

SORC Quick Pick

Graduate Guide

Alcohol Policy

- Graduate groups are able to conduct events that involve alcohol.
- To pay for this, groups can either get reimbursed for out-of-pocket expenses or submit a Disbursement to issue a check directly to a business.
 - Alcohol **cannot** be bought with the P-Card.
- When submitting either a reimbursement or Disbursement request, groups must include:
 - Itemized receipt/invoice
 - Approval letter from appropriate advisor/dean
 - Attendance/RSVP list
- As always, please be responsible!

Group Names

- Many graduate groups have Student Executive Councils for governance.
- Other groups may have “Graduate Student Organization/Association” in their name.
- **Please note** that if your group is working with SORC, you must write out your **complete group name**.
 - Since there are so many SECs and GSO/As, please do not write only those acronyms.

Travel Grants

- Many graduate groups issue travel grants for students to attend conferences or workshops, to conduct research, etc.
- E-Boards should provide all students a memo that specifically lists:
 - The student organization
 - The award total
- Students who receive the award should turn in a reimbursement form (with all **receipts** and the **award memo**) to SORC.
- Reimbursement forms should only be turned in to SORC **after** the event date, **within 30 days of receiving the award email**.

Funding and Allocations

- If a graduate group is affiliated with a specific school or department, they may be eligible to receive departmental support.
 - E-Boards should work closely with both SORC Staff and their department to arrange this.
- Umbrella groups may also be eligible for support from their governing student organization.
- Any allocations from GPSG will be returned at the end of the fiscal year.
- But all department support will carry forward into the next fiscal year.