadlines will automatically be denied and

will not be considered for funding.

- If you do not have the exact cost at the time of submission, you may submit estimated costs based on previous years or reasonable expectations.
- Please note that GSBB board does not meet during Spring Break, Fall Break, or Thanksgiving Break, and University Holidays and Closure which may result in delays in request processing, so please plan and submit your requests accordingly.
- Email responses from GSBB should not be expected during Spring Break, Fall Break, Thanksgiving Break, or University Holidays and Closures.
- Please note that the budget request application portal might be closed during Winter Break.

Section 5: Hearing Requests

- Requests will be heard on a first come first served basis in the order submitted by the student organizations.
- Semester-in-Advance Requests are held, and all heard at the same time. They will be heard in the order they are submitted.
- GSBB meets weekly or bi-weekly, and every effort is made to hear funding requests as quickly as possible.
 - Please note there are a significant number of organizations on campus. Earlier an organization submits its budget request; the more time the organization will have to plan their event.
- GSBB makes their funding decision based on:
 - How the budget request helps the organization meet its mission
 - How the expense benefits the target audience and graduate and professional students
 - If the request follows funding policies and precedents
 - Target audience for events and programs
 - How well justified and estimated the budget request is with appropriate supporting documentation.
- GSBB reserves the right to a) ask for additional clarity if needed or b) meet with organizations before awarding funding.
 - If an organization receives correspondence requesting clarification on a request (via email and/or directly through GobblerConnect), they 7 calendar days from the date the correspondence is sent, or until the date specified in

the correspondence, to respond.

- If a response is not given within the due date, the request will be voted on with the information, or lack thereof, provided.
- If the organization is asked to meet with the Board, the organization will be notified of the date and time by the Chair.
 - If a representative of the organization is not present, the request will be voted on with information, or lack thereof, provided.

Section 6: Interpretations of Approved Funds

- Once a request is approved, the organization will be notified of what GSBB approved in their request via Gobbler Connect.
- The organization is approved for ONLY what is on the request and award letter. This includes specific items requested in the line-items, not just the overall amount.
- If requesting funds for an event/program, organizations must put their program/event on their GobblerConnect page a minimum of 15 days prior to the event, with a request for accommodations statement.
 - If 15 days does not exist between approval and the event, the organization must create the [GobblerConnect](#) event ASAP.
 - A debriefing event must be held after the conference or competition, that event must be published on the GobblerConnect beforehand i.e. submitting funding requests.
 - If this does not happen, the organization will lose funding for that event.
 - This does not apply to operational funding.
- If funds are spent outside of what was approved (the specific line-items) and/or the amount approved, the organization will be solely responsible for paying them.
- Refer to the [reallocation process](#) for additional information if changes need to be made for specific line items.

Section 7: Reallocations Requests

- Organizations are required to seek GSBB approval for reallocation of funds if there is a change in previously approved funds (i.e., line-items) and/or events and/or dates.

- Reallocation requests must only be submitted for transferring funds within the same event, travel, or purchase to a new line-item category, and not for requesting additional funds.
- Reallocation requests must be submitted no less than 7 calendar days prior to the event or expense. The approval of the reallocation must be received prior to the expenditure of the requested funds or prior to the event, whichever is first.
- This request to reallocate fund is placed by submitting the reallocation form (Website: Student Affairs/Student Engagement and Campus Life/Student Orgs/Student Organization Funding/Student Organization Funding Resources/Budget Reallocation Request Application) with the following details:
<https://gobblerconnect.vt.edu/submitter/form/start/644131>
 - Organization Name Requesting Reallocation
 - Budget Request Number
 - Budget Request Name
 - Line Item(s) of where money is moving from and the specific amounts of each line item to be reallocated.
 - Line Items with descriptions of where money is requested to be moved to and the specific amounts of each line item.
 - Statement explaining the reason for the Reallocation.
- Reallocation may only occur within the singular event originally requested. Funds cannot be reallocated between separate events, nor can they be reallocated to a new event.
- Reallocation examples that can be approved:
 - Your organization is approved for a speaker and that individual is no longer available, so you are requesting a reallocation to bring a different speaker.
 - The event needs to be postponed due to unforeseen circumstances.

Article III: Procedures for Payments and Reimbursements

Section 1: Payment related Procedural Requirements

- There are several documents that must be completed and submitted on Gobbler Connect, before a check request can be forwarded to the Controller's Office
- Approved funds are only dispersed through Direct Pay/invoice or reimbursement.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge is more than what was approved through GSBB, the graduate organization is responsible for paying the remainder of the costs.
- Contracted speakers, guests and artists must be paid directly through the university, not through student organizations or their members. Other purchases from outside vendors (such as supplies, equipment, etc.) may be purchased by the student organization, provided they have received pre-approval to purchase and submit proper receipts and documentation for the purchase in order to receive reimbursement.

Section 2: Deadline for Payment

- Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification electronically through GobblerConnect no later than 30 days after the date of event.
- If the organization has not received an invoice/bill from the vendor within 30 days following the event, the organization must email GSBB notifying the board of the delay. The organization has 5 days to submit the bill/receipt after receiving the document.
- If the payment documentation is not turned in within 30 days (or after 5 days for invoices/bills not received by the organization or within 30 days following the event), the organization forfeits the right to be reimbursed, and those funds will return to GSBB.
- All payment processing paperwork for the same event, expenditure, conference, or competition must be turned in at the same time (excluding invoices/bills not yet

received within 30 days following the event).

- For example - If your organization is being reimbursed for a conference, reimbursement paperwork for all individuals who need to be reimbursed, and any additional payments made must be turned in together to GobblerConnect.
- This does not include payments for contracts and vendors that are needed ahead of time.
- All necessary signatures must be completed on the Payment Processing Forms.

Section 3: Deadline Non-Event-Specific Funding

- If the approved funding is not for a specific event date, (i.e., equipment), the organization has 45 days after they are sent award notification to make the purchase and turn in all paperwork for reimbursement or payment.
- Failure to meet this deadline will result in the organization forfeiting access to the funding and the funds will revert back to GSBB.

The deadlines to Submit Payment Processing Documentation and Appeals are summarized in the following table:

Deadline to Submit Payment Processing Documentation and Appeals	
Submission of Payment Documentation (event specific)	30 days following the event date or expenditure. For bills/invoices you haven't received within 30 days following the event (i.e., Event Services/Production Services), you must submit the bills/invoices within 5 days upon receiving the bill/invoice.
Accommodations Invoice/Bill	Within 7 calendar days of receiving invoice/bill

Purchase and Submission of Payment Documentation of Non-Event Specific Equipment	Prior to 45 calendar days after receiving award notification
Appeals	14 calendar days from the date of award notification

Section 4: Retroactive Funding

- Organizations cannot be reimbursed for payments made prior to funding approval.
- An exception may be made for airfare that is purchased prior to an event being approved by GSBB on a case-by-case basis. Individuals should purchase airfare at their own risk, as requests are never guaranteed to be approved.
- All payments must take place after approval from GSBB.
- If payments are made prior to GSBB approval, the organization is solely responsible for paying those expenditures.

Section 5: Payment for Contracts/Honoraria

- Before an organization enters into a contract, it is **strongly encouraged** that the organization meets with Student Legal Services in Squires 143 to create or review any agreement.
 - Student Legal Services Website: <https://legal.uss.vt.edu/>
 - Student Legal Services Email: studentlegalservices@vt.edu
- Payment Processing Forms completed and signed contracts, W-9 form, and 20 questions form must all be turned in 4-6 weeks prior to your event.
 - Failure to turn in forms 4-6 weeks prior to your event will result in a check not being ready for payment to the contracted guest on the day of your event.
 - The University must pay the contracted guest directly and the organization cannot be reimbursed for prior payments.
 - Payment made by an organization to a contracted guest, no matter the cost of the contract, and turned in for reimbursement, cannot be processed, and will be denied by GSBB.

- Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check made. If a payee has a US Taxpayer ID or Federal ID number, the W-9 form will need to be submitted and signed by the person the check is being made out to (or an agency representative, if applicable). This process can take 30 days to complete once all material is submitted to the Controller's Office.

Section 6: Reimbursement for Personal Purchases

- The organization must submit the original detailed (itemized) receipts along with any appropriate backup documentation and the Student Payment Processing Form, via the RSO/USLP Payment and Reimbursement Submission Form through GobblerConnect.
 - This link can be found on the Student Organization Funding Website.
- If paying with cash, check, or card, only the original detailed receipt, along with the Payment Processing Form is needed.
 - If the purchase is for food or groceries, an event attendance list must also be submitted.

Section 7: Payment for University Services

- Invoices from University Services/Departments should be submitted via the RSO/USLP Payment and Reimbursement Submission Form through GobblerConnect.
- These invoices should be paid directly from the invoice and not through reimbursement.

Article IV: Procedure for Appeals

- This request for appeal is placed by submitting the reallocation form (Website: Student Affairs/Student Engagement and Campus Life/Student Orgs/Student Organization Funding/Student Organization Funding Resources/ Appeals Request Application) <https://gobblerconnect.vt.edu/submitter/form/start/644221>
- Appeals may only be based on one or both of the two criteria listed below. The fact that the Board did not fund an item at the requested level does not constitute grounds for appeal.
 - Established policies and procedures were not followed.
 - The decision was not made within parameters with previous decisions of GSBB, in the same academic year.
- Appeals Hearing Procedure. Items 1-5 below constitute the process for hearing appeals requests.
- Registered Student Organization appeals will be heard by the GSBB Appeals Committee
- All appeals must be submitted by the organization and filed in accordance with the following appeal criteria.
 - All appeals of the GSBB allocation decisions must be submitted, no later than 5 PM on the date that is 2 weeks from the date on the award letter.
- The appeal will be delivered to the GSBB Advisor to begin the appeal process.

Article V: Procedure for minor changes in GSBB policies and procedures document

- Minor changes include corrections of typographical or grammatical errors and minor updates to terminology where appropriate.
- These changes can be made without requiring the formal amendment process.
- Such changes shall be reported to the GPSS executive board and the GSBB advisor. If no member of the executive board or the GSBB advisor raises an objection, the changes shall become official.