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|  | **GSS Organization****Funding Form****Graduate Student Senate****Revised October 2013** | *Graduate Student Senate**120LM Kent State Student Center**Center for Student Involvement Box 18**Kent, OH 44242**Email:* *GSS@kent.edu* *(preferred)* |
| *\*Please submit this form along with original receipts and a sign-in sheet from the event within* ***14 calendar days*** *of the event. All expenses must be incurred by the organization and individual as outlined by the Bylaws of Graduate Student Senate. Contractal obligations must be approved prior to application and approval by Gradaute Student Senate.\** |

**Section 1: Organization Funding Type**

Kent State University processes all monetary Graduate Student Senate awards as a scholarship classification. Graduate Student Senate will be distributed via a paper check send to your Flashline Banner Home Address through Accounts Payable (76035). The IRS 1098T (1042S) Forms will include this information and is subject to federal, state, and University guidelines. No exceptions may be made regarding this designation as GSS’s purpose is to supplement student cost towards research experiences and professional development opportunities.

**Section 2: Request Type**. **Indicate the Event related to this form.**

\_\_\_ Speaker Request (maximum $150)

\_\_\_ Professional Development/Social Request (maximum $50)

**Section 3: Personal Information.**

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| ***Organization Name*** |  |
| ***Contact Individual’s Name (First, MI, Last)*** |  |
| ***Banner ID*** |  |
| ***Email*** |  |
| ***Phone Number*** |  |
| ***Are you a U.S. Citizen?*** | ***Yes*** |  | ***No*** |  |
| ***Flashline Home Address*** |  |
| ***College Name*** |  |
| ***Department/Program Name*** |  |
| ***Graduate Assistant within this department?*** | ***Yes*** |  | ***No*** |  |
| ***Name of Event (Purpose of Award)*** |  |
| ***Date of Event*** |  |
| ***Location of Event*** |  |

**Section 4: Purpose of event. You will be asked to present this information at the Graduate Student Senate meeting and answer questions regarding the event. Event must be open to all graduate students.**

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**Section 5: Signatures and Agreement. Applications must be received in written form by the Executive Board at least two weeks prior to the meeting. Approval will be based on a vote of the Graduate Student Senate quorum. Decisions regarding funding must adhere to all GSS, University, state, and federal guidelines. Graduate Student Senate is not held responsible for cancellations or other situations that may affect the outcome of the sponsored event. Acknowledgement must be provided to Graduate Student Senate in all funding matters.**

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 **Applicant Signature Date**