



# Special Allocation Request Form

University of Connecticut Graduate Student Senate

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For Office Use Only:



Approved



Not Approved

GSS Executive  
Committee Meeting: 11 / 26 / 2019

GSS Meeting: 12 / 4 / 2019

Proposition #: \_\_\_\_\_

Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Is your organization a fully registered and active Tier II organization with the Student Activities Office?      Yes  
No

Name of Proposed Event: \_\_\_\_\_

Date(s) of Proposed Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Please describe the event **and** provide an estimate of the anticipated number of total and graduate student attendees:

How do you plan on advertising your event to the graduate student body? (select all that apply)

Graduate student listserv

Facebook

Other email/distribution lists

Please describe: \_\_\_\_\_

Flyers around campus

Announcements

Other

Please describe: \_\_\_\_\_

Please list any contributors to the event (note their financial contributions on the back under the "Revenues" section):

\_\_\_\_\_  
\_\_\_\_\_

|     | <i>Expense category</i> | <i>Expense Code</i>    | <b>Requested:</b> | <b>Allocated:<br/>(GSS use only)</b> |
|-----|-------------------------|------------------------|-------------------|--------------------------------------|
| 1.  |                         |                        |                   |                                      |
| 2.  |                         |                        |                   |                                      |
| 3.  |                         |                        |                   |                                      |
| 4.  |                         |                        |                   |                                      |
| 5.  |                         |                        |                   |                                      |
| 6.  |                         |                        |                   |                                      |
| 7.  |                         |                        |                   |                                      |
| 8.  |                         |                        |                   |                                      |
| 9.  |                         |                        |                   |                                      |
| 10. |                         |                        |                   |                                      |
| 11. |                         |                        |                   |                                      |
| 12. |                         |                        |                   |                                      |
| 13. |                         |                        |                   |                                      |
| 14. |                         |                        |                   |                                      |
| 15. |                         |                        |                   |                                      |
|     |                         | <b>Total Expenses:</b> |                   |                                      |