BUDGET REQUESTS

2022-2023

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TIME	January 21, 2022 Zoom Meeting ID: 966 2145 2836
11:00 AM	Indian Student Association of Tallahassee (INSAT)
11:15 AM	The Cell and Molecular Graduate Student Association (TCGA)
11:30 AM	Neuroscience Graduate Student Organization (NGSA)
11:45 AM	Globe Building
5:30 PM	Graduate Researchers of Geography
5:45 PM	Hispanic Graduate Student Organization (HIGSA)
7:00 PM	Law School Council (LSC)
	January 24, 2022 **Zoom Meeting ID: 966 2145 2836**
11:00 AM	The Graduate School
11:15 AM	Department of Sport Management (Women in Sport)
11:30 AM	Higher Education Student Association
11:45 AM	Philosophy Graduate Student Organization
12:00 PM	Educational Leadership & Policy Studies
1:00 PM	Organization of Religion Graduate Students
1:30 PM	Political Science Graduate Student Organization (PSGSA)
5:45 PM	LEARN
	January 25, 2022 **Zoom Meeting ID: 966 2145 2836**
6:00 PM	Medical Student Council
6:15 PM	ChemiNoles
6:30 PM	History Graduate Student Association
7:00 PM	Black Graduate Student Association
7:45 PM	Society for the Advancement of Learned Slavic Academics (SALSA)
	January 26, 2022 **Zoom Meeting ID: 966 2145 2836**
11:00 AM	CHAOS @ FSU
11:45 AM	FSU (Felicia Williams)
5:30 PM	Society for Musicology
5:45 PM	Graduate Women in STEM (GWIS)
6:00 PM	Physics Graduate Student Association
6:15 PM	FSU Childcare

COGS Bill 2019 Budget Allocation

Allocation $562,400.00

ORGANIZATION	SALARY	OPS WAGES	CONT. SERV	EXPENSE	FOOD	OTHER	TOTAL	$ Difference 18	% Difference 18	Budget 2018
STUDENT ORGANIZATIONAL SUPPORT										
APPLIED SPORT PSYCHOLOGY			4,768.00		600.00		5,368.00	1,568.00	41.26%	3,800.00
AMERICAN STATISTICAL ASSOCIATION (ASA)			100.00	150.00	300.00	100.00	650.00			
BLACK GRADUATE STUDENT ASSOCIATION				500.00	3,200.00	300.00	4,000.00	0.00	0.00%	4,000.00
CELL & MOLECULAR BIOLOGY GSA (TCGS)				500.00	1,500.00		2,000.00	1,500.00	300.00%	500.00
COUNSELING STUDENT RESEARCH ASC.					2,394.00	200.00	2,594.00			
THE DIVERISTY and INCLUSION in RESEARCH AND TEACHING ORGANIZATION (DIRECTO)			4,900.00	1,150.00	2,700.00		8,750.00			
FLORIDA-GEORGIA LOUIS STOKES ALLIANCE FOR MINORITY PARTICIPATION (FGLSAMP)					200.00	475.00	675.00			
GRADUATE WOMEN IN SCIENCE (GWIS)				800.00	1,000.00	300.00	2,100.00	2,100.00	#DIV/0!	0.00
HISPANIC GSA (HIGSA)			3,500.00	300.00	1,080.00	50.00	4,930.00	15.00	0.31%	4,915.00
HISTORY GSA (HGSA)			2,000.00	70.00	530.00		2,600.00	2,600.00	#DIV/0!	0.00
IRANIAN STUDENT ASC.				62.00	620.00		682.00			
NATIONAL ART EDUCATION ASC. (NAEA)			1,500.00				1,500.00			
POLITICAL SCIENCE GSA			3,000.00		1,000.00		4,000.00	0.00	0.00%	4,000.00
PHILOSOPHY GSA			2,500.00		250.00		2,750.00	2,750.00	#DIV/0!	0.00
PHYSICS GSA (PGSA)				200.00	2,240.00		2,440.00	2,440.00	#DIV/0!	0.00
SOCIETY FOR MUSICOLOGY			4,000.00		200.00		4,200.00	0.00	0.00%	4,200.00
DEPARTMENTS & AFFILIATED PROJECTS										
FSU CHILDCARE CENTER		78,276.00					78,276.00	16,712.00	27.15%	61,564.00
PEACE JAM (CLSC)							0.00	-4,000.00	-100.00%	4,000.00
THE GRADUATE SCHOOL				2,575.00	28,080.00		30,655.00	18,655.00	155.46%	12,000.00
FUNDING BOARDS										
LAW SCHOOL COUNCIL				27,000.00	15,000.00		42,000.00	0.00	0.00%	42,000.00
MED SCHOOL COUNCIL			1,872.00	44,745.75	27,681.75	937.50	75,237.00	28,737.00	61.80%	46,500.00
COGS GRANT PROGRAMS										
CONFPRESENTATION GRANTS 244002				160,000.00			160,000.00	0.00	0.00%	160,000.00
CONF ATTENDANCE GRANTS - 244031				17,000.00			17,000.00	0.00	0.00%	17,000.00
DISSERTATION RESEARCH - 244004				10,000.00			10,000.00	0.00	0.00%	10,000.00
ORG SUPPORT GRANT (C-SAC) - 244006				3,000.00			3,000.00	-1,000.00	-25.00%	4,000.00
COGS ADMIN										
SGA SALARY ACCOUNT	125,000.00			3,500.00			128,500.00	7,300.00	6.02%	121,200.00
COGS OFFICERS	14,700.00						14,700.00	-300.00	-2.00%	15,000.00
OPS OFFICE STAFF	3,500.00						3,500.00	0.00	0.00%	3,500.00
FOOD					1,500.00		1,500.00	-500.00	-25.00%	2,000.00
OFFICE SUPPLIES				500.00			500.00	0.00	0.00%	500.00

COGS Bill 2020 Budget Allocation

Allocation $580,000.00

ORGANIZATION	SALARY	OPS WAGES	CONT. SERV.	EXPENSE	FOOD	OTHER	TOTAL
STUDENT ORGANIZATIONAL SUPPORT							
APPLIED SPORT PSYCHOLOGY					400.00		400
ART THERAPY ASSOCIATION			2,000.00	150.00	640.00		2790
SOC CHEMICAL & BIOMEDICAL ENGINEERING GS			1,000.00		800.00		1800
ASSOC FOR WOMEN IN MATHEMATICS							0
BLACK GRADUATE STUDENT ASSOCIATION				500.00			500
CELL & MOLECULAR BIOLOGY GSA (TCGS)					1,053.50		1053.5
CHEMINOLES			1,000.00	50.00	2,000.00		3050
COUNSELING STUDENT RESEARCH ASC.							0
THE DIVERSITY and INCLUSION in RESEARCH and TEACHING ORGANIZATION (DIRECTO)					1,000.00		1000
GRAD RESEARCHERS OF GEOGRAPHY				120.00	700.00	320.00	1140
GRADUATE WOMEN IN SCIENCE (GWIS)							0
HISPANIC GSA (HIGSA)			2,500.00	1,100.00	1,000.00	50.00	4650
HISTORY GSA (HGSA)			1,300.00	250.00	600.00		2150
INDIAN STUDENT ASC.				250.00	2,000.00		2250
LEAGUE OF GRADUATE STUDENT ARTISTS				1,115.00	320.00		1435
NATIONAL ART EDUCATION ASC. (NAEA)			1,500.00				1500
NEUROSCIENCE GSA					2,000.00		2000
POLITICAL SCIENCE GSA			3,000.00		520.00		3520
PHILOSOPHY GSA			2,500.00		250.00		2750
PHYSICS GSA (PGSA)					950.00		950
PUBLIC HEALTH STUDENT ASSOC				50.00	580.32		630.32
STUDENT ASSOC FOR RELIGIOUS STUDIES			3,000.00		1,000.00		4000
SOCIETY FOR MUSICOLOGY			4,000.00		200.00		4200
DEPARTMENTS & AFFILIATED PROJECTS							
FSU CHILDCARE CENTER		**65,000.00**					65000
THE GRADUATE SCHOOL				**12,000.00**			12000
FUNDING BOARDS							
LAW SCHOOL COUNCIL				32000.00	12000.00		44000
MED SCHOOL COUNCIL				30,000.00	14,000.00		44000
COGS GRANT PROGRAMS							
CONF PRESENTATION GRANTS 244002				160,000.00			160000
CONF ATTENDANCE GRANTS - 244031				17,000.00			17000
DISSERTATION RESEARCH - 244004				10,000.00			10000
ORG SUPPORT GRANT (C-SAC) - 244006				3,000.00			3000
COGS ADMIN							
SGA SALARY ACCOUNT	130,000.00			5,200.00			135200
COGS OFFICERS		14,700.00					14700
OPS OFFICE STAFF		4,000.00					4000
FOOD					1,500.00		1500
OFFICE SUPPLIES				500.00			500
TELECOMMUNICATIONS				1,500.00			1500
MAINTAENANCE & REPAIR				500.00			500
SPEAKERS REQUEST				4,000.00			4000
COGS UNALLOCATED				21,331.18			21331.18
TOTAL	**130000**	**83700**	**21800**	**300616.18**	**43513.82**	**370**	**580000**

COGS Bill 2021 Budget Allocation

Allocation $609,000.00

ORGANIZATION	SALARY	OPS WAGES	CONT. SERV.	EXPENSE	FOOD	OTHER	TOTAL
STUDENT ORGANIZATIONAL SUPPORT							
ANTHROPOLOGY GRADUATE STUDENT ASSOCIATION					400		400
DEPARTMENT OF URBAN & REGIONAL PLANNING STUDENT ASSOCIATION				260	20		280
BLACK GRADUATE STUDENT ASSOCIATION			1400	1100	500	430	3430
THE CELL & MOLECULAR BIOLOGY GSA (TCGS)					2110		2110
THE DIVERSITY and INCLUSION in RESEARCH and TEACHING ORGANIZATION (DIRECTO)					2500		2500
GRAD RESEARCHERS OF GEOGRAPHY			700		1200		1900
GRADUATE WOMEN IN STEM				600	500	900	2000
HISPANIC GSA (HIGSA)			2500	1100	1450	50	5100
HISTORY GSA (HGSA)			1400	200	600		2200
MASTER OF SCIENCE FINANCE STUDENT ASSOCIATION					400		400
ORGANIZATION OF RELIGION GRADUATE STUDENTS			3500		1500		5000
NEUROSCIENCE GSA					2500		2500
PHILOSOPHY GSA			2500		240		2740
PHYSICS GSA (PGSA)					1500		1500
POLITICAL SCIENCE GSA			3500		880		4380
SOCIETY FOR MUSICOLOGY			4000				4000
DEPARTMENTS & AFFILIATED PROJECTS							
FSU CHILDCARE CENTER		77843					77843
THE GRADUATE SCHOOL					17000		17000
FUNDING BOARDS							
LAW SCHOOL COUNCIL				35400	6600	2000	44000
MED SCHOOL COUNCIL			2050	35250	6600	100	44000
COGS GRANT PROGRAMS							
CONF PRESENTATION GRANTS 244002				160000			160000
CONF ATTENDANCE GRANTS - 244031				17000			17000
DISSERTATION RESEARCH - 244004				10000			10000
ORG SUPPORT GRANT (C-SAC) - 244006				3000			3000
COGS ADMIN							
SGA SALARY ACCOUNT	135,200			5200			140400
COGS OFFICERS	14700						14700
OPS OFFICE STAFF	5000						5000
FOOD					1500		1500
OFFICE SUPPLIES				500			500
TELECOMMUNICATIONS				1500			1500
MAINTAENANCE & REPAIR				500			500
SPEAKERS REQUEST				4000			4000
COGS UNALLOCATED				27617			27617
TOTAL	154900	77843	21550	303227	48000	3480	609000

COGS 2022-2023 Budget Requests

Allocation $1,265,303.00

ORGANIZATION	SALARY	OPS WAGES	CONT. SERV.	EXPENSE	FOOD	CLOTHING & AWARDS	TOTAL
STUDENT ORGANIZATIONAL SUPPORT							
Black Graduate Student Association			700.00	1,200.00	1,100.00	1,500.00	4,500.00
CHAOS @ FSU			3,000.00		750.00		3,750.00
Cheminoles				300.00	1,180.00		1,480.00
Graduate Researchers of Geography			700.00		1,200.00		1,900.00
Graduate Women in STEM (GWIS)				1,000.00	1,300.00	1,400.00	3,700.00
Higher Education Student Association			3,000.00	2,500.00	2,000.00	1,000.00	8,500.00
Hispanic Graduate Student Association			3,400.00	1,800.00	2,300.00	700.00	8,200.00
History Graduate Student Association			1,200.00	340.00	1,505.00		3,045.00
Indian Student Association of Tallahassee				600.00	2,400.00		3,000.00
LEARN			1,500.00	2,100.00	2,515.00		6,115.00
Neuroscience Graduate Student Association					4,480.00	1,000.00	5,480.00
Organization of Religion Graduate Students (ORGS)			3,500.00		1,500.00		5,000.00
Philosophy Graduate Student Association			2,500.00		250.00		2,750.00
Physics Graduate Student Association					1,750.00		1,750.00
Political Science Graduate Student Association			6,530.00	150.00	600.00		7,280.00
Society for Musicology			4,000.00		200.00		4,200.00
Society for the Advencement of Learned Slavic Academics (SALSA)			3,000.00	1,000.00	500.00	500.00	5,000.00
The Cell and Molecular Graduate Student Association				1,800.00	1,300.00	1,400.00	4,500.00
DEPARTMENTS & AFFILIATED PROJECTS							
FSU CHILDCARE CENTER		301,690.00					301,690.00
DEPARTMENT OF EDUCATIONAL LEADERSHIP & POLICY STUDIES		98,000.00	2,500.00	36,200.00	12,200.00	3,200.00	152,100.00
THE GRADUATE SCHOOL				2,640.00	15,100.00	11,000.00	28,740.00
GLOBE BUILDING	61,706.00	30,360.00		2,460.00			94,526.00
DEPARTMENT OF SPORTS MANAGEMENT							54,650.00
FUNDING BOARDS							
LAW SCHOOL COUNCIL			5,000.00	33,000.00	18,000.00	5,000.00	61,000.00
MED SCHOOL COUNCIL			3,300.00	58,501.73	22,715.00	300.00	84,816.73

COGS GRANT PROGRAMS							
CONF PRESENTATION GRANTS 244002				160,000.00			160,000.00
CONF ATTENDANCE GRANTS - 244031				17,000.00			17,000.00
DISSERTATION RESEARCH - 244004				10,000.00			10,000.00
ORG SUPPORT GRANT (C-SAC) - 244006				3,000.00			3,000.00
COGS ADMIN							
SGA SALARY ACCOUNT	185,000.00			10,000.00			195,000.00
COGS OFFICERS		14,700.00					14,700.00
OPS OFFICE STAFF		5,000.00					5,000.00
FOOD					1,500.00		1,500.00
OFFICE SUPPLIES				500.00			500.00
TELECOMMUNICATIONS				1,500.00			1,500.00
MAINTAENANCE & REPAIR				500.00			500.00
SPEAKERS REQUEST				4,000.00			4,000.00
COGS UNALLOCATED							0.00
TOTAL	**246,706.00**	**449,750.00**	**43,830.00**	**352,091.73**	**96,345.00**	**27,000.00**	**-5,069.73**

EXAMPLE QUESTIONS TO ASK REQUESTING ORGANIZATIONS AND FYI MATERIALS

- ***How will this benefit the graduate student body as a whole?***
    - [Cogs Code 201.6: All events funded in whole, or in part by COGS Funds or derivative resources must be equally accessible to all enrolled graduate students at Florida State University, or serve a legitimate academic purpose. All purchases for events held off of Florida State University campus require the approval of the Assembly by resolution in a majority vote.]
- ***How long has your organization been an RSO?***
    - [COGS Code 200.1: All RSOs must be recognized for a minimum of four (4) weeks in order to receive COGS funds.]
- ***How much money did your organization receive from COGS last year? How much did you spend?***
- ***Do you do your own fund raising?***
    - ***Why/why not?***
- ***Has your RSO been fiscally responsible in the past?*** **(may be too upfront)**
- If events: ***expected attendance?***
    - ***First time having the event?***
    - ***Attendance last year?***
- (If did not answer "which category would you like to be cut from"):
    - ***Which category would you mind funds being cut from?***
- ***Have you considered partnership with another organization for the event (if applicable)?***
- Be wary of food requests.
    - [COGS Code 201.7: COGS shall enforce a $15 per person limit on catering fees. No organization receiving funding from COGS may charge Florida State University students for food purchased with said monies. Purchase of alcoholic beverages is prohibited. Approval for funds requested in the food line item will require a majority vote of the Assembly.]
    - For reference, FL per diem food rates are: Breakfast - $6.00 (travel starts before 6:00am or ends beyond 8:00am); Lunch - $11.00 (travel starts before noon or ends beyond 2:00pm); Dinner - $19.00 (travel starts before 6:00pm or ends beyond 8:00pm).
- Travel
    - Hotel charges exceeding $150 per night (excluding tax) require a justification. Travelers should stay 4 to a room if possible.
    - Mileage reimbursement is when your OWN automobile is driven and is reimbursed at $0.445/mile for gasoline (Use of single motor vehicle by multiple travelers); OR gasoline reimbursement when renting from Avis (official FSU rental car co).
    -
- RSOs cannot charge admission for an event funded by COGS.

    - [COGS Code 201.10: RSOs within the jurisdiction of COGS may not charge Florida State University students admissions fees to any event subsidized or paid for by COGS Funds.]
    - [FSU Statutes 802.4 Accessibility of Meetings & Events: also says cannot charge FSU students, events cannot be in a private home, must be advertised.]
- Regarding printing: RSOs can get free color printing of flyers, banners, newsletters and invitations in SGA Student Publications if they provide the paper. RSOs can also use machines that bind and staple newsletters, manuals, and other publications; laminate signs and publication covers; perforate, crease, and fold such items as invitations and programs; and die-cut invitations and name tags.
    - In other words, they don't need to pay someone to do this for them.
- Any organization showing copyrighted film material must obtain public performance rights.

Prohibited purchases (according to both our Code and FSU Statutes)

- Any items prohibited by law and/or SGA regulation or policy
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than trophies, plaques, and certificates
- Items or services for an event at a private residence (can be waived by the student senate via resolution)
- Gift Cards
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for the official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive. All promotional items must be given out on a first-come, first-served basis
- Decorative items for offices
- Food may not be purchased for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Gratuities/service charge over 15%
- Facility rental for retreats or other events that is not within proximity to the university
- Items that have environmental safety issues such as raw meats and any other food items that require preparation (unless event is at the GLOBE), candles, lighters, petroleum products, etc.)
- Payment of services rendered to a member of your organization
- Payment of services to a FSU employee
- Contributions/donations to community programs
- Raffle tickets and prizes

Purpose of Funding Groups:

COGS Code 201.1: COGS and all entities within its jurisdiction, or which receive its support, shall promote accessibility to education, effective funding of RSOs, and support to Florida State University administrative functions or offices which contribute to the assimilation, organization, and professional development of graduate students at Florida State University.

COGS Code 201.2: All Funds allocated by COGS or its sub-allocation authorities, such as graduate funding boards, shall be offered in an effort to nurture the highest levels of scholarship, research, creativity, and social activities necessary to support a comprehensive graduate research university.

Guidelines for Budget Categories:

Food Category:

SGA Statutes 5. 803.7 "The Food Category shall be used to pay for food for general meetings, presentations, banquets, and other public, publicized, free-admission events sponsored by SGA-funded entities. Such expenditures may include, but are not limited to: groceries, delivered food, and catered buffets.

1. No SGA branch, office, agency, bureau, or affiliated project shall be allocated more than fifteen percent (15%) of its annual budget in the Food category.
2. Food may not be purchased for Executive Board meetings, or any meeting or event with an expected attendance of fewer than 15 FSU students."

Salary Category:

SGA Statutes 5. 803.4 "The Salary category shall be used to fund wages and benefits for staff positions. This category does not cover elected or appointed student positions.

B. Salaried positions may only be removed, or decreased in wages/benefits in a manner consistent with federal and state law and university policy."

Clothing & Awards Category:

SGA Statutes 5. 803.8 "The Clothing & Awards Category shall be used to pay for clothing (t-shirts and polo shirts) for the purpose of promoting an SGA-funded entity or event, and awards (trophies, plaques, and certificates) for the purpose of recognizing an individual or group.

1. Clothing shall be restricted to T-shirts, tank tops and polo shirts, unless otherwise approved by a three-fourth (3/4) vote of the Senate Finance Committee.
    1. T-shirts and polo shirts must be made available free of charge to all FSU members of the entity purchasing them. There shall be no separate Executive Board shirts. Executive Board shirts can be waived in the form of a resolution with approval by a three-fourths (3/4) vote of the Senate Finance Committee and a two-thirds (2/3) vote of the Senate.
2. Awards shall be restricted to trophies, plaques, and certificates."

Contractual Services Category:

SGA Statutes 5. 803.6 "The Contractual Services category shall be used to pay for services rendered by contractually bound speakers, entertainers, or bands."

OPS Category:

SGA Statutes 5. 803.5 "The OPS Wages category shall be used to fund wages for elected and appointed student positions. All OPS paid positions shall be held by persons currently enrolled at FSU, unless otherwise specified in these Statutes.

1. No currently filled OPS paid position may be decreased in paid hours/week or hourly wages without the approval of the individual whose wages are being lowered. This is to protect OPS paid officials from circumvention of the impeachment and executive removal proceedings.
2. RSOs shall not receive or distribute OPS Wages. "

Expense Category:

SGA Statutes 5. 803.10 "The Expense Category shall be used to pay for items, such as office supplies, nametags, printing, postage fees, telephone charges, and facility rentals, which do not fall under any other category. This account also covers all costs associated with student travel. SGA will fund, either directly or through reimbursement, airfare, rental car(s), gas mileage, and lodging. Student organizations shall not be funded for meals or limited incidental expenses."

Prohibited purchases (according to both our Code and FSU Statutes):

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for items, over $8 per t-shirt)
- Any promotional items not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events not within proximity to the University or open to all FSU students
- Food for meetings or events not advertised to all FSU students
- Gratuities/tips or service charge over 15%

- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prize

Prohibited Travel Items:

- Meals for group travel
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e. bars, golf courses, room service, etc.)

Potential Questions to ask Groups:

- ***How will this benefit the graduate student body as a whole?***
    - COGS Code 201.6: All events funded in whole, or in part by COGS Funds or derivative resources must be equally accessible to all enrolled graduate students at Florida State University, or serve a legitimate academic purpose. All purchases for events held off of Florida State University campus require the approval of the Assembly by resolution in a majority vote.
- ***How long has your organization been an RSO?***
    - COGS Code 200.1: All RSOs must be recognized for a minimum of four (4) weeks in order to receive COGS funds.
- ***Is your RSO focused specifically on graduate students?***
    - COGS Code 200.4: At least fifty percent (50%) of RSO membership must be graduate students to be considered for funding.
- ***Does your organization collect dues?***
    - COGS Code 201.10: RSOs within the jurisdiction of COGS may only collect voluntary dues. This provision shall not require RSOs to pay state or national membership dues on behalf of members.
- ***How much money did your organization receive from COGS last year? How much did you spend?***
- ***Do you do your own fund raising?***
    - ***If no, why not?***
- ***Has your RSO been fiscally responsible in the past?*** **(may be too upfront)**
- (If did not answer "which category would you like to be cut from"):
    - ***Which category would you mind funds being cut from?***

For events:

- ***What is your expected attendance?***
- ***Is this the first time having the event?***
    - ***If not, what was the attendance last year?***
- ***Have you considered partnership with another organization for the event (if applicable)?***
- ***Are you charging FSU students to attend this event?***
    - COGS Code 201.10: RSOs within the jurisdiction of COGS may not charge Florida State University students admissions fees to any event subsidized or paid for by COGS Funds.

- FSU Statutes 802.4 Accessibility of Meetings & Events: also says cannot charge FSU students, events cannot be in a private home, must be advertised.

- ***How will you advertise this event?***
  - Regarding printing: RSOs can get free color printing of flyers, banners, newsletters and invitations in SGA Student Publications if they provide the paper. RSOs can also use machines that bind and staple newsletters, manuals, and other publications; laminate signs and publication covers; perforate, crease, and fold such items as invitations and programs; and diecut invitations and name tags.
- Any organization showing copyrighted film material must obtain public performance rights.

For Travel:

- ***How will the travelers be promoting FSU?***
  - COGS Code 202.2: All funded **individual travel** must be in the performance of official duties on behalf of COGS, by a student making a presentation at an academic conference, by a student attending an academic conference, or for persons contracted to provide a service to the Student Body. **We do not fund individual travel outside of the conference presentation/attendance grants*
  - COGS Code 202.5: **Group travel** is limited to tabling as a promotional entity on behalf of the RSO and Florida State University, or a panel discussion in which at least three-fourths (3/4) of the members are leading.
- ***How many different travel events are you requesting money for?***
  - COGS Code 202.5: No RSO shall receive COGS Funds for travel as a group more than twice in a fiscal year.
- ***How many people will be travelling?***
  - COGS Code 202.7: RSOs can send up to four (4) representatives from their organization to the event for which the travel request is intended.
- ***How much money is being asked per person?***
  - COGS Code 202.6: RSOs can receive up to $2,000 per fiscal year Travel.
- ***What is the cost of the hotel room per night?***
  - Hotel charges exceeding $150 per night (excluding tax) require a justification. Travelers should stay 4 to a room if possible.
- ***Are you using a rental car or requesting mileage reimbursement for your own vehicle?***
  - Mileage reimbursement is when your OWN automobile is driven and is reimbursed at $0.445/mile for gasoline (Use of single motor vehicle by multiple travelers); OR gasoline reimbursement when renting from Avis (official FSU rental car co).

For food requests:

- ***What is the cost per person for catering?***
  - COGS Code 201.7: COGS shall enforce a $15 per person limit on catering fees. No organization receiving funding from COGS may charge Florida State University students for food purchased with said monies.
- ***Are you purchasing any alcohol or alcohol-related services?***
  - Purchase of alcoholic beverages is prohibited. Approval for funds requested in the food line item will require a majority vote of the Assembly.

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FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

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Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
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Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
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- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization: Indian Student Association of Tallahassee

Director/President Name: Nidhi Walia

Director/President Phone Number:	8503394372
Director/President Email:	nw19f@my.fsu.edu
Treasurer Name:	Dhanashree Pradhan
Treasurer Phone Number:	8572505358
Treasurer Email:	dp20ed@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 0
4.) Expense	$ 600
5.) Food	$ 2400
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

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How many active members are in your organization? 200

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ○ Other

Please explain your organization’s purpose and mission.

To promote Indian Culture and to help Indian Students on campus The purpose of the association is to preserve the Indian culture at FSU through individual and group activities; and to be actively involved in assisting new incoming Indian students. All activities and functions of the Indian Students Association of Tallahassee shall be legal under University, local, state, and federal laws. INSAT organizes a number of events for the Indian student community at FSU. Some of the events that we've organized are: Indian Classical Music concerts, Fresher's welcomes, An annual cultural event called the Glimpses of India, Potlucks and Cricket Tournaments. We also collaborate with the International Center to organize events.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

INSAT organizes a number of events for the Indian student community at FSU. Some of the events that we've organized are: Fresher's welcoming event, Diwali, An annual cultural event called the Glimpses of India, Guru Nanak Jayanti, Holi and Cricket Tournaments.These events foster an environment wherein the domestic, international and Indian students can share various cultural perspectives.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

4 events 1. Holi Celebration 2. Diwali Celebration 3. Guru Nanak Jayanti Celebration 4. Navaratre Celebration Food: $600 per event Expense: $150 event Total: (600 +150) *4 = $3000

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Food for the events 600*4 =$2400

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Nidhi Walia

nw19f@my.fsu.edu

Email:

Telephone Number: 8503394372

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

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- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	The cell and molecular graduate student association
Director/President Name:	Jane Benoit

Director/President Phone Number:	904-568-2887
Director/President Email:	jbenoit@bio.fsu.edu
Treasurer Name:	Nicholas Waddell
Treasurer Phone Number:	850-933-7968
Treasurer Email:	nwaddell@bio.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 0
4.) Expense	$ 1800
5.) Food	$ 1200
6.) Clothing and Awards	$ 550
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 65

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

no dues are charged

Please explain your organization's purpose and mission.

The Cell and Molecular Biology Graduate Student Association (TCGA) aims to foster solidarity among students in the Cell and Molecular Biology graduate program within the Department of Biological Science at Florida State University and disseminate scientific research to the community. By providing students with opportunities to present their research, communication is facilitated amongst graduate and undergraduate students and faculty within the Department of Biological Science, and encouraging interdisciplinary interactions with students from various fields of study. Additionally, our outreach events aim to encourage the general public to become involved in science and learn about the current ongoing research at Florida State University.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

The funds requested will promote the TCGA mission of fostering solidarity among graduate students. Funds will be used to purchase supplies for coffee cart, weekly departmental colloquiums, social events for graduate students, and outreach events to share science with the community. Coffee cart is a bi-weekly event where graduate students gather to share coffee and snacks and talk about science and life in general. This is an opportunity for students to interact with each other and take a break from long hours in the lab. Talking to others is a good way to reduce stress and gain new insights into experiments and results. Coffee cart is open to all graduate students and is held alternately in the King Life Sciences building and Bio Unit One to enable as many students as possible to attend. COGS funds have been used to purchase coffee makers, mugs, coffee, coffee supplies, and snacks to make this twice weekly event the go to place for dozens of students each week. Colloquium is a time honored event in the department of biological science where outside speakers are invited to share their research with students, faculty, and staff. Many of the speakers attend a graduate student lunch where students are able to meet some of the greatest modern scientific minds and make new connections. The department provides limited funding for these lunches which limits the number of students who can attend. Additional funds are being requested for the first time this year to increase the number of student attendees at these events. Social events for graduate students are important ways for students to connect with each other, maintain good work-life balances, and care for mental health. Previous COGS funding has been used to support events at the FSU Rez, tubing trips, and movie nights that are open to all grad students. This year, we are requesting funds to for several different social events including an outing to paint-a-pot on campus, bowling, TCGA day at the Rez, soccer games, and a clean up at a local park. These events are open to all graduate students and outdoor events are being prioritized to ensure social distancing is maintained. TCGA members are committed to community service and have creatively incorporated science into many of their outreach activities. These events serve the dual purpose of helping inform the community about science and also enabling TCGA members to practice important public speaking and leadership skills. Previous events have included scientific demonstrations at local schools, the Tallahassee museum, the Tallahassee Science Festival, and other locations around Tallahassee. These events are attended by hundreds of community members of all ages and have been very popular among grad students. Last year, our outreach events were limited by the COVID pandemic but we were still able to host a microscopy booth at the Tallahassee Science Festival. We look forward to hosting more events next year for the general community as well as the the FSU Market Wednesdays to share microscopy with non-biology FSU students. We are requesting funds for microscopes, DNA extraction materials, posters, table cloths, etc needed to make these events a success.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Expenses: $1,800 - three miniature microscopes ($568) to be used at outreach events (Tallahassee Science Festival, market Wednesdays, the Tallahassee museum, etc) - screen viewer for microscopes ($95) to be used at outreach events (Tallahassee Science Festival, market Wednesdays, the Tallahassee museum, etc) - microscopy slides and other supplies ($120) to be used at outreach events (Tallahassee Science Festival, market Wednesdays, the Tallahassee museum, etc) - materials for DNA extraction experiment ($130) to be used at outreach events (Tallahassee Science Festival, market Wednesdays, the Tallahassee museum, etc) - Funding for paint-a-pot and bowling for 20 students each ($300) - a folding table ($64) to be used at outreach events where tables are not provided - printing posters, flyers, and coloring pages ($90) to be used for advertising meetings, illustrating scientific concepts at outreach events, and other events - non-edible supplies for coffee cart ($270) this includes mugs with the TCGA and COGS logos to be used at coffee cart and other non-food category supplies - gloves and trash bags for clean up events ($100) to be used at community cleanups at local parks - soccer balls and cones ($50) to be used at the FSU main field Food: - coffee and creamer for coffee cart ($180) to be used at twice weekly coffee cart - coffee maker ($20) to be used at twice weekly coffee cart - coffee filters, utensils, stirrers, and other supplies ($160) to be used at twice weekly coffee cart - clean up lunches ($60) to be shared after a clean up at a local park - Rez Day lunch ($80) to be used for lunch at TCGA Rez day - colloquium student lunches (3 per month) ($700) will be used to cover meal costs to enable more students to attend lunch with colloquium speakers. This will enable 3-4 additional students to attend each lunch session Clothing: - TCGA T-shirts $500 these will include the TCGA and COGS logos and will be worn at TCGA events and around campus

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Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Items listed form highest to lowest priority: - coffee and creamer for coffee cart ($180) to be used at twice weekly coffee cart - coffee maker ($20) to be used at twice weekly coffee cart - coffee filters, utensils, stirrers, and other supplies ($160) to be used at twice weekly coffee cart - three miniature microscopes ($568) to be used at outreach events (Tallahassee Science Festival, market Wednesdays, the Tallahassee museum, etc) - screen viewer for microscopes ($95) to be used at outreach events (Tallahassee Science Festival, market Wednesdays, the Tallahassee museum, etc) - microscopy slides and other supplies ($120) to be used at outreach events (Tallahassee Science Festival, market Wednesdays, the Tallahassee museum, etc) - TCGA T-shirts $500 these will include the TCGA and COGS logos and will be worn at TCGA events and around campus - clean up lunches ($60) to be shared after a clean up at a local park - Rez Day lunch ($80) to be used for lunch at TCGA Rez day - colloquium student lunches (3 per month) ($700) will be used to cover meal costs to enable more students to attend lunch with colloquium speakers. This will enable 3-4 additional students to attend each lunch session - gloves and trash bags for clean up events ($100) to be used at community cleanups at local parks - soccer balls and cones ($50) to be used at the FSU main field - materials for DNA extraction experiment ($230) to be used at outreach events (Tallahassee Science Festival, market Wednesdays, the Tallahassee museum, etc) - printing posters, flyers, and coloring pages ($90) to be used for advertising meetings, illustrating scientific concepts at outreach events, and other events - Funding for paint-a-pot and bowling for 20 students each ($300) - non-edible supplies for coffee cart ($270) this includes mugs with the TCGA and COGS logos to be used at coffee cart and other non-food category supplies - a folding table ($64) to be used at outreach events where tables are not provided Clothing:

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Jane Benoit
Email:	jbenoit@bio.fsu.edu
Telephone Number:	904-568-2887

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FLORIDA STATE UNIVERSITY

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Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Neuroscience Graduate Student Association
Director/President Name:	Katherine Day

Director/President Phone Number:	6093742601
Director/President Email:	kday@neuro.fsu.edu
Treasurer Name:	Alicia Gonzalez
Treasurer Phone Number:	3057534809
Treasurer Email:	gonzalez@psy.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 0
4.) Expense	$ 0
5.) Food	$ 4480
6.) Clothing and Awards	$ 1000
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 56

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

NGSA provides an avenue for academic, professional, and social activities to the graduate students of the interdisciplinary Program in Neuroscience at Florida State University. Our program includes faculty and students across campus from the departments of Biological Science, Psychology, the College of Medicine, Institute of Molecular Biophysics, National High Magnetic Field Laboratory, and Mathematics. The main goals of this organization are to facilitate academic and professional development of its members, and to promote collegiality and social interaction among the students and faculty of the Program in Neuroscience, and to foster public awareness of the importance of the brain and the benefits of brain research through outreach to the local community.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

Qualtrics Survey Software

current fiscal year and past years.

• Direct educational benefit by attending public lectures from invited guest speakers who are experts in their field of study. Knowledge acquired during these public lectures enhances research being conducted at FSU and presented at conferences regionally, across the country, and abroad. • Foster communication and possible collaborations with other universities. • Increase collegiality within the Program in Neuroscience, and across departments and colleges. • Reach out to the public to raise awareness about Neuroscience, to increase awareness about research conducted at FSU, and the commitment of the FSU student body to scientific education at all age levels

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For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

See Attachment

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

1. External Speakers (Rushton Lecture Series, Neuroscience Colloquium Series) 2. Graduate Student Dedicated Events (Graduate Involvement, Graduate Research Day) 3. FSU Outreach Events (Brain Bee, Brain Fair)

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Katherine Day

kday@neuro.fsu.edu

Qualtrics Survey Software

Email:

Telephone Number: 6093742601

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

NGSA Budget Request 2022-2023_KRD_AG_EADH.docx
62.1KB
application/vnd.openxmlformats-officedocument.wordprocessingml.document

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NGSA Budget History 2015-2022.xlsx
71.5KB
application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

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COGS Budget Request By The Neuroscience Graduate Student Association (NGSA)

Who we are – Purpose of NGSA

NGSA provides an avenue for academic, professional, and social activities to the graduate students of the interdisciplinary Program in Neuroscience at Florida State University. Our program includes faculty and students across campus from the departments of **Biological Science, Psychology, the College of Medicine, Institute of Molecular Biophysics, National High Magnetic Field Laboratory, and Mathematics**. The main goals of this organization are to facilitate academic and professional development of its members, and to promote collegiality and social interaction among the students and faculty of the Program in Neuroscience, and to foster public awareness of the importance of the brain and the benefits of brain research through outreach to the local community.

Budget Request

The presented Budget reflects the budget request for the **2022-2023 fiscal year.**

Over the past seven years, we have requested funding from COGS to support the increase in Neuroscience events that reflects the growth of our program and outreach to various disciplines, not limited to Neuroscience.

Benefits to Florida State University from the Activities Planned by NGSA

- Direct educational benefit by attending public lectures from invited guest speakers who are experts in their field of study. Knowledge acquired during these public lectures enhances research being conducted at FSU and presented at conferences regionally, across the country, and abroad.
- Foster communication and possible collaborations with other universities.
- Increase collegiality within the Program in Neuroscience, and across departments and colleges.
- Reach out to the public to raise awareness about Neuroscience, to increase awareness about research conducted at FSU, and the commitment of the FSU student body to scientific education at all age levels.

Type of Events:

- Events with invited speakers (lunches, receptions) are open to **all** students, post-docs, staff, and faculty.
- Graduate involvement NGSA events (networking, writing groups, student presentations) are open to all members of NGSA.
- Outreach events (Brain Fair, Brain Bee) are open to **all** members of FSU and the local community.

Advertisement:

- Web: http://www.neuro.fsu.edu (go to Quick Links: Current Events Calendar), and NoleCentral
- Flyers (Where? Psychology, King, BRF, College of Medicine, BioUnit 1, etc.)
- Email distribution list (anybody can be added)

Funding sources:

- Foundation money
- Science Corporations (e.g., VWR, BioRAD)
- Local Vendors (e.g., Publix, Walmart, Winn Dixie)
- Society for Neuroscience Chapter Grant
- Bake Sales
- Co-Sponsor Events with another RSO (e.g., Student Interest Group in Neurology, SIGN)
- Teaching fee for OLLI (Osher Life-long Learning Institute) course

Budget Overview

	Total Cost	Request from COGS
Contractual Services		
Honorarium	9,500	
Expenses		
General	5,464	
Travel	8,716	
Food	4,300	4,480
Clothing/Awards	150	1,000
TOTAL	**$ 28,130**	**$ 5,480**

Outline of Budget Package

1. External Speakers
   - 1A. Rushton Lecture series
   - 1B. Neuroscience Colloquium Series
     - i. Invited speakers
     - ii. Distinguished Graduate
     - iii. James C. Smith Lecture
2. Graduate Student Dedicated Events
   - 2A. Graduate Involvement
   - 2B. Graduate Research Day
3. FSU Outreach events
   - 3A. Brain Bee
   - 3B. Brain Fair

1. External Speakers

1A. Rushton Lecture Series

The Rushton Lectures Series is named for the distinguished neuroscientist W. A. H. Rushton, formerly a regular visitor to FSU. It features internationally prominent neuroscientists in colloquia and/or symposia. Formal and informal interaction with these internationally recognized experts is an important part of the Neuroscience Program's contributions to the academic environment at Florida State University.

Topic and Invited Speakers

Speakers visit for 1 week throughout the Academic Year

Special topic selected by faculty committee in Spring 2022,
Speaker selection occurs after topic is established

Budget

	Total Cost	Request from COGS		Number of Participants
Contractual Services				
Honorarium	6,000			
Expenses				
General	1,500			
Travel	3,000			
Food		1,600	(4 Speakers)	
		Reception	250/event	50-100 / Lecture
		Student Lunch	150/event	20-60 / Lunch
TOTAL	**$ 10,500**		**$ 1,600**	

Commented [KD1]: Emailed Javed to ask what this means

Commented [KD2R1]: Payment from Program in Neuroscience to invited speaker

Commented [KD3]: I'm getting 4480 for this @Alicia Gonzalez

Commented [AG4R3]: Fixed, I missed the last $200

Commented [KD5]: Update at the end

Commented [KD6]: Coffee hour, tee shirts could go here

Commented [AG7R6]: 2 coffee hours/semester = 4/year * 26 grads * $5/cup = $520 for coffee
Last year's request for t-shirts was $550.76, so maybe ask for $650

Commented [AG8R6]: Also add in budget for swag items like a water bottle and potentially a bag (lunch/backpack/grocery)

Commented [KD9]: Do we have 4 speakers? I think we only have had 1-2? What do you think Liz?

Commented [EH10R9]: Rushton seems to have changed a little bit recently (plus pandemic changes). When I first arrived, Rushton was an annual all day seminar with 4+ speakers and an evening reception (sit-down with plated food). The last one we had like that was in 2017.

Commented [KD11R9]: Do you think we should still request this much? Or adjust according to the number of planned speakers/receptions for 2021-2022 (I can ask Janice)

Commented [EH12R9]: I think asking Janice and Lisa E.- there may have been discussions about financing this event that I am unaware of.

Commented [KD13R9]: Janice says we could budget for four – if we invite all 4 speakers and all 4 come, we would have receptions + lunches at each talk

1b. Neuroscience Colloquium Series

I. Invited speakers

Weekly colloquium series: Invited speaker gives a colloquium talk on Wednesday afternoon and attends lunch for graduate students on Thursday.

Budget Based on 12 Speakers

	Total Cost	Request from COGS	Number of Participants
Contractual Services			
Honorarium	2,400		80/lecture
Expenses			
General (lodging, per diem)	2,464		
Travel	4,216		
Food		1,680 (12 Speakers)	
		Student Lunch 140/event	15-30/lunch
TOTAL	**$ 9,080**	**$1,680**	

Commented [EH14]: If you eliminate the "example section" change this heading to "General (lodging, per diem)".

II. Distinguished Graduate

Former FSU Graduate Student who has become a leader in his/her field returns to FSU to give an invited colloquium about their research post-graduation.

2022-2023
Speaker TBA

Budget

	Total Cost	Request from COGS	Number of Participants
Contractual Services			
Honorarium	300		80
Expenses			
General	250		
Travel	500		
Food		Lunch 250	20-60
Award	150		
TOTAL	**$ 1,200**	**$ 250**	

III. James C. Smith Lecture

Extremely notable figure in the field of Neuroscience selected by an independent advisory council. The lecture is open to the neuroscience community (undergrads, grads, post-docs, faculty, staff) and is attended by not only the outside invited speaker, but also invited guests (collaborators and alumni) from around the country who annually pilgrimage to Tallahassee for this event. Following the Smith Lecture, trainees (graduate, undergraduate, post-doc, laboratory staff) will be invited to lunch with the invited speaker.

Spring 2022
Speaker TBA

Budget

	Total Cost	Request from COGS	Number of Participants
Contractual Services			
Honorarium	500		
Expenses			
General	450		
Travel	500		
Food	2,200	Student Lunch 250	20-60
TOTAL	**$ 3,650**	**$ 250**	

2A. Graduate Involvement

To boost participation and sense of community among program members and public awareness of the neuroscience graduate student association (NGSA), each member will receive a T-shirt and a few promotional items with the NGSA logo.

Budget

	Total Cost	Request from COGS	Number of Participants
Expenses			
Clothing/Awards		T-shirts 500	30-60
		Promotional Items 500	30-60
Travel			
Food		Breakfast 150	20-60
TOTAL	**$ 0**	**$ 1,150**	

2b. Graduate Research Day

Day of oral and poster presentations highlighting graduate students' research.
Includes presentation by Distinguished Psych Graduate (TBA).

Budget

	Total Cost	Request from COGS	Number of Participants
Contractual Services			
Honorarium	300		
Expenses			
General	300		
Travel	500		
Food	2,100	Breakfast 150	30-60
TOTAL	**$ 3,200**	**$ 150**	

Commented [KD15]: Elaborate

Commented [AG16R15]: But, would need to be worded as is if it were open to all students, otherwise COGS won't fund.

Commented [EH17R15]: Is it supposed to be all members of NGSA, which is essentially all neuro grads? Isn't that who can join the lunches?

Commented [KD18R15]: Grads, undergrads, lab techs, and post docs have attended these lunches in the past. I will change this language

Commented [EH19R15]: Isn't the Smith Lecture at 4 on a Friday? Where is lunch with grad students?

Commented [KD20R15]:

Commented [AG21]: Add descriptor of social events and comradery.

Commented [KD22R21]: This looks great

Commented [KD23]: This is a psych only event

Commented [EH24R23]: I looked over my notes from when I served on the committee for this event back in 2017. The psych grads who serve on this committee do the ordering for food. The notes really do say email the breakfast receipt to the NGSA rep for reimbursement!

Commented [KD25R23]: I will add this to my email to Janice. As per COGS funding rules and the NGSA constitution we can not do this unless the event is an NGSA event open to all members.

Commented [KD26R23]:

3. FSU Outreach Events

3A. FSU Outreach event: North Florida Brain Bee

Live Q&A competition that tests the neuroscience knowledge of high school students. The winner of the North Florida Brain Bee will travel to the National Brain Bee Competition in Baltimore, Maryland (or virtually due to the COVID-19 pandemic).

Budget

	Total Cost	Request from COGS	Number of Participants
Contractual Services			
Honorarium			
Expenses			
General			
Travel			
Food		Breakfast for participants 200	20-30
TOTAL	**$ 0**	**$ 200**	

3B. FSU Outreach event: brain fair

Open House Event to educate the public about the amazing abilities of the brain and raise awareness about the research conducted at FSU – highly attended by parents, children, and schools in the local community!

Budget

	Total Cost	Request from COGS	Number of Participants
Contractual Services			
Honorarium			
Expenses			
General	500		
		Lunch for volunteers 200	20-30
Travel			
Food			
TOTAL	**$ 500**	**$ 200**	

Commented [KD27]: I think this number is higher than what we see for Brain Bee…

Commented [EH28R27]: If you had to estimate?

Commented [KD29R27]: I think Brain Bee had ~10 participants last year

Commented [AG30]: Even though Liz has a budget for this, we should still ask for something to maintain the position that NGSA is supporting outreach.

Commented [EH31R30]: What about SWAG? Neuroscience pencils/pens/stickers/branded masks/ hand sanitizers. We can't budget for that for outreach in the chapter grant.

Commented [EH32R30]: If you had a stockpile, you could also list the other outreach events like Tallahassee Science Festival (staffed by NGSA members...)

Commented [KD33R30]: Liz, would the "general" expenses also come from the Outreach budget? Like supplies for brain fair (the tea, skittles, face paint, etc). If we used Outreach Funds to supply that, could we use these "general" NGSA funds for the swag? We could offer to grads + at the neuro table/events that we host

Commented [EH34R30]: That is what I was thinking. Chapter grant could pay for supplies and this budget could pay for SWAG. Assuming that SWAG is allowed on COGS funds. I've made an assumption that since shirts are allowed, any branded SWAG would be allowed.

NEUROSCIENCE GRADUATE STUDENT ASSOCIATION

Cost Breakdown

Year	Date	Vendor	Catergory	Paid
	9/24/21	Jimmy John's	Lunch with Speaker	$ 144.00
2021-2022	10/1/21	Publix	General Supplies for Lunches	$ 50.00
	1/11/22	Jimmy John's	Lunch with Speaker (3)	$ 468.00
2020-2021	5/4/21	Clothesline	Program in Neuroscience T-shirts	$ 550.76
	1/16/20	Publix	Lunch with Speaker	$ 121.97
	1/15/20	Gordos	Lunch with Speaker	$ 180.00
	1/30/20	Newks	Lunch with Speaker	$ 170.00
	2/20/20	Publix	Lunch with Speaker	$ 97.98
	3/5/20	Newks	Smith Lecture	$ 480.00
2019-2020	12/21/19	General Supplies	Publix	$ 150.00
	10/16/18	Newk's Eatery	Lunch with speaker	$ 124.00
	10/24/18	Gordo's Cuban Cuisine	Lunch with speaker	$ 120.00
	11/1/18	Gordo's Cuban Cuisine	Lunch with speaker	$ 100.00
	11/15/18	Moe's Southwest Grill	Lunch with speaker	$ 134.00
	11/19/18	Gordo's Cuban Cuisine	Lunch with speaker	$ 150.00
	12/5/18	Newk's Eatery	Lunch with speaker	$ 119.00
2018-2019	2/4/19	Red Elephant Pizza and Grill	Lunch with speaker	$ 192.90
	3/4/19	Gordo's Cuban Cuisine	Lunch with speaker	$ 120.00
	3/4/19	Publix	Lunch with speaker	$ 117.97
	3/19/19	Newk's Eatery	Lunch with speaker	$ 120.00
	4/5/19	Gordo's Cuban Cuisine	Lunch with speaker	$ 120.00
	4/10/19	Publix	Graduate Research Day Breakfast	$ 105.00
	4/23/19	Gordo's Cuban Cuisine	Lunch with speaker	$ 170.00
	6/1/19	Clothesline	NGSA Program in Neuroscience Shirts	$ 383.24
	10/10/17	Sonny's BBQ	Lunch with Speaker	$ 128.84
	10/31/17	Newk's Eatery	Lunch with Speaker	$ 127.93
	11/30/17	Momo's Pizza	Lunch with Speaker	$ 131.53
	12/1/17	Gordo's	Lunch with Speaker	$ 120.00
	2/28/18	Newk's Eatery	Smith Lecture Series	$ 359.00
2017-2018	3/13/18	Publix	Lunch with Speaker	$ 59.98
	4/2/18	Gordo's	Lunch with Speaker	$ 120.00
	4/2/18	Chick Fil A	Lunch with Speaker	$ 114.60
	4/18/18	Gordo's	Lunch with Speaker	$ 120.00
	4/19/18	Publix	Graduate Research Day	$ 104.96
	6/4/18	Clothesline	Shirts	$ 499.44
	10/17/16	Publix	Lunch with Speaker	$ 90.00
	11/28/16	Publix	Lunch with Speaker	$ 85.00
	12/1/16	Chick Fil A	Lunch with Speaker	$ 71.00
	1/8/17	Costco	Supplies	$ 150.00
2016-2017	1/24/17	Jimmy John's	Lunch with Speaker	$ 55.00
	3/1/17	Newk's Eatery	Smith Lecture Series	$ 292.00
	3/12/17	Publix	Supplies for Rushton	$ 100.00
	3/29/17	Publix	Lunch with Speaker	$ 85.00
	3/29/17	Jason's Deli	Rushton Breakfast and Lunch	$ 881.30
	6/6/17	Costco	Supplies	$ 336.00
	10/6/15	Publix	Lunch with Speaker	$ 80.00
	10/20/15	Publix	Lunch with Speaker	$ 80.00
	2/20/16	Publix	Lunch with Speaker	$ 89.88
	2/29/16	Red Elephant	Smith Lecture Series	$ 450.00
2015-2016	3/21/16	Seminole Dining	Graduate Research Day	$ 418.03
	4/5/16	Publix	Lunch with Speaker	$ 80.00
	4/8/16	Publix	Grad Made Good	$ 330.84
	4/13/16	Seminole Dining	Rushton Lecture Series	$ 1,252.14
	4/27/16	Momo's	Lunch with Speaker	$ 91.85

Cost Summary

Invited Speaker Lunches		Supplies
$ 662.00		$

Food	$ 662.00
Supplies	$ 50.00
Total	**$ 712.00**

Shirts
$

Invited Speaker Lunches	Smith Lecture	Supplies
$ 1,049.95	$ 480.00	$

Food	$ 1,529.95
Supplies	$ 150.00
Total	**$ 1,679.95**

Invited Speaker Lunches	GRD Breakfast	Neuro Program Sh
$ 1,587.87	$ 105.00	$

Food	$ 1,692.87
Shirts	$ 383.24
Total	**$ 2,076.11**

Speaker Lunches	Smith Lecture Lunch	GRD Breakfast
$ 922.88	$ 359.00	$
	Total	$

Food	$ 1,386.84
Shirts	$ 499.44
Total	**$ 1,886.28**

Speaker Lunches	Smith Lecture Lunch	Rushton Lecture Series Fo
$ 386.00	$ 292.00	$

Food	Supplies
$ 1,559.30	$ 586.00
Total	**$ 2,145.30**

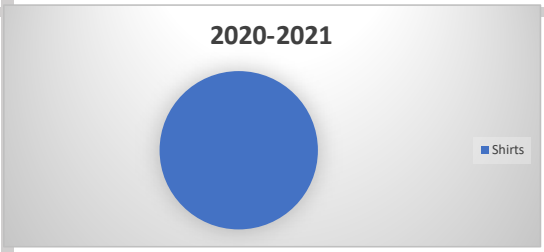
Speaker Lunches	Smith Lecture	Rushton
$ 752.57	$ 450.00	$

Food	$ 3,203.58
Supplies	$ -
Total	**$ 3,203.58**

Cost Summary Graphs

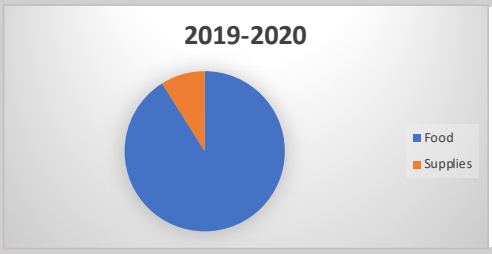
50.00

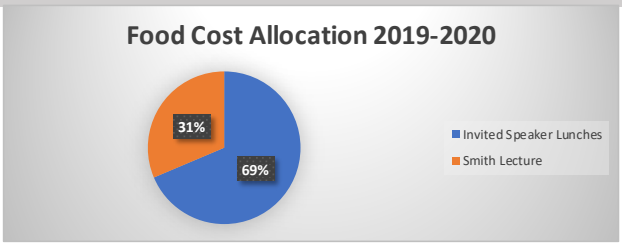
550.76



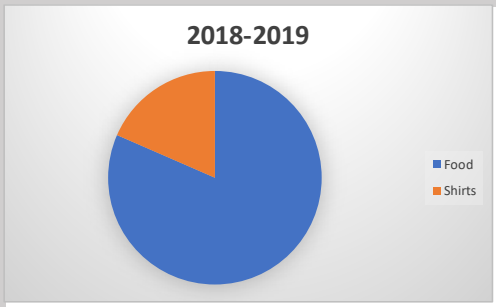
Food Cost Allocation NA, in person events cancelled due to COVID-19 pandemic

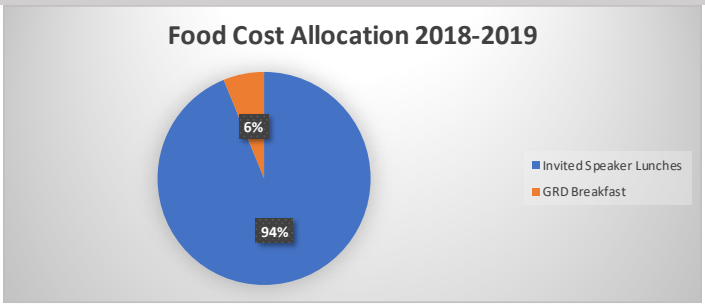
150.00





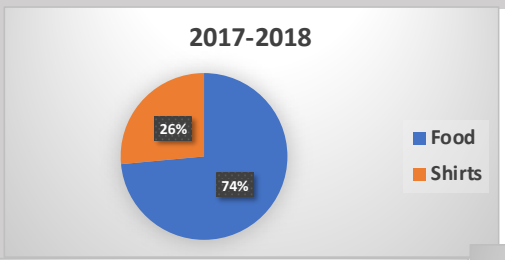
irts
383.24

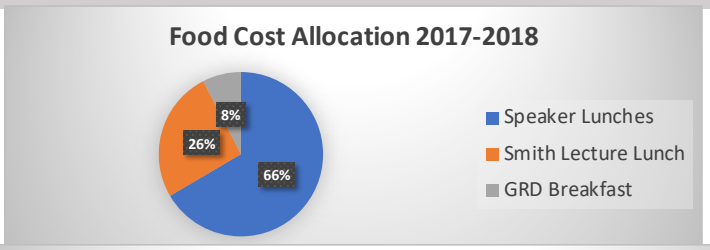




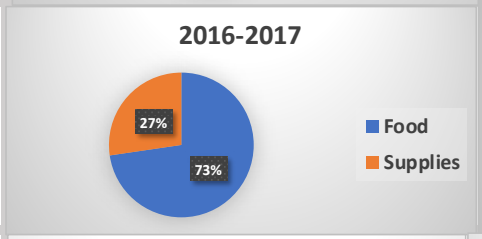
Shirts
104.96 $ 499.44

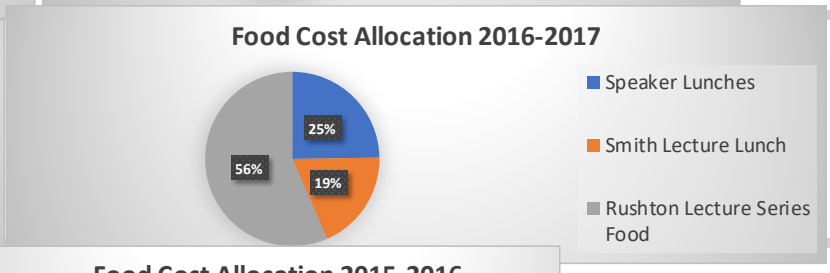
1,886.28





od Supplies
881.30 $ 586.00





GRD
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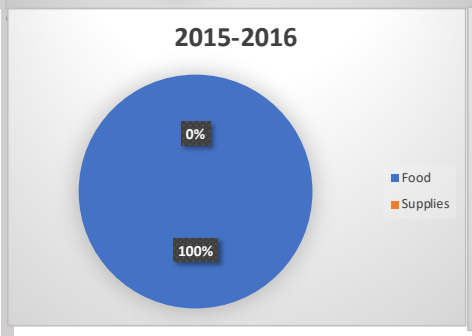

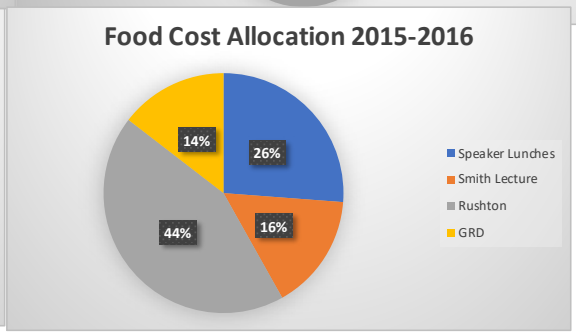

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

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- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
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Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

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Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
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OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
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Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
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- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Globe Building
Director/President Name:	Dr. Cindy Green (CGE); Dr. Sierra Turner (RISE)

Director/President Phone Number:	850-644-3050
Director/President Email:	cgreen2@fsu.edu
Treasurer Name:	Mattie Mitchell Adams
Treasurer Phone Number:	850-645-9417
Treasurer Email:	mmitchelladams@fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 61706
2.) OPS Wages	$ 30360
3.) Contractual Services	$ 0
4.) Expense	$ 2460
5.) Food	$ 0
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members
are in your organization?

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ○ Other

Please explain your organization's purpose and mission.

The Global and Multicultural Engagement Building (herein referred to as "The Globe") houses both the Center for Global Engagement (CGE) and the Representation, Inclusivity, and Student Equity (RISE) office. Each of these Division of Student Affairs E&G funded units have specific missions in providing services to the FSU campus community. The program rooms, auditorium and other general areas within the building were originally designed to provide space for the specific programs, training and classes provided by these two units. It was never the intention to have the Globe space available to outside groups and units for use like the Union, SLC and SSB. There is no funding allocated to either of these units to maintain the building open for student organization reservations and use. However, upon completion of the 44,000 square foot building in 2009, student groups and organizations throughout the FSU community started requesting to use the various spaces during evenings and weekends. Due to the amount of requests from RSOs and other organizations to ask to be able to use the building, it was eventually decided to make spaces available to them through use of a scheduling system and a full-time professional staff member to manage it. The Globe Facilities does not receive any budget to support staffing the building for use by outside groups. Each year, a request is made to Student Government Association in the annual budget request process for funding for Globe Facility for the full-time Scheduling Coordinator/Building Manager salary and benefits plus OPS funds for evening and weekend Event Staff necessary to serve student groups and an expense line to cover background checks and auxiliary liability insurance for student staff charged to the budget by the

FSU Budget Office. This request is submitted on behalf of the Globe Building itself, as the space is utilized by registered student organizations in support of student meetings and programming during both business and non-business hours for the two Division of Student Affairs centers located within the building: Center for Global Engagement & Representation, Inclusivity, and Student Equity. Facility Information The Globe has public spaces for students to visit and gather, such as the Student Lounge with a 65" LCD TV and The Globe Dining Room, as well as the Reflections Reading Room. The building also has a Meditation Room that is available to any member of the FSU community seeking a quiet, simple place to reflect, pray, or meditate. In addition to these open spaces, there are several programming spaces available for reservation: a. Formal Auditorium with a Stage and Dressing Room. Theater seating for 100 b. Dining Room and Lounge with podium, 65” tv for presentations, hot food service line and seating for 80. c. Four program rooms equipped with podiums, desktop computers, laser projectors, Owl webcams and HEPA air filters. (Rooms 2400, 2500, 2600, 3500) For more information about these facilities, pleases see the Facilities section of the Globe website at: http://theglobe.dsa.fsu.edu/

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the current fiscal year and past years.

Reservation Statistics and Students Served Since the building opened in January 2010, there has been a significant increase each year in the demand of the facility. The Globe has become a space on campus in very high demand from student organizations and is regularly booked to capacity from RSOs. The Globe facility is prominently featured on the Union's reservations webpage at: reservations.dsa.fsu.edu. Due to the Globe’s unique facilities that are not available in other areas of campus, it has become a very popular location for RSO meetings, banquets, and other functions that require use of a dining room or a 100-seat auditorium and for smaller meetings that are accommodated in program rooms. The Globe has truly become a universal meeting space for all students and student groups. Groups reserving space in the building include not only RSOs, but also campus organizations that serve students and offer student-centered and student-created programming. These include organizations affiliated with the Division of Student Affairs, academic departments for events such as film nights and lectures, Student Alumni Association, Student Government Association, and Greek organizations. For the previous academic year (2019-2020), The Globe was regularly reserved at maximum capacity during evening and weekend hours. This space provides an enormous service to the student body on our campus and underscores the need to continue funding the use of this heavily-utilized space. There were a total of 1,509 confirmed reservations from more than 200 RSOs and 40 departments across campus. Due to the university’s closure after Spring Break 2020, 342 of these reservations were cancelled but are included in the total to demonstrate the amount that is expected in a typical semester. The total number would have also likely been more than 1,500 if the reservations could have remained open from mid-March until the end of the semester in 2020. This is one of The Globe’s busiest times of the year due to RSO banquets and end of the year activities. The demand for use of the building starting in August 2021 has been very high and continues into the Spring 2022 semester. RSOs were enthusiastic about the return to in person events and meetings in Fall 2021 and continue to be eager to return to The Globe for their events. The Globe had over 1,125 reservations booked for the Fall 2021 semester. A wide variety of student organizations, academic and student affairs departments regularly reserve space in the Globe. The list below provides a sample of the diverse range of groups who have recently used The Globe for meetings and events: • Student Government Association • Club DownUnder • Freshman Leadership Institute • Minorities on a Mission • SISTUHS • Camp Kesem • Best Buddies • AASU • HLSU • Jewish Student Union • Pride Student Union • Tamid • Seminole Scuba Club • Equestrian Club • Phocus Photography Club • The Film Club • National Student Speech Language Hearing Association • aKDPhi International Sorority • Phi Sigma Pi • Hispanic Honor Society • World Affairs Program • Sigma Chi • Office of Fraternity and Sorority Life • Black Law Students Association • Big Sister Little Sister • Kappa Delta Chi • Alpha Phi Alpha • Afro-Latinx Student Association

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For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Previous Budget Year (2021-22) Request and Allocation For 2021-2022, The Globe requested and received $61,706 for the continuation of the Scheduling Coordinator position, which has been funded in full by SGA since 2013-2014. The current exemplary employee in this position has been employed since 2013 in the role. See Salary Request section below

for more detail. In addition, The Globe requested $3,000 in OPS wages for OPS positions to staff the building on weeknights from 5-10 pm (Monday-Friday) and Saturdays and Sundays from 12-10pm. An additional expense category of $1,980 was also requested to fund the background checks needed for OPS staff. SGA allocated $2,500 for OPS and $1,900 for expense. Last year's request was significantly reduced compared to previous years' requested OPS funds because we anticipated being able to use Federal Work Study positions to keep the building open and accessible to RSOs. For Fall 2021, however, FWS students did not apply for jobs to use their awards like they have in previous years and only 1 FWS student was hired instead of the anticipated 7-8 positions that are needed to provide coverage for the number of operating hours that are accessible to students in the evenings and weekends. The Globe Building therefore had to make a 2021 Sweepings Request to SGA in September 2021 to receive an additional $19,040 in necessary OPS wages to keep the building open past November 2021, when the $2,500 in previously allocated funding will run out. This 2022-2023 OPS wages request is as a result adjusted back to previous OPS wages amounts. See OPS Wages Request section below for more detail for this year's request. Salary Request for 2022-2023 - Scheduling Coordinator Position - $61,706 (salary + benefits) The Globe Scheduling Coordinator position is essential to oversee the multiple responsibilities of managing use of the building for RSO and campus groups. Without this position, the Globe building could not be utilized by any RSO or campus groups. Key responsibilities of this position include: Oversight of building use policies and procedures; Coordination of all reservations and space use requests including communication with Campus Event Services for event permit approvals; Hiring and training of part- time building Event Staff; Management of licensed kitchen to include safety trainings, and maintenance issues and technology support. For a detailed position description of all aspects of this crucial position, see: Attachment 1: Scheduling Coordinator Position Description. Management and scheduling of The Globe space has been carried out by this full-time Scheduling Coordinator, which was funded by the Center for Global Engagement with self-support funds from June 2010 until January 2013, when funding from the CGE's self-support funds was no longer available. Student Government Association approved the full salary request for this position for the 2013-2014, 2014-2015, 2015-2016; 2016-2017; 2017-2018; 2018-2019; 2019-2020; 2021-2022 SGA Budget years. Without continuing to fund this position, it would not be possible for RSOs to have access to the Globe Building at any time due to high volume of demand and the ongoing support needed to operate and manage use of the building. For Fall 2021, the Scheduling Coordinator was essential to successfully reopen the Globe for indoor RSO activities and events afterhours. Given the complexities of operating facilities during Covid-19, the Scheduling Coordinator was key to ensuring that the space could be utilized safely by student groups. The Scheduling Coordinator secured HEPA air filters for all Program Rooms, Dining Room, Auditorium, and the Lounge and continues to ensure that all building rooms are stocked with extra masks and cleaning kits. With only one FWS funded position hired in Fall 2021 to help manage the number of RSO reservation requests after hours, the Scheduling Manager modified his own full-time schedule to work late evenings and offer access to the building for RSOs during a reduced schedule (M-TH 8am-10pm and Fridays 8am-5pm) for RSOs to reserve. With additional OPS funds anticipated to be allocated from Sweepings for the remainder of Fall 2021 and Spring 2022, the Globe's reservation schedule can be expanded. In 2021, the Globe Scheduling Coordinator co-wrote an FSU Technology Grant application and as a result the Globe was awarded a tech grant of $25,000 to purchase new computers, laser projectors, Owl webcams and all accompanying AV equipment for 3 program rooms. This grant brings all the program rooms up to the current state of the art quality of AV equipment. To continue to provide access to The Globe facility for student groups, this request seeks the continuation of funding for this currently filled position's salary of $42,436 plus approximate benefits cost of $19,270 for a total of $61,706. In the event that amounts for estimated salary and benefits are not utilized, all overages will be returned to SGA at the end of the fiscal year, as has been done in the past. OPS Wages Request - $30,360 The following sections detail the OPS staffing needed to adequately support the building and meet the student demand for use of the spaces. These sections further detail the need for continued OPS funds for 2022-2023, when high demand for event reservations is anticipated to continue. Building Event Staff (Night/Weekend Staff) Globe Event Staff manage RSOs use of the building after business hours. Without Event Staff the Globe would not be available for RSOs to use afterhours. Event Staff are responsible and reliable students who are well trained to manage AV, security, and student group conduct after hours. Responsibilities include locking and unlocking the building; check-in RSO groups and provide overview and enforcement of building use policies, provide technical support as needed; and ensure the security of the building during and after all events. The Globe has more than $200,000 worth of technology equipment in the building, including recent technology upgrades that provide computers, laser projectors, sound systems and Owl webcams in each program room. For this reason, trained staff members are needed to manage and assist with equipment use, such as microphones, projectors, desktop computers, stage lights, and sound system in Auditorium etc. Because the Auditorium is in particularly high demand, it is key to have reliable staff members who are trained on the level of technological support needed to operate the equipment and troubleshoot when needed. The Globe Scheduling Coordinator is responsible for the training and supervision of Event Staff. Due to the high volume of reservations and the amount of time required to check-in and check-out each group, two Event Staff are necessary to work all shifts. Having multiple staff members ensures that there is always coverage at the front desk to complete the check-in process while there are other staff members available to take groups to the rooms and assist with AV set up, troubleshooting and special requests. OPS WAGES REQEUST BREAKDOWN: Fall and Spring semester require a minimum of 8 positions, with each staff member working an average 12 hours a week at $11 an hour. 2 Event Staff scheduled per shift during operating hours, including opening/closing building: • M-F: 4:30pm-10:30pm (6 hours per night, 2 staff) = 60 hours per week • Sat-

Sun: 12pm-8pm (8 hours per night, 2 staff) = 32 hours per week Fall 2022 Semester: 15 weeks x 92 hrs per week $15,180 Spring 2023 Semester: 15 weeks x 92 hrs per week $15,180 TOTAL OPS FUNDS NEEDED: $30,360 In the event that amounts for estimated OPS wages are not utilized, any overages will be returned to SGA at the end of the fiscal year, as has been done in the past. Expenses Request - $2,460 Due to the FSU requirement of background checks for all employees (including OPS and Federal Work Study student staff) who have access to buildings and equipment, $480 is requested to cover the cost of background checks at $60 each for up to 8 employees who will be hired for 2022-2023. Background checks are required because the Event Staff have keys to all building facilities and have swipe access to open and close the building. This level of responsibility requires a background check for new hires. An additional expense of $1,980 is requested to cover the liability insurance deducted by the FSU Budget Office per student employee. The amount for these categories has totaled approximately $2,460 in previous fiscal years.

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

If the salary and benefits request for the Scheduling Coordinator position is not renewed for 2022-2023 in full, this decision would mean that The Globe would no longer be a space available to student groups or any organization other than the departments housed in the building. This would be because a full-time professional is required to manage the volume of reservations and supervise staff necessary to operate the building. Any reduction in the amount of salary and benefits requested would result in the loss of employment for the current exemplary employee who has worked in the position with SGA funding since June 2013. The amount requested for OPS wages for 2022-2023 is what is needed to keep the Globe fully open for RSOs for the entire budget year. For 2022-23, the Globe Scheduling Coordinator will prioritize filling some Event Staff positions with Federal Work Study students, if sufficient applications are received. Since there was such a major shortfall of FWS applicants for 2021/202, we are requesting SGA to fully fund Globe OPS Event Staff to guarantee the Globe remains fully operational and available to RSOs throughout the year. We are certain that if the Globe could no longer offer space to students during evenings and weekends due to a cut in funding for the Scheduling Coordinator and/or OPS Event Staff, that student organizations would be severely impacted.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Cynthia Green, Leigh Ann Bauer
Email:	cgreen2@fsu.edu
Telephone Number:	850-644-3050

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

ATTACHMENT 1 Scheduling Coordinator Position Description.pdf
57.6KB
application/pdf

Powered by Qualtrics

ATTACHMENT 1. Scheduling Coordinator Position Description

Title: Scheduling Coordinator

Category: Full-Time, A&P

The Scheduling Coordinator is essential to oversee the multiple responsibilities of managing use of the Global and Multicultural Engagement building (also known as "The Globe") for student groups and campus organizations. Key responsibilities of this position include: Oversight of building use policies and procedures; Coordination of all reservations and space use requests including communication with Student Activities Center for event permit approvals; Hiring and training of par-time event staff; Management of licensed kitchen to include safety trainings, maintenance issues, and hiring of qualified kitchen staff.

Responsibilities of this position include the following:

BUILDING SCHEDULING:

- Coordinate scheduling of the Globe facility for FSU student organizations and departments.
- Schedule and confirm space through EMS scheduling software program
- Communicate with student groups, organizations and departments to ensure that the required permits for large events, amplified sound, and catering are submitted following the same policies as the Union.
- Coordinate event approval process in collaboration with Student Activities Center and approval individual event permits.
- Ensure webpage is updated to reflect scheduling policies and procedures.
- Oversee PT staff and work-study hired to serve as front desk attendants to receive and assist groups as they arrive to use the space, check out supply boxes, open rooms, and provide technical assistance.
- Hires, supervise, and schedule student staff to serve as building attendants for after business hours and weekend use of facilities by student organizations to provide support for groups and ensure security of building.
- Schedule student staff with expertise in technology to operate the sound booth and specialized equipment in the auditorium for special events and presentations by student organizations and departments when necessary.
- Serve on university committees as needed related to the position.

GLOBE KITCHEN:

- Ensure that the building's licensed, commercial kitchen is maintained to meet and exceed Leon County Department of Public Health requirements and that inspections are free of violations.
- Ensure that cleaning supplies, hairnets, and gloves are always in stock.
- Maintain inventory of all kitchen supplies and small equipment.

GLOBE REFLECTIONS READING ROOM:

- Oversee the organization, inventory, and availability of the space.

- Serve on Reflections Reading Room Committee.

OTHER:

- Assist the full-time Intercultural Programs Coordinator with coordination of Global Cafes, held up to 8 times per academic year, to provide student organizations with opportunities to share their culture and increase visibility on campus.
- Assist the Intercultural Programs Coordinator with the coordination of International Coffee Hour, which is open to all FSU students and promotes interaction among all cultures and diverse groups in the FSU community. Work with Registered Student Organizations to provide the opportunity to co-host International Coffee Hour events.

Funding for this position will ensure that the state-of-the-art Globe facilities will continue to be available for student organizations and departments and fulfill a vital role within the campus community.

Qualtrics Survey Software

FLORIDA STATE UNIVERSITY

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- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Graduate Researchers of Geography
Director/President Name:	Caitlin Jones

Director/President Phone Number:	5613548152
Director/President Email:	cej15c@my.fsu.edu
Treasurer Name:	David Hsu
Treasurer Phone Number:	6784147240
Treasurer Email:	dh18dm@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 700
4.) Expense	$ 0
5.) Food	$ 1200
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 42

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

Graduate Researchers of Geography (GRG) was officially recognized as a registered student organization (RSO) at Florida State University (FSU) in 2019. Our mission is to foster a supportive and thriving community for graduate students. We aim to achieve this goal by hosting regular social, academic, professional, education/outreach, and service events to support our graduate students and to benefit the FSU community and the public. We also aim to provide a forum for discussion of important departmental, academic, professional, and pedagogical issues facing our graduate student community and to facilitate open communication between students, faculty, and staff to ensure that our student's concerns are heard and addressed. Although we cater to PhD, thesis M.S. and professional M.S. students in the Department of Geography, our membership is open to all graduate students engaging in geographic research or related disciplines.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

For 2021-2022, we received a budget allotment from COGS for food ($1200) and contractual services ($700) . However, due to the COVID-19 pandemic we have needed to transition our proposed activities to a virtual setting and/or adapt them to be physically distanced. As such, our expenses for 2021-2022 have been minimal and we have had little opportunity to use our original food budget. In the next fiscal year, we are planning to resume in person activities while incorporating our more popular virtual offerings from 2020-2021. A budget from COGS would help us to grow our membership, expand our organization' impact, and more effectively achieve our mission in the wake of the COVID-19 global pandemic. Below we describe our programming from the 2021-22 fiscal and outline a proposal for future funded activities in 2022-23.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

see attachment

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

General Body Meetings (food): $600 Study group/ writing group (refreshments): $300 Welcome back social: $150 End of the year social: $150 contractual services (workshops/seminars): $700 (see attachments for more details)

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): David Hsu

dh18dm@my.fsu.edu

Email:

Telephone Number: 6784147240

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

GRG Budget Request to COGS 2022-2023.xlsx
9.9KB
application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

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GRG- COGS Budget Request Packet - 2022-2023.pdf
1.9MB
application/pdf

GRADUATE RESEARCHERS OF GEOGRAPHY
Congress of Graduate Student - BUDGET REQUEST PACKET
FISCAL YEAR 2022 - 2023

Executive Board Members:

Caitlin Jones, ***President*** – cej15c@my.fsu.edu

Ryan Slapikas, ***Vice Presiden***t – res09e@my.fsu.edu

David Caplen, ***Secretary*** – dec21c@my.fsu.edu

David Hsu, ***Treasurer*** - dh18dm@my.fsu.edu

Jesse Fried, ***Community Engagement Officer***– jsf20bd@my.fsu.edu

Craig Anderson, ***Faculty Liaison*** – cma17f@my.fsu.edu

Dr. Tyler McCreary, ***Faculty Advisor*** - tmccreary@fsu.edu

MISSION STATEMENT:

Graduate Researchers of Geography (GRG) was officially recognized as a registered student organization (RSO) at Florida State University (FSU) in 2019. Our mission is to foster a supportive and thriving community for graduate students. We aim to achieve this goal by hosting regular social, academic, professional, education/outreach, and service events to support our graduate students and to benefit the FSU community and the public. We also aim to provide a forum for discussion of important departmental, academic, professional, and pedagogical issues facing our graduate student community and to facilitate open communication between students, faculty, and staff to ensure that our student's concerns are heard and addressed. Although we cater to PhD, thesis M.S. and professional M.S. students in the Department of Geography, our membership is open to all graduate students engaging in geographic research or related disciplines.

ACTIVITIES BUDGET REPORT (2021-2022)

For 2021-2022, we received a budget allotment from COGS for food ($1200) and contractual services ($700) . However, due to the COVID-19 pandemic we have needed to transition our proposed activities to a virtual setting and/or adapt them to be physically distanced. As such, our expenses for 2021-2022 have been minimal and we have had little opportunity to use our original food budget. In the next fiscal year, we are planning to resume in person activities while incorporating our more popular virtual offerings from 2020-2021. A budget from COGS would help us to grow our membership, expand our organization' impact, and more effectively achieve our mission in the wake of the COVID-19 global pandemic. Below we describe our

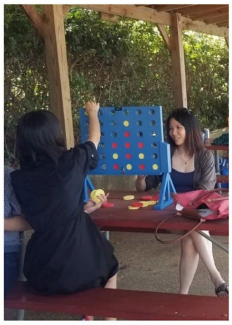
programming from the 2021-22 fiscal and outline a proposal for future funded activities in 2022-23.

GRG MONTHLY GENERAL BODY MEETINGS

GRG hosts a monthly General Body Meeting (GBM) that is open to all GRG members. All GBMs are advertised widely via our Facebook page (https://www.facebook.com/GRGatFSU/), Twitter account (@GRGatFSU), and departmental listserv, called Geograd. The aim of our GBM is to update and solicit feedback from our members about upcoming GRG events; to provide a forum for discussion of ongoing department business and any concerns facing our graduate students; to make students aware of available opportunities and resources within the department and beyond; and to create opportunities for mentorship and transfer of knowledge to new graduate students regarding important academic, professional, and pedagogical topics. Typically we host the GBM in the department conference room in Bellamy Building. However, during the COVID-19 pandemic we have needed to host some of our GBMs over zoom or have offered a flex format, which has prevented us from using the funds originally budgeted for snacks and refreshments.

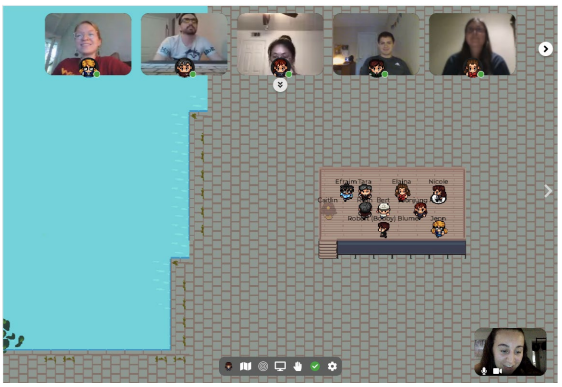
GRG MONTHLY SOCIAL EVENTS

Every month, GRG hosts at least one social event. Graduate students and their friends and family are invited to participate with the aim of maintaining an active and happy graduate student community. These events are meant to provide an opportunity for students to connect with others in the GRG community from different cohorts, labs, and programs within the department, while exploring and enjoying different venues around the greater Tallahassee area. During 2021 the Covid-19 pandemic was still at large, as a result, we limited our fall 2021 semester events to just two social events where social distancing was implemented and other safety parameters were implemented. Our October social consisted of an outdoors gathering with food and games, and our Thanksgiving social consisted of a potluck in a large room where attendees were encouraged to social distance and wear masks when not eating. We advertise for each social event over our social media accounts and the Geograd listserv. Some examples of monthly social events we hosted previously include:



Welcome Social at the FSU Rez

Members of GRG like to kick off the fall semester with a "Welcome Back" social at the FSUReservation ("The Rez"). This event brings together new and returning Geography students and their friends and families for a day of picnicking, swimming, and field games alongside the beautiful Lake Bradford. It allows participants to interact and form new friendships with peers, to discuss research interests and the year ahead, and to enjoy the scenic natural habitats (e.g., cypress swamps) of the FSU Rez. This is an annual social event that typically takes place the first weekend of September. We also like to host a similar "End of Year Social" at the FSU Rez in late April.

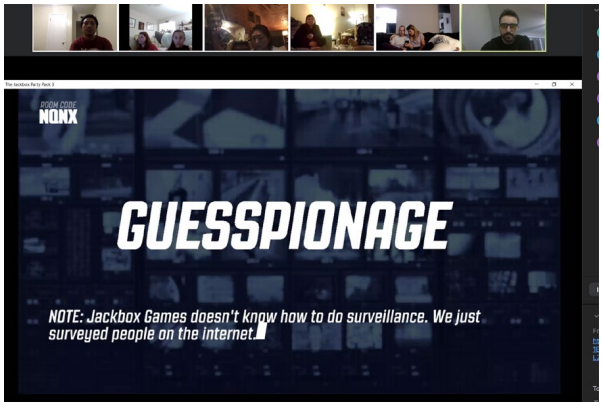


Due to COVID and the transition of the new officers starting fall of 2021, we were unable to host an in person "Welcome Social" at the beginning of the semester. Instead we held the event virtually using the digital platform, Gather (https://gather.town/), which allows participants to walk around a virtual meeting space (e.g., a park or a restaurant) and video chat with others nearby as if in the real world. This social gathering was a nice way to kick off a virtual/flex semester! Due to the Omicron variant and increasing rate of infractions following the winter break of 2021-22, we hope to host a "Welcome back" event to kick-off the spring semester in an area with outdoor seating, where attendees will be encouraged to wear masks and social distance.

Game Nights

During fall 2021, we have tried to incorporate more in-person gamenights while practicing social distancing and masking. However due to the lingering pandemic and concern about COVID variants, we have limited our in-person gamenights. We hope to continue to offer

engaging virtual game night events using Zoom and/or Gather. In the past, we have played virtually using different online platforms like “puzzled point” and “jack box games”. On Oct 9 of 2021, we hosted an in-person game night where we played games that allowed for social distancing, such as “Head’s Up”. As in person activities resume, we plan to offer more team-building events like this in future.



Nature Excursions

GRG has hosted several socials focused on the exploration of local habitats and ecosystems. In the past, we visited the Edward Ball Wakulla Springs State Park, Leon Sinks, Apalachicola Bluffs and Ravines Preserve, and have visited the Tallahassee Museum. On This past year, on Dec 4 2021, we did a hike around Lake Talquin led by a member of GRG and learned about different plant species living in the longleaf pine savannas. These nature excursions have been well attended and received by GRG members and we look forward to hosting more social events geared towards exploration of Florida’s important natural habitat in the coming year.

Holiday Social

Each year, GRG wraps up the fall semester with a holiday social. This event allows members of the GRG community (including past and present students and their families) to celebrate their successes of the semester in a fun and relaxing setting and to participate in an optional "Secret Geograd" gift exchange, which encourages camaraderie and generosity in the final weeks of the semester.

Although we only had one holiday event this year due to COVID variant concerns, we planned a holiday social that incorporates our traditional "Secret Geograd" gift exchange for early spring 2022. We hope to continue hosting in person annual holiday socials while encouraging social distancing and mask wearing. Because of the great diversity in our organization, we plan on doing virtual cooking sessions with the GRG members as well. We have done these "multi-cultural cooking" sessions in the past with great success among the members.

GRG SERVICE EVENTS

In addition to hosting monthly socials, GRG aims to provide opportunities for students to participate in educational, public outreach, and services events (abbreviated as service events going forward), where they can share their research, support important causes, and have an impact on the FSU community and broader public. Similar to our social events, these service events are all advertised on our social media pages and the Geograd listserv. In Fall 2022, we organized a food drive to benefit the Good News Outreach food pantry, an organization serving the Tallahassee community, during the holiday season. Foods collected included canned goods, pasta, rice, baby formula, condiments, and cake mix:

Florida State University's Graduate & Professional School Fair

Every year the FSU Career Center hosts a Graduate & Professional School Fair as a great way for prospective students to connect with a large number of schools and programs, including the FSU Department of Geography. Previously, several GRG members volunteered at the FSU Geography information booth, which provided a wonderful opportunity to share with prospective students what we do as graduate students of geography, how we got to where we are, and why we love being a part of FSU's department of Geography. We are eager to continue sending volunteers to this service event in future years, as in-person events resume.

GRG PROFESSIONAL DEVELOPMENT EVENTS

In addition to socials and service events, GRG aims to provide opportunities for professional development, where students can hone their skills as a researcher, writer, presenter, and educator. These events are typically advertised on our Facebook page, Twitter account, and departmental listserv. Some past examples of professional development events we hosted include:

Pedagogy Workshops

This spring of 2022, GRG will host a Google Earth Engine Workshop/seminar to help all the students stay up to date with the latest technologies that can assist them in their research and work. Google Earth Engine is a powerful tool that can be very helpful to all who study geography through remote sensing applications, GIS, species distribution modeling, climate research, and much more. Several students in the organization have expressed great interest in this workshop, and have talked about how knowing Google earth engine can enhance their research and provide them with an additional tool that can help them in the future in their professional fields.

Mentorship Program

This year, GRG initiated a peer mentorship program. As part of this program, we circulated a questionnaire to gauge the level of interest in peer mentorship and to identify subject areas where graduate students could most use additional mentoring and guidance. Then we used the results of the survey to match up and facilitate relationships between mentor/mentee pairs based on their common interests. Specifically, we paired groups of students who are interested in serving as a mentor and/or providing general support with those who are interested in being mentored and/or are seeking support on a particular topic ranging from teaching and academics to navigating life as a graduate student in Tallahassee. This program has proven especially important during a global pandemic, as many new students have not been able to experience the essential, informal peer-to-peer networking that typically occurs during the fall semester. We look forward to growing and expanding the impact of our mentorship program, with networking events planned for 2022, and as new students join the department each semester .

Presentation Group

GRG provides a venue (by request) for graduate students in the Department of Geography to prepare for upcoming conferences, lectures, and other speaking engagements and to receive feedback on their work and ideas from receptive and supportive audiences. Below are the 2021- present seminars that have been advertised to date.

Date - Presenter - Talk (Attendance)

Due to the COVID-19 pandemic, there has been less of a demand to host presentation group sessions. As such, we have not had the opportunity to spend the food funds originally budgeted for snacks and refreshments at the presentation group. However we expect that virtual conferences become the norm and as conference travel resumes that the interest and need for this group will return.

Writing Group

GRG hosts weekly writing group sessions at multiple, convenient time-slots. These writing groups are meant to help GRG members set time aside for working on their various writing projects. We purposely define “writing projects” pretty broadly to be inclusive across different parts of the geographic discipline, encouraging students to come work on their manuscript

drafts, fellowship applications, prospectus drafts, course work, and coding projects. These groups provide a space for accountability and shared goals amongst the graduate students, which has been especially necessary during the COVID-19 pandemic. Prior to 2020, we would meet in the Strozier library in the Scholar Commons, but this year we hosted the majority of our writing groups virtually. In future we aim to return to in person writing groups, while allowing students to "tune in" over zoom if needed.

Study Group

GRG hosts weekly study group sessions at multiple, convenient time-slots. These study groups are meant to help GRG members set time aside for working on their classes or to improve their knowledge in a particular field. We encourage students to come work on their assignments or come to ask questions from students who have taken the class before regarding course work, and coding issues. These groups provide a space for accountability and shared goals amongst the graduate students, which has been especially necessary during the COVID-19 pandemic. Prior to 2020, we would meet in the Strozier library in the Scholar Commons, but this year we hosted the majority of our study groups in Flex with half being virtual and some being in person in an open space. In future we aim to return to in person writing groups, while allowing students to "tune in" over zoom if needed.

GRG FACULTY ENGAGEMENT

GRG has been instrumental in fostering better communication between the graduate student body, faculty, and staff. For this, we elected a graduate student representative to attend department faculty meetings and serve as a voice for graduate students. After each faculty meeting, this representative summarizes and facilitates discussion of important department business at the next GBM, allowing our graduate community the chance to stay informed and to voice their opinion. Some examples of how this process has led to better communication and engagement between faculty and students include:

- Last year (2021), GRG voiced some concerns regarding funding of Masters of GIS students. These concerns were reported to faculty through the student-faculty representative meetings. Changes were made to provide more funding opportunities to masters students, including a stipend to a;llow these students to attend a geography conference in New York City. In the past, GRG has provided feedback to faculty in the department regarding their teaching approach. The open channel of communication between students and faculty has allowed for students to directly impact their department in a positive way.
- Last year,, the faculty representative has been instrumental in keeping GRG members informed about ongoing changes related to teaching, research, and academic logistics during the COVID-19 pandemic. Actions taken by attend faculty regarding COVID protocols were communicated to the graduate students regularly.
- The faculty representative has facilitated communications between the faculty and graduate students regarding graduate student stipend raise in the difficult time of the pandemic and economic inflation.

- Actions taken by the faculty to expand on the department's Diversity & Inclusivity initiative have been communicated through the faculty representative and further plans for expansion of the initiative have progressed through continued faculty/student dialogue.

FUTURE EVENTS IN PLANNED FOR REMAINDER of 2022

- **January 2022 (Dates TBD)-**
  - **Social (January 22nd, 2022):** Back to School Social with all of GRG members
  - **Professional:** Weekly Writing Group
  - **Professional:** Monthly Presentation Group
- **February 2022 (Dates TBD) -**
  - **Social:** Virtual Game Night for GRG members
  - **Social:** Socially-Distant Nature Hike/ outdoor activity
  - **Professional:** Professional Development Workshop: Intro to Google Earth Engine
  - **Professional:** Weekly Writing Group
  - **Professional:** Monthly Presentation Group
  - **Professional:** Networking/Mentorship Meet-up
- **March 2022 (Dates TBD)-**
  - **Social:** Multi-Cultural Cooking Night (virtual)
  - **Social:** Camping trip
  - **Professional:** Anti-racism panel
  - **Professional:** Weekly Writing Group
  - **Professional:** Monthly Presentation Group
- **April 2022 (Dates TBD) -**
  - **Service (April 22, 2022):** Earth Day Initiative/possible beach clean-up
  - **Social**: GRG End of Year Social at The Rez
  - **Professional:** Weekly Writing Group
  - **Professional:** Monthly Presentation Group

FUTURE EVENTS PLANNED FOR REMAINDER OF 2022-2023*:

- **September 2022 (Dates TBD)**
  - **Social:** GRG Welcome Social at the Rez
  - **Professional :** Weekly Writing Group
  - **Professional :** Monthly Presentation Group
- **October 2022 (Dates TBD)**
  - **Service/Social:** Game social (e.g. board games or bowling)
  - **Professional:** Weekly Writing Group
  - **Professional:** Pedagogy Workshop
  - **Professional:** Monthly Presentation Group
- **November 2022 (Dates TBD)**

    - **Outreach:** Tallahassee Science Festival
    - **Service/Social:** TBD
    - **Professional:** Weekly Writing Group
    - **Professional:** Professional Development Workshop
    - **Professional:** Monthly Presentation Group
- **December 2022 (Dates TBD)**
    - **Social:** GRG Holiday Social
    - **Professional:** Weekly Writing Group
    - **Professional:** Monthly Presentation Group
- **January 2023 (Dates TBD)**
    - **Service/Social:** TBD
    - **Professional:** Weekly Writing Group
    - **Professional:** Monthly Presentation Group
- **February 2023 (Date TBD)**
    - **Service/Social:** TBD
    - **Professional:** Weekly Writing Group
    - **Professional:** Pedagogy Workshop
    - **Professional:** Monthly Presentation Group
- **March 2023 (Date TBD)**
    - **Service/Social:** TBD
    - **Professional:** Weekly Writing Group
    - **Professional:** Professional Development Workshop
    - **Professional:** Monthly Presentation Group
- **April 2023 (Dates TBD)**
    - **Service (April 23, 2022):** Earth Day Initiative
    - **Professional:** Weekly Writing Group
    - **Professional:** Monthly Presentation Group
    - **Social:** End of year Social at the Rez

*note that this is not an exhaustive list.

GRG COGS FUNDING REQUEST FOR 2022-2023:

In our first two years as a recognized RSO, we have maintained steady attendance at our monthly GBMs and had enthusiastic participation in our GRG hosted social, service, and professional development events, even during a global pandemic (i.e., between 10-20 participants per event). This indicates that there is high support for our organization and that we are filling an important need within our graduate student community. We are proud of the progress we have made so far and are excited to grow our membership and organizational footprint in the coming year, with continued financial support from the Congress of Graduate Students. We are requesting funds to support our monthly General Body Meetings, Presentation Group, and signature social events ,e.g., the Welcome Back Social and the End of the Year social at the Rez. We believe that offering snacks and refreshments at these meetings and events will help us to attract new members and to grow our attendance of existing

members. We also request funding to support up to two workshops per semester related to either professional or pedagogical topics (e.g., course design and professional website design) to be proposed by our members. We see this as a way to fill gaps in our curriculum and to help our members gain key skills needed to be successful. Lastly, we request funding to support a new “Grad Student Choice'' invited Seminar Speaker in the Spring of 2023, which would provide an important opportunity to network and learn from important scholars in our field. Below we provide an outline of proposed costs:

GRG COGS FUNDING REQUESTS BROKEN DOWN BY CATEGORY

Category	Timeframe	Event or Item	Funds Requested	Purpose and Breakdown of Funds Requested	Justification of Costs
Food	Monthly	Lunch for GBMs	$600	$50 per month for 12 months for food, drink and paper products	Increase membership and attendance
Food	Monthly	Refreshments for Monthly Presentation Group	$300	$25 per month for 12 months for food, drink, and paper products	Increase membership and attendance
Food	Fall	Welcome Social at the Rez	$150	Food, drink, and paper products for picnic	Increase membership and attendance
Food	Spring	End of Year Social at the Rez	$150	Food, drink, and paper products picnic	Increase membership and attendance
Contractual Services	Spring	"Grad Student's Choice" Invited Speaker	$500	Honorarium to incentivize potential speaker`s	Provide networking opportunities to members with a top scholar in the field of geography
Contractual Services	Fall and Spring	Workshops on Topics related to Professional Development and/or Pedagogy	$200	$50 Honorarium for up to 4 presenters	Provide an opportunity to gain new skills and knowledge key to student’s success.

TOTAL 2022-2023 FUNDING REQUEST FOR GRG

Total Budget:	Food Budget:	Contractual Services
$1,900	$1,200	$700

Category	Timeframe	Event or Item	Funds Requested	Purpose and Breakdown of Funds Requested	Justification of Costs	Proposed Vendor
Food	Monthly	Food and snacks for GBMs	$600	$50 per month for 12 months for food drink and paper products	Increase membership and attendance	Publix, Jimmy John, or Panera
Food	Monthly	Food and snacks Presentation Group	$300	$25 per month for 12 months for food drink and paper products	Increase membership and attendance	Publix, Jimmy John, or Panera
Food	Fall	Welcome Social at the Rez	$150	Food, drink, and paper products for picnic	Increase membership and attendance	Publix, Jimmy John, or Panera
Food	Spring	End of Year Social at the Rez	$150	Food, drink, and paper products picnic	Increase membership and attendance	Publix, Jimmy John, or Panera
Contractual Services	Spring	"Grad Student's Choice" Invited Speaker	$500	Honorarium to incentivize potential speakers	Provide an oppurtunity to network with top scholars accross the geographic discpline	TBD
Contractual Services	Fall and Spring	4 x Professional Development and/or Pedagogy Seminar	$200	$50 Honorairum for up to 4 presenters	Provide an oppurtunity to gain new skills and knowledge that will help students to be successful.	TBD

Total Budget:	Food Budget:	Services
$1,900	$1,200	$700

Max Possible Budget:	Budget Remaining:
1900	$0

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document: https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization: Hispanic Graduate Student Association

Director/President Name: Adrianna Gordilo Barahona

Director/President Phone Number:	8503457056
Director/President Email:	agordillobarahona@fsu.edu
Treasurer Name:	Susan Rogowski
Treasurer Phone Number:	8045723195
Treasurer Email:	sr19a@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 3400
4.) Expense	$ 1800
5.) Food	$ 2300
6.) Clothing and Awards	$ 700
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 104

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ○ Other

Please explain your organization's purpose and mission.

HiGSA aims to promote Hispanic culture at FSU, to generate a support network that helps new graduate students settle and adapt to FSU and the local community, to mentor graduate students to succeed in academic life and goals, and to generate awareness of social and political issues in Hispanic countries and their relationship with the USA. HiGSA is aligned with FSU's vision committed to academic excellence, diversity, and free inquiry and constantly works to make its contribution to the university's mission. These goals are accomplished through a series of social and academic activities at FSU and within Tallahassee's community.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

One of the main goal's of the Hispanic Graduate Student Association is to promote diversity and inclusion at FSU specifically as it relates to first-generation and international students. We do this through creating a safe space and a network of support for these students. We also do this through educating and raising awareness around social and political issues in Hispanic countries and their relationship with the USA. One of our biggest events each year that is partially funded by COGS is our Cinnehassee Film Festival. This festival is open to all of the student body and the greater Tallahassee community. At the festival we show films from many different Ibero-American countries which usually address social and political issues happening in those countries. Another big event that we host each year is "HIGSA Talks" which takes place in the Spring Semester. This event is a safe space where students can share the research they have been working on in a less formal setting than a professional conference. This allows students to build their confidence and have a network of support from their peers. Through COGS funding, we are able to also invite guest speakers to encourage and inspire our members.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

See Attachment

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

1. Cinnehassee Ibero-American Film Festival Cost of Festival: Around $10,000 Request from COGS: $3,000 2. HIGSA Talks Cost: $3,600 3. Involvement Fair Cost: $1,000 Next year we are hoping to order T-Shirts to give out to the student body and our members in order to promote our organization and our events on campus.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Adrianna

Qualtrics Survey Software

Name (First and Last):	Gordillo Barahona
Email:	agordillobarahona@fsu.edu
Telephone Number:	8503457056

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

HIGSA_BudgetPacket_22-23.pdf
4.8MB
application/pdf

COGS BUDGET REQUEST PACKET

HISPANIC GRADUATE STUDENT ASSOCIATION
BUDGET HEARING 2022 - 2023

REPORT OF ACTIVITIES OF BUDGET 2021-2022

AIRPORT PICK & SUPERMARKET RIDES

Date: Usually Fall

Expenses: HiGSA members (no funds from COGS)

Purpose: To help students to deal with cultural shock, get to know people with a similar background, and have a smoother transition.

Description: During the beginning of the Fall semesters, usually HiGSA members help new incoming students to settle in by picking them up from their airport, hosting them during their first days here, and taking them on supermarket runs to help them get what they need to transition. Due to the pandemic situation, this year has been different. We were not able to pick up new students.

MEET & GREET FALL 2021

Date: Sept. 10th, 2021

Estimated attendance: 26

Expenses: $106 from Food Account - COGS
This year, HiGSA hosted the Meet and Greet at Landis Green, it was a successful activity. We welcomed HIGSA members, we offered them Pizza and soda.

Advertising: The advertisement for this event was made through several means such as the official HiGSA webpage and via email, Nole Central, flyers, Instagram, and Facebook page. Besides, members of the association invited and brought new FSU Hispanic students to the organization.

Purpose: To explain to the new members about HiGSA and promote the activities planned for the future semester. Besides, it is an excellent opportunity to

propose future board candidates for election and explain the roles of each one in order to renew the board each year.

Event description: During the event we had the opportunity to welcome back current members and attract new ones to the organization. We did a social gathering in Landis Green at FSU. People had the opportunity to get to know each other, we talked about their academic plans, and shared experiences. Also, the HiGSA Executive Board explained the purpose of the organization and promoted the activities planned for the semester. New and old members could meet and talk while eating pizza and soda. This was an excellent experience to start the year with new plans in mind, communicating with the members of the organization and promoting future activities.

CINEHASSEE 2021

Iberoamerican Film Festival - (Hybrid (Virtual and In-Person) this year)

Dates: Online Showing: 9/12 - 9/17, 10/8 - 10/15, In-Person Showing: 9/22, 10/7, 10/21, 10/28

Subscribers: 130

Estimated Attendance for In-Person Films: 40

Expenses:
Total Cost of Festival: $9,010.00
Funds from COGS: $1,793.00
See tables below for more details

Purpose: ***Cinehassee*** streams a series of films from Iberoamerican countries, as well as those that address topics related to the sense of place of some Iberoamerican communities. The main goal of the **Festival** is to provide multiple viewpoints, inform, discuss, address complex social issues, strengthen ties between our diverse community, and raise awareness on issues concerning the characteristics, importance, and impact of the Hispanic people and their idiosyncrasies.

Event description:

Cinehassee is an exceptional event, not only for the FSU Community but also for Tallahassee.
The Festival is the only Iberoamerican film festival in Tallahassee and its surrounding areas.
The V Cinehassee: Iberoamerican Film Festival was a hybrid event this year. Some of the movies were available online asynchronously for better convenience for one week at a time, according to the schedule shown on the flyer.
We also hosted Q&A sessions (which were online) and other activities (authentic food related to the movie offered) to immerse our audience in the cultures that were seen in the various films. We just asked the people interested in the film to register so that we can share with them the proper information to access the films.

For two months, people were able to enjoy films from several countries, including Brazil, Mexico, Bolivia, Chile, and Colombia. This year the topic was “Indegineous Communities”, and the movies portrayed a wide range of topics such as indigenous communities and their culture, food, difficulties, ways of living, traditions, and needs. These were streamed in Spanish with English subtitles. The event was open not only to all students but to the whole Tallahassee community. The films shown online were accompanied with Q&A sessions with directors, FSU faculty members, people from the community, and/or FSU students. This facilitated a discussion of the topics brought up by the movies and allowed a deeper analysis. This also allowed the audience to connect with the directors and to hear from themselves anecdotes about the movies and/or clarifications about different situations.
The event was advertised through our new web-page, FSU’s newsletters, and social media. We had different sponsors: FAMU, The Center of Hispanic Marketing Communications, IMCINE, Department of Art History at FSU, and the Hispanic Latinx Student Union.
More info: https://higsa.fsu.edu/cinehassee/cinehassee-2021.
Our estimations indicate that the festival we just offered would cost a little more than **$9,000.00**, and from our COGS funds we just covered 20% of that total cost, the rest of the festival was covered with different sponsorships and in-kind donations received.

Sources of Funding	
Donations and Contributions	
The Center for Hispanic Marketing and Communication - Contribution for Public Performance Rights	$250.00
Hispanic LatinX Student Union (HLSU)	$250.00
Florida Agricultural and Mechanical University (FAMU) - Contribution for Public Performance Rights	$250.00
The Museum & Cultural Heritage Studies from the Art History Department (MCHS) - Contribution for Public Performance Rights	$250.00
Congress of Graduate Students at FSU	$1,793.00
Total Donations and Contributions	**$2,793.00**
In-Kind Donations	
Volunteer Hours**	$2,592.00

Askew Student Life Center (Facilities Rental)	$1,375.00
IMCINE - Permission to screen films	$1,000.00
Grant from PRAGDA Spanish Film Club	$1,250.00
Total In-Kind Donations	**$6,217.00**
TOTAL FUNDS	**$9,010.00**

** The Coordination Team Members (20 members) spent an average of 16 hours during the Planning, Implementation and Evaluation of Cinehassee, The Hispanic Film Festival

HISPANIFIED 2021

Date: 11/18/2021

Estimated Attendance: 110

Expenses: $250 (Screening Rights for movie) All other expenses were donated (Food and Facilities Rental).

Event Description: Typically this event coincides with our Cinnehassee Film Festival. This year, the event was held shortly after the festival ended. Each year, we work with the Center for Hispanic Marketing Communication to invite local high school students to visit FSU. Most of these students are first-generation and native Spanish speakers. This event gives them the opportunity to interact with FSU students and learn about the diversity and multiculturalism present at the university. It is also meant to encourage the high school students to explore post-secondary opportunities available for them at Florida State. Hispanic high school students had the amazing experience of exploring the FSU Campus, seeing one of the Cinnehassee Films, experiencing college in a safe environment, and being able to hear from Hispanic college students about their experience. The most important goal was to bring the high school students hope and knowledge on building their future career. The students were provided with valid information about scholarships, applying to college, and job opportunities.

COFFEE HOUR FALL 2021

"Flan" Dessert theme

Date: November 12, 2021

Estimated attendance: 190

Expenses: All materials used in the kitchen were provided by the Center for Global Engagement. No COGS funds were used.

Advertising: The advertisement for this event was made through HiGSA's and CGE's social media. Photos from the event can be found on the CGE's Facebook page at https://www.facebook.com/media/set/?set=a.5084807864881934&type=3.

Purpose: Share part of the Hispanic culture through traditional cuisine, music, and dance..

Event description: The in-person event was mainly organized by CGE and co-hosted by HiGSA. HIGSA proposed a well-known dessert in Latin America (Flan) to be offered to assistants at the International Coffee Hour. Traditional music was played and the Salsa dancing group "FSU Corazón Dancers" offered a dance session for attendants.

LATINX CULTURAL CELEBRATION 2021

Date: 10/8/2021

Estimated attendance: 150

Expenses: $120.00

Purpose: Hispanic Heritage Month Celebration

Event description: The LatinX Cultural Celebration is a Hispanic Heritage Month Celebration put on in collaboration with many different student organizations and departments across campus. The main organizer and creator of this event was the Center for Leadership & Social Change. This was the first year that HIGSA was able to participate in this event and we really enjoyed having a table at this block

party! We provided food from La Tiendita at the event and were able to advertise our organization and our ongoing Film Festival to many students and faculty.

Advertising: The advertisement for this event was organized by the Center for Leadership & Social Change. They promoted this event through social media and FSU's weekly newsletters.

MEET & GREET SPRING 2022

Date: Postponed to February (maybe online depending on the pandemic).

Estimated attendance: 30

Expenses: $150.00

Advertising: The advertisement for this event will be made through several means such as official HiGSA email, flyers and social networks (Whatsapp, Facebook and Instagram pages). Besides, members of the association will invite and bring new FSU Hispanic students to the organization.

Purpose: The purpose of this event is to introduce HiGSA to the FSU community and attract new members. During this event, we describe and illustrate HiGSA's purpose, goals, and main activities, as well as the events scheduled for the current semester.

Event description: This will be the first event of the semester where board members of HiGSA will welcome back current members and attract new ones to the organization. Basically, it will be a social gathering where new and returning members can get to know one another, talk about their academic plans, and share experiences. For this event, HiGSA will provide food (generally, pizza). Depending on the development of the pandemic in February, we may move this event to an online format.

INTERNATIONAL BAZAAR SPRING 2022

Date: TBD

Estimated attendance: 200

Expenses: $150.00

Advertising: We will be advertising the event through the Nole Central page, and our official email, Facebook and Instagram pages, and social media.

Purpose: The main goal of being part of the International Bazar is to share with the FSU and Tallahassee community the traditional carnivals that take place in Hispanic countries. In this

way, we can spread the Hispanic culture and engage FSU students to be part of the association and learn more about our culture. In addition, this is a great opportunity to interact and meet other FSU organizations and promote cultural exchange and future partnerships.

Event description: HiGSA will be part of the International Bazar. At this event, RSO will have the opportunity to share their history and heritage while giving individuals the opportunity to learn about cultures and traditions from around the world. Organizations may provide a cultural performance, such as a dance or musical demonstration (live streaming or pre-recorded), or present an interactive activity in a zoom breakout room.

HiGSA TALKS 2022

Date: TBD March/April 2022

Estimated attendance: 100

Estimated Expenses: $2,400 ($400.00 from Food Account + $2,000 from Expenses (Contractual Services)

Advertising: We will be advertising the event through the Nole Central page, and our official Website, Facebook and Instagram pages, and social media.

Purpose: The main goals of this event are to allow members the opportunity to learn about what their peers are working on and encourage and inspire our members through our guest speakers. HiGSA Talks also serves as a safe space for members to share their research in a less formal setting than a professional conference.

Event description: Throughout the year, HiGSA members gather in mainly social settings to relax and take a break from their academic duties. Most HiGSA events offer an opportunity for members to connect through their shared latin cultures. HiGSA Talks offers an opportunity for our members to connect on an academic level and share the research they have been working on in their fields throughout the year. Additionally, we usually invite guest speakers who are alumni from HiGSA or other academics who are hispanic and leaders in their field.

In 2019, with the support from the Graduate School and the Congress of Graduate Students, HIGSA Talks was held at the Claude Pepper Center at FSU, in which speakers presented their research findings to more than 80 attendees, including the Dean of the Graduate School, Mark Riley, who not only gave the opening remarks as our special guest but participate in the whole event. Other participants included faculty, alumni, graduate and undergraduate students, and members of the Tallahassee community in general. The presenters included a great array of topics, including engineering, biology, social sciences, among others. Due to the pandemic, the event was not held during Spring 2020.

In Spring 2021, the event was held virtually with the support of the *Center for Hispanic Marketing Communication* at FSU. 2021 HiGSA Talks featured several keynote speakers: Dr. Pamela Harris, Dr. Jorge Lopez, Dr. Yancili Lozano, and Christian Azturizaga.

This year, we will also have the support of the *Center for Hispanic Marketing Communication*, who will help HiGSA with the communication and advertising plan. We plan to return to the in-person format and have students from different fields and nationalities share their research and experiences with Hispanic countries and cultures. We will also bring keynote speakers from FSU and outside FSU, and close the event with a Q&A and a networking mixer. Depending on the pandemic context at the time of the event, a virtual format may need to be arranged.

HiGSA Awards 2022

Date: April 2022 (specified date TBD)

Estimated attendance: 50
Estimated Expenses: $250.00 - $500.00 (Food)

Advertising: We will be advertising the event through the Nole Central page, and our official Webpage, Facebook and Instagram pages, and social media.

Purpose: To recognize those members that worked closely with the organization throughout the academic year to promote social and academic gatherings, those who were awarded for their academic excellence, and to say goodbye to those who finished their academic studies and are leaving Tallahassee.

Event description: This is the closing event of the academic year. There are several goals for this event. First, our aim is to recognize those members who worked closely with the organization throughout the academic year to promote social and academic gatherings. Second, we also use this event to recognize and say goodbye to our graduating members. **We are excited to share that we may be able to take this event off campus and support a local restaurant. Venebites (a local Venezualan owned restaurant) has offered their space at no cost to us! We plan on working to get them in the FSU system to become a registered vendor and pay them for food for this event.**

FINANCIAL REPORTS AND REQUEST

Activities	Request 2020-2021	Spent: 2020-2021	Request: 2021-2022	Spent: 2021-2022	Request: 2022 - 2023
Fall - Office Supplies & Misc	$100	$75	$100	$0	$1,000
Fall - Meet & Greet	$150	$0	$125	$106	$800
Fall Cinehassee	$2,100	$1,650	$2,000	$1,793	$3,000
Fall LatinX cultural Celebration	did not participate	did not participate	$0	$120	$125
Spring - Meet & Greet	$150	$100	$125	$0 (Has not happened yet)	$150
Spring - International Bazaar	$100	$0 (pandemic moved online)	$100	$0 (Has not happened yet)	$125
Spring -HIGSA Talks	$2,400	$1600 (held online)	$2,400	$0 (Has not happened yet)	$2,600
Spring - HIGSA Awards - Gala	$250	$315	$250	$0 (Has not happened yet)	$400
Total	$5,250	$4,650	$5,100	$2,019	$8,200

SUMMARY OF BUDGET REQUEST
FY (2022 - 2023)

	Budget Category				
Event	**Contractual Services**	**Food**	**Expense**	**Clothing/Awards**	**Total Request Per Event**
Fall - Office Supplies & Misc	$0	$0	$300	$700	$1,000
Fall - Meet & Greet	$0	$300	$500	$0	$800
Fall - LatinX Cultural Celebration	$0	$125	$0	$0	$125
Fall Cinehassee	$1,200	$800	$1,000	$0	$3,000
Spring - Meet & Greet	$0	$150	$0	$0	$150
Spring - International Bazaar	$0	$125	$0	$0	$125
Spring -HIGSA Talks	$2,200	$400	$0	$0	$2,600
Spring - HIGSA Awards - Gala	$0	$400	$0	$0	$400
Total	$3,400	$2,300	$1,800	$700	$8,200

HISPANIC GRADUATE STUDENT ASSOCIATION
BUDGET PROPOSAL 2022 - 2023

HiGSA is requesting a budget for 8 funded activities for the year. However, we organize many activities with low cost such as Coffee Hour at the Global and tables at different fairs. Additionally, we are making efforts to organize fundraising events. The events that we have planned for the upcoming financial year are the following:

- *Fall 2022*

1. **Involvement Fair**

We have participated in this fair in the past years and it has been a great way to find new members interested in sharing, learning and participating in the Hispanic culture. **We are**

requesting funding to have "swag" to give out during this fair. We would like to order t-shirts to give out as this would be a great way to advertise our organization throughout the year. Additionally, we are in need of a new banner that we can use at this event and others throughout the year.

Requesting: $300 for Expenses (office supplies - new banner & stickers) $700 for Clothing (T-shirts)
Total Request: $1000

2. **Meet & Greet: Beginning of the Fall semester**

In this activity board members of HiGSA welcome back current members and attract new ones to the organization. Basically, it consists of a social gathering where people get to know each other, talk about their academic plans and share experiences. The main objective of this event is to explain to the new members about HiGSA and promote the activities planned for the future semester. **In Fall 2022 we are hoping to take this event off-campus and possibly rent out a private space at a local restaurant. We know that many of our members live off campus and this way we can attract more participation in this event while also supporting a local business.**

Requesting: $300 for Food and $500 for Renting costs
Total Request: $800

3. **Cinehassee, The Iberoamerican Film Festival**

Following the great success and impact of Cinehassee 2017, 2018, 2019, 2020, and 2021 we plan to organize a sixth edition of the Film Festival. We have received very positive feedback from both the attendees and other partner organizations that participated in each edition, including our virtual success in 2020. This activity will stream films from Iberoamerican countries as well as those that address topics related to the Hispanic culture. The main goal of the Festival is to provide multiple viewpoints, inform, discuss, address complex social issues, strengthen ties between our diverse community, and raise awareness on issues concerning the characteristics, importance, and impact of the Hispanic people and their idiosyncrasies. This festival is getting bigger every year. The last edition had other universities (FAMU and TCC) as partners. For the past two years, because of the pandemic, we have had our guest speakers participate in online events. **We hope that in Fall 2022 we will be able to host at least one guest speaker in person. However, many of our guest speakers are the directors of these films, who usually live outside the United States. Thus, inviting them here is quite expensive. So, we are requesting the following COG's funding to support these activities.**

Requesting:
$800 for food (After every film)
$1000 for Expense (to cover the screening fees of the movies)
$1200 for contractual services (Guest speaker)
Total: $3000

4. **LatinX Cultural Celebration**

The LatinX Cultural Celebration is a Hispanic Heritage Month Celebration put on in collaboration with many different student organizations and departments across campus. The main organizer and creator of this event was the Center for Leadership & Social Change. This past Fall was the first year that HIGSA was able to participate in this event and we really enjoyed having a table at this block party! We provided food from La Tiendita at the event and were able to advertise our organization and our ongoing Film Festival to many students and faculty. We hope to continue to participate in this event in the coming years.

Requesting: $125 for Food

- *Spring 2023*

1. **Meet & Greet: Beginning of Spring semester**

In this activity board members of HiGSA welcome back current members and attract new ones to the organization. Basically, it consists of a social gathering where people get to know each other, talk about their academic plans and share experiences. The main objective of this event is to explain to the new members about HiGSA and promote the activities planned for the future semester. Besides, it is an excellent opportunity to propose future board candidates for election and explain the roles of each candidate in order to renew the board each year.

Requesting: $125 for food

2. **International Bazaar: February/March**

This activity is one of the best opportunities to show our Hispanic culture through food, music and typical dances, and to establish links with other international organizations.

Requesting: $125 for food

3. **HiGSA Talks**

Throughout the year, HiGSA members gather in mainly social settings to relax and take a break from their academic duties. Most HiGSA events offer an opportunity for members to connect through their shared latin cultures. **HiGSA Talks offers an opportunity for our members to connect on an academic level and share the research they have been working on in their fields throughout the year.** Additionally, we usually invite guest speakers who are alumni from HiGSA or other academics who are hispanic and leaders in their field. The main goals of this event are to allow members the opportunity to learn about what their peers are working on and encourage and inspire our members through our guest speakers. HiGSA Talks also serves as a safe space for members to share their research in a less formal setting than a professional conference.

Next year's event (Spring 2023) we will likely be bringing in speakers from out of town and will thus need additional funding for transportation and accommodations.

Requesting: $2,200 for contractual services and $400 food for attendees
Total Reqest: $2,600

4. **HiGSA Awards**

This is the closing event of the academic year. There are several goals for this event. First, our aim is to recognize those members who worked closely with the organization throughout the academic year to promote social and academic gatherings. Second, we also use this event to recognize and say goodbye to our graduating members.

Requesting: $400 for Food

ACTIVITIES WITH NO FUNDING REQUEST

Additionally, to the previous activities, we will be doing a Coffee Hour in Fall 2022 to share with the FSU community some of the traditional Hispanic dishes. We are not requesting funds for this activity as all materials are provided by the Center for Global Engagement.

Appreciation for COGS Funding

HiGSA would like to share a note of gratitude for COGS's funding. We are dedicated to our organization's purpose of promoting Hispanic culture, providing a support network and academic success for graduate students, and more; and we believe our programs have successfully contributed to our mission. As graduate students, the funding COGS provides allows us to host impactful events. While we are committed to put in the energy and effort to continue the success of our events and mission, we appreciate the funding particularly as it allows us to remain focused on our studies over engaging in additional work to fund these campus events. Thank you for your continued consideration and support!

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies.
Supplies	The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization: Law School Council

Director/President Name: Alison Bowlby

Director/President Phone Number:	(561) 386-2013
Director/President Email:	apb18ba@my.fsu.edu
Treasurer Name:	Reinaldo Gomez de la Vega
Treasurer Phone Number:	(954) 529-5751
Treasurer Email:	rrg13@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 5000
4.) Expense	$ 33000
5.) Food	$ 18000
6.) Clothing and Awards	$ 5000
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members
are in your organization?

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization’s purpose and mission.

The purpose of the Law School Council is to act as the body of individuals responsible for approving the distribution of funds specifically earmarked by COGS for the FSU College of Law to the FSU College of Law's approximately 40 RSOs.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

The Law School Council holds monthly meetings (and more as needed) to ensure that the various RSOs have access to funding for purposes of hosting events that facilitate camaraderie among the student body and allow students to engage in discussions with other students, professors, lecturers, guest speakers, attorneys, and other professionals who are involved in diverse areas of not only the law but other professions as well. These interactions lead to job opportunities, mentor-mentee relationships, and are especially useful for students who are unsure of what area of the law they ultimately would like to work in. These funds aid in facilitating fora for diverse and intellectual discussions and dialogue, as well as environments where law students as well as the general student body may build lasting and meaningful relationships. The Law School Council has also recently collaborated with other colleges to facilitate similar relationships not only across the College of Law's student body and faculty, but across different graduate programs as well.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

See Attachment A

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Alison Bowlby

apb18ba@my.fsu.edu

Email:

Telephone Number: (561) 386-2013

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

LSC Attachment A (2022-23).pdf
159.8KB
application/pdf

Attachment A

Note:

LSC's request takes strongly into consideration the current $140,000 augmentation of funds available for the 2022-23 fiscal year as compared to the 2021-22 fiscal year. Specifically, given that the increase is a direct result of a new distribution of Activity & Service fees to graduate students, LSC's request correlates to statistics published by FSU's Office of Institutional Research (FSU OIR). FSU OIR's publication states that FSU College of Law's students account for 24,112 of the 215,470 student credit hours across FSU's graduate programs (11.19 percent). Accordingly, LSC has a reasonable basis for respectfully requesting a $17,000 increase in its budget compared to the $44,000 requested for the 2021-22 fiscal year.

"Expense" Request - $33,000

As of January 12, 2021, LSC has approved expenditures of **$13,738** related to "Expense". The following is a breakdown of expense expenditures by month:

July: $0
August: $0
September: $0
October: $50
November: $0
December: $0
January: $6,000
February: $5,613
March: $2,075

The vast majority of LSC's "Expense" expenditures are historically comprised of travel expenses, notably for competitions and conventions not only across the country but across the globe. Naturally, the current circumstances surrounding the pandemic have greatly and adversely impacted the College of Law student body's need and ability to travel for these purposes. While travel expenses have increased significantly from last year ($830 at this time in 2021), the 2019-2020 academic year continues to be the reasonable baseline by which a more accurate "Expenses" figure may be calculated. By early January 2020, LSC had spent a total of **$25,252** on travel, which comprised the vast majority of LSC's "Expense" expenditures, broken down as follows by month:

July: $1,954.57
September: $0
October: $6,282.91
November: $2,390.67
December: $0
January: $12,539.80
March: $2,083.53

The break-down excludes February, April, May, and June, but law school competitions and conventions continue well into the summer. Accordingly, and considering the augmentation in funds available for the

next fiscal year, LSC respectfully asks for $33,000 for purposes of "Expenses"—most notably for traveling purposes—for the 2022-23 fiscal year.

"Food" Request - $18,000

As of January 12, 2022, LSC has spent a total of **$8,428** on food from approved restaurants and grocery stores for use by RSOs for various events, including general meetings, to host guest speakers, and for social events to facilitate interactions among FSU's general student body.

The following is a breakdown of food expenditures by month:

August: $130
September: $1,472
October: $2,186
November: $1,749
December: $138
January: $1,219
February: $1,534 (so far)

While the first half of the year accounts for $5,537 worth of food expense, the funding board should consider that the law school student body has yet to resume engaging socially as it did pre-pandemic with respect to the number of RSO-hosted meetings and events that occur throughout the course of the school day (i.e., mornings through the early afternoon and, most notably, lunch time). Moreover, whereas organizations would normally host study and wellness events during finals time in late November and early December where LSC would provide funds for food, coffee, tea, etc., the fact that exams were remote for second and third years greatly affected this, resulting in lower expenses.

The average expected number of students at any given RSO meeting that LSC funds appears to hover between 20 and 30 students. While this is certainly not a small number, we anticipate the numbers to be closer to 35 or 40 once the environment returns to normal and even higher once popular guest speakers become more comfortable visiting the College of Law to speak with the students (for example, Jonathan Wolff, a composer of *Seinfeld*, who visited in early 2020 comes to mind). Accordingly, LSC, assuming a 50 percent increase in participation by students during lunch meetings and otherwise in a pre-pandemic environment and, hence, a 50 percent increase in expenses ($8,305 per semester based on the 2021-22 fiscal year's numbers), and considering the augmentation of available funds for the next fiscal year, respectfully asks for $18,000 for purposes of food expenses.

"Clothing and Awards" Request - $5,000

The Student Bar Association (SBA) purchases t-shirts for the incoming first-year law students. This year, due to a misunderstanding regarding LSC's ability to fund organizations that give members the option to pay dues (*i.e.*, SBA), LSC did not fund SBA for the purchase of these shirts. Such misunderstanding has been addressed. Accordingly, based on the purchase order total for the first years' t-shirts in 2020-2021, which was **$1,974**, LSC assumes that next year's request (2022-2023) will be approximately the same.

Additionally, as of January 12, 2022, LSC has spent **$1,244** on clothing and awards for other Law School RSOs over the course of this fiscal year. Accordingly, considering the augmentation of available funds for

the next fiscal year, in addition to historical expenses in this area, LSC respectfully asks for $5,000 for purposes of clothing and awards.

“Contractual Services” Request - $5,000

As of January 12, 2022, LSC has spent a total of **$700** on expenses related to contractual services. While the expenses in this area are not significant, the events involving contractual services, namely, events on the law school green featuring DJs and screenings of popular films, have been popular with the College of Law student body, and we anticipate given the contemporaneous practicality of hosting events in outdoor spaces that such requests will become more regular. Given this, as well as consideration of the augmentation of available funds for the next fiscal year, LSC respectfully asks for $5,000 for purposes of contractual service expenses.

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

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	stipulations regarding cost of awards.

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- Awards of any nature other than certificates, trophies, or plaques over $35
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- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
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- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
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- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
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- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	The Graduate School
Director/President Name:	Dean Mark Riley

Director/President Phone Number:	644-3501
Director/President Email:	mriley@fsu.edu
Treasurer Name:	Brian Barton
Treasurer Phone Number:	644-3501
Treasurer Email:	bbarton@fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 0
4.) Expense	$ 2640
5.) Food	$ 15100
6.) Clothing and Awards	$ 11000
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members
are in your organization?

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

The mission of the Graduate School is to advance the quality and integrity of graduate education.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

The Graduate School: • Assists Florida State University graduate students by providing advice on general academic matters, university-wide degree requirements, and information on the availability of financial assistance, including assistantships, fellowships, and scholarships; by granting approval for theses, treatises, and dissertations; and by fostering the development of their skills and knowledge to succeed as leaders in a global community; • Interacts with the Office of Faculty Development & Advancement and the Graduate Policy Committee to establish and provide oversight of policies affecting graduate education at the University; • Collaborates with Florida State University units including all academic programs, departments, and colleges as well as the Center for Global Engagement, Career Center, University Health Services and University Libraries to address graduate student needs; and • Works with national organizations such as the Council of Graduate Schools, the Association for Public and Land-grant Universities, and the National Research Council to promote the importance of graduate education.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Please see the attachment.

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

1. New Graduate Student Orientation Each August the Graduate School conducts an orientation for new graduate students. Orientation provides students with tools they need to make their transition into graduate school and continue on the path to success in their careers. We will provide a large group orientation and multiple workshops, offered throughout the day (e.g., Funding Your Graduate Education, What to Expect & How to Prepare Panel, Nuts & Bolts of FSU Student Systems and Financial Literacy). Also providing information and assistance will be Tallahassee and FSU organizations and offices, and a “Help” room staffed by campus offices and the Graduate School. COGS funds will be used for renting space, tables and chairs, directional signs, and promotional materials. Amount Requested: $2640 2. Celebration of Graduate Student Excellence This funding will provide a parking attendant, food and photography for a reception that follows the annual university spring event, the Celebration of Graduate Student Excellence. During this event graduate students are recognized for their excellence in teaching, research and creativity, service, and leadership. Each year all graduate students are invited to celebrate the achievements of FSU’s graduate students, this year the event will occur on two separate days. The additional reception will focus on highlighting the achievements of the graduate students who have received external award funding. Amount Requested: $5,400 (covers two celebrations) 3. Three-Minute Thesis (3MT™) Competition The Graduate School will host its tenth Three Minute Thesis (3MT) competition in fall 2022. Doctoral students will describe their dissertation topics and their significance in three minutes, using one static slide. In preparation for the 3MT competition, the Graduate School will host two fall training workshops. Both the3MT preliminary and the finalist competitions will be public and taped. All graduate students are invited to attend either or both competitions. Finalists’ academic programs, family and friends will be encouraged to attend in order to vote for the “People’s Choice” awardee. While the judges’ votes and the audience’s ballots are counted, the audience (of over 300 people) are invited to enjoy refreshments outside of the staging area. We propose that COGS funds be used to provide the refreshments for the fall

2022 competition's audience. Amount Requested: $1250 4. Master's in Four Competition In spring 2019, the Graduate School conducted its first Master's in Four (MI4) completion. Master's students who have earned 18 hours of graduate credit have four minutes, using four slides, to describe their research/creative endeavors. This event was open to all graduate students with ±150 faculty, staff, and graduate students attending. Twelve finalists were selected by FSU faculty and administrators during the preliminary rounds. Both the preliminary rounds and the finalist competition were public and taped. If permitted, the Graduate School will host the Master's in Four (MI4) competition spring 2022 using the same format as used in 2019. Amount Requested: $1050 5. Professional Development Workshops The Graduate School offers graduate student professional development workshops in addition to those offered during New Graduate Student Orientation. Workshops are designed to complement the Preparing Future Faculty and the Preparing Future Professionals Graduate Certificate Programs. COGS funding provides refreshments for attendees. The Graduate School provides two to four one-to-two-hour workshops monthly throughout the calendar year, with topics related to research, teaching, career, mentoring, content (knowledge in the discipline), and professional preparation (transferable skills). FSU faculty and administrators lead our workshops. With attendance ranging from 15 – 100, we would like to provide refreshments for our one-to-two-hour workshops each month with COGS funds. Amount Requested: $1,800 6. Office of Graduate Fellowships and Awards (OGFA) Workshops The Office of Graduate Fellowships and Awards supports matriculating graduate students with identifying and applying for external fellowships and awards. In support of these efforts, a number of workshops designed to assist students at every phase of the fellowship application/submission process are offered in the fall, summer and spring semesters of each academic year. FSU faculty and administrators along with representatives from various award funding agencies facilitate most of the workshops. These workshops offer students a unique opportunity to: identify external funding opportunities that provide financial support for their graduate education, share research ideas, get feedback and suggestions to support revising and refining application components, develop writing skills, network, and build their portfolios. Amount Requested: $3,000 $1,000/per semester (fall, spring, summer) - $3,000 total 7. Program for Instructional Excellence University-wide PIE Coffee Hour & Teaching Workshop Series (15 workshops) The Program for Instructional Excellence (PIE) conducts fifteen University-wide teaching workshops throughout the year. These workshops are open to all graduate students. The workshops teach best practices in teaching and learning, raise awareness of teaching resources on campus, facilitate networking between new and experienced TAs, and reduce the stress associated with fulfilling the dual roles of student and teacher. Feedback from past years has shown that our graduate student TAs find them to be helpful. Participant evaluations have shown that over 90% who attended the PIE workshops offered in summer 2019 strongly agreed or agreed that for the workshop they attended "the content of this workshop was relevant to my needs as a TA or instructor," "I will be able to use what I learned in this workshop," and "this workshop had useful materials, examples, or activities." PIE participants also shared many comments regarding how these workshops proved extremely helpful for their teaching duties, and how much they benefited from the opportunity to network and share ideas about teaching with other graduate students outside of their own disciplines. The addition of coffee and pie breaks during these workshops (thanks to COGS past generosity) has greatly enhanced these opportunities for the graduate students to learn from each other and continue the dialogue beyond the workshop. PIE teaching & learning workshop series attendance has grown from a total of 111 in 2011-2012, to 405 in 2018-2019. The workshop series includes 12 workshops held during the academic year (fall and spring semesters), plus 3 workshops during each summer semester, for a total of 15 workshops. Furthermore, attendance at PIE Coffee Hour & Teaching workshops has averaged 28.9 students per workshop! PIE plans to continue to place additional emphasis on the importance of networking and idea sharing with other TAs. To this end, PIE would like to continue to extend the time set aside for the workshops and provide coffee and snacks. At $200/workshop, the total cost for 15 workshops for the 2022-2023 year is $3000.00. Because PIE's funding source is Education and General (E & G), FSU expenditure guidelines prevent PIE from using monies for food. This is why we are requesting these monies from COGS. Therefore, PIE is asking COGS for continued funding to provide coffee and pie for the continuing increasing number of graduate students who choose to attend PIE's teaching workshops, including the summer workshops. Amount Requested: $3,000 8. Program for Instructional Excellence University-wide TA Reading Group (2 per academic year) Reading groups are a great chance to meet and share ideas with graduate student colleagues from across the university. In these groups graduate students will discuss great texts about teaching and learning, and generate practical ideas for enriching their own classroom practice. Each reading group will involve a series of three meetings that last for 90 minutes to 2 hours, with a break in the middle of the session. During the break we plan to offer light refreshments, and allow time for the attendees to get to know one another. We attempt to use books that are available online through FSU libraries. Because PIE's funding source is Education and General (E & G), FSU expenditure guidelines prevent PIE from using monies for food. This is why we are requesting these monies from COGS. Therefore, PIE is asking COGS for funding to provide light refreshments for the graduate students who choose to attend PIE's 2 TA Reading Groups, each of which consists of 3 meetings, for a total of 6 TA reading Group meetings for 2022-2023. Amount Requested: $600.00 9. Dissertation Research Grant This funding will provide the awarding of Dissertation Research Grants to graduate students seeking funds in support of costs related to the preparation of their dissertation. This award is given out twice a year. Amount Requested: $10,000 Alternative Plans: Due to the uncertainty of the COVID-19 pandemic. If funds awarded above are not spent on a particular event because COVID rules/guidelines do not allow for that particular item (e.g. food at an event), the Graduate School requests that we be given the approval to re-allocate those funds to other allowable expenses connected to these events and activities. This may include using the funds for honorariums,

printing, award payments, awards, postage, and other allowable expenses connected to each of the events/programs listed above. If your organization receives less funding, what category should be cut? Food (refreshments) for the small PIE workshops, the OGFA workshops, and the refreshments served during the workshops in the Professional Development Workshop Series

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Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Brian Barton
Email:	bbarton@fsu.edu
Telephone Number:	850-644-3501

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

COGS Budget Request 2022.pdf
218.2KB
application/pdf

Congress of Graduate Students Budget Committee

Budget Request Form

FY 2022 - 2023

Organization: The Graduate School

Director: Dean Mark Riley

Phone Number: 644-3501

Email: mriley@fsu.edu

Budget Number: 113013

Treasurer: Brian Barton

Phone Number: 644-3501

Email: bbarton@fsu.edu

Explain your organization's purpose and mission.

The mission of the Graduate School is to advance the quality and integrity of graduate education. The Graduate School:

- Assists Florida State University graduate students by providing advice on general academic matters, university-wide degree requirements, and information on the availability of financial assistance, including assistantships, fellowships, and scholarships; by granting approval for theses, treatises, and dissertations; and by fostering the development of their skills and knowledge to succeed as leaders in a global community;
- Interacts with the Office of Faculty Development & Advancement and the Graduate Policy Committee to establish and provide oversight of policies affecting graduate education at the University;
- Collaborates with Florida State University units including all academic programs, departments, and colleges as well as the Center for Global Engagement, Career Center, University Health Services and University Libraries to address graduate student needs; and
- Works with national organizations such as the Council of Graduate Schools, the Association for Public and Land-grant Universities, and the National Research Council to promote the importance of graduate education.

Budget Request	Amount Requested
SALARIES	$0.00
OPS WAGES	$0.00
CONTRACTUAL SERVICES	$0.00
EXPENSE	$2,640.00
FOOD	$15,100.00
CLOTHING AWARDS	$11,000.00
TOTAL	$28,740.00

2022 - 2023 A&S FEE EXPENSE SCHEDULE

ORGANIZATION: FSU Graduate School

CONTACT NAME & PHONE: Brian Barton, bbarton@fsu.edu, 644-3501

ACCOUNT NUMBER: 113013

CATEGORY	2021-2022 REQUEST	2022-2023 REQUEST
ADVERTISING	$0.00	$0.00
PRINTING & POSTAGE	$220.00	$220.00
TRAVEL	$0.00	$0.00
SUPPLIES	$1,670.00	$920.00
OFFICE SUPPLIES	$0.00	$0.00
FACILITY RENTAL	$1,500.00	$1,500.00
TOTAL	**$3,390.00**	**$2,640.00**

CONTRACTUAL SERVICES	$0.00	$0.00
FOOD	$19,689.50	$15,100.00
CLOTHING & AWARDS	$10,000.00	$11,000.00
TOTAL	**$29,689.50**	**$28,740.00**

If requesting funds in any category, please give a brief description of what the funds will be used for. Be as detailed as possible.

1. **New Graduate Student Orientation**

Each August the Graduate School conducts an orientation for new graduate students. Orientation provides students with tools they need to make their transition into graduate school and continue on the path to success in their careers. We will provide a large group orientation and multiple workshops, offered throughout the day (e.g., Funding Your Graduate Education, What to Expect & How to Prepare Panel, Nuts & Bolts of FSU Student Systems and Financial Literacy). Also providing information and assistance will be Tallahassee and FSU organizations and offices, and a "Help" room staffed by campus offices and the Graduate School. COGS funds will be used for renting space, tables and chairs, directional signs, and promotional materials.

Amount Requested: $2640

NGS Orientation	**Service/Item**	**Requested Amount**	**Category**
	Facility Fees	$1,500	Expense
	Tables/Chairs	$420	Expense
	Signs	$220	Expense
	Water Station	$500	Food
	Total:	**$2,640**	

2. **Celebration of Graduate Student Excellence**

This funding will provide a parking attendant, food and photography for a reception that follows the annual university spring event, the *Celebration of Graduate Student Excellence*. During this event graduate students are recognized for their excellence in teaching, research and creativity, service, and leadership. Each year all graduate students are invited to celebrate the achievements of FSU's graduate students, this year the event will occur on two separate days. The additional reception will focus on highlighting the achievements of the graduate students who have received external award funding.

Amount Requested: $5,400 (covers two celebrations)

Celebration	**Service/Item**	**Requested Amount**	**Category**
	Photography	$300	Expense
	Reception	$5,000	Food
	Parking	$100	Expense

	Total:	**$5,400**	

3. Three-Minute Thesis (3MT™) Competition

The Three Minute Thesis (3MT™) is an academic competition developed by The University of Queensland (UQ), Australia for research students.

The Graduate School will host its tenth Three Minute Thesis (3MT) competition in fall 2022. Doctoral students will describe their dissertation topics and their significance in three minutes, using one static slide. In preparation for the 3MT competition, the Graduate School will host two fall training workshops. Both the3MT preliminary and the finalist competitions will be public and taped. All graduate students are invited to attend either or both competitions. Finalists' academic programs, family and friends will be encouraged to attend in order to vote for the "People's Choice" awardee. While the judges' votes and the audience's ballots are counted, the audience (of over 300 people) are invited to enjoy refreshments outside of the staging area. We propose that COGS funds be used to provide the refreshments for the fall 2022 competition's audience.

Amount Requested: $1250

3MT	**Service/Item**	**Requested Amount**	**Category**
	Refreshments for 3MT Workshops	$100	Food
	Finalist Reception	$600	Food
	Tables/chairs	$50	Expense
	Plaques/Certificates	$500	Clothing & Awards
	Total:	**$1,250**	

4. Master's in Four Competition

In spring 2019, the Graduate School conducted its first Master's in Four (MI4) completion. Master's students who have earned 18 hours of graduate credit have four minutes, using four slides, to describe their research/creative endeavors. This event was open to all graduate students with ±150 faculty, staff, and graduate students attending. Twelve finalists were selected by FSU faculty and administrators during the preliminary rounds. Both the preliminary rounds and the finalist competition were public and taped.

If permitted, the Graduate School will host the Master's in Four (MI4) competition spring 2022 using the same format as used in 2019.

Amount Requested: $1050

Master's in Four Competition	**Item**	**Requested Amount**	**Category**
	Snacks/Refreshments	$500	Food
	Tables/chairs	$50	Expense
	Plaques/Certificates	$500	Clothing & Awards
	Total:	**$1,050**	

5. **Professional Development Workshops**

The Graduate School offers graduate student professional development workshops in addition to those offered during New Graduate Student Orientation. Workshops are designed to complement the Preparing Future Faculty and the Preparing Future Professionals Graduate Certificate Programs. COGS funding provides refreshments for attendees. The Graduate School provides two to four one-to-two-hour workshops monthly throughout the calendar year, with topics related to research, teaching, career, mentoring, content (knowledge in the discipline), and professional preparation (transferable skills). FSU faculty and administrators lead our workshops. With attendance ranging from 15 – 100, we would like to provide refreshments for our one-to-two-hour workshops each month with COGS funds.

Amount Requested: $1,800

Professional Development Workshops	**Service/Item**	**Requested Amount**	**Category**
	24 workshop Refreshments	$1,800	Food
	Total:	**$1,800**	

6. Office of Graduate Fellowships and Awards (OGFA) Workshops

The Office of Graduate Fellowships and Awards supports matriculating graduate students with identifying and applying for external fellowships and awards. In support of these efforts, a number of workshops designed to assist students at every phase of the fellowship application/submission process are offered in the fall, summer and spring semesters of each academic year. FSU faculty and administrators along with representatives from various award funding agencies facilitate most of the workshops. These workshops offer students a unique opportunity to: identify external funding opportunities that provide financial support for their graduate education, share research ideas, get feedback and suggestions to support revising and refining application components, develop writing skills, network, and build their portfolios.

Amount Requested: $3,000
$1,000/per semester (fall, spring, summer) - $3,000 total

OGFA Workshops	Item	Requested Amount	Category
	Refreshments	$3,000	Food
	Total:	**$3,000**	

7. Program for Instructional Excellence University-wide PIE Coffee Hour & Teaching Workshop Series (15 workshops)

The Program for Instructional Excellence (PIE) conducts fifteen University-wide teaching workshops throughout the year. These workshops are open to all graduate students. The workshops teach best practices in teaching and learning, raise awareness of teaching resources on campus, facilitate networking between new and experienced TAs, and reduce the stress associated with fulfilling the dual roles of student and teacher. Feedback from past years has shown that our graduate student TAs find them to be helpful. Participant evaluations have shown that over 90% who attended the PIE workshops offered in summer 2019 strongly agreed or agreed that for the workshop they attended "the content of this workshop was relevant to my needs as a TA or instructor," "I will be able to use what I learned in this workshop," and "this workshop had useful materials, examples, or activities." PIE participants also shared many comments regarding how these workshops proved extremely helpful for their teaching duties, and how much they benefited from the opportunity to network and share ideas about teaching with other graduate students outside of their own disciplines. The addition of coffee and pie breaks during these workshops (thanks to COGS past generosity) has greatly enhanced these opportunities for the graduate students to learn from each other and continue the dialogue beyond the workshop.
PIE teaching & learning workshop series attendance has grown from a total of 111 in 2011-2012, to 405 in 2018-2019. The workshop series includes 12 workshops held during the academic year (fall and spring semesters), plus 3 workshops during each summer semester, for a total of 15

workshops. Furthermore, attendance at PIE Coffee Hour & Teaching workshops has averaged 28.9 students per workshop!

PIE plans to continue to place additional emphasis on the importance of networking and idea sharing with other TAs. To this end, PIE would like to continue to extend the time set aside for the workshops and provide coffee and snacks. At $200/workshop, the total cost for 15 workshops for the 2022-2023 year is $3000.00. Because PIE's funding source is Education and General (E & G), FSU expenditure guidelines prevent PIE from using monies for food. This is why we are requesting these monies from COGS. Therefore, PIE is asking COGS for continued funding to provide coffee and pie for the continuing increasing number of graduate students who choose to attend PIE's teaching workshops, including the summer workshops.

Amount Requested: $3,000

PIE Workshops	**Service/Item**	**Requested Amount**	**Category**
	Refreshments	$3,000	Food
	Total:	**$3,000**	

8. **Program for Instructional Excellence University-wide TA Reading Group (2 per academic year)**

Reading groups are a great chance to meet and share ideas with graduate student colleagues from across the university. In these groups graduate students will discuss great texts about teaching and learning, and generate practical ideas for enriching their own classroom practice. Each reading group will involve a series of three meetings that last for 90 minutes to 2 hours, with a break in the middle of the session. During the break we plan to offer light refreshments, and allow time for the attendees to get to know one another. We attempt to use books that are available online through FSU libraries.

Because PIE's funding source is Education and General (E & G), FSU expenditure guidelines prevent PIE from using monies for food. This is why we are requesting these monies from COGS. Therefore, PIE is asking COGS for funding to provide light refreshments for the graduate students who choose to attend PIE's 2 TA Reading Groups, each of which consists of 3 meetings, for a total of 6 TA reading Group meetings for 2022-2023.

Amount Requested: $600.00

PIE TA Reading Groups	**Service/Item**	**Requested Amount**	**Category**

	Refreshments	600.00	Food
	Total:	**$600.00**	

9. Dissertation Research Grant

This funding will provide the awarding of Dissertation Research Grants to graduate students seeking funds in support of costs related to the preparation of their dissertation. This award is given out twice a year.

Amount Requested: $10,000

DRG	Service/Item	Requested Amount	Category
	Awards	$10,000	Clothing & Awards
	Total:	**$10,000**	

Alternative Plans:

Due to the uncertainty of the COVID-19 pandemic. If funds awarded above are not spent on a particular event because COVID rules/guidelines do not allow for that particular item (e.g. food at an event), the Graduate School requests that we be given the approval to re-allocate those funds to other allowable expenses connected to these events and activities. This may include using the funds for honorariums, printing, award payments, awards, postage, and other allowable expenses connected to each of the events/programs listed above.

If your organization receives less funding, what category should be cut?

Food (refreshments) for the small PIE workshops, the OGFA workshops, and the refreshments served during the workshops in the Professional Development Workshop Series

Please provide contact information (cell phone number and e-mail address) for whoever will be presenting the request at the budget hearing.

Brian Barton, bbarton@fsu.edu, 644-3501

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Department of Sport Management
Director/President Name:	Katie Flanagan

Director/President Phone Number:	8506441241
Director/President Email:	kflanagan@admin.fsu.edu
Treasurer Name:	Courtney Beck
Treasurer Phone Number:	4073531469
Treasurer Email:	cab17f@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 0
4.) Expense	$ 0
5.) Food	$ 0
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members
are in your organization?

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

The dynamic and vibrant sport industry presents a wide range of opportunities for individuals that seek a sport-related career. For those who are interested in professional sports, college or high school sports, working with elite amateur athletes, managing sport in community programs, working in the corporate sector, sport for development, or other settings, acquiring the proper knowledge and developing the critical skills and abilities is essential. The Department of Sport Management at Florida State University prepares students to work in the diverse sport industry, related service organizations, and academic institutions. Completing a Sport Management degree from FSU at your level of interest will better position you to take their place in the world of sport. The Department's mission is to be an international leader in the education and development of students and the creation and dissemination of knowledge in the broadly defined sport industry. The faculty and students are committed to excellence in all aspects of research, teaching and service to the sport community.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

Given this stated focus on educating and training future leaders in the sport industry, and considering the significant role that sport and exercise play in defining FSU's community and student experience, the Department of Sport Management is seeking to launch a major Women in Sport leadership initiative. Sport and fitness activities are among the most important aspects of student life here at FSU. Given the University's and Department's priorities to promote diversity, inclusion, and equity, the Department of Sport Management is seeking support to address a major problem in the sport industry: the underrepresentation of women within the sport industry. The sport industry has long been male dominated and fraught with gender inequality (Hindman & Walker, 2020). It is reported that 40 percent of women in the sport industry experience gender discrimination (Barr, 2018). In college sports, women had 62,236 fewer participation opportunities than men (Gibson, 2020). In terms of leadership, women only represent 18% of qualified coaches and 9% of senior coaches. Almost half of publicly funded national governing bodies (49%) have fewer than a quarter of women on their boards (Women in Sport, n.d.). In terms of media coverage, women's sports account for only 4% of all sports coverage, according to UNESCO (UNESCO, n.d.). In light of the underrepresentation of women and broader gender issues in the sport industry, we strive to become a national leader in promoting programs/activities/initiatives that will empower female students and ultimately transform the industry. This proposed program will provide a platform for female graduate students across the University—including students majoring in Sport Management and other relevant social science areas such as Sport Psychology, Coaching, Nutrition, Law, Marketing, Advertising, Communication and beyond (an estimate of over 1,000 students)—to gain access to the networks, the skills, and the experiences needed to 'break through' the sport industry's glass ceiling. Many of the pieces are already in place. Our department has two of the nation's largest and most highly ranked graduate programs in the country. Moreover, we have achieved and will continue to build a track record of facilitating positive changes and fostering diversity and equality by offering culturally-responsive classes, female mentorship, community service learning, career development and networking opportunities for our female graduate students. The allocation of these COGS funds will allow us to do even more for the FSU campus community. First, we will provide continuous financial, educational, and material support to the Women in Sport Association (WISA), a student organization created and run by our female graduate students. By supporting WISA, we anticipate not only to increase the students' engagement with the department, college, and university, but also to boost the students' confidence and motivation in terms of learning and developing important social skills, knowledge, and leadership for future success. Second, a technology and information infrastructure (including websites, databases, and apps) will be created to help our students get access to and better connect with peers, alumni, faculty mentors, and industrial professionals. In addition, we expect the tech infrastructure will help promote the visibility of our female graduate students by allowing the community, potential employers, and industrial professionals to learn more about them. Third, we will organize a variety of activities and events that will provide female graduate students with mentoring and social networking opportunities, including 1) the creation of an advisory board, 2) networking trips, 3) Title IX celebrations, and 4) any other community outreach and fundraising activities. To conclude, our initiatives and activities and the allocated funds will help sustain an increased diversity sensitivity within sport management education in achieving positive changes through creating academic, social, career, professional, and leadership opportunities for female graduate students.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

See attachment

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

1. Women in Sport Association Website Development $3,000 2. T-shirts $2,400 3. Banners $500 4. Alumni Connection Database Development $5,000 5. Title IX 50th Anniversary Celebration $8,000 6. Networking Trips $2,000 7. Lunch Networking $250 8. Advisory Board (Speaker Expo) $23,500 9. Smartphone Application $10,000 Details see attachment

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Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Hanhan Xue
Email:	hxue2@fsu.edu
Telephone Number:	8505911009

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

Department of Sport Management – Women in Sport Association

COGS 2022-2023 Budget Request

Part 1. Categorical Breakdown

Category	Related Projects	Request
OPS Wages	Website Development Database Development Smart Phone Application Development	$18,000
Contractual Services	Title IX 50th Anniversary Celebration Advisory Board	$12,000
Expense*		$9,400
Food	Title IX 50th Anniversary Celebration Lunch Networking Speaker Expo	$10,250
Clothing and Awards*	WISA T-shirts Title IX 50th Anniversary Celebration	$5,000
		Total: $54,650

***See subcategory breakdown in Part 2**

Part 2. Detailed Financial Breakdown

Expense		
Sub-Category	**Amount**	**Item**
Printing	$400	Programs, Flyers
Supplies	$500	Banners
Facility	$6,500	Event Space
Travel	$2,000	Networking Trips
Clothing & Awards		
Clothing	$4,800	T-shirts
Awards	$200	Plaques

Part 3. Prioritized List

Priority	Project	Total Amount	Financial Categories
1.	WISA Website Development	$3,000	OPS Wages
2.	WISA T-shirts	$2,400	Clothing and Awards
3.	Banners	$500	Expense - Supplies
4.	Alumni Connection Database Development	$5,000	OPS Wages
5.	Title IX 50th Anniversary Celebration	$8,000	Contractual Services – Speaker Expense – Printing, Supplies, Facility Food Clothing & Awards - Awards
6.	Networking Trips	$2,000	Expense
7.	Lunch Networking	$250	Food
8.	Advisory Board (Speaker Expo)	$23,500	Contractual Services – Speaker Expense – Printing, Supplies, Facility Food Clothing & Awards – Clothing, Awards
9.	Smartphone Application	$10,000	OPS Wages
Total Amount Requested		**$54,650**	

Department of Sport Management
Women in Sport Initiative
COGS 2022-2023 Budget Request
Detailed Description of Events and Services
Prioritized List

1. Women in Sport Association (WISA) Website Development	$3,000 (OPS Wages)

Detailed Description

- Establish a central website for individuals to find more information about the association, as well as upcoming events to attend.
    - The WISA conference and 22nd Sport Management Conference in February 2022.
        - Advertising needed to drum up interest and highlight.
- The website would include the database system for mentoring on it with a tab at the top of the website to click on centralizing all information pertaining to mentorship.
    - A place to provide testimonies from our mentees experience with their mentor.
- Speaker Database (explained later in report) would also be a tab at the top of the website for organization of speakers and for those who are willing to speak to the association
- Highlight community service involvement in the local community from our members of the association.
- Highlight our members who receive awards at our annual banquet
    - The idea is to get our members names out there and highlight their great involvement with our association, as well as what they are doing within sport (academically/internship).
- Updated Executive Committee information on the website to get informed about our individuals on our board
- LinkedIn would be attached to the website to invite members of WISA to our private site.
    - Instagram link would be attached to website
- Website would allow for a freshman who may not have heard of WISA before to get involved quickly.
    - Simply by having a website to go to get all the information necessary informing her of what this association is all about.
    - A central location we would be able to allow members to pay their dues.
- Information for future meetings and speakers.
- Picture Gallery for future members to visually see our current members, as well as our attendance in the past to various events.
- Highlight large events happening in various fields of sport for FSU.
    - Latest research from our professors and members in various fields of sport across campus
        - Bringing together more women in sport at the faculty/staff level
- A place to highlight the potential development of WISA's conference.

2. T-shirts	$2,400 (Clothing & Awards - Clothing)

Detailed Description

- 300 shirts @ $8.00 each
- Quote from Clothesline (local vendor)
- WISA Logo featured prominently on shirt
- Allow for members to have the opportunity to have a shirt in promotion of the association they are part of.
- Allow for expansion of exposure to others who desire to support the association.
- Allow for members to be identified throughout the community when we attend local community service events.
    - Allow for members to be identified and increase exposure of FSU when we attend conferences that are out of state.
    - General travel away from FSU, there is representation from students of the association, as well as when they go back to their own communities/home.

3. Banners	$500 (Expense – Supplies)

Detailed Description

- 2 banners @ $250 each
- 3'x6' Full color
- WISA logo
- Using UPS Store at FSU as vendor
- The need to promote and expand exposure for association at events, conferences, 5k, and Involvement Fairs.

4. Alumni Connection Database Development	$5,000 (OPS Wages)

Detailed Description

- The vision is to collaborate with other academic departments that have graduate programs affiliated with sport to allow alumni that are the most appropriate within the area of the student's interest to mentor them.
    - Sport Management
    - Nutrition and Integrative Physiology
    - Sport Psychology
    - Coaching
    - Sports Medicine
    - Law
    - Athletic Training
    - Marketing and Advertising
    - Communication and media
- Place for mentor and mentee to create profile and photo for identification.
- Formal Training development to click on for our mentors to efficiently and effectively mentor the mentee.
- Official confirmation
    - Place to allow the mentor and mentee have found a match and can begin mentoring.

5. Title IX 50th Anniversary Celebration	$8,000 (Contractual Services; Expense - Speaker, Facility, Printing, Supplies; Food; Clothing & Awards - Awards)

Detailed Description

- 2022 marks the 50th anniversary of the passing of Title IX of the US Constitution. This monumental legislation dramatically increased sport opportunities for women in this country.
- This event would be advertised via social media and email list serves throughout the university. It is open to all students
- Event Space – Alumni Center - $1,500
- Catering – Aramark - 200 guests @ $20 ea. = $4,000
  - Food, Tables, Chairs, Linens, Decor
- Awards – Awards for You (local vendor) – 10 plaques @ $20 ea. = $200
  - Community Service Award
  - Trailblazer
  - Leadership Award
  - Etc.
- Keynote Speaker
  - Speaking Fee = $1,000
  - Travel Expenses (flight, hotel, meals) = $1,000
- Printed program, flyers to advertise = $300

6. Networking Trips	**$2,000 (Expense – Travel)**

Detailed Description

- Sponsor 2 students at $1000 ea.
- Application process open to all students
- Financially allow for our members to attend a large conference that may be in-state or out-of-state
  - Increase our member's network to work in sport throughout the country
    - https://womensconferenceofflorida.com/register
    - https://www.wiseworks.org/home
  - Develop an opportunity to travel as an association in representation of FSU throughout the state of Florida or even nationwide
    - Increase for opportunity for our members to land positions right after graduation due to the networking at these events.

7. Lunch Networking	**$250 (Expense – Food)**

Detailed Description

- Open to all students; advertised via social media and email listservs
- Opportunity to bring all members together and enjoy lunch together. Another way members can casually network and get to know who may be in their graduating class or area of study.
  - Another type of atmosphere our members can go to meet other members
- Food = 50 at $5 ea.
- Use free event space on campus

8. Advisory Board (Speaker Expo)	**$23,500 (Contractual Services – Speaker; Expense – Printing, Supplies, Facility; Food; Clothing & Awards – Clothing, Awards)**

Detailed Description

- Open to all students
- Similar to conference but at a smaller and shorter level (one day event)
  - Speakers needed from various areas of study

        - For example: A speaker from the area of sport management, nutrition, sport psychology, sport law, medicine, communication, marketing, etc.
            - Provides interest for women in sport within particular areas to learn more.
    - General speaker for leadership for women
        - Bring together every woman in sport
    - General speaker for empowerment
        - Bring every woman in sport together to listen
- Allowing for students to network with experts in the industry hosted by FSU
- Event Space = Turnbull Center – Rental Cost = $5,000
- Promotions and Marketing = $100
    - PR, Brochures, printing, advertisements, banners, posters
- Speakers = 5 speakers @ $2,000 = $10,000
    - Speaker Travel = $1,000
    - Speaker Fee = $1,000
- Shirts = 300 at $8 ea. = $2,400
- Food
    - Breakfast = 300 attendees at $5 ea. = $1,500
    - Lunch = 300 attendees at $10 ea. = $3,000
    - Snacks/Drinks = 300 attendees at $5 ea. = $1,500

9. Smart Phone Application Development	**$10,000 (OPS Wages)**

Detailed Description

- Simplicity for our members on-the-go
- Allow ease for sending notifications for association
- Members are with their phones more than they are with their laptop or desktops.
- Allow all the information listed in the section of the website development to be filtered into an app.
- When the development of a conference happens for WISA, it will provide ease to have the schedule loaded (speakers, breakout sessions, etc.).
    - Communication quicker and more efficient for members and attendees for conference.
- Ability for networking platform to be easily accessible for mentors and mentees.
- Gallery of pictures on the go for members to promote to others interested in joining.
    - The demonstration to a friend with an app while on the go, on their phone.
        - “Look at this association I am part of”
- Demonstration of relevant and similar research toward use of apps
    - In the USA, “in 2016 with 698 respondents, between 18 to 69 years old showed that 40% of survey respondents currently use sports and fitness apps several times a week” (Vrontis et al., 2020, p.79). Within this breakdown, 35% of the respondents utilize sport or fitness apps daily and 40% using these apps several times a week (Vrontis et al., 2020).
        - Vrontis, D., Viassone, M., Serravalle, F., Christofi, M. (2020). Managing technological innovation in the sports industry: a challenge for retail management. Competitive Review, Vol 30, No.1, 78-100.

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FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Higher Education Student Association
Director/President Name:	Cassandra Kepple

Director/President Phone Number:	757-903-6631
Director/President Email:	ckepple@fsu.edu
Treasurer Name:	Ravi Bhatt
Treasurer Phone Number:	443-791-4623
Treasurer Email:	rb20@fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 3000
4.) Expense	$ 2500
5.) Food	$ 2000
6.) Clothing and Awards	$ 1000
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

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How many active members are in your organization? 84

Does your organization charge dues?

- (●) Yes
- ( ) No

If your organization does charge dues, how much?

$30 (Master's), $60 (Doc)

If your organization does charge dues, are they required or optional for members to pay?

- ( ) Required
- (●) Optional
- ( ) Other

Please explain your organization’s purpose and mission.

The Higher Education Student Association (HESA) enhances and supplements the overall graduate student experience by supporting the academic study, professional development, and socialization of its members. HESA serves as the collective voice of all students associated with the Higher Education program at Florida State University (FSU), functioning as the liaison between students, faculty, and university constituents. Our mission is to provide a variety of programming and events designed to aid in the personal and professional development of Higher Education graduate students inside and outside of the classroom as well as serve as an advocate for students enrolled in the Higher Education program with faculty in Program meetings and individually.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

Through the COGS provided funds, HESA will be able to present more opportunities for professional and personal development to our members. It is incredibly important to HESA to provide current, educational, and reflective growth and community-building opportunities to our students. In bringing in speakers, providing social events for students, and providing material to express a sense of pride in our organization and community, HESA is able to alleviate some of the stress that comes with Graduate School at times. These past few years, programming has proven to be essential to the community in that as we have not been able to do as much in-person programming, the opportunities where we have, such as an end and beginning of year social have provided a networking and community building opportunity. In using the funds provided by COGS, we will continue to provide these and further opportunities essential to the graduate student experience.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

See attachment

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Beginning of year/ End of year Social: These events will utilize some of the $2500 Expense, $2000 Food, and $1000 Clothing budget as we will rent a facility in which to host both of these socials as well provide food and swag items in the form of shirts and/or other clothing. Clothing distribution will also make up a big portion of the event as this is the main location where this distribution occurs. These socials are essential in building and cultivating community throughout the year. On average, these socials will likely cost $400 for the facility, $600 for food, and $600 for clothing. First-Year Representative socials: These socials will utilize the $2000 food budget in that the First Year Master's and Doc Representative will often host an event for their cohorts in order to continue building community. These events will likely utilize $300 of the food budget. General Events: Within HESA, any member is able to host an event. As such, often there are associated facility expenses and food requirements, which would utilize that funding. On average, events may cost up to $200, which would come out of the two aforementioned budgets depending on the events' needs.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Ravi Bhatt

rb20@fsu.edu

Email:

Telephone Number: 4437914623

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

Higher Education Student Association - COGS Request.pdf
45.8KB
application/pdf

Higher Education Student Association - COGS Request

Contractual Services - $3000
For Contractual Services, we are requesting $3000 to bring in at least two speakers. Higher Education speakers provide important knowledge and experience, which will impact student learning and development. As such, in bringing in speakers, we would provide opportunities for student professional development and networking. With the $3000, we can pay for their transportation, lodging, and presentation fees.

Further broken down:

1. Each Presenter 1 total: $1500
    a. Transportation - $500
    b. Lodging - $300
    c. Presenter - $700

Expense - $2500
For expenses, we are requesting $2500 to cover facility costs associated with programming. For example, our programming that is held on campus facilities, or held at local parks, etc. would utilize the $2500 to cover those associated costs.

Food - $2000
For food, we request $2000 to allocate specific funding for food. Often HESA programming has associated food as a large group of HESA students are gathering for different programs. As such, we request this money to help utilize FSU approved caters or restaurants.

Clothing and Awards - $1000
Every year, students have the opportunity to receive HESA branded shirts and other clothing that helps advertise our organization as well as allows students to take pride in this community. With this funding, HESA will be able to provide more options as well as ensure size inclusive shirt options.

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FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

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Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
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- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization: Philosophy Graduate Student Association

Director/President Name: Lauren Wilson

Director/President Phone Number:	8503203511
Director/President Email:	lwilson@fsu.edu
Treasurer Name:	Marc Biemiller
Treasurer Phone Number:	9123086652
Treasurer Email:	mwb20bb@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 2500
4.) Expense	$ 0
5.) Food	$ 250
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

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How many active members are in your organization? 62

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

N/A

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

N/A

Please explain your organization's purpose and mission.

1. To foster interest in philosophy and philosophical issues within the academic community of Florida State University, 2. To contribute to the life of the philosophical community at large, 3. To represent the FSU Department of Philosophy in both Florida State University and the philosophical community at large, 4. To improve the quality of graduate philosophical work in both teaching and research, and 5. To serve in an advisory capacity as a liaison between the graduate students of the FSU Department of Philosophy and its faculty, staff, and administration.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

The event to which the requested funding goes is FSU's annual conference on free will and moral responsibility. The conference is run by graduate students, offering them the opportunity to productively represent the department and university. By planning and executing these conferences, the students develop planning skills and other important professional characteristics that increase their future career prospects. The conference has garnered international interest, including presenters from Canada and applicants from European countries. It has bolstered the reputation of FSU's philosophy department, and along with our faculty specializing in the area (e.g. Al Mele, Randy Clarke...), is partly responsible for the fact that FSU is currently ranked first in philosophy of action in the English speaking world (according to the Philosophical Gourmet Report).1 The conference allows FSU to bring in distinguished scholars, offering an opportunity to increase the quality of discourse, especially in the areas that are the subject of the conference. It also provides an opportunity for cross-institutional collaboration, which benefits the university as a whole, both substantively and as a matter of reputation. On the other hand, given that we have now hosted the conference for 8 consecutive years, it would be damaging to our reputation if we were unable to host the conference this year, or if the quality of the conference began to decline.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Expenses in the 'contractual services' category include travel expenses (flights and hotels) and honoraria for two guest speakers. Expenses in the 'food' category go to refreshments and receptions.

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

The Free Will Conference is the only event for which we are requesting funding. Contractual services are more important than food.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

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Name (First and Last):	Marc Biemiller
Email:	mwb20bb@my.fsu.edu
Telephone Number:	9123086652

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
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- Contributions/donations to community programs
- Raffle tickets and prizes
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- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Department of Educational Leadership & Policy tudies
Director/President Name:	Toby J Park-Gaghan, Department Chair

Director/President Phone Number:	8506448168
Director/President Email:	tjpark@fsu.edu
Treasurer Name:	Danielle Boone, Administrative Associate
Treasurer Phone Number:	850-645-1317
Treasurer Email:	dboone@fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 98000
3.) Contractual Services	$ 2500
4.) Expense	$ 36200
5.) Food	$ 12200
6.) Clothing and Awards	$ 3200
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members are in your organization? 400

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

n/a

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ● Other

n/a

Please explain your organization's purpose and mission.

The Department of Educational Leadership and Policy Studies hosts nearly 400 graduate students in the following programs: Higher Education (HE), Educational Leadership and Policy (ELP), online Doctorate of Education (EdD) and online Educational Leadership and Administration (EDA). We prepare future leaders, researchers, and practitioners.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

These funds will provided much-needed support to a variety of programs in the department. In particular: HE Visit Days: This is a chance for prospective students to meet with current students, faculty, and potential employers. In the past, this was covered using a combination of departmental funds and individual fees. EdD F2F: This a chance for 150 online EdD students to come to Tallahassee for a week of academic enrichment, professional development, and networking. In the past, this was covered using a combination of departmental funds and individual fees. ELP Orientation: This a chance for 150 online EdD students to come to Tallahassee for a week of academic enrichment, professional development, and networking. In the past, this was covered using a combination of departmental funds and individual fees. HE Orientation: This is a chance for new students to meet current students and faculty. In the past, this was covered using a combination of departmental funds and individual fees. EDA Orientation: This is a chance for new students to meet current students and faculty. In the past, this was covered using a combination of departmental funds and individual fees. Student Meetings: This is to support our current student groups: HESA, LEARN, new International Student group. This has not existed in the past. Research Funds: This is to provide small research grants to students writing dissertations. Awards may be used for student incentives, data access fees, travel for data collection, etc. This has not existed in the past. Grammarly: We seek to provide a number of students subscriptions to Grammarly. This has not existed in the past. Shirts: Shirts for all currently enrolled ELPS students to advertise the program. This has not existed in the past. Assistantships: We seek to create assistantships for a “pathways to the profession” program whereby students are matched with new faculty members for mentorship and early research experience. We have 7 new faculty members starting in Fall 22. This has not existed in the past. Travel: Historically the department has provided $250/student for those attending and $500/student for those presenting. These additional funds would allow the total funded travel to double, allowing students to incur fewer expenses for conferences and particularly those that involve air travel.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

HE Visit Days: $4,000 requested to cover Sunday social, Monday breakfast, Monday lunch, Monday social, Tuesday breakfast, snacks, and paper products. $100 requested for name tags, folders, etc. EdD F2F: $2,500 requested for a speaker ($1,000 honorarium, $1,500 travel), $6,000 requested for food (3 breakfasts, 3 lunches, and one combined luncheon), $500 facilities (table/chairs), $200 supplies (name tags, folders, etc.). ELP Orientation: $400 requested for lunch, $100 requested for name tags, folders, etc. HE Orientation: $400 requested for lunch, $100 requested for name tags, folders, etc. EDA Orientation: $800 requested for lunch ($400/orientation for 2 orientations), $200 requested for name tags, folders, etc. ($100/orientation for 2 orientations) Student Meetings: $600 requested for light refreshments at 3 student group meeting: HESA, LEARN, new International Student group ($200/meeting for 3 meetings) Research Funds: $5,000 requested for small research grants to students writing dissertations (10 awards at $500 each). Awards may be used for student incentives, data access fees, travel for data collection, etc. Grammarly: $5,000 requested for student subscriptions to Grammarly. Shirts: $3,200 requested for shirts for all currently enrolled ELPS students to advertise the program (400 shirts at $8 each). Assistantships: $98,000 requested for student assistantships for a “pathways to the profession” program whereby students are matched with new faculty members for mentorship and early research experience (7 assistantships at $14,000 each). Travel: $25,000 is requested for students to travel to academic conferences. Historically the department has provided $250/student for those attending and $500/student for those presenting. These additional funds would allow the total funded travel to double, allowing students to incur fewer expenses for conferences and particularly those that involve air travel. Also see attachment.

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

The items above are listed in priority of our greatest needs.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Toby J Park-Gaghan
Email:	tjpark@fsu.edu
Telephone Number:	7243555524

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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COGS Proposal.xlsx
10.6KB
application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

EDUCATIONAL LEADERSHIP & POLICY STUDIES

	TOTAL	HE Visit Days	EdD F2F	ELP Orientation	HE Orientation	EDA Orientation	Student Meetings	Research Funds	Grammarly	Shirts	Assistantship	Travel
Salaries												
Salaries	**$0**											
OPS Wages												
OPS Wages	**$98,000**										$98,000	
Contractual												
Speaker	**$2,500**		$2,500									
Entertainer	**$0**											
Expense												
Advertisement	**$0**											
Printing	**$0**											
Office Supplies	**$700**	$100	$200	$100	$100	$200						
Supplies	**$10,000**							$5,000	$5,000			
Facility	**$500**		$500									
Travel	**$25,000**											25,000
Food												
Food	**$12,200**	$4,000	$6,000	$400	$400	$800	$600					
Clothing & Awards												
Clothing	**$3,200**									$3,200		
Awards	**$0**											
Total	**$152,100**	$4,100	$9,200	$500	$500	$1,000	$600	$5,000	$5,000	$3,200	$98,000	$25,000

FLORIDA STATE UNIVERSITY

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Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
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- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Organization of Religion Graduate Students (ORGS)
Director/President Name:	Taylor Dean

Qualtrics Survey Software

Director/President Phone Number:	(615) 418-3720
Director/President Email:	tdean@fsu.edu
Treasurer Name:	Tommy Woodward
Treasurer Phone Number:	+1 (863) 397-1056
Treasurer Email:	tlw14d@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 3500
4.) Expense	$ 0
5.) Food	$ 1500
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

ORGANIZATION OF RELIGION GRADUATE STUDENTS

How many active members are in your organization? 15

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

n/a

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ● Other

Please explain your organization's purpose and mission.

The Organization of Religion Graduate Students was created primarily for the purposes of organizing and hosting an annual Graduate Symposium. The Graduate Symposium is an interdisciplinary conference bringing together graduate student scholars from institutions across the country and FSU graduate students from a variety of disciplines to share research. The Graduate Symposium also brings in several scholars active in the field of Religious Studies who participate in the form of a roundtable talk, as respondents to student panels, as well as a keynote address.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

The funds for the Graduate Symposium in Religion allow us to offer this event annually. This event allows us to serve members of the FSU graduate student community by providing a professional platform for students to present new research and receive expert feedback, as well as opportunities for professionalization and networking.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

All funds will go towards the planning of our 19th annual Graduate Student Symposium. Contractual Services We are requesting $3500 in contractual services. These funds will be allocated as follows: $2000 is allocated for the costs of travel and compensation for a keynote speaker. $1500 is allocated for the costs of travel and compensation for roundtable participants Food We are requesting $1500 for food for the event. Traditionally this event takes place over the course of 2-3 days on FSU campus. The food budget allows us to provide multiple catered meals (usually one lunch and one dinner following the keynote address). These meals are prime opportunities for students, faculty, and our professional guests to network.

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Our signature event is our Graduate Student Symposium, normally hosted in the Spring semester. We are asking for $5000 total to put on this event. Our number one priority is bringing in and fairly compensating a keynote speaker for the event. The keynote speaker is usually an active and influential scholar working in an area related to the theme of the event who will give a presentation of their work at the end of the event as well as participate throughout. For this we are asking $2000. The second priority is bringing in guests to participate in a roundtable discussion on a topic relating to the theme of the event. In past years this roundtable has hosted scholars from various disciplines and members of the community working in fields related to Religion and Religious Studies to discuss a pertinent topic in the field. For example, our last roundtable invited scholars working in the area of academic publishing to share their experiences publishing and getting work published with academic journals as well as answer questions from members of the community in attendance. For this we are asking $1500. Our third priority is making sure that the event is catered. Due to the COVID19 pandemic the Graduate Student Symposium has been held virtually for the past two years, negating the need for a food budget (these funds have been reallocated for contractual services in those cases when possible). It is our current plan to host the 19th annual Graduate Student Symposium in-person on FSU campus in the spring of 2023. The catered meals are an important part of our event when hosted in-person. These meals offer a time for professionalization, networking, and community over the course of the event. For this we are asking $1500.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	America Wolff
Email:	awolff@fsu.edu
Telephone Number:	9136260557

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Qualtrics Survey Software

FLORIDA STATE UNIVERSITY

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Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Political Science Graduate Student Association
Director/President Name:	Justin Crofoot & Kenneth Mackie

Director/President Phone Number:	8159946368
Director/President Email:	jkc18c@my.fsu.edu
Treasurer Name:	Zach Houser
Treasurer Phone Number:	6789203721
Treasurer Email:	zhouser@fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 6080
4.) Expense	$ 150
5.) Food	$ 1050
6.) Clothing and Awards	$
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 13

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

N/A

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ○ Other

Please explain your organization's purpose and mission.

Provide opportunities for political science graduate students.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

Provide a methods workshop for FSU students.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

See attachment

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

One event

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Kenneth

Kmackie@fsu.edu

Qualtrics Survey Software

Email:

Telephone Number: 8159946368

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

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- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
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- Contributions/donations to community programs
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- Meals for group travel
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- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Florida State University
Director/President Name:	Amber Noor Mustafa

Director/President Phone Number:	(850) 999 3681
Director/President Email:	am20@my.fsu.edu
Treasurer Name:	Cary Wall
Treasurer Phone Number:	(334) 312 2228
Treasurer Email:	cfw17@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 1500
4.) Expense	$ 2100
5.) Food	$ 2515
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members are in your organization? 42

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

N/A

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ● Other

N/A

Please explain your organization’s purpose and mission.

We are an affiliation of students drawn from across Florida State University's Educational Leadership & Policy program, dedicated to sharing research ideas and supporting each others' pursuits in the field of education. LEARN facilitates the exchange of ideas, knowledge, support, and professional development across the FSU campus. Recognizing that intercollegiate collaboration enables members to broaden their perspective on the educational issues that interest them, we seek to provide a forum for intellectual exchange and support, as well as identify events occurring across campus that may further broaden the scope of perspectives we bring to our own research.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

As per our knowledge funds have not been utilized in the past. We have used our own personal funds for some events to offer opportunities for networking and community building. The funds requested will be put to use for networking and community-building purposes at each LEARN event. Due to the broad network of the ELPS department, it is important that LEARN establishes a communal and welcoming atmosphere at department events. Funds earmarked for professional development events will facilitate opportunities for students, professors, and academics outside of FSU to network, exchange ideas, and share research in a low-stakes environment.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Mini-Conference: This is a 2-day event that we would like to introduce next year as a platform to share research, new ideas, opportunities for discussion about a chosen theme related to educational policy and practice (global and local) and networking. We are planning to invite two guest speakers to share their work (one from FSU and one from some other university, who will be identified later). Orientation Social Hour- This is a networking event to welcome new graduate students at the start of the Fall semester to provide opportunities to network with existing students and faculty. This generally follows the departmental orientation event for these students. Welcome Event at the Rez- This event was planned in the Fall semester and was extremely successful as an opportunity to build community and introduce students to the recreational facilities at the Rez. With funds from COGS, we hope to plan an even bigger event in the year next fiscal year than the one we could do this year with our personal funds. End of year department Picnic- Historically this event has marked the end of the academic year and allowed the faculty, staff, and students to collectively celebrate graduating students and other student achievements in an informal setting. In the next fiscal year, we would like this to be a joint event of RSO HESA and RSO LEARN so as to include all students and foster an environment of collaboration across the College of Education. Monthly Professional Development Workshops/Research Circles- These events are planned to support students' development in line with the 4 dimensions of LEARN (Leadership, Education, Activism, Research Network). According to student feedback, these events have been extremely beneficial for participants in the past and we hope that enriching them with refreshments will encourage wider participation. *Please see attached spreadsheet for complete financial breakdown.

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

1. Orientation Social hour = $225 2. Welcome Event = $200 3. End of Year Department Event = $450 4. Monthly gatherings = $300 5. Mini Conference = $4940

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Kate Schell
Email:	kshugart@fsu.edu
Telephone Number:	(407) 756 0612

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

COGS Funding Application Budget Details 2022-2023.xlsx
17.5KB
application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

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	CONTRACTUAL SERVICES	EXPENSES	FOOD
Mini-conference (est. 60 pax f2f)			
Speaker Fees for 2 Invited Speakers ($1000 + $500)	$ 1,500.00		
Travel Expenses for 1 External Invited Speaker		$ 1,500.00	
2 group lunches for 60 pax			$ 1,200.00
2 breakfasts + 2 dinners for External Invited Speaker			$ 140.00
Printing costs, nametags and other materials		$ 100.00	
AV and Sound System		$ 500.00	
Orientation Social Hour			
15 pax * $15 each at Railroad Craft House			$ 225.00
Welcome Event at The Rez			
Publix sandwich & salad trays for 30 pax			$ 200.00
End-of-Year Departmental Picnic			
Publix sandwich & salad trays for 75 pax			$ 450.00
Food for Monthly Professional Development Workshops			
Light refreshments for 10 pax ($25) for 6 PD workshops			$ 150.00
Food for Monthly Research Circles			
Light refreshments for 10 pax ($25) for 6 Research Circles			$ 150.00
	$ 1,500.00	**$ 2,100.00**	**$ 2,515.00**
		GRAND TOTAL	**$ 6,115.00**

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
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Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

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- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
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- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Medical Student Council
Director/President Name:	Ariana Genovese

Qualtrics Survey Software

Director/President Phone Number:	8457544552
Director/President Email:	aag21i@fsu.edu
Treasurer Name:	Joshua Davis
Treasurer Phone Number:	7049990555
Treasurer Email:	jld21d@fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 3300
4.) Expense	$ 58501.73
5.) Food	$ 22715
6.) Clothing and Awards	$ 300
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members
are in your organization?

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

The Medical Student Council (MSC) is composed of a board of medical students who serve the student body at the Florida State University College of Medicine (FSU COM). MSC has the ability to act as the voice of the general medical student body and has the authority to bring forth resolutions within Student Government Association (SGA) and the Congress of Graduate Students (COGS) in the best interest of medical students. MSC is the funding board for student activities and governs the Recognized Student Organizations (RSOs). MSC strives to enhance the educational experience at Florida State University by bringing speakers to the COM, sending students to conferences, and funding student-led academic and community projects. The goal of MSC is to provide diverse and exceptional opportunities, in order for students to have a unique and memorable experience while attending medical school. The Medical Student Council holds the mandate to inform and develop students and physicians alike, on the issues of finance, practice, and life management. By fostering financial success and personal fulfillment, we hope to develop students into physicians who are well balanced and have a desire to give back to their communities in meaningful ways.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the current fiscal year and past years.

Funds requested for food have gone to hold several lunch-and-learns, which are hour-long informational sessions hosted by professional speakers and panels. Many RSOs also hold interactive activities and workshops, which require supplies and/or food. These events are hosted for the entire student body and are beneficial to gain exposure to subject areas of interest that are usually not covered in a traditional curriculum. Our weeklong advocacy events are heavily advertised across the undergraduate campus, increasing participation and exposure to interested pre-medical and medical students as well as other interested student bodies. Most of our requested budget goes towards expenses for conferences. Attendance at these conferences are invaluable experiences for medical students to interact and network with researchers and physicians in various domains in preparation for residency interviews during their fourth year. Physician Assistant and Biomedical Research students also attend their respective conferences both to present research and attend for informational purposes. Conferences are also a great way to increase the FSU presence in the national community and to be involved in the conversation in cutting-edge research, policy making, and demonstrating all that our students have to offer.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

All funds requested in the expenses category are used to help medical students, biomedical students, and physician assistant students to attend medical conferences throughout the United States. The conferences allow students to network, build their skills, and present research. Furthermore, some students are also able to hold executive board memberships in National Conferences representing FSU and the FSU College of Medicine at a national level. Due to our regional campus model, most of our 3rd and 4th year medical students and our 2nd year PA students lack exposure to our main-campus events. Funding their trips to conferences allow us to continue serving this population of students while at their regional campuses. Years 3 and 4 of the medical school education come at a high cost for our students due to their residency applications and travel costs for interviews. Funding conferences for them helps in lessening their financial burden and encourages other students to take more of an active role in the profession at a national standpoint. During the 2019-2020 fiscal year, MSC spent their entire budget, but were still unable to fund many conferences. Historically, when funding conferences, MSC tries to fund at least the cost of registration, but that leaves hundreds of dollars that the student is still responsible for. In hopes of better aiding our student body, we are requesting $58,501.73 for expenses for the next fiscal year. This will allow MSC to give more students these highly-valued opportunities to present their research and prepare for residency. Despite the impacts of COVID-19, we are on track to spend our entire budget and have funded several virtual and in-person conferences in addition to our events at the College of Medicine. Our food requests are allocated among the different RSOs and sub-groups under MSC throughout the fiscal year, which are required to host two events per year to remain an active organization. These organizations regularly set up lunch-and-learns with diverse speakers and address topics such as medical innovation, racism awareness, preparing for residency, and many other topics relevant to our community. Furthermore, we have RSOs that host special events on a regular basis on top of their lunch-and-learns, such as casting clinics, suturing clinics, Stop the Bleed training sessions, speaker panels, and community outreach events. In addition, the College of Medicine hosts special weeklong events such as Healthcare for All Week, Racism Awareness Week, and Opioid Awareness week to better educate students on important matters in our community. During these weeks, MSC grants a greater amount to RSOs as they usually have an estimated attendance of over 60 students, faculty and staff. This past year, MSC also funded events such as a Lake Rez Volleyball Tournament and Fall Festival where all graduate students were welcome to attend, have fun, and destress. We currently have 33 organizations usually holding 2 lunch-and-learns (for a total of 66), presenting special events, and hosting weeklong events. With an increased demand for in-person events this year, we are requesting $22,715 for food. The contractual services funds are intended for speakers that need travel expenses in order to speak at an event intended for the student body. We often host these guests for lunch-and-learns and our special advocacy weeks, and therefore request $3,300. The clothing and awards request is used by RSOs to print shirts for their events such as PRIDE in healthcare at the AIDS Walk. Given previous successes in marketing for these events, and increased demand for shirts, we request $300. The Physician Assistant and Biomedical programs also are part of the college of medicine adding about 150 students we also cover in our budget.

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Some of our most highly favored events are lunch-and-learns, which are hour-long educational talks given by a speaker on topics ranging from different aspects of medicine to societal awareness. With 33 RSO's, each typically holds 2 of these events. Some of the lunch-and-learns that MSC funded this fall were On Death and Dying: An Oncologist Perspective, Gender Inclusivity at a Healthcare Practice, Introduction to the Current Healthcare Climate with Dr. Harman and Dr. Rust, and Managing Private Practice: Pros and Cons by Dr. Brook Choulet. Each cost anywhere from about $50-$300 depending on the importance of the event and estimated number of attendees. We also fund multiple events such as: HIV/AIDS Awareness Vigil, Racism Awareness Week, and Healthcare for All Week. These weeklong events include both lunch seminars as well as afternoon seminars with faculty, students, physicians, and members of the community and have cost us from $600 to upwards of $2000 depending on the events being held. MSC also hosts skills workshops that have included suture clinics, disaster preparedness, ultrasound workshops, nutritional care, and emergency medicine techniques. The cost of these workshops vary on the supplies needed- for example, the Ultrasound Clinic was funded $312.50. MSC has allocated funds for travel to multiple conferences for medical students from years 1 through 4 and biomedical students. These conferences allow students to explore different specialties, network with residency programs and physicians in fields of interest and present student research. In fall 2021 alone, 36 students were funded to attend conferences including the LMSA National Policy Summit, AAFP Global Health Conference, American College of Emergency Physicians (ACEP) Scientific Assembly, American Public Health Association Annual Meeting, and the Conference on Family Planning. Funding for these conferences range from about $50/student for registration to $250/student for travel. In the event that our budget request has to be decreased, we ask that the cuts come primarily from the Food expense account. The majority of our expenses are allocated for a variety of medical conferences held throughout the country, ranging from Orlando to San Francisco. The Medical Student Council funded several conferences in the last fiscal year despite COVID and our plan is to fund more in the upcoming year because of the value of this unique experience and their increasing demand. These conferences provide students at the medical school the opportunity to present research, network with residencies, and learn about the specialty of their choice. In regards to the Food expense account, the Medical Student Council funds lunch-and-learns. These educational events are usually held on the Main Campus, which provides the physician assistant, biomedical, master's, and 1st and 2nd year medical students an opportunity to learn about different topics in the world of medicine. Since the conference travel expenses are available easily for all students off campus, whereas the lunch-and-learns are limited to the students on the main campus, we request any cuts made in our budget come from the Food expense account.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Ariana Genovese
Email:	aag21i@fsu.edu
Telephone Number:	8457544552

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization: Cheminoles

Director/President Name: Michael Deck

Director/President Phone Number:	3474359429
Director/President Email:	md18w@my.fsu.edu
Treasurer Name:	Sonia Kiran
Treasurer Phone Number:	8503456138
Treasurer Email:	sk19bc@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 0
4.) Expense	$ 300
5.) Food	$ 1180
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members are in your organization? 82

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ○ Other

Please explain your organization's purpose and mission.

The purpose of this organization shall be to provide a support network for FSU Chemistry graduate students. It will function to provide an opportunity for community among these students, to allow them to share research and teaching experiences, work together for scientific outreach, and serve as an organized voice for Chemistry graduate students at FSU. The organization will also seek to aide in professional development for students in the sciences both graduate and undergraduate, and promote the love of science in the greater community.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

Our funds have provided students in the Biochemistry & Chemistry department a space to not only de-stress and connect with one another throughout the semester but a platform to give back to the Tallahassee community. For example, in Fall 2021, we participated in the Tallahassee Science Fair and had an overwhelming contribution of PhD students from our department to help demonstrate scientific experiments. This was one of our first in-person events since the pandemic started, and was one of the first opportunities for the first-year graduate students to experience a science outreach event. Moreover, we plan to host a poster session for undergraduate students to showcase the research opportunities available in the FSU Chemistry Dept as well as future STEM career paths. Overall, we believe that these type of events will enrich the FSU undergrad and grad community as well as the community of Tallahassee.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

see attachment

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Highest priority - Undergrad research event - $440 Tallahassee Science Fair - $500 Alumni talk – $200 Monthly Chemistry Coffee hour – $720 Holiday canned food drive - $980 FSU tailgate - $250 Rez recreational day – $350 Tie Dye Cheminoles T-shirts - $560 Bowling – $192

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Michael Deck

md18w@my.fsu.edu

Email:

Telephone Number: 3474359429

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

Cheminoles 2022-2023 budget .pdf
78.3KB
application/pdf

Cheminoles 2022-2023 budget_USETHISONE .pdf
79.1KB
application/pdf

NA	**Coffee**	per month	$60	medium
		per year	$720	
Fall				
	science fair	food	$200	highest
		demo materials	$300	
total			$500	
	Football Tailgate outdsife chemistry dept. building	food (pizza)	$250	high
	Holiday canned food drive (50 people)	food	$980	high
	Alumni talk (50 people)	light refreshments (	100	highest
	Tie Dye Cheminoles shirts (50 people)	shirts	$500	
		paint	$60	
total			$560	
Spring				
April	**Undergrad poster session**	Pizza	$345	highest
		Utensils, Paper Plat	$30	
		dessert	$40	
		drinks	$25	
total			$440	
March	**bowling @ capital lanes (20 people)**	4 lanes - 2 hours	$192	medium
Feb	**Alumni talk (50 people)**	light refreshments (	100	highest
Summer				
	Rez	food	$350	medium
Total			**$4,217**	

CHEMINOLES

Date	Event	Item	Price	Priority Level
NA	Supplies	Paper	$25	high
NA	Coffee	per month	$60	medium
		per year	$720	
Fall				
	science fair	food	$200	highest
		demo materials	$300	
total			$500	
	Holiday canned food drive (50 people)	food	$980	high
	Alumni talk (50 people)	light refreshments (	100	highest
	Tie Dye Cheminoles shirts (50 people)	shirts	$500	
		paint	$60	
total			$560	
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April	Undergrad poster session	Pizza	$345	highest
		Utensils, Paper Plat	$30	
		dessert	$40	
		drinks	$25	
total			$440	
March	bowling @ capital lanes (20 people)	4 lanes - 2 hours	$192	medium
Feb	Alumni talk (50 people)	light refreshments (	100	highest
Summer				
	Rez	food	$350	medium
Total				

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

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- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

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OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
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Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
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- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
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- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	History Graduate Student Association
Director/President Name:	Kiri Raber

Qualtrics Survey Software

Director/President Phone Number:	813-741-0160
Director/President Email:	kkr19@my.fsu.edu
Treasurer Name:	Frank Amico
Treasurer Phone Number:	610-360-5012
Treasurer Email:	fta20@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 1200
4.) Expense	$ 340
5.) Food	$ 1505
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 35

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ○ Other

Please explain your organization's purpose and mission.

The History Graduate Student Association is the representative organization for graduate students studying history. It acts as a liaison between faculty and graduate students, provides opportunities for professional development, and supports the community through social events that promote the study of history. Additionally, the HGSA typically hosts a conference annually to give graduate students experience in presenting and a platform to discuss their scholarship. In past years, graduate students from throughout the southeast have presented at the conference. This year will be the twelfth time hosting the conference.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

The funds received will benefit the student body by allowing our organization to hold events which promote the study and practice of history for both graduate students and all members of the FSU community who are interested in history. These events have also supported professional development, networking, and community outreach. Though we have not been able to hold many in person events over the last two years due to the pandemic, we plan to hold primarily in person social and professional development events in the next year. In addition to the annual conference, which was postponed last year due to the pandemic, we have held about seven events per year. These have ranged from ABD (All But Dissertation) talks with further along PhD students, mock conference presentations where graduate and undergraduate students could present their research in anticipation of presenting at an official conference, history trivia and game nights to build community, and social events at local restaurants and bars. In the past year, we have held most of the aforementioned events over Zoom, though this upcoming spring we have an ABD talk planned for the end of January and the conference is already planned for April 1st. We plan on having at least two additional events this semester.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

The primary expense of our organization is the annual conference. Below is a breakdown of the expected costs in accordance with previous years of hosting the conference and the cost of providing food and other items. Also included is the cost to provide food to cater our organizational events using Publix. The expected attendance for these events is twenty to thirty people. Contractual Services: $1200 1.Speaker for Conference Honorarium - $500 2.Airfare to Tallahassee - Approx. $400 3. Hotel - $300 (2 @ $150/night) Expenses: General Expenses related to Conference: $340 a. Posters $35 b. Programs $75 c. Folders $50 (45@ .99) FSU Bookstore d. Notepads $70 (48 @ 16.99/12) OM: 22060635 e. Table Cloths $60 (2@ 25.29/6) OM: 756690 f. Name Badges $45 (50/39.99) OM: 580456 g. FSU Mints $5 Walmart Food for Annual Conference $469 a. Bottled Water $20 (4@ $5/35) Publix b. Breakfast Croissants $15 Publix c. Cookies $24 (4@6/24) Publix d. Fruit $35 Publix e. Lunch for 50 people $375 Firehouse Subs Food for Other Organization Events: $148 x 7 (7 events planned per year) = 1036 Deli Sub Large - $63 Chicken Tender Box Large $60 Chips (3 Bags) - $8 Water - $5 Soft Drinks - $6 Cookies - $6 Total Food Budget: $1505

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

1. Annual Conference: $2009 including Contractual Services, General Expenses, and Food Costs detailed above 2. ABD (All But Dissertation) Talks: $148 3. Mock Conference Presentations: $148 4. Social Networking Events at local restaurants and bars: $0 5. History Trivia and Game Nights: $148

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Qualtrics Survey Software

Name (First and Last):	Frank Amico
Email:	fta20@my.fsu.edu
Telephone Number:	610-360-5012

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

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FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

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- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

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Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
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- Purchase of flowers for an individual
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- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
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- Contributions/donations to community programs
- Raffle tickets and prizes
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- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Black Graduate Student Association
Director/President Name:	Monae Reid

Director/President Phone Number:	202281826
Director/President Email:	mar20@my.fsu.edu
Treasurer Name:	Sheila Labissiere
Treasurer Phone Number:	7863909867
Treasurer Email:	sl04c@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 700
4.) Expense	$ 1200
5.) Food	$ 1100
6.) Clothing and Awards	$ 1500
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

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How many active members are in your organization? 50

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

The purpose of the Black Graduate Student Association is to provide opportunities for social, service and professional involvement for minority graduate students at Florida State University. Our mission is to empower, enrich, and enlighten the graduate experience for minority students through community outreach, activities, and events to strengthen liaisons with FSU faculty and administrators, other student organizations and the African-American community as a whole.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

The funds that we receive will allow us to support the diverse needs of graduate students. We have also identified several initiatives to support undergraduate students in their pursuit of advanced degrees. For example, we partner with Black Student Union to host a graduate school panel where we provide insight on topics such as the graduate school admissions process and funding.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Contractual Services - $700 - These funds would be used to provide honorariums to guest speakers at BGSA general body meetings, panels, and/or retreats. Expenses - $1200 - These funds will be used to purchase promotional items to market our organization to the larger FSU community. Food - $1100 - Since we are still in a pandemic, we are planning to purchase individually wrapped items to be served at general body meetings, retreats, and other events. Clothing and Awards - $1500 - To welcome new and current members, we would like to purchase t-shirts for distribution at the start of the academic year. Shirts will be worn during general body meetings and off-campus activities. Funds will be set aside for awards recognizing BGSA members and guest speakers.

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Fall and Spring Retreats - $1000 ($500 per retreat) General Body Meetings - $350 - This happens on a monthly basis and is an event for BGSA and non-BGSA members to socialize and create community. Each general body meeting has a theme such as game night or winter celebration. Melanin Mondays - $75/week for snacks - This is a weekly meet up for BGSA and non-BGSA members where we focus on academics. It is a space for us to hold each other accountable and get work done together. End of the Year Banquet - $750 - This event happens at the end of the academic year and is meant to recognize graduating members as well as the work of the executive board. The funds will be used to pay for a catered meal and awards.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Monae Reid

mar20@my.fsu.edu

Email:

Telephone Number: 2022881826

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

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FLORIDA STATE UNIVERSITY

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V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
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Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Society for the Advancement of Learned Slavic Academics (SALSA)
Director/President Name:	Nathaniel Lanaghan

Director/President Phone Number:	7402757435
Director/President Email:	npl13@fsu.edu
Treasurer Name:	Rachel Neale
Treasurer Phone Number:	3522207532
Treasurer Email:	ren21@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 3000
4.) Expense	$ 1000
5.) Food	$ 500
6.) Clothing and Awards	$ 500
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members are in your organization?	10-13 but we are doing outreach and expanding every day; and intend to have 30 members in the coming weeks

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

0

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ○ Other

Please explain your organization’s purpose and mission.

The Society for the Advancement of Learned Slavic Academics (SALSA) is an interdepartmental organization dedicated to representing the interests of current and future graduate students, undergraduate students, and teaching assistants enrolled in Slavic language and area studies programs. The three pillars of SALSA: 1. Motivation - SALSA members are passionate leaders who want to ensure the growth of Slavic studies for generations to come. A SALSA Scholar is someone who understands the value of higher-level education in Slavic studies and wants to share their experience with the world. 2. Dedication - the few, the proud, the learned Slavic academics. SALSA members answer their nation's call when competent expertise in Slavic area studies and linguistics is required. Speakers of any Slavic language have been

deemed "critical to U.S. national security." SALSA seeks to develop the next generation of dedicated subject matter experts and foreign policy decision makers through greater access to representation, funding, and opportunity. 3. Academic Excellence - SALSA members embody the educational pursuit. They maintain the proud legacy and heritage of Slavic studies academicians dating back to the first written records of the Slavs. For nearly 1500 years, Slavic studies has played an important role in the shaping of world history. Research contributions by SALSA scholars will carry the field into the next millennium of learning and beyond.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the current fiscal year and past years.

Our organization will further globalize and enrich our campus with the diversity offered in Slavic area studies. SALSA will help FSU foster more "global citizens", supporting knowledge and understanding between cultures among all campus communities through cultural events and speakers. SALSA will also be a place of community for all those at FSU linked through Slavic studies such as heritage speakers, international students, teaching assistants, and any FSU student interested in supporting our mission. Our events will also help increase Slavic and Linguistics students professionalization from keynote speakers, networking, and our intended annual Linguistics symposium/conference. We have not yet been funded but are extremely motivated and committed to the success of our mission and new organization.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Contractual Services: $3,000 This is the estimated cost of inviting a one professional keynote speaker including honorarium, travel, and other costs. SALSA would like to invite a contemporary Slavic academic to campus for an event, free and open to all of campus. Expenses: Advertisement: $200, advertising for an estimated 4-6 events, t-shirts, small items like pens, mugs, hats Printing: $50, for advertising organization and events Office Supplies: $50, we have no supplies right now Supplies: $200, we have no supplies right now Facility: $500, for renting facilities on/near campus, 2-3 Slavic cultural events and 2-3 professionalization events Food: $500, for all events and a few meetings to incentivize involvement, membership, and attendance to events Our documents are not finalized yet as we are a new organization and have no previous data with which to work. We welcome insight and support from the COGS organization and representatives in realizing these goals and will continue to work on more supportive documents for our budget presentation.

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

1. New yearly Linguistics Symposium/Conference for Arts and Sciences Students with Keynote speaker 2. Professionalization events such as inviting current private and public sector presenters to come to our campus and hold informational or networking events 3. Cultural events such as cooking classes, holiday celebrations, cultural quiz events etc. 4. Social events to increase exposure and membership across campus 5. Membership in National Slavic Honors Association (We are not sure if this can be included in our budget and would like clarity for our members)

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Nathaniel Lanaghan
Email:	npl13@fsu.edu
Telephone Number:	7402757435

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Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization: CHAOS @ FSU

Director/President Name: Michael Morgan

Director/President Phone Number:	404-416-1833
Director/President Email:	mjm18j@my.fsu.edu
Treasurer Name:	Heather Miller
Treasurer Phone Number:	850-879-1256
Treasurer Email:	hhm19a@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 3000
4.) Expense	$ 0
5.) Food	$ 750
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members are in your organization? 36

Does your organization charge dues?

- ○ Yes
- ● No

If your organization does charge dues, how much?

not appplicable

If your organization does charge dues, are they required or optional for members to pay?

- ○ Required
- ○ Optional
- ● Other

not applicable

Please explain your organization’s purpose and mission.

The purpose of our organization is to unite all graduate students in the combined doctoral program in counseling psychology and school psychology. Additionally, we hope to align our actions with the values of our organization to support social justice initiatives in our community and in our profession. Finally, we providing a forum for discussions regarding psychotherapy, research, social justice advocacy, educational, pedagogical, or professional topics among FSU graduate students in programs associated with the provision of mental health services in the College of Education. These goals are supported by our annual speaker series.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

Our yearly speaker series is of benefit to the student body as a whole because it can help build interest in undergraduates to pursue graduate level training in mental health professions. It can also benefit all FSU students currently enrolled in programs associated with mental health and social justice advocacy. Finally, it offers an opportunity for professional development and networking for graduate level students.

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see attachment

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

The funds will primarily be used to pay for honorariums for speakers, this is our first priority. After that the food for the speaker events is second, and the other food budget third.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Michael Morgan

mjm18j@my.fsu.edu

Email:

Telephone Number: 404-416-1833

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

CHAOS@FSU_Budget Request 2022-2023.pdf
363.4KB
application/pdf

To the Budget Committee of the 30th Congress of Graduate Students,

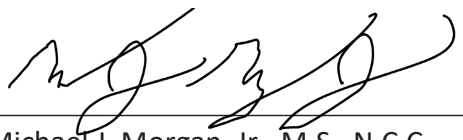
The RSO Counseling and School Psychologists Helping to Advocate, Organize, and Serve (CHAOS at FSU) is requesting a total budget allocation of $3,750 for the coming year.

We are a group with 35 graduate students registered on NoleCentral led by a diverse executive committee composed of a President (Michael Morgan; financially certified), a Vice-President (Quan Brookens), a Treasurer (Heather Miller; financially certified), a Secretary (Bobbi Villarreal), an Outreach Coordinator (Madison Woodall), and a Faculty Advisor (Dr. Taylor Thompson). We have a Statement of Understanding registered with SGA Accounting. The mission of our organization is to unite the graduate students in the Combined Doctoral Program in Counseling Psychology and School Psychology in the College of Education. We plan to use the majority of the requested funds to host our signature speaker series for the 2022-2023 fiscal year, and a small additional amount to provide food for 3 proposed in-person events one of which is the yearly meeting for elections.

The funding allocation request is as follows:

Group	Program Title, Date, Location	Contractual Services	Expense	Food	Clothing & Awards	Total
CHAOS at FSU	Lecture Series in Health Service Psychology (1 expert guest speaker each semester); Annual business meeting; Doctoral Candidate Burn-Out Prevention Panel; Internship Review Panel	3000 Honorarium (3 speakers at $1000 speaker)		750 ($150 per guest speaker event; $100 for 3 in-person meetings)		$3,750

On behalf of CHAOS, I would like to thank COGS and the Budget Committee for their stewardship of the funds under their auspices. Our organization is able to contribute meaningfully to the student body by hosting this speaker series, and we would not be able to do any of this without your support. I have provided some information on the 2021-2022 speaker series as evidence of our responsibility with previous funding and potential continued impact. Feel free to contact me by email for any additional questions (mjm18j@my.fsu.edu). Thank you for your time, I know it is valuable.



1-12-2022

Michael J. Morgan, Jr., M.S., N.C.C. Date

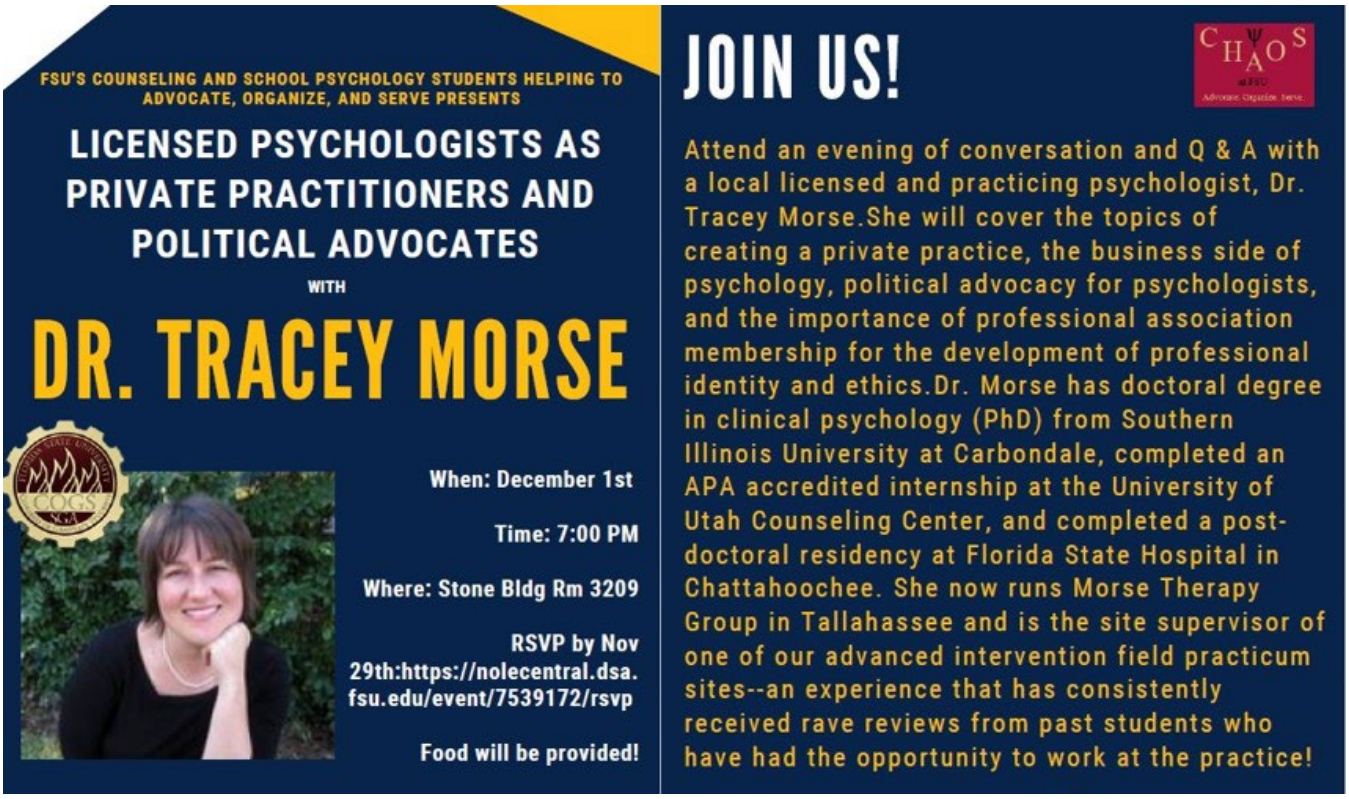
2021-2022 Speaker Series

Health Service Psychology: Practice, Research, and Advocacy

The lecture series is focused in these areas to align with the professional identity of counseling psychology that emphasizes the practice of evidence-based psychotherapy and assessment, the development of a scientist-practitioner ethos, and engaging in social justice advocacy to algin with the values of diversity, equity, and inclusivity. The speaker series is also designed to maximize awareness of local professionals by working to identify health service psychologists in the state of Florida with expertise in a variety of areas. In the area of practice, future speakers might be invited to discuss their expertise in topics such as specific therapeutic orientations (e.g., dialectical behavioral therapy), treatment modalities (e.g., prolonged exposure therapy), specific assessment instruments (e.g., MMPI-3), or other professional issues in psychotherapy (e.g., best practices in Telemental health). In the area of research, future speakers might be invited to discuss their research autobiography (i.e., how they grew in the practice of research and their current focus of interest), use of a variety of psychology research methods (e.g., randomized controlled trials), the relationship between their research program and their practice of psychotherapy, or other relevant research issues (e.g., ethical research practices). Finally, in the realm of advocacy, we hope to invite speakers with specific knowledge of the needs of a variety of marginalized and underserved groups to help build psychologists-in-training knowledge, skills, and awareness of issues important for those groups, as well as individuals with specific understanding of a variety of methods of advocacy to help build awareness and ability in helping make systemic changes to benefit society. At this time, the organization has identified several local professionals that can meet these three topic areas for the coming year and we must seek funding before we can begin working with SGA accounting to secure speaker contracts.

Importantly, this speaker series of benefit to the student body as a whole because it can help build interest in undergraduates to pursue graduate level training in mental health professions. It can also benefit all FSU students currently enrolled in programs associated with mental health and social justice advocacy.

One event will take place in each semester of the year, one of which has already occurred and two are currently in the budget allocation proposal process. The completed lecture was on Practice and the two proposed lectures are on the themes of Research and Advocacy, respectively. Our first event was attended by 24 individuals (14 CHAOS members), 17 in-person and 7 on Zoom. We view this as an exciting accomplishment given that it was hosted the last week of the Fall semester and it was our first ever event of this kind. We expect much larger attendance in the future given greater times for planning and advertising. We plan to advertise the events through emails to related departments, social media, and flyers around campus.



Future Speakers for the Research and Advocacy Lectures

Proposed Speakers

April 2022 – Dr. Ryan -Duffy – Research Theme

Dr. Duffy is a professor in Counseling Psychology at the University of Florida. He is internationally recognized as one of the leading researchers in vocational psychology. He developed the Psychology of Working Theory, a vocational theory aimed at understanding and overcoming the negative effects of marginalization on an individual's ability to secure decent work. His talk would be a "scholarly autobiography", with a discussion of how his research program began as a graduate student and how it has evolved into his current interests and work.

June 2022 – Dr. Anika Fields – Advocacy theme

Dr. Fields is a licensed psychologist and the director of the Office of Counseling Services at Florida A&M University. She has previously been the director of the FSU University Counseling Center and oversaw the creation of the APA-accredited doctoral internship here. She has experience advocating for high quality mental health services for university students as evidenced by her strong relationship with university administrators and her success in expanding evidence-based therapy services to students on both campuses.

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
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- Meals for group travel
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- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Florida State University
Director/President Name:	Felicia D. Williams

Qualtrics Survey Software

Director/President Phone Number:	8506446906
Director/President Email:	fdwilliams@fsu.edu
Treasurer Name:	Laurel McKinney
Treasurer Phone Number:	850-644-6914
Treasurer Email:	lmckinney@fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 185000
2.) OPS Wages	$ 5000
3.) Contractual Services	$ 0
4.) Expense	$ 10000
5.) Food	$ 0
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

How many active members
are in your organization?

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

Florida State University's Student Governance and Advocacy exist to magnify student voices to create platforms for them to be heard and produce tangible growth and positive value in the University's structure. Our student leaders are responsible for objectively acting upon these voices to evaluate adverse situations, produce innovative solutions, and establish sustainable change. As a result, these changes are reported to the student body to provide transparency, serve as a resource, and cultivate the student body into a cohesive community.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

Our 14 professional staff members support students and the workings of SGA on a daily basis. Our advising team is highly skilled and educated in working with students, including student development theory, student organizational development, identity and cultural development, and student governance and organizational structures. Our leadership have their masters degrees or higher and specialize in student development, organizational structure, programming and advocacy. While we currently have one vacancy, a leadership role in our department working with Student Senate and Elections, we know this position will bring added expertise to the department. Our Accounting Team manages over 700 student organization accounts, and is well versed in money management and accounting policies and procedures. They bring their wealth of experience to the programming, travel, and promotional item purchases of all of our students, infusing financial literacy into everything we do. This includes all graduate student organizations, and coordination of the grants program. Our Marketing and Web team ensures SGA and student entities programming and advocacy is advertised and available to all. We have used retirements and vacancies in our department to nimble in order to support the needs of students. Previously, an admin position vacancy led to a cost savings to SGA and the opportunity for learning and training of OPS students. Two administrative role vacancies have led to new advisor positions, expanding the scope and support of student leaders. Our staff work tirelessly for students in SGA, but also across campus. They coordinate events, train leaders, support university endeavors, and interact with each Florida State student throughout their career.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Salary - COGS Contribution of payment of staff support for COGS, the Grants Program, graduate student organizations accounting and processing, websites, publications, etc. We are also seeking to hire a Program Director for COGS to support graduate students and graduate student life at the University. Expense - Salary expense to cover assessments, travel, and benefits OPS - funds for a student employee to support Graduate Student Organization spending and the grant program

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Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

Salary, Expense, OPS

Please indicate below the contact information of the person in your organization that can be contacted on

January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Felicia D. Williams
Email:	fdwilliams@fsu.edu
Telephone Number:	8504437692

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

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- Purchase of flowers for an individual
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- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization: Society for Musicology

Director/President Name: Stephanie Espie

Director/President Phone Number:	(610) 909-5541
Director/President Email:	sre19e@my.fsu.edu
Treasurer Name:	Rory Creigh
Treasurer Phone Number:	(253) 988-1167
Treasurer Email:	rj19j@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 4000
4.) Expense	$ 0
5.) Food	$ 200
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 31

Does your organization charge dues?

- (●) Yes
- ( ) No

If your organization does charge dues, how much?

$10

If your organization does charge dues, are they required or optional for members to pay?

- ( ) Required
- (●) Optional
- ( ) Other

Please explain your organization's purpose and mission.

The purpose of the Society for Musicology is to promote academic excellence among graduate musicology students and the FSU student body by offering opportunities for professional development, including, but not limited to, colloquia, workshops, and presentations by scholars in the discipline. The Society also seeks to foster collegiality by assisting new students to transition into the musicology graduate program, to create a positive learning environment for all students, and to promote a sense of community among students and faculty. Our Society strives to build relationships between music and its sister disciplines, and holds events each year that encourage dialogue between scholars from the Florida State University and other institutions.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

The funding we have requested is for our annual Visiting Scholar Lecture Series. Each year the Society for Musicology invites two leading scholars from the field of musicology to give a presentation. We have invited scholars from prestigious institutions across the country, and these events are our best-attended programming for the year. The Society for Musicology board always seeks out scholars with interdisciplinary research interests, so that we can engage students outside of the College of Music. Last year, the first guest of our Lecture Series was Dr. Tammy Kernodle (Miami University). During her visit, Dr. Kernodle gave a talk titled "'While I'm On this Freedom Journey: Black Women, Black Music and the Reverberations of Social Change in the Concert Hall." Her presentation expanded the historical and musicological lens to consider how the music and activity of black women composers and concert artists align with a culture of activism. This talk took place on Zoom due to the ongoing COVID pandemic and had over 60 people in attendance from across multiple disciplines. During her virtual visit Dr. Kernodle also led one-on-one mentorship meetings as well as a larger Q&A session with graduate students. Last year, we also hosted Dr. Kyra Guant (University at Albany). Dr. Gaunt presented a talk titled "Music as an Instrument of Violence Against Black Girls on YouTube (or Twerking at the Intersection)." In her presentation, she unpacked the role music plays and banks on gaining girls' consent to turn up to patriarchal violence and anti-Black sexism. Dr. Gaunt's visit was also held via Zoom and included mentorship opportunities for graduate students. This year, we have hosted Dr. Dwandalyn R. Reece is Associate Director for Curatorial Affairs and Supervisory Museum Curator at the Smithsonian's National Museum of African American History and Culture. Dr. Reece discussed her role at the NMAAHC and the process of curating the Musical Crossroads exhibition. She also virtually shared numerous archival documents from the museum. In the spring semester we will also be hosting Dr. Naomi André, professor in Women's Studies, the Department of Afroamerican and African Studies, and the Residential College Arts and Ideas in the Humanities program at the University of Michigan. Following all of these presentations, we host a reception open to all that allows students a more informal chance to speak with our visiting scholars and engage their ideas, as well as network with other FSU students.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

The $4000 for contractual services is to bring two visiting scholars to FSU from other world-class institutions. That amount covers an honorarium, estimated lodging fees, estimated travel expenses, and a food per diem. The $200 for food is to host a small reception for each scholar after their lecture.

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

The $4000 for contractual services is the most important funding for the Society for Musicology. Without this, we would not be able to provide this lecture series each year. Other services that our society provides are fundraisers through bake sales and by selling t-shirts to help fund events including the lunches for prospective students and the Undergraduate Music Research Symposium. In the past, COGS has funded the Society for Musicology $4,200 for our yearly budget going back to 2018. We have done our best to have clear communication with COGS by having graduate students represent the College of Music within the Congress. By funding us $4,200 for the financial year of 2021-22, you would continue the legacy of providing lectures by prominent scholars not only for our graduate students in the College of Music, but for all students at Florida State in all fields of study.

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Stephanie Espie
Email:	sre19e@my.fsu.edu
Telephone Number:	(610) 909-5541

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

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FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Graduate Women in STEM (GWIS)
Director/President Name:	Cera Hsu

Qualtrics Survey Software

Director/President Phone Number:	6787879255
Director/President Email:	cth17b@my.fsu.edu
Treasurer Name:	Zeljka Popovic
Treasurer Phone Number:	6784471128
Treasurer Email:	zp17@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 0
4.) Expense	$ 1000
5.) Food	$ 1300
6.) Clothing and Awards	$ 1400
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 165

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

Our mission is to provide a supportive community for graduate women in STEM (science, technology, engineering and mathematics) fields during their time here at FSU. We aim to do this through various networking events, in collaboration with FSU Women Faculty in STEM, WIMSE (Women in Math, Science and Engineering Program) and various other organizations at FSU.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

As it stands now, women comprise less than 30% of the STEM workforce, despite an increasing number of women earning STEM degrees. To increase the representation of women in STEM majors and careers, our student organization creates opportunities for FSU students to interact with professionals, especially other women, with established STEM careers. By hosting academic, community outreach, and social events, we aim to provide opportunities for the FSU community to provide a friendly and enriching environment for students to socialize, discuss their research, and share their experiences in STEM fields. Our organization also participates in science advocacy and career development activities to encourage women to pursue careers in science.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

see attachment

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

1. Art in STEM 2. Galentine's Day Networking and Career Development Dinner 3. GWIS Merchandise 4. Holiday Mixer 5. Meet and Greet Social 6. Holiday Social 7. Game night

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Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Zeljka Popovic

zp17@my.fsu.edu

Qualtrics Survey Software

Email:

Telephone Number: 6784471128

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

GWIS Budget and Event Proposal 2022-2023.docx
20.8KB
application/vnd.openxmlformats-officedocument.wordprocessingml.document

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Graduate Women in STEM (GWIS) Budget Proposal 2021-2022

Student Organization Mission: Our mission is to provide a supportive community for graduate women in STEM (science, technology, engineering and mathematics) fields during their time here at FSU. We aim to do this through various networking events, in collaboration with FSU Women Faculty in STEM, WIMSE (Women in Math, Science and Engineering Program) and various other organizations at FSU.

As it stands now, women comprise less than 30% of the STEM workforce, despite an increasing number of women earning STEM degrees. To increase the representation of women in STEM majors and careers, our student organization creates opportunities for FSU students to interact with professionals, especially other women, with established STEM careers. By hosting academic, community outreach, and social events, we aim to provide opportunities for the FSU community to provide a friendly and enriching environment for students to socialize, discuss their research, and share their experiences in STEM fields. Our organization also participates in science advocacy and career development activities to encourage women to pursue careers in science.

GWIS Membership as of 2021: 165 (Nole Central); 600+ (Partners and Participants)
We plan to increase our total membership numbers by expanding our recruitment and outreach initiatives for 2021-2022. We are working with FSU STEM departments, The Graduate School and FSU news to further advertise our events in addition to using Nole Central, social media and the student union. We are also co-sponsoring and working with other FSU organizations to expand our representation and presence at FSU.

Proposed Events and Activities for 2022-2021

Fall 2022

Meet & Greet Social

We host a meet and greet social every year to allow potential members and current members meet, socialize, and network. We would like to provide light refreshments such as sodas, water, cookies, and chips purchased from the FSU Publix. Event could either be hosted in a large indoor space or outdoors and our expected attendance for this event is 50 people.

Funds needed for refreshments from Publix: $200

Game Night

Game night is a new event we first hosted in Fall 2020 as it was a fun and easy event to host virtually. We saw a larger turnout of new participants and felt as though it was the most successful event that we had in Fall 2021. We would like to provide light refreshments and snacks for the event and are planning to expect an attendance of about 30 people.

Funds needed for refreshments from Publix: $200

Panel Discussion
Over the years, we have hosted various panel discussion events. These events allow us to invite professionals to come and speak on their experience and answer questions from the FSU community. We would like to provide light refreshments and snacks for the event with attendance projected to be roughly 40 people.

Funds needed for refreshments from Publix: $200

Holiday Mixer

In celebration of the holidays, we host a mixer for everyone to come enjoy festive refreshments and play games such as trivia to have a great time before everyone leaves for the holiday break. We would like to provide drinks such as hot chocolate, tea, sodas and water as well as chips, cookies and finger sandwiches for food.

Funds needed for refreshments from Publix: $200

Spring 2023

Galentine's Day Networking and Career Development

We host this event every year and invite the FSU Career Center as well as various guest speakers to present on a variety of career and professional development topics (i.e. social media, resumes, professional dress code). To host the event, we would like to provide dinner. We normally get various hot entrees from Publix as well as sides such as chips and cookies along with necessary supplies.

Funds needed for dinner and supplies from Publix: $500

Art in STEM Exhibit
Virtual and In-Person

This is our longest reoccurring and most successful event that we host every spring semester. The event engages the university and local community to learn more about the significant impact STEM research being performed at FSU has on society. Last spring, we had to quickly scramble and move to a virtual platform for the event. Hosting this event virtually has brought great success at not only reaching the FSU community but also those outside of the university. We plan on keeping the virtual aspect of this event as well as hosting in person at Dirac Library as we did in the past. We would like to be able to gift some of the participants with a small prize for participating. In addition to some prizes, the in-person event requires printing and mounting artwork (at FSU) as well as refreshments for roughly 300 FSU community members.

Funds needed for:
-Printing and Mounting: $500
-Refreshments from Publix: $500
-Prizes: $500
Total: $1500

GWIS Merchandise

This coming year we hope to have shirts made for our organization's members. We shirts with designs that show the influence and empowerment of women in STEM. Shirts will be ordered from any FSU approved print shop.

Funds needed for shirts: $900

GRADUATE WOMEN IN STEM (GWIS)

Total Requested 2021-2022:

Event	Amount
Meet and Greet Social	$200
Game Night	$200
Panel Discussion	$200
Holiday Mixer	$200
Galentine's Day Dinner	$500
Art in STEM	$1,500
GWIS Shirts	$900

Food Total:	**$ 1,300**
Expenses Total:	**$ 1,500**
Clothing/Awards:	**$ 1300**
TOTAL:	**$ 3,700**

FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

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- Awards of any nature other than certificates, trophies, or plaques over $35
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- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
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- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
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- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	Physics Graduate Student Association
Director/President Name:	Karem Penalo

Director/President Phone Number:	917 832 4221
Director/President Email:	kep18w@my.fsu.edu
Treasurer Name:	Juan Chris Esparza
Treasurer Phone Number:	614 531 9615
Treasurer Email:	JCE18B@my.fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 0
3.) Contractual Services	$ 0
4.) Expense	$ 0
5.) Food	$ 1750
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

Qualtrics Survey Software

How many active members are in your organization? 50

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization's purpose and mission.

The objectives of the PGSA are as follows: I. Represent the needs, interests, and internal concerns of Florida State physics graduate students to the faculty and administration of the Florida State University Physics Department, hereafter referred to as the department. II. Promote leadership and professional development among physics graduate students. III. Work in collaboration with the faculty and staff of Florida State Physics Department to address the needs, interests, and internal concerns of the physics graduate students. IV. Enhance the socio-cultural and academic interest of physics graduate students. V. Promote academic and research excellence among physics graduate students. VI. Act as the officially recognized liaison between the faculty, staff, and administration of the department of physics and the graduate students of the aforementioned department.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

Events hosted by the Physics Graduate Student Association (PGSA) foster a sense of community between the faculty, staff, and students within the physics department. They allow students to develop better relationships among their classmates and future colleagues, as well as allow for connections between students and possible future advisors.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

See attachement.

Please highlight the costs of your organization's signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

In prioritized order, our preferred funded events are: Department Coffee Hours Physics Department BBQ Fall Meet & Greet with New Students Spring Meet & Greet with New Students PGSA Officer Elections Physics Department Faculty Q&A Session Graduate Student Panel: Choosing an Advisor Practice Talk for Upcoming Conferences & Seminars Career Planning & Resources Event

---

Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last): Karem Penalo

kep18w@my.fsu.edu

Email:

Telephone Number: 9178324221

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

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If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

[PGSA] 2022 – 2023 Budget Proposal.pdf
6.7MB
application/pdf

Physics Graduate Student Association

Fiscal Year 2022 – 2023 Budget Proposal

PGSA Budget Proposal

I. Student Organization Mission

The objectives of the PGSA are as follows:

I. Represent the needs, interests, and internal concerns of Florida State physics graduate students to the faculty and administration of the Florida State University Physics Department, hereafter referred to as the department.

II. Promote leadership and professional development among physics graduate students.

III. Work in collaboration with the faculty and staff of Florida State Physics Department to address the needs, interests, and internal concerns of the physics graduate students.

IV. Enhance the socio-cultural and academic interest of physics graduate students.

V. Promote academic and research excellence among physics graduate students.

VI. Act as the officially recognized liaison between the faculty, staff, and administration of the department of physics and the graduate students of the aforementioned department.

II. PGSA Membership

- 98 Members on NoleCentral.
- All graduate students in the department are de-facto members.
- Events are open to all in department (faculty & staff, graduate students, as well as undergraduate students).

III. Proposed Events and Activities for 2022-2023

FALL 2022 Events

<u>September – Fall Meet and Greet</u>

Annual event to welcome first year physics graduate students and connect them with department resources and fellow students

Requesting $150 for pizza/drinks/paper goods from certified vendors.
Projected Attendance: Over 50 students and faculty.

PGSA Budget Proposal

October – Career Planning & Resources Event with Career Center

In conjunction with the campus Career Center, this event informs physics students about career resources available on campus. The event also serves to provide support for physics students who are graduating soon and as such are preparing to embark on their careers.

Requesting $150 for pizza/drinks/paper goods from certified vendors.
Projected Attendance: Over 50 students and faculty.

November – PGSA Officer Elections

Requesting $150 for pizza/drinks/paper goods from certified vendors.
Projected Attendance: Over 50 students.

December – Physics Department Faculty Q&A Session

This is a crucial event among our graduate students, as it provides a good opportunity for students to share their personal concerns with the faculty. This event makes faculty aware of issues faced by the students and open the way for tentative resolutions.

Requesting $150 for pizza/drinks/paper goods from certified vendors.
Projected Attendance: Over 50 students and faculty.

SPRING 2023 Events

January – Spring Meet and Greet

This is a spring semester event to welcome new physics graduate students and connect them with department resources and fellow students.

Requesting $150 for pizza/drinks/paper goods from certified vendors.
Projected Attendance: Over 50 students and faculty.

February – Practice Talks for Upcoming Conferences & Seminars

Physics graduate students attend a variety of conferences every year, and this event allows them the opportunity to practice their presentations. Presenters receive

feedback from fellow physicists and can ensure their presentations successfully convey their research to people in their field and academics from other research areas.

Requesting $150 for pizza/drinks/paper goods from certified vendors.
Projected Attendance: Over 50 students and faculty.

March – Graduate Student Panel: Choosing an Adviser

Throughout their first year, physics graduate students attend research seminars hosted by the different research groups within the department, and must choose a research adviser at the end of their first spring semester. This panel features senior graduate students from a variety of research groups providing advice and information on how to choose an adviser and research topic.

Requesting $150 for pizza/drinks/paper goods from certified vendors.
Projected Attendance: Over 50 students and faculty.

April – Physics Department BBQ

This is a traditional departmental event that has been going on for many years and is expected by faculty and students. This event wraps up the academic year and also it is a good opportunity for students to engage with faculty in a non-academic atmosphere. This event is very popular and furthers the camaraderie in the department.

Requesting $200 for pizza/drinks/paper goods/picnic supplies from certified vendors.
Projected Attendance: Over 100 students and faculty.

- Attendance at Last BBQ (March 2019): ~ 200 faculty, staff, and students.

First Friday of Every Month – Departmental Coffee Hour

Held once a month, this social event promotes connections among students and faculty. A coffee & snacks area is arranged, and allows for casual conversations between all within the department.

Requesting $500 for 10 events, for coffee, donuts, etc., from certified vendors.
Projected Attendance: Over 50 students and faculty for each event.

PGSA Budget Proposal

Total Requested Funds for 2022 – 2023 Activities

Event	Amount Requested
Fall Meet and Greet with New Students	$150
Career Planning & Resources Event	$150
PGSA Officer Elections	$150
Physics Department Faculty Q&A Session	$150
Spring Meet & Greet with New Students	$150
Practice Talk for Upcoming Conferences & Seminars	$150
Graduate Student Panel: Choosing an Advisor	$150
Physics Department BBQ	$200
Department Coffee Hours	$500
Total:	$1750

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FLORIDA STATE UNIVERSITY

COGS BUDGET REQUEST 2022-2023

Budget Packets for the 2022-2023 fiscal year (July 2022-June 2023) are due **NO LATER than noon, Friday, January 14th, 2022.** Late or incomplete packets will not be accepted.

Hearings will be held Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom (to schedule a time, see the Doodle poll later in this form).

Please sign up for a Budget Hearing date and time in the link provided later in the survey. You must select a Budget Hearing date and time **NO LATER than noon, Friday, January 14th, 2022**. If you do not sign up for a Budget Hearing, we will assign you a date and time where you must have a representative from your organization attend.

All of the following must be completed for your Budget Request to be considered complete:

- Budget request form
- *RSOs only: answer the RSO-specific questions
- Answer the last five questions
- Select a Budget Hearing date/time

You will be asked to email all presentation materials to Robert (Rory) Creigh, COGSDepSpeaker@admin.fsu.edu, and Jacalyn Butts, jbutts@fsu.edu, prior to beginning your presentation.

Two to three representatives are requested to deliver your budget presentation. In order to ensure a smooth and fair budget process, we ask that you use as much detail as possible when you complete the packet and come prepared to answer questions concerning your request.

For guidelines on the Budget Hearing Presentations, please refer to the following document:
https://sga.fsu.edu/cogs/PDF/RSO-Budget-Hearing-Presentation-Guidelines.pdf

Funding Request Form Checklist	
I. SALARIES	

Salaries	Wages and benefits for any employees (full-time staff, administrators, etc).
II. OPS WAGES	
OPS Wages	Wages for hourly workers, students; Minimum wage is estimated at $8.46/hr, and will be $10.00/hr after September 30th, 2021.
III. CONTRACTUAL SERVICES	
Speaker	Money you use to pay for a speaker. This would be the speaker's cost to attend your event. This includes honorarium, travel expenses for the speaker, any required aides and any other costs included in the speaking contract.
Entertainer	This includes concerts, bands, DJ, comedians, and any other entertainment that is needed. This does not include venue rental.
IV. EXPENSE	
Advertisement	Please provide any quotes for events that you will need to advertise. Include all possible details and financial figures.
Printing	Estimation for printing costs for your events and/or printed materials needed. RSOs should budget utilizing Student Publications.
Office Supplies Supplies	Include what items are needed for your office and any items you might need for your events that are in the category of office supplies. The expense category funds equipment and supplies necessary for programming, events, and publicity. Include cost for any programmatic materials in this section.
Facility	This includes any facilities that will be needed to hold events. Be specific (include location and all individual costs associated).
Travel	Include travel information. State how many people are traveling, how they are selected, costs per person, mode of transportation, and how you priced your figures. Special detail regarding benefit to the student body is important. RSOs should look over the student travel guidelines in the Financial Manual and COGS Code beforehand.
V. FOOD	
Food	Banquets open (and free) to all FSU students and cultural awareness activities will be considered. Please be sure to follow Student Body Statute policy regarding 15% of budget and funds for general body meetings. SGA does not generally fund food for meetings.
VI. CLOTHING & AWARDS	
Clothing	This is typically used to fund T-shirts that advertise your organization as a whole. Costumes needed for plays and dance routines also fall into this category.
Awards	Trophies, plaques and certificates that are given to students and advisors. These items may not have any intrinsic value. Please be sure to follow Student Body Statute

	stipulations regarding cost of awards.

Please refer to the Financial Manual for guidance on your budget requests and be aware of what is and is not allowed before you submit your request and present it to the Committee. You may also refer to the COGS Code for specifics on what COGS focuses on funding. For quick reference, the following items are listed in the Financial Manual as some of the prohibited purchases using COGS/SGA A&S funds:

- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for
- items, over $8 per t-shirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes
- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students and not from the University vendor
- Operating expenses for personal vehicles
- Personal expenses (entertainment, transportation for non-business activities i.e., bars, golf courses, room service, etc.)
- Tips more than 15%

Student Government Association
Congress of Graduate Students (COGS) Budget Committee
Budget Request Form
Fiscal Year 2022-2023

Organization:	FSU Childcare & EArly Learning Program
Director/President Name:	Tiffany Karnisky

Director/President Phone Number:	850-644-5664
Director/President Email:	tkarnisky@fsu.edu
Treasurer Name:	Helen Miller
Treasurer Phone Number:	850-644-7971
Treasurer Email:	hmiller2@fsu.edu

Budget Request

	2021-2022 Amount Requested
1.) Salaries	$ 0
2.) OPS Wages	$ 301690
3.) Contractual Services	$ 0
4.) Expense	$ 0
5.) Food	$ 0
6.) Clothing and Awards	$ 0
#Conjoint, Total#	$

RSO-specific questions

The following questions are for RSOs **ONLY** (Funding Boards and Departments/Affiliated Projects do **NOT** need to fill out this section):

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How many active members
are in your organization?

Does your organization charge dues?

- Yes
- No

If your organization does charge dues, how much?

If your organization does charge dues, are they required or optional for members to pay?

- Required
- Optional
- Other

Please explain your organization’s purpose and mission.

Our mission is to provide a high-quality care and educational environment for young children that promotes lifelong learning and supports the academic and professional success of students, faculty, and staff. We do this through accomplishing our Core Values. Core Value 1: Childhood Education & Skill Building-Provide a quality educational environment that instills a love of learning and prepares children for school through education and skill building. Core Value 2: Student Development-Facilitate experiential learning opportunities for training, professional development, relationship building and career preparation. Core Value 3: Access & Success-Provide an affordable, accessible, and sustainable program that supports students, faculty, and staff in reaching their goals at the University. Core Value 4: Caring Community-Promote an environment that is safe, supportive, welcoming, inclusive and cultivates a sense of belonging for each child, family, student, and staff member.

Please clarify how your funds will benefit the student body as a whole, including how they have benefited students in the

current fiscal year and past years.

These funds will provide high quality care and education to the children of FSU student parents, increase the overall educational experience of student parents, ensure that care is affordable, accessible and high quality for a greater number of (Pell grant) student parents and military connected student families. These funds will ensure that student parents can attend classes, stay in school and graduate. In the 2020-2021 year we served 109 student parents and 101 children of student parents. So far for the 2021-2022 year we have served 71 student parents and 97 children of student parents. These funds will also provide high quality learning opportunities through employment for students seeking to work with children as a career, increase their marketability in their professional filed as they transition from school to career. In the 2020-2021 year we provided 61 FSU students with 4,600 hours of hands on training and experiential learning through practicums, internships and service learning. Our program also provided 116 FSU students with employment and professional development training. These funds will provide a dollar for dollar return by providing employment to students and offering a reduced childcare tuition rate for student parents.

For every category requested, please clearly outline how the funds will be used with detailed descriptions and financial breakdowns. It would be helpful to add a full breakdown of each category as an attachment at the bottom of the page. If you are providing an attachment to answer this question, you may respond with "see attachment."

Funding awarded by the Congress of Graduate Students, in the amount of $301,690 for the 2022-2023 budget year is requested to pay the OPS wages and fringe benefits for the program's student teaching staff: 1 Fulltime Lead Assistant Teacher for the Infants and Crawlers, 11 Lead Assistant Teachers ($121,804) and 15 Assistant student Teachers ($145,636).

Please highlight the costs of your organization’s signature events and services. Arrange your events and the funds needed in prioritized order. In the event that your requests cannot be fully funded, the committee needs to know what events, services, and expenses are most important to your organization.

FSU Childcare is a self sustainable not for profit program. Funding to operate the program, meet licensing and accreditation requirements, and teacher-child ratios mandates are obtained through childcare parent fees (tuition), grants, and external funding sources. The program’s cost of care rate, the rate charged to non-Students, is the rate that it costs the program to operate the center and be self-sustainable. Students, with the help of COGS, and previously SGA, pay a reduced cost, approximately $200 less than the cost of care rate. Childcare parent fees (tuition) include everything (breakfast, lunch, afternoon snack, baby formula, baby food, diapers, wipes, all classroom supplies, etc.). Many childcare centers in the community charge for these items. FSU Childcare families are not asked to pay any annual supplies fees, high registrations fees, or provide materials. There are very limited grant resources that the program can apply for as the program is part of the University. A large majority of private and corporation grants and foundations specifically exclude institutions of higher education. Federal grants are limited to the US Department of Education- Child Care Access Means Parents In School (CCAMPIS). This grant funds financial assistance to students enrolled in the program in order to reduce their childcare tuition; and provides funding for diapers, wipes, paper goods and education supplies. Tuition assistance for student parents typically runs between $200-400 a month. The program currently receives funding through this grant. This is a competitive grant that awards funding for 4 years to successful applicants. The program is currently on its final year of funding and will be writing for a new cycle sometime in 2022. Sixty-eight percent of the program’s total operating costs are in salary, wages and benefits. Ninety-three percent of all staff at the center are employed to meet the state and national mandated care and educational needs of the children. Eighty-three percent of all staff employed are teachers needed to meet state and national mandated teacher-child ratios. These teaching positions are crucial to the operation of the program and in maintaining compliance with state licensing and national accreditation requirements as well as the high

quality care and education provided to the children. A cut in any of the wages requested for teaching staff will jeopardize the program's ability to: • continued operation • maintain state licensing and national accreditation • provide quality care to children • provide reduced tuition for student parents • provide support to student parents so that they can reach their educational goals • provide services to increase learning opportunities to students seeking internships, practicums and research opportunities • provide employment to students at the university

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Please indicate below the contact information of the person in your organization that can be contacted on January 28th, during Budget deliberations should there be any questions or concerns.

Name (First and Last):	Tiffany Karnisky
Email:	tkarnisky@fsu.edu
Telephone Number:	850-694-1230

Please sign up for a time slot for the COGS Budget hearings that will take place on Friday, January 21st, Monday, January 24th, and Tuesday, January 25th, and Wednesday, January 26th, 2022 over Zoom. A Zoom link for the meeting will provided at a later date after all meetings have been arranged. The deadline to sign up for a time slot is **Monday, January 14th by 5:00 PM**.

You will find the poll here. Each group may only select only one time slot so that there are enough options for everyone. Each organization needs at least one representative present at the budget hearing.

If you have any materials including PowerPoint presentations for the meeting, please send a copy of the materials to Robert (Rory) Creigh at COGSDepSpeaker@admin.fsu.edu beforehand.

If you have any questions regarding the upcoming budget process, feel free to contact Robert (Rory) Creigh, COGS Deputy Speaker for Finance at COGSDepSpeaker@admin.fsu.edu. You may also contact Jacalyn Butts, Student Program Coordinator, at jbutts@fsu.edu or 850.644.0939.

If you would like to include any additional information, please use the link provided below to upload files in a PDF format.

FLORIDA STATE UNIVERSITY
SGA
STUDENT GOVERNMENT ASSOCIATION
UNITY & DIVERSITY