

10 IMPORTANT THINGS TO KNOW AS AN GRADUATE STUDENT GROUP

1. What if I need help planning my events?

The SAO can help you out with many of the procedures, contacts, and policies that you will need. You should stop by and visit them on the First Floor of Faunce House. The Event Planning at Brown website is also a useful resource:

http://brown.edu/Administration/Event_Planning/

2. How do I reserve space to hold a meeting or event?

The Event Planning at Brown website contains a listing of most spaces used by students: http://brown.edu/Administration/Event_Planning/space/oncampus.html. There is also a link for some off-campus facilities on the site. The majority of spaces on campus may be scheduled at http://brown.edu/Administration/Scheduling_Office. It is important to keep in mind that spaces come as is, and so you will need to arrange any additional set-up with Facilities Event Support and/or other event support services: http://brown.edu/Administration/Event_Planning/services/.

The Graduate Student Lounge if the event is majority graduate students. Policies, request form, availability calendar, and directions for the Lounge are available on the bottom half of:

<http://brown.edu/Students/GSC/website/lounge>.

3. How do I register events with more than 100 people OR with alcohol?

Events where more than 100 may attend OR any event with alcohol MUST be registered with SAO at least TWO WEEKS before the event:

http://brown.edu/Administration/Event_Planning/review/student.html

If your event has alcohol or has some or all of the elements of a party, the SAO may define it as a social function, in which case, you will also need to have group members certified as Social Function Managers. Certification classes are every Thursday at 12 Noon in Faunce House.

4. How do I get the message out about my group's events and programs?

Check out the publicity section of the Event Planning website for policies and opportunities:

http://brown.edu/Administration/Event_Planning/promote/.

You can also post on the grad student bulletin board (GSBB), which reaches most grad students:

<http://brown.edu/Students/GSC/website/listservs>

5. How do I get a financial account for my group?

Your financial accounts must be maintained within Brown. If you are affiliated with a department, they may be willing to coordinate your accounts. You may also open an account with the SAO.

Account application: <http://brown.edu/sao/finances/forms.html>

Policies and Procedures: <http://brown.edu/sao/finances/>

6. How do I get funding to support my group's activities?

The Graduate Student Council has limited funds to support events or activities that are of interest to Brown graduate students. The maximum funding that may be requested from the GSC for any one event or activity is \$400 or half the total of the budget for the event or activity (whichever is less). Submit funding requests to the GSC Treasurer at least 1 week prior to a GSC meeting in order for your request to be considered. More detailed information about applying for funding as well as to access the funding request application, go to:

<http://brown.edu/Students/GSC/website/funding/>

The SAO website has information about other funding sources:

<http://brown.edu/sao/funding>

7. How do I get my group online?

In addition to automatically getting into myGroups (with access to e-mail distribution lists, forums, etc.), student groups can also get a website, e-mail addresses, and listservs through Brown. Applications and additional information available at:

<http://brown.edu/sao/resources/cis.html>

8. Where can I get office or storage space for my group?

Groups are encouraged to satisfy their office and storage needs with departments, if applicable. Due to the anticipated renovation of Faunce House from summer 2009 through summer 2010, no additional requests are being accepted for office/storage space at this time. Please keep in mind that every group gets a mailbox in SAO, so you can send mail and/or packages to the SAO. US Mail should be sent to Your Group Name, c/o Student Activities, 75 Waterman Street, Providence, RI 02912-1930 (the 1930 is the SAO campus box number – so please include it!).

9. How do I ensure my group continues to exist?

Keep your contact information, especially the primary contacts, up to date in myGroups (<http://mygroups.brown.edu>). All important communications for groups are sent to the primary contacts listed in that system. Guides to using myGroups are online at http://collegiatelink.net/support_docs/student/. You will need to renew your group recognition every year with the GSC; primary contacts will receive communications every September on this process.

10. Who do I contact if I have additional questions?

The UCS Student Activities Committee and the SAO are here to help you. For the GSC, get in touch with the Vice President of Administration (<http://brown.edu/Students/GSC/website/officers>; email gsc_vpadmin@brown.edu).

For the SAO, you can stop by their office on the First Floor of Faunce House between the hours of M-TH 8:30 AM-5:30 PM and Fridays 8:30 AM-5:00 PM. You can also get them on the phone at (401) 863-2341, email sao@brown.edu, or visit <http://www.brown.edu/sao/>.