COGS GUIDE
CONGRESS OF GRADUATE STUDENTS
2022-2023
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Welcome To SGA
The Student Government Association is a university-wide governing body consisting of an executive, legislative and judicial branch. SGA represents students in all divisions of the University. The mission of SGA is to provide FSU students with representation, services, and advocacy within the university structure, providing quality leadership for, and accountability to its constituency by recognizing that strength arises from diversity, engagement, and dialogue.

**Executive Branch**

The powers of the executive branch are vested in the Student Body President and Vice President, who represent the concerns of the student body and are voted by the student body to their position every spring semester. Duties of the Student Body President and Vice President include:

1) Administering and enforcing the laws of the student body; 2) Signing or vetoing acts of the Student Senate; 3) Calling and presiding over meetings of the student body; 4) Making recommendations for legislation to the Student Senate; 5) Creating new programs that address the needs of the students or that better the campus.

**Legislative Branch**

The legislative branch is made up of the Student Senate. Each of the eighty members of Senate represents academic divisions of FSU and works diligently to ensure that all students are heard and represented. It is the body that Florida law requires allocate the entire annual $13 million budget. Senators sponsor bills to appropriate funds, adopt statutory amendments and revisions, and approve constitutional amendments for the student body electoral process.

**Judicial Branch**

The judicial branch functions as the Supreme Court of the student body. This branch includes the Supreme Court Justices, Attorney General, and the University Defender, a law student the Chief Justice appoints to represent students appearing before the Student Conduct Review Board or the Supreme Court. The judicial branch hears appeals from groups or individuals on such issues as controversies involving constitutionality of actions by student or student groups and violations of the student body constitution and statutes.

**How Does COGS Fit In?**

The Congress of Graduate Students is a legislative body within SGA dedicated to representing graduate student interests within the University community. COGS advocates for graduate students, provides funding for graduate events and travel, and represents the graduate student community on campus in university legislation.

**Student Government Association**

**Gabadage, Adams, and Louis Administration**

**Nimna Gabadage**

*Student Body President*

**Kenley Adams**

*Student Body Vice President*

**Brandon Louis**

*Student Body Treasurer*
Student Governance & Advocacy Staff

The staff of Student Governance & Advocacy seek to assist students to reach their full potential with a focus on leadership, identity, belonging, civic engagement, and financial responsibility. SG&A offers students experiential, outside of the classroom learning and believes that a diversity of thoughts, ideas, and identities bring a rich and educational environment to the campus community as a whole.

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# SGA Structure

## Legislative Branch
- **Senate President**
- **Senate Pro Tempore**
- **Student Senate**
  - Budget
  - Finance
  - Judiciary
  - Student Affairs
  - Internal Affairs
  - Rules & Calendar

## Executive Branch
- **Student Body President**
- **Student Body Vice President**
- **Student Senate**
  - AGENCIES
    - Asian American Student Union
    - Black Student Union
    - Hispanic/Latinx Student Union
    - Jewish Student Union
    - Pride Student Union
    - Women Student Union
    - Veterans Student Union
  - BUREAUS
    - Office of Governmental Affairs
    - Inter-Residence Hall Council
    - Mental Health Council
    - Student Council for Undergraduate Research and Creativity
  - CLASS COUNCILS
    - Senior Class Council
    - Junior Class Council
    - Sophomore Class Council
  - EXECUTIVE PROJECTS
    - Freshman Leadership Institute
    - Transfer Leadership Institute
    - Diversity & Inclusion Institute

## Judicial Branch
- **Student Supreme Court**
  - Chief Justice
  - Justices
  - Attorney General
  - Student Defender
  - Clerk of the Court

## Funding Boards
- Resources for Travel Allocations Committee (RTAC)
- Programming Allocations Committee (PAC)

## Congress of Graduate Students
- COGS Supplemental Allocations Committee (C-SAC)
- Medical School Council (MSC)
- Law School Council (LSC)
- Presentation and Attendance Grants

## Elections
- **Elections Commission**
  - Supervisor of Elections
  - Deputy Supervisors of Elections
  - Election Assistants

## Affiliated Projects
- Child Development Center
- SAFE Connection
- Medical Response Unit
- Student Publications
- V-89 (WVFS Tallahassee 89.7 FM)

## Other Entities
- **SGA Accounting**
- **Allies & Safe Zones**
- **Campus Recreation**
- **Union Board**
- **Homecoming**
- **Golden Tribe**

## Chief of Staff
- **Deputy Chief of Staff**
- **Cabinet**
  - Accessibility
  - Co-Collegiate Affairs
  - Health & Wellness
  - Press Secretary
  - Student Engagement
  - Strategic Initiatives
SIGNATURE EVENTS

AUGUST/SEPTEMBER
SGA and Agencies Welcome Back BBQ
COGS Ice Cream and Grad Orientation Social
Pride Drag Show
Hispanic Heritage Month
Black Student Union Pep Rally
Budget Hearings

OCTOBER/NOVEMBER
Women Student Union Love Your Body Week
Black Student Union COBOL (Coalition of Black Organizational Leaders) Showcase
Pride Month
SGA Fall Elections (Senate, Congress of Graduate Students Campus Recreation Board)
Black Student Union Pageant
Veteran’s Awareness Month
Veteran’s Film Festival
Pride Student Union Trans Awareness Week
Asian American Student Union Fall Formal
Black Student Union Bobby E. Leach Ball
SGA Fall Inauguration

JANUARY/FEBRUARY
MLK Week
Senior Class Council’s 100 Days to Graduation
Asian American Student Union Lunar New Year Celebration
Black History Month
FSU Day at the Capitol
SGA Spring Elections (Executive Branch, Senate, and Union Board)

MARCH/APRIL
SGA Spring Presidential Inauguration
Women’s History Month
Lord of the Wings
Asian American Heritage Month
Women Student Union’s Sexual Assault Awareness Week
Black Student Union, Elections & Inauguration
Pride Prom
Hispanic Latinx Student Union Gala
Senior Week
OWL Release
Undergraduate Research and Creativity
YEAR LONG EVENTS

Senate Meetings (Wednesday nights)
Agency General Body Meetings (monthly)
Congress of Graduate Students Meetings (first and third Monday nights)
Center for Participant Educations Workshops
Allies & Safe Zones Workshops (twice monthly)
Golden Tribe Lecture Series
Pride - U, Pride Student Union
Womxn's Initiative, Women's Student Union
L. E. A. D., Asian American Student Union

FALL

Away Game Viewings on the Green (Night Games by Class Councils)
Seminole Minority Leadership Institute, Black Student Union (Mondays)
Freshman Leadership Institute Meetings (Mondays)
Transfer Leadership Institute Meetings (Tuesdays)

SPRING

Diversity and Inclusion Institute Meetings
Noles Engaged in Politics Meetings
Welcome To COGS
What is the Congress of Graduate Students?
The Congress of Graduate Students (COGS) is an official legislative body at Florida State University representing all post-baccalaureate, special, masters, specialist, professional, and doctoral students. COGS represents the graduate student body and is empowered to issue resolutions expressing views of graduate students in regards to important issues.

The COGS Assembly is comprised of elected representatives from all 15 colleges and schools at the Florida State University, led by an elected Speaker who is supported by an Executive Board. COGS representatives and officers are elected to one-year terms in the fall semester by the vote of graduate students in their respective constituencies during the student government elections.

The Congress also serves as a funding source for grad student organizations via the Activities and Service fees paid by students. COGS has full authority in the oversight, regulations, and allocations of these funds to grad students, graduate student organizations, and other programs at Florida State University. COGS has the responsibility to use funds to the benefit of the campus wide student body.
The COGS Speaker Team provides leadership for the Congress of Graduate Students and ensures graduate student voice in the governance of Florida State University. They work closely with the Director of Student Governance & Advocacy, COGS Advisor, and COGS Program Associate to adhere to administrative tasks and duties of the Congress.

Luis Basualdo  
COGS Speaker

Nella C. Delva  
Deputy Speaker for Judicial Affairs

Susan Rogowski  
Deputy Speaker of Finance

Laura Vaughn  
Deputy Speaker for Communication
Speaker Team Responsibilities

The Speaker...

...presides over COGS meetings and leads the Executive Committee. They represent COGS on a number of committees, including the board of the Office of Governmental Affairs and the FSU Childcare Center. The Speaker meets periodically with the Dean of the Graduate School and the University President. The Speaker also delivers speeches at University Graduation ceremonies, during Graduate School Orientation, and at the Fall SGA Inauguration. The Speaker also is in charge of coordinating with the Graduate School, the ice cream vendor, and the social location to arrange the COGS portion of the Graduate School Orientation.

The Deputy Speaker for Judicial Affairs...

...is the expert regarding parliamentary procedure and the COGS Code. This position audits the COGS Code and bylaws to ensure continued compliance with the Florida State University Student Body Constitution and Statutes. They preside over the impeachment process, swear in new members of the Assembly, and informs new members of their responsibilities prior to their petition hearing before the Assembly.

The Deputy Speaker for Finance...

...processes and approves funding requests and travel grants. This person is the expert on financial processes within COGS. They also preside over the C-SAC committee and meets regularly with the COGS advisor and SGA Business Manager or other SGA accounting representative.

The Deputy Speaker for Communication...

...is the outreach expert within COGS acting as the public relations liaison between COGS, Florida State University, and public press domains. This position is in charge of the social media and other methods of promotion. They often coordinate informational guest speakers, inform all members of meeting dates and happenings, and creates and supervises COGS announcements and bulletins.

The Speaker Team serves paid office hours in the COGS office every week.
“All Student Body officers have the right to replace ‘so help me God’ with ‘on pain of impeachment.’ Please raise your right hand and repeat after me.”

“I, [state your name] promise to support and defend the constitution of the United States of America, the State of Florida, and the Florida State University Student Body. And I shall perform my duties to the best of my ability so help me God.”
COGS Seats

Seats are determined by the enrollment of each college.
One seat per every two-hundred ninety nine (299 students) or advocacy seats.

1 Applied Sciences 1 Jim Moran School of Entrepreneurship
6 Arts & Sciences 3 Law
1 At Large 1 LGBTQ+ Student Advocate
3 Business 3 Medicine
3 Communications & Information 1 Minority Student Advocate
1 Criminology & Criminal Justice 1 Motion Picture
4 Education 1 Music
1 Deadman School of Hospitality 1 Nursing
1 Engineering 1 Panama City Campus Representative
1 Fine Arts 3 Social Sciences & Public Policy
1 Graduate School & Special Student Advocate 3 Social Work
1 Graduate Student Housing Advocate 1 Special/Undecided Advocate
1 Health & Human Sciences 1 Students With Disabilities Advocate
1 International Student Advocate 1 Veterans Advocate

COGS Committees

COGS has four committees; three full-time committees and one temporary that only meets during the budget process. Each committee is assigned specific concerns and interests pertaining to graduate students. All COGS representatives must be long to one of the three full-time committees.

Student Advocacy:
• Graduate student pay & funding
• Childcare
• Graduate Assistants United relations
• Campus diversity
• Healthcare

Internal Affairs:
• COGS Monthly Newsletter
• Website updates
• Membership & outreach
• Oversight of expenditures
• New member training
• Attendance record maintenance

Student Affairs:
• Honor policy & academics
• Parking & transportation
• Housing & dining
• Library
• Health & wellness
• Social & community planning

Budget:
• Allocates budget to organizations & funding boards
Graduate Student Voice

COGS representatives provide a voice for graduate and professional students within the Student Government Association and campus-wide. COGS is listed for updates in the Student Senate bill packet so that there is an opportunity to give updates each week.

Committee appointments are one way that COGS provides this voice in the University governance structure. The Speaker are ex-officio members of these committees. Some committees are able to have a designee in the case of the Speaker being unable to attend.

Graduate Enrollment Management Committee
This committee meets biweekly and is chaired by the Dean of the Graduate School. It brings together representatives from departments and colleges, admissions and records, the Library, Health Center, and many other units to discuss matters and share ideas pertaining to the admissions, retention, and recruitment of graduate students.

Office of Governmental Affairs
The Office of Governmental Affairs meet on an as-needed basis. The role of the Speaker or designee on this committee is to provide graduate student voice for the legislative agenda and ongoing advocacy efforts pertaining to governmental operations and legislation.

University Survey Committee
This committee meets once a year in person and corresponds via email several times throughout the year. This committee is responsible for reviewing campus-wide surveys in the effort that students are not oversampled.

Child Development Programs, Board of Directors
This committee meets two times per year. Majority of meetings are to discuss funding (obtained through SGA, COGS, and other sources) and operational updates.

Libraries Graduate Student Advisory Council
This committee meets once a month. They receive updates about events happening at the library and discuss library resources specifically in regards for graduate and professional students.

Student Technology Fee Advisory Committee
This committee meets once a year, typically taking place over two days. This committee reviews requests from Colleges/Departments for technology funds for the following year.
Parliamentary Procedure

Guiding Principles
Everyone has the right to participate in discussion if they wish, before anyone may speak a second time. Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker. Only one thing (motion) can be discussed at a time.

Motions
A motion is the topic under discussion (ex. “I move that we add a coffee break to this meeting”). After being recognized by the Senate President, any member can introduce a motion when no other motion is on the table. A motion requires a second by another senator to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely). Another senator may object to a motion. If the original motioner does not rescind the motion, the Senate must vote on whether to pass that motion. This requires a simple majority vote.

Robert’s Rules of Order

<table>
<thead>
<tr>
<th>Intentions</th>
<th>What You Say</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring a new idea or course of action to the floor</td>
<td>I move to...</td>
<td>Simple majority vote</td>
</tr>
<tr>
<td>Change wording of motion under debate</td>
<td>I move to amend...</td>
<td>Simple majority vote</td>
</tr>
<tr>
<td>Give more time for research of a bill or resolution</td>
<td>I move to refer _____ to _____committee</td>
<td>Simple majority vote</td>
</tr>
<tr>
<td>Hear an item on the calendar out of order</td>
<td>I move to unlock the calendar.</td>
<td>Simple majority vote</td>
</tr>
<tr>
<td>Allow a non-Senator to speak</td>
<td>I move for a non-Senator to speak.</td>
<td>Senate President gives or does not give permission</td>
</tr>
<tr>
<td>Take a brief break from debate or other business</td>
<td>I move to recess for _____.</td>
<td>Simple majority vote</td>
</tr>
<tr>
<td>Call attention to rules of procedure being broken (when you know they have been broken)</td>
<td>Point of Order</td>
<td>Senate President corrects order to follow rules and procedure</td>
</tr>
<tr>
<td>Inquire further about the bill or resolution up for debate (during pro/con)</td>
<td>Point of Information</td>
<td>The individual to whom the point was directed answers the inquiry</td>
</tr>
<tr>
<td>Ask to have a personal request fulfilled</td>
<td>Point of Personal Privilege</td>
<td>Senate President gives or does not give permission</td>
</tr>
<tr>
<td>Want clarification on rules of procedure (where you are unsure whether rules of procedure have been broken)</td>
<td>Point of Parliamentary Inquiry</td>
<td>Parliamentarian or other delegate officer answer the inquiry</td>
</tr>
<tr>
<td>Would like to inquire beyond one question</td>
<td>May I reserve a follow-up?</td>
<td>Senate President gives or does not give permission</td>
</tr>
</tbody>
</table>
THIRTIETH CONGRESS OF GRADUATE STUDENTS
Assembly Meeting
COGS Regular Session
Month, Day, Year, Time
Agenda

Call to Order:
Pledge of Allegiance:
Roll Call:
Reading and Approval of Minutes:
Petitions into the Assembly:
Special Introductions and Student Comments:
Messages from Student Government:
Report from the Office Government Affairs:
Elections:
Report of Officers:
  • The Report of the Speaker
  • The Report of the Deputy Speaker for Finance
  • The Report of the Deputy Speaker of Judicial Affairs
  • The Report of the Deputy Speaker of Communications
Committee Report:
  • C-SAC:
  • Internal Affairs:
  • Student Advocacy:
  • Student Affairs:
Funding Requests:
  • Bill #: Requesting Organization: Allocation to the Organization
Unfinished Business
New Business:
  • Resolution #: Information related to the Organization
Round Table:
Adjournment:
Next Meeting:
ALLOCATED, REVISION, OR TRANSFER
THIRTIETH CONGRESS OF GRADUATE STUDENTS

Bill #: Do not fill
Sponsored by: Fill here

Amount and Category: Fill here
From (account name): Fill here
To (account name): Fill here
Purpose & Description: Fill here

Itemized Expenditures:

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<th>Description</th>
<th>Unit Price</th>
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</table>

Total:
RESOLUTION
THIRTIETH CONGRESS OF GRADUATE STUDENTS

Resolution: Do not fill
Sponsored by: Fill here
Date: Month, Day, Year, Time

Whereas: Fill here

Whereas: Fill here

Whereas: Fill here

Whereas: Fill here

Whereas: Fill here

Be it resolved by the Thirtieth Congress of Graduate Students of Florida State University that:
Fill here

Be it further resolved that: Fill here
Budget & Finance
Annual Budget Process

COGS is allocated a budget by the Student Senate, based on the calculation that 30% of A&S fees are paid by graduate and professional students. (COGS Code Chapter 105).

COGS does their Annual Budget Process after the Student Senate approves the SGA Budget Bill, which includes the COGS Budget amount. The Budget Committee is convened by the Speaker, with representation from each college and all advocates. The COGS Speaker and Director of Student Governance & Advocacy are ex-officio members of this committee as well.

The COGS Grant Programs are allocated funds during this process, including Conference Presentation Grants and Conference Attendance Grants. Dissertation Research Grants that are allocated by The Graduate School are also allocated.

COGS Unallocated and the Organizational Support Grant (C-SAC) for organizational support is allocated during this process.

Entities typically allocated funds during this process are the Medical School Council (MSC), the Law School Council (LSC), the Student Childcare Center, and the Graduate School.

Other administrative costs, such as COGS officer pay, OPS office staff for the accounting staff, food for COGS meetings, office supplies, telecommunications for the COGS program associate and one accounting representative, and speakers request for Orientation and promotional items.

LSC & MSC

The Law School Council is a funding board, as part of COGS, that supports RSOs in the Law School. They meet regularly to hear funding requests and send their recommendations to the COGS Speaker and SGA Accounting for approval.

The Medical School Council is a funding board, as part of COGS, that supports RSOs in the Medical School. They meet regularly to hear funding requests and send their recommendations to the COGS Speaker and SGA Accounting for approval.

These funding boards exist due to the unique nature of the professional schools and due to the number of organizations within each school. They often work with their respective representatives to update the Congress with important issues for each school. One of their COGS representatives each also represents them on the Budget Committee.

Budgeted Organizations

The following organizations are directly funded through the Annual Budget Process each year:

- Black Graduate Student Association (BGSA)
- Hispanic Graduate Student Association (HiGSA)

The following departments are typically allocated budget due to their service to graduate and professional students:

- The Graduate School
- FSU Childcare Center

Any other graduate RSO that would like to present and budget is allowed to be heard during the Annual Budget Process.
## COGS 2022-2023 Budget Bill 7
### Allocation $1,265,303.00

<table>
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<th>ORGANIZATION</th>
<th>SALARY</th>
<th>OPS WAGES</th>
<th>CONT. SERV.</th>
<th>EXPENSE</th>
<th>FOOD</th>
<th>CLOTHING &amp; AWARDS</th>
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<td>SOCIETY FOR THE ADVANCEMENT OF LEARNED SLAVIC ACADEMICS (SALSA)</td>
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Grant Application Process

All grant applications must be submitted on the COGS website. To be eligible to receive funding for presentation grants you must be enrolled at the time you travel to the conference, must pay Activities and Service Fees (may be included in tuition) provide a complete application including the conference registration with billing information that lists you as a registrant, and a copy of a preliminary program showing your presentation or acceptance letter which name you specifically as the primary presenter.

For attendance grant applications, you must be enrolled at the time you travel to the conference, must pay Activities and Service Fee (may be included in tuition) provide a complete application including the conference registration billing information that lists you as a registrant.

Students will receive a confirmation email upon submission of an application. Feedback on the application can be expected within 10 business days.

The COGS Deputy Speaker for Finance is charged with the duty of reviewing each student's application and verifying its eligibility. If additional documentation is needed, the Deputy Speaker for Finance will request the information from the student. Once applications have been approved or denied, the email notice is sent to the Program Associate.

The staff advisor records the student's information and sends approval emails to the student and the department travel representative. The approval email informs the students of who they should send their receipts to and what type of receipts are accepted.

For attendance grants, the staff advisor then creates Travel Authorizations and Expense Reports in OMNI. All receipts for Attendance Grants are submitted on the COGS website.

For presentation grants, the staff advisor and Budget Manager reviews and approves Travel Authorizations and Expense Reports for the grant reimbursement.

Grants are awarded on a first-come/first-serve basis for complete applications. The amount of the grants is based on the annual budget process and may change from year-to-year. This is a benefit to the graduate student body, but is not guaranteed due to the limited availability of funding. Best tips for being awarded is to submit as close to the beginning of the funding period as possible and check your email often if there are any issues that need to be addressed to ensure your application is complete.

Students traveling must be in compliance with the FSU policy regarding international travel. Please refer to the second page of the application for more information regarding the process to fill out the SIEP form. Additionally, the traveler will have to fill out the “Student International Experience Plan (SIEP) for Individual Experiences” and the “Acknowledgement of Risk, Verification of Insurance and General Release Forms”. These forms will need to be submitted, along with the required proof of insurance, to Ashley Krutz at least four weeks prior to travel. The forms can be found here: https://global.fsu.edu/travel-policy/student-travel-policy
Funding Request Qualtrics

This Qualtrics is accessed through the COGS website under the “Funding” tab, or at the following link:
https://fsu.qualtrics.com/jfe/form/SV_eQWCTdBwwrrqXTn

Organization Information:
- Recognized Student Organization Name: __________________________
- Director/President Name: __________________________
- Director/President FSU Email: __________________________
- Director/President Phone Number: __________________________
- Treasurer/Officer Name: __________________________
- Treasurer/Officer FSU Email: __________________________
- Treasurer/Officer Phone Number: __________________________

Funding Source:
- ☐ Congress of Graduate Students
- ☐ Law School Council
- ☐ Medical School Council

How many active members are there in your organization? __________________________

What is the mission of your organization? __________________________

Does your organization charge dues?
- ☐ Yes
- ☐ No

*aIf so, how much per person, per year? __________________________

How much did your organization fundraise last year, including dues? __________________________

Did your organization receive any A&S funds this year from COGS/MSC/LSC?
- ☐ Yes
- ☐ No

*aIf so, how much and from where? __________________________

Is this request for:
- ☐ On-campus event (general expense, food, contractual services, clothing & awards)
- ☐ Group Travel
- ☐ Individual Travel

If On-campus is selected:

Event Info:
- Name of Event: __________________________
- Location: __________________________
- Date(s): __________________________
- Time(s): __________________________

Estimated Attendance: __________________________

How will you advertise the event?: __________________________

Is the event free and open to all Florida State University Students?: __________________________

Is there a charge to attend for non-FSU students?
- ☐ Yes
- ☐ No

*aIf yes, how much and how do you plan to collect those funds? __________________________

Funding Request Breakdown by Budget Categories
- Expense (such as office supplies, rentals, promotional items that cannot be worn) $________________________
- Food (prepared/catered food, grocery store purchases) $________________________
- Contractual Service (speaker Honorarium, DJ, etc.) $________________________
- Clothing & Awards (t-shirts, plaques, trophies, etc.) $________________________

Total $________________________
The COGS Allocation Request Form is to be used when requesting an organization support grant from the Congress of Graduate Students, Law School Council, or Medical School Council.

**If Group Travel is selected:**

Event Info:
- Meeting/Conference Name:
- Location (City, State):
- Conference Dates:
- Travel Dates:
- Number Men Traveling*:
- Number Women Traveling*:
  
  *For room assignments

List all traveler’s full names, emails, and total cost for reimbursement per student:

Describe how the travel opportunity was advertised and how travelers were selected:

COGS/LSC/MSC Request Conference Registration
- Registration Fee (per person):
- Number of Attendees:
- Total Cost:

Lodging Info:
- Hotel Name:
- Cost (p/room, p/night):
- # of Rooms:
- # of Nights:
- Total Cost:

Transportation:
- Flight Cost:
- Rental Vehicle Cost (Enterprise Car Rentals only):
- Gas Estimate Cost:
- Personal Vehicle Mileage Cost (miles x $.455):
- Other Transportation Cost:
- Total Cost of Conference Travel Expenses:

**If Individual Travel is selected:**

Thank you for showing interest in utilizing COGS/LSC/MSC funds for travel. Students traveling as individuals should utilize the COGS Travel Grant program for travel reimbursement of up to $500. More information can be found on the COGS website [http://sga.fsu.edu/cogs-individual-forms.shtml](http://sga.fsu.edu/cogs-individual-forms.shtml). For additional questions, contact sga-cogs-grants@fsu.edu.

**SUGGESTED QUESTIONS FOR ORGANIZATIONS ASKING FOR FUNDING**

How many FSU students will benefit from the cost of the programs? Of these, how many are graduate students? Specifically, how many will attend?

How will this program be advertised and promoted?

What have you done to fundraise for this event?

If you had this event last year, how successful was the event in terms of planning, attendance, and plans for improvement?

If COGS doesn’t fully fund the request, can the event take place?

Does your request meet the requirements outlined in the financial manual?
Resources
WOMEN STUDENT UNION
The Women Student Union fosters the growth of women personally, professionally, and politically.

PRIDE STUDENT UNION
Pride Student Union supports lesbian, gay, bisexual, transgender, asexual, intersex, and queer students across campus no matter their sexual orientation or gender identity. Pride creates a safe and positive environment by addressing the needs of LGBTQ+ students and increasing awareness of issues pertinent to them.

BLACK STUDENT UNION
The Black Student Union, the official representative on Issues concerning Black Students, offers Black students a form of identity and a social life. BSU functions as a vehicle of communication to the FSU faculty and administration. BSU will remember our past, build on our present, and fight for our future.

HISPANIC/LATINX STUDENT UNION
The Hispanic/Latino Student Union seeks to unify, inform, and serve the Hispanic/Latino community at FSU and in Tallahassee. The HLSU offers educational and cultural learning opportunities for the FSU community and opportunities for the Hispanic Latino community.

ASIAN AMERICAN STUDENT UNION
The Asian American Student Union works to inspire, educate, and empower those interested in Asian Pacific Islander American issues. AASU hosts cultural and educational events to spread the knowledge and appreciation of Asian culture within campus and the Tallahassee community.

VETERANS STUDENT UNION
The Veterans Student Union represents the collective interests of all student veterans of the armed forces and those who support them. VSU strives to provide and promote educational, political, and academic enrichment through its activities and promote awareness of an appreciation for those who have served in the armed forces and the military culture.

JEISH STUDENT UNION
The Jewish Student Union serves as an environment welcoming Jewish students, allies, and interested individuals. JSU is the centralized home for the Jewish community at Florida State University and seeks to educate the student body of the culture of Judaism and issues pertaining to the Jewish community.

"Although we may not have a specific culture, we have the unique opportunity to create an environment for the many different women on our campus. We have an amazing relationship with our female alumni of Women for FSU (including some who are graduates of FSCM)."

"Through our numerous educational, political, and social events, the Pride Student Union strives to foster a safe, comfortable, and fun environment for all students. Come hang out in the LGBTQ+ Student Resource Center, where you can learn more, make friends, and fully discover who you are."

"Here at FSU, the Black Student Union is driven and motivated by a student body that is ready and willing to participate and work towards a greater purpose. As the largest participatory agency on campus, we are determined to serve you and collectively make our mark on this great university."

"The Hispanic/Latino Student Union prides itself on being a place where students can feel at home and share their culture. We are a familia full of fun, energy, culture, and, most importantly, Seminole Spirit!"

"ASU at Florida State University is a place to embrace new cultures and enjoy it with friends. If you're interested in getting involved with service, performing, creating awareness, or anything else, you can find it within ASU and our 10 affiliate organizations."

"Join the ranks of the best student veterans and veteran supporters in the nation. Seriously, we are the best. Just ask Student Veterans of America and continue to show the nation why we are the most veteran friendly school in the nation."

"The Jewish Student Union seeks to bring together our local Jewish community and educate people on the modern issues that face us today in the twenty-first century. Our organization celebrates the rich culture and diversity of Judaism and wants to share that culture with the larger FSU student body."
Student Publications is a team of student designers who provide graphic design, photography, and printing services for the 700+ student organizations and SGA Agencies and Bureaus. Services offered by Student Publications include the following:

- Buttons
- Invitations
- Programs/Booklets
- Event Photography
- Printing
- Flyers
- Handbills
- Posters/Banners
- T-Shirt Designs
- Logos

The following restrictions apply to all Student Publications Services:

- All printed material must include the SGA logo and appropriate RSO logo
- Event advertised may not take place at a private residence
- Event cannot promote fundraising
- Event cannot require a fee or donation to attend or participate

Printing Services

As an official representative body of SGA, COGS can receive free printing from SGA does not need to provide the paper for said printing. To print with Stuent Publications, please observe the following guidelines:

- Arrive in person to the Student Publications office in the FSU Student Union Room 0136. Please be aware that Student Publications does not accept print requests with the physical presence of a member of the organization present.

- Once in attendance at the Student Publications office, the file to be printed can be sent to Student Publications via email, USB, or Google Drive link.

- Small print jobs (under 200 pages) can be printed on the spot at the time of print request and delivered to the organization representative.

- Large print jobs (over 200 pages) must be printed in batches to lessen strain on the printer. This may require more time and the Student Publications team member may recommend returning at a later time to pick up your prints.

Plan Ahead and Print What You Need:

Planning the appropriate amount of prints needed for your event ahead of time will make sure that you have exactly what you need when planning your event and help reduce ink and paper waste. The following are the typical amounts needed for on-campus distribution:

- Residence Hall/Housing.......................198 Flyers
- DSA Marketing..................................10 Flyers
- Tabling (Regular Events)......................50 Handbills
- Tabling (Large Events).........................100-150 Handbills
- Involvement Fair...............................200-300 Handbills
## DESIGN SERVICES

1. **Finalize Event Date, Time, Location, and any additional information needed for the design before contacting Student Publications.**

2. Submit a design at the Student Publications Design Request Qualtrics here: [https://sga.fsu.edu/designrequest/](https://sga.fsu.edu/designrequest/) at least two weeks prior to the date the design will be needed. Requests submitted with less than two notice may be rejected by the Student Publications team.

3. **Photography Services**

   Photography can be provided for organization events with the primary function of documentation and creation of promotional material for the organization. Photography services are offered between the following hours:

   - **Monday - Thursday:** 8am-9pm
   - **Friday:** 8am - 5pm
   - **Sunday:** 5pm - 9pm

4. **Final Draft Approved, Print and Pick-up:** Once the final draft is approved, the requester may request prints of said design. Please provide the quantity and desired size of the print via email to fsustudentpublications@gmail.com.

## PHOTOGRAPHY SERVICES

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- **Monday - Thursday:** 8am-9pm
- **Friday:** 8am - 5pm
- **Sunday:** 5pm - 9pm

**Turnaround**

The photography request must be filled out at least two weeks prior to the date of the event at the Photography Request Qualtrics here: [fsu.qualtrics.com/jfe/form/SV_3HO7V1m0QGpQs6](http://fsu.qualtrics.com/jfe/form/SV_3HO7V1m0QGpQs6). Event’s submitted sooner than the two week required time period may be denied. Photographer will have five business days to deliver edited photos to the photography requester. Requester may choose a maximum of five photos for additional editing after receiving them from the photographer.

**No Call, No Show**

If your event is cancelled/postponed and the photographer is no longer needed, it is the requester’s responsibility to inform the photographer immediately. If the photographer arrives at the agreed upon time and date at a cancelled event without having been informed of the cancellation, it will be considered a no-call, no-show for the organization. Organizations with a no-call, no-show will not be able to request photography services for the rest of the semester.

**WE CANNOT OFFER PHOTOGRAPHY SERVICES FOR:**

- Fraternity and Sorority organizations whose function is primarily social
- Inactive or Frozen Organizations
- Fundraising events
- Events that require a fee to attend
- Events at a private residence
- On-campus political parties
- Headshots

**Requests are accepted or denied depending on photographer availability. A submission of a photo request does not guarantee service.**
Move Up/Down/In/Out: Take a backseat when you can offer others the opportunity to move up. Volunteer your passion for projects in spaces where you would be stepping out of your comfort zone.

Look For It: Use a critical eye, think ahead, and plan accordingly using your past experiences. Training a critical eye can help you anticipate problems before they occur.

You Are Them: As a leader, understand that if there is praise to be received or blame to be had, you will be responsible. Meet challenge with a level head and ample grace.

Read the Weather: Think critically about what information and issues are most important to be considered. Take the appropriate steps to resolve important issues and concerns first.

Hear: A leader is beholden to the people that they represent. Seriously consider the input from the people around you and the people you represent when making big decisions. Ensure that those decisions benefit the groups greatest good.

Find Your Voice: Speak when necessary and with considered words. How you communicate is how people will perceive you. Use your voice appropriately to give support and power to the organization and people that you lead.

Care: Lead with conviction and believe in your organization’s cause. Encourage enthusiasm in your organization’s members and bolster motivation.

Open Your Mind: A leader will have to interact and engage with a vast diversity of people, cultures, and schools of thought. Maintain a flexible mind and meet conflicts and ideas with empathy and consideration.

Reach Out: Seek to make a difference in the people and communities that you encounter. Your words and actions reflect the values, goals, and convictions of your organization.

Let Go: Know when to let go and move on to something new. Sometimes this means moving on to a new project, sometimes this means letting someone else take the lead.

Examples of transferable skills you are gaining through your involvement:

COMMUNICATION
• Leading or contributing at meetings
• Communicating with University administrators
• Public Speaking at general body meetings, rallies, programs, interacting with guests, and speaker introductions
• Facilitating small group conversations at events
• Professional email etiquette

TEAMWORK IN DIVERSE GROUPS
• Recognizing differences in identities and cultural backgrounds as it relates to representation in decision making
• Navigating multiple perspectives within an identity group
• Using consensus as a framework for decision making
• Understanding how people work together

CRITICAL THINKING AND ANALYTICAL REASONING
• Balancing advocacy, activism, and bureaucratic systems
• Recognizing the benefits of advocacy from outside and within a political system
• Making tough decisions for the benefit of your organization

APPLIED KNOWLEDGE IN REAL WORLD SETTING
• Navigating bureaucratic systems
• Thinking about issues and consequences from a broader perspective
• Listening civilly and acting with civility, especially to people who you disagree with

ETHICAL JUDGMENT AND DECISION MAKING
• Being good stewards of student allocated funds (Activity & Service Fee funds)
• Utilizing feedback from constituents and campus community in programmatic choices and organization governance
• Voting based on your ethics, morals, values, and benefits to the student body

COMPLEX PROBLEM SOLVING
• Determining course of action in a dilemma
• Making quick decisions during programs and events
• Thinking through ideas in a clear and concise manner
• Following up on department and university processes while planning events

EFFECTIVE MANAGEMENT
• Delegating tasks and following up with group members
• Managing multiple perspectives and ideas
• Improvising when situations arise
• Creating and maintaining a budget, Minute by Minute, and submitting event permits and purchase requests
• Organizing office space, communicating with stakeholders and other officers
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- Creating and maintaining a budget, Minute by Minute, and submitting event permits and purchase requests
- Organizing office space, communicating with stakeholders and other officers
**Allies & Safe Zones** is an ally development program to promote acceptance and support of Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Pansexual, and Two-Spirit-identifying (LGBTQ+) people. Allies & Safe Zones is coordinated through the offices of the Student Governance & Advocacy at Florida State University and is offered regularly to the campus community. The program is open to all, regardless of orientation, identity, or expression.

### 100 Level
- **Thursday, March 19, 2020; 1:00-4:00pm**
- **Friday, April 10, 2020; 2:00-5:00pm**

### 200 Level
- **201: Trans Ally**
  - **Thursday, March 26, 2020; 10:00am-12:00pm**
  A two-hour training that will engage participants in understanding trans identities, gender variance, socialized gender expectations, intersex identities, and becoming allies to people with trans and other gender variant identities
- **205: Coming Out, Family Dynamics, and Other Support Systems**
  - **Wednesday, April 22, 2020; 10:00am-12:00pm**
  Participants engage in learning about the ongoing process of coming out for LGBTQ+ individuals, the challenges/barriers associated with this process, and the benefits/lived experiences of being out. Also, participants engage in understanding how family dynamics play into a person's lifelong coming out process, with a range of support levels. Join us to learn how to support someone who is coming out on campus and gather an understanding regarding how to navigate aspects of this journey.
- **206: Bi/Pan/Multi+ Identities**
  - **Wednesday, April 15, 2020; 1:00-3:00pm**
  Bi/Pan/Multi+ Identities is a two-hour workshop that provides opportunities for participants to gain deeper understanding of the terms “bisexual,” “pansexual,” and “multi+,” and what they mean to those within the LGBTQ+ community. Through a variety of activities, participants will examine bi/pan/multi+ history in US-context and challenge assumptions and stereotypes about these identities.

### 301 Level
Interested in Professional Development and being part of the facilitator team? Ask us about Allies & Safe Zones 301: Train the Facilitator.

**Dates/Times don't work for you?**
Contact Allies & Safe Zones at safezone@admin.fsu.edu to schedule a 101 workshop for your department or organization.

Visit safezone.fsu.edu to register and for more information
GREEN DOT

Recognizes that we all have a role to play in eliminating power based personal violence (Relationship Violence, Sexual Violence, and Stalking) from our community.

STEP ONE
RECOGNIZING RED DOTS
The choice someone makes to use power based personal violence to hurt someone

EXAMPLES
- Physically harming or intimidating a partner
- Having sex without consent

STEP TWO
ACKNOWLEDGE BARRIERS
It can be hard to react even when we want to

EXAMPLES
- Personal safety
- Friends with the couple involved

STEP THREE
BE REACTIVE
Even with barriers, there are still ways to intervene

EXAMPLES
- DIRECT: Check in: “Are you okay?”
- DELEGATE: Notify someone
- DISTRACT: Spill a drink

STEP FOUR
BE PROACTIVE
Creating a culture that is not okay with power based personal violence

EXAMPLES
- Talk to someone about Green Dot
- Sharing a post on social media

RESOURCES

VICTIM ADVOCATE PROGRAM
850.644.7161
clus.fsu.edu/vap

CENTER FOR HEALTH ADVOCACY & WELLNESS
850-644-8871
chaw.fsu.edu

GREEN DOT WEBSITE
knowmore.fsu.edu/greendot

@FSUGreenDot
Florida State University’s report.fsu.edu is an easily accessible community information-sharing site where members of the campus community can report misconduct, concerning behaviors, discrimination, and many other situations to inform FSU’s administration. Each link asks for an incident occurrence and various other pieces of information that help administration investigate issues on campus. Reporting potentially harmful situations is everyone’s responsibility to keep our campus safe.
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What is hazing?

Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or student group may be considered hazing.

- FSU Student Conduct Code

For more information about hazing visit hazing.fsu.edu.
To Report Hazing visit report.fsu.edu.
**ACADEMIC RESOURCES**

**CAMPUS TUTORING COOPERATIVE**
Provides training, resources, and collaboration necessary for high quality tutoring, while emphasizing a focus on student success. Centered in the ACE Learning Center, offering appointment based peer tutoring in all undergraduate majors.

https://ace.fsu.edu/tutoring/campus-tutoring-cooperative

**THE LEARNING DISTRICT**
Provides late-night, drop-in peer tutoring free to all FSU students in Strozier and Dirac libraries, Sunday-Wednesdays. Tutoring available for chemistry, physics, and math.

**THE CENTER FOR ACADEMIC RETENTION AND ENGAGEMENT CARE**
Provides preparation and academic support for students who are traditionally underrepresented in higher education programming. Possible tutoring formats include one-on-one, group, email, and telephone tutoring.

https://care.fsu.edu/advising-and-coaching

**ADVISING FIRST**
Academic advising by major:
https://advisingfirst.fsu.edu/academic-advising

Resources for exploratory students, current, and prospective transfer students:
https://advisingfirst.fsu.edu/exploratory

College Life Coaches for holistic student success:
https://advisingfirst.fsu.edu/college-life-coaching

**HEALTH AND WELLNESS**

**OFFICE OF ACCESSIBILITY SERVICES**
OAS collaborates with students to create an accessible and inclusive environment by identifying, minimizing, and eliminating barriers to equal access while encouraging equal participation for students with disabilities.

Phone # (voice): 850-644-9566
Phone # (TDD for the D/deaf): 850-644-8504
108 Student Services Building
8am - 5pm

https://dsst.fsu.edu/oas

**UNIVERSITY COUNSELING CENTER**
By-appointment or on-on-one, couple, and group counseling. Walk-in services for urgent situations.

Askew Student Life Center (ASLC), 2nd floor
Monday - Friday, 8am - 4pm
After hours and weekend hotline: 850-644-8255

https://counseling.fsu.edu/

**PSYCHOLOGY CLINIC**
Individual therapy, child services, assessment services. Intake $25 p/individual. Fees per session are on a sliding scale based on household income from $20 - $60 p/hour. Assessments range in price. Insurance is not accepted. By appointment only.

Psychology Building
Monday - Thursday, 8am - 8pm
Friday, 8am - 4pm

https://psy.fsu.edu/php/about/communityservice/psychologyclinic/psychologyclinic.php

**PSYCHOLOGY CLINIC**
The medical professionals at University Health Services are passionate about student health and committed to helping students perform at their best. The medical professionals include clinicians who are certified in areas of medicine such as family practice, gynecology and psychiatry.

Appointments: 850-644-4567
Information: 850-644-6230

https://uhs.fsu.edu/
FOR SUCCESS

STUDENT RESILIENCE PROJECT
The Student Resilience Project is a web-based, research-informed toolkit developed to encourage students’ wellness by helping them learn to manage stress in healthy ways and increase their sense of belonging. The website features videos, skill-building activities, resources and information, including podcasts by campus experts.

https://strong.fsu.edu/

CENTER FOR HEALTH ADVOCACY & WELLNESS
CHAW provides nutrition services, HIV testing, smart choices (alcohol/drug reduction), tobacco cessation, sexual health, sexual violence prevention, healthy relationships, peer health educators. Fees vary for services. Presentations and consultations are free to all students and student organizations.

Health and Wellness Center, 4th Floor
Monday - Friday, 8am - 5pm

https://chaw.fsu.edu/

THE LEACH CENTER AND FITNESS & MOVEMENT CLINIC
Cardio & strength training areas, sport courts, indoor track, aquatic center, group fitness, personal training in large and smaller facilities.

https://campusrec.fsu.edu/fitness/facilities/

CRISIS MANAGEMENT

CASE MANAGEMENT
Emotional support, counseling, advocacy, identifying immediate needs, making appropriate referrals to campus and community resources. Free to all students.

Monday - Friday, 8am - 5pm
University Center A, Suite 4100
850-644-2428

https://dsst.fsu.edu/cms

VICTIM ADVOCATE PROGRAM
Emotional support, instructor notification, referrals, crisis intervention and assistance in student conduct, legal and medical matters.

24/7 Support Line: 850-644-7161
University Center A, Suite 4100

https://dsst.fsu.edu/vap

FSU FOOD FOR THOUGHT PANTRY
Food is available to all current FSU students and are allowed to take one bag of food at a time, but may visit the pantry as often as necessary.

850-644-2428
8am - 5pm
University Center A

NOLES C.A.R.E.
A suicide prevention program which supports the goal of providing suicide prevention training, education, and training by emailing:

Jaymee Spannring, Suicide Prevention Coordinator: jspannring@fsu.edu

https://nolescare.fsu.edu/

COMMUNITY RESOURCES

REFUGE HOUSE
Confidential, 24-hour hotline, information and referral, crisis, intervention, advocacy, and accompaniment: medical and legal support groups, medical referrals and follow up, victim/survivor follow-up, shelter, and emergency financial assistance.

850-681-2111
https://refugehouse.com/

211 BIG BEND
Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.

Phone: 2211
https://211bigbend.org/