



Graduate Student Advisory Board (GSAB) Funding Opportunities

Funding opportunities are available for current College of St. Catherine graduate students for leadership development, academic enrichment related to their educational experience at The College of St. Catherine, and to support groups as well as individual endeavors that will better graduate students, and/or the CSC community. These funding opportunities exist through the activity fee.

Any graduate student who pays the activity fee can request funds as long as they are used to benefit graduate students and enhance the student experience. All applications will be considered and selected by the GSAB. Individuals who are employees of the college and are graduate students are eligible for funding opportunities, but are asked to check with their departments first to see if professional development monies are available for their funding need.

Accessing the funds

The GSAB allocates a certain amount of money to be used for the overall benefit of all graduate students. All students can request funds to be used from this allocation, but the funds must be used to benefit all students.

The GSAB also sets aside individual graduate program funds. This money shall be expressly used for the benefit of:

- Programmatic specific requests
- Fees
- Events
- Conference travel expenses (up to \$200)
- Donations to worthy causes.

The distribution of funds to individual programs is at the discretion of the GSAB representatives for that program. Any program without GSAB representation cannot access that individual program's money. Each program receives the same amount of money per student; meaning larger programs with more students will receive more money than those programs with smaller membership.

An individual or group may access the funds through the following process:

1. Answer all of the questions on the GSAB Funding Request Form. The proposal materials must be thorough, clear and complete with concise and accurate information.
2. Return the GSAB Funding Request Form to the Student Center and Activities Office, 270 Coeur de Catherine or send it to mail #4261. Please turn in your proposal at least three (3) weeks before you need the funds. Last minute requests may be given lower priority because it may reflect inadequate planning.
3. All GSAB money will be distributed only when all documentation (such as contracts, receipts, invoices, purchase orders, etc. are received and reviewed.
4. In an effort to serve a greater number of students, GSAB reserves the right to limit funding to the same group or person twice per year.
5. The GSAB meets once per month and applications must be submitted by the 15th of the month in order to be considered. You will be officially notified of the GSAB's decision by email.
6. All allocations granted during an academic year must be processed and/or used for that academic year only.

Receipts for all reimbursable expenses must be submitted to Lindsay Kendall, Assistant Director of Student Center and Activities, mail #4261.

If you have additional questions, you may contact Lindsay Kendall at x6212 or lakendall@stkate.edu.

Please return your funding form to Student Center & Activities, CdC 270 or mail #4261.

GSAB Funding Request Form

Date: _____

Student Contact Information

Name: _____ ID#: _____

Academic Program: _____

Home Address: _____

Telephone: _____

Email: _____

Please fill out all of the information that applies to your funding request:

Funding Need:

(Description of funding request)

Conference Information *(GSAB may fund up to \$200 per person for conference travel)*

Conference Title: _____

Conference Date(s): _____

Location of Conference: _____

If you are proposing to purchase item(s), fund an activity or initiative, etc. please list the reason(s) why you feel it is needed: _____

If you are purchasing an item, where will the item(s) be placed? _____

How will this investment benefit CSC graduate students or graduate students in your academic program? _____

Total amount of GSAB funds requested: \$ _____

Please attach any additional documentation such as relevant background information, conference brochure, goals, planning timeline, quote, or other information that you feel supports your funding request.

Please return your funding form to Student Center & Activities, CdC 270 or mail #4261.