

TO: Tier II Graduate Organization Financial Points-of-Contact
FROM: Ian Yue, GSS Treasurer
SUBJECT: Proper procedure for advertising Tier II-sponsored events on the graduate student listserv
DATE: January 25, 2013
CC: File, GSS Executive Committee, Bethany Desjardin, Bing Xu

According to Section 4.1.5 of the Graduate Student Senate (GSS) “Finance Policies and Procedures”, as ratified by the GSS on September 26, 2012,

“Events funded by the Graduate Student Senate must be advertised to the entire graduate student population and to relevant subsections thereof. This includes using the graduate student listserv, but additional advertising should also be undertaken if applicable. Advertisements must provide all pertinent information regarding the event, and be sent in advance of the event by enough time such that anyone wishing to attend could, if desired, make arrangements to do so.”

What this means for any Tier II organization seeking reimbursement from GSS: GSS will only reimburse expenses from events that were advertised on the graduate student listserv.

To ensure that your organization’s event is successfully advertised on the graduate student listserv, please send your event announcement to:

GRADS_ANNOUNCEMENTS-L@listserv.uconn.edu

Your listserv announcement may include email addresses and URL links; however, images and attachments are not allowed.

To ensure that all graduate students are provided with sufficient advanced notice of your organization’s event, please make every effort to submit your listserv announcement at least three business days in advance of the day of the event.

Usage guidelines for the graduate student listserv are available on the University of Connecticut Graduate School website at http://www.grad.uconn.edu/current/grad_listserv.html.

Any questions or concerns regarding the above information can be forwarded directly to the GSS Treasurer.