



The Congress of Graduate Students (COGS)

Fall 2023 RSO Workshop

Introductions - Meet the COGS Team



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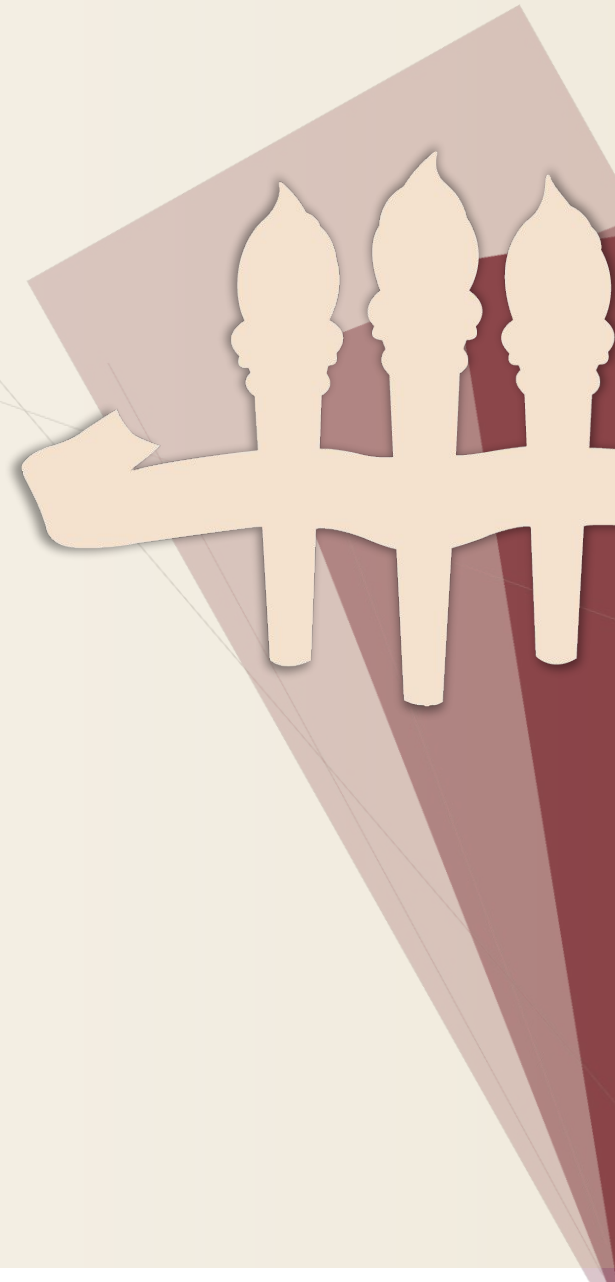
First Steps



- Your RSO
 - Must be recognized by the university (On Nole Central)
 - Have at least **two** financially certified executive board members (preferably President and Treasurer)
 - Have submitted the Statement of Understanding Form to SG&A Accounting prior to submitting COGS/LSC/MSC fund requests.

Other Guidelines to Follow

- COGS can only allocate Graduate RSO's funding in the Expense, Food, Contractual Services and Other (Clothing & Awards) categories.
- All event requests must be submitted at least 21 business days prior to the event date.
 - Make sure to check [COGS Assembly dates](#).
- Only completed requests submitted by 4pm on the Thursday before the next COGS meeting will be forwarded and heard by the COGS Assembly the following week.



What can't you spend your money on?



Travel Funds:

Funding for travel is extremely limited and is considered on a case by case basis! Students are encouraged to rely on COGS Conference Grants for travel funds!

Community Service Activities:

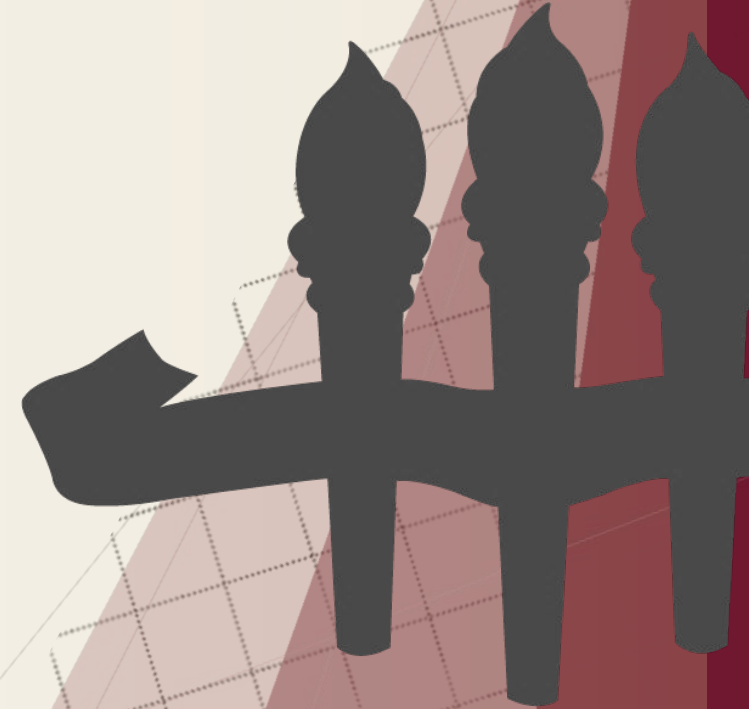
RSO's must be registered as a Service Organization to use A&S Fees towards these activities!



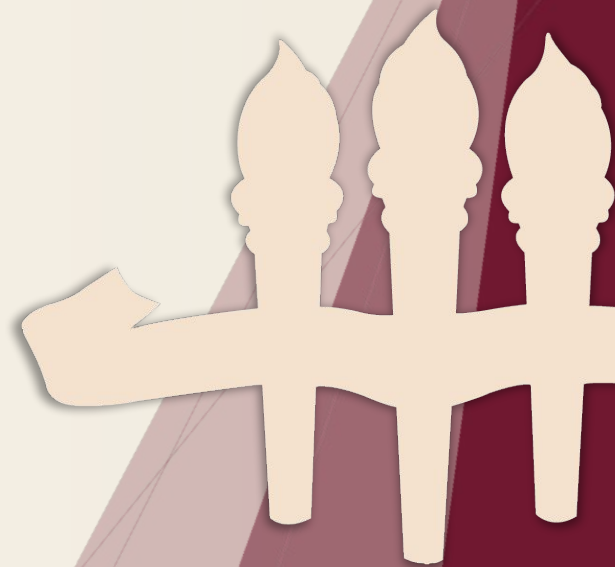
- Personal Gifts/Prizes
- Water bottles
- Alcohol

Event Planning

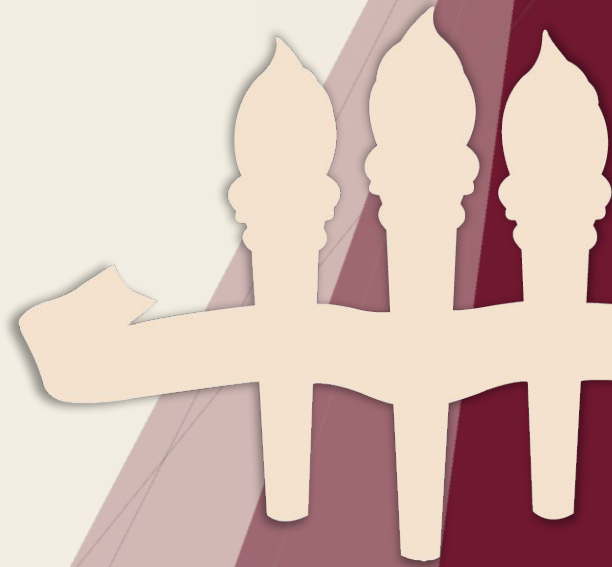
- Step 1:
 - Allocation Request Form; Complete the [Qualtrics survey](#)
- Step 2:
 - COGS Assembly Considers Request
- Step 3:
 - Submit Purchase Request and Event Proposal on Nole Central
- Step 4:
 - Submit Receipt after Event



Qualtrics Form

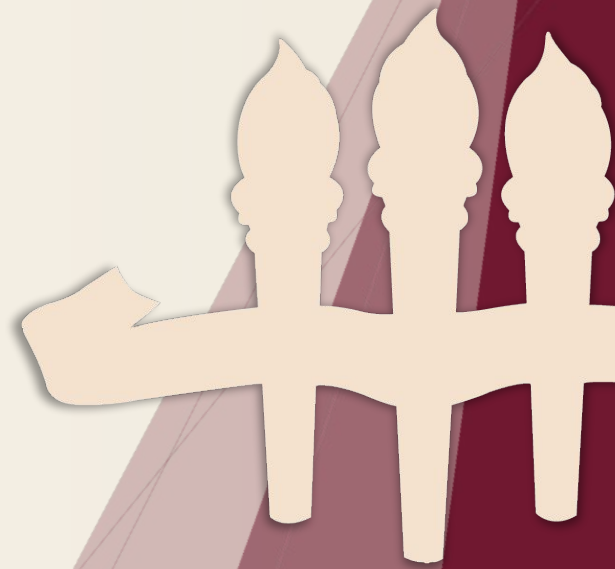


Nole Central



Purchase Request - What Do You Need?

- Flyer with COGS/SGA Logo!
- Quote from Vendor
 - For Swag: Proof that shows COGS/SGA logo
 - For Contractual Services/Honorarium: Contract Information Form
- Second Authorized Signer Form



Reserving Space

- Reserve space 10 days before event
 - The Globe! - Contact Jesse: jloreilly@fsu.edu
 - <https://east.mymazevo.com/main-home>
 - The Union! - Email: ces@fsu.edu
- Note: Off-Campus Events need to be approved by the COGS Assembly, so these need to be planned even more in advance!





Your Request Has Been Approved by COGS – Now What?

Timeline for planning events:

- Start to outline your event at least one month in advance!
- Reach out to vendor for quotes at least 30 days before event
- Submit Purchase Request for event 14 days before event
- Submit Event Proposal 10 days before event
- Reserve space 10 days before event
 - The Globe!
 - <https://east.mymazevo.com/main-home>
- Note: Off-Campus Events need to be approved by the COGS Assembly, so these need to be planned even more in advance!



Other Quick Tips/Reminders

- As you can see, event planning and budget planning can be complicated! Make sure you are training your future Exec Board properly to set them up for success!
- If you're not sure if someone is a vendor, reach out to SGA Accounting to double check!
 - sgaaccounting@fsu.edu
 - Want to add a vendor? Contact SGA Accounting to help with that! But, make sure that you begin this process at least 30 days before your event!
 - Check out Legacy Catering!
- Lastly, use COGS as a resource if you ever have any questions or concerns!



Questions?