



Fall 2025  
Graduate RSO Officer  
Financial Training



# Welcome and Training Overview

- Introduction to the Graduate School
- Where to find guidelines and materials
- Overview of GRSO registration requirements
- Types of GRSO Funding – annual and special programming
- Incurring expenses – allowable and unallowable expenses
- Fundraising
- GRSO expense tracking and budget worksheets

# Graduate School – Who we are and what we do

## Graduate School Administration

**Peter Venable** Associate Provost for  
Graduate Studies, Dean of the  
Graduate School

**Stacey Royer** Administrative  
Assistant, Graduate School

**Gabby Chapman** Associate Dean,  
Graduate School

**Holly Johnson** Operations and Budget  
Manager, Graduate School

## Graduate School Career and Professional Development

**Glenn Wright** Executive Director, Professional and Career Development

**Daniel Olson-Bang** Director, Professional and Career Development

**Tracy Balduzzi** Associate Director, Strategic Initiatives

# Graduate School Areas of Responsibility Overview

- Oversees and supports all graduate students and programs
- Graduate Career and Professional Development
- Graduate Awards processing
- Degree Certification

# GRSO Guidelines and Documentation

Fiscal and registration guidelines, instructions and tutorials can all be found on our site under Current Students → Student Groups.



Search the University...

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## Connect, Engage, Impact

The Graduate School provides a variety of professional development, research, and support programs for the nearly 4,000 masters and 1,400 doctoral students on our campus.

- Awards and Funding Opportunities ▸
- Graduate School Advisory Council (GSAC)
- Professional and Career Development ▸
- What You Need to Graduate ▸
- Internal Admits and Internal Program Transfers
- Scholar Exchange Program
- Next Generation Humanities PhD at Syracuse
- [Student Groups](#) ▸
- Policies

Graduate RSO Resources

## Graduate RSO Resources

Welcome to the Graduate Registered Student Organization resource page. The documents listed below provide guidelines, tutorials, and other resources to support your organization's success and help GRSO's administer their groups effectively. For questions regarding these materials, please contact Holly Johnson at [hjohns02@syr.edu](mailto:hjohns02@syr.edu).

- [Graduate RSO Registration and Fiscal Guidelines](#)
- [Constitution Writing Guide](#)
- [Advisor Contract](#)
- [Reimbursement Request Form Walkthrough](#)
- [Special Programming Request Form Walkthrough](#)
- [Create an Event on 'Cuse Activities](#)
- [25 Live Room Reservations](#)
- [Campus Catering Student Account Creation](#)
- [Campus Catering Student Order Placement](#)

# GRSO Registration Guidelines

GRSO's must meet the following criteria to maintain status as an active organization:

- **Membership:** A minimum of six currently enrolled Syracuse University. The majority (51%) of the organization membership must be graduate students.
- **Officers:** A minimum of two officers (recommended 4), all of whom must be currently enrolled main-campus graduate students at Syracuse University.
- **Advisor:** A Syracuse University faculty or staff advisor with an executed advisor contract on file.
- **Constitution:** A formally written constitution, prepared in accordance with the Constitution Writing Guide.
- **Required financial training:** At least one officer from the organization must attend financial training held by the Graduate School each fall.
- **Yearly registration:** GRSOs are required to re-register with the Graduate School office on an annual basis to maintain their active status.

# GRSO Fiscal Guidelines

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Graduate Registered Student Organizations (GRSOs) are funded using the graduate student activity fee, which is paid once per semester by all full-time, main campus graduate student.

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As with all university funds, **expenditures must comply with established university policies.**

## GRSO Funding Types

There are 2 types of GRSO funding:

- Annual Budget Allocations
- Special Programming Requests

# GRSO Annual Budget Allocations

- Academic orgs - allocated based on the number of students in that department, program or school/college, capped at \$2,000 per year.
- Non-academic orgs - allocated at \$300 per year.
- GRSO's that do not register/re-register during the registration period will receive allocations based on funding availability.

# Special Programming Requests

- Special Programming requests can be made to supplement annual budget allocations for events and initiatives, up to \$3,000 per year. Can be requested before exhausting annual budget.
- Consider the planned use of annual allocations when submitting. Any anticipated remaining annual funds should be included in the calculation of the total requested amount.
- *Example – An GRSO has an annual budget of \$1,500 and anticipate using \$1,200. They have a spring conference planned that will cost \$2,500. The group submits a special programming request for \$2,200.*
- Actual anticipated dollar amounts based on quotes, relevant links, etc. and documentation should be provided with the submission.

# Expending Annual Allocations and Special Programming Funding



Expenses are processed on a reimbursement basis with only a few exceptions.



Must be spent within the fiscal year (July 1 – June 30) in which it is granted. Funds to not carry over from year to year.

# Student Expenses vs. Departmental Expenses

- Student Expenses:

- Typically lower dollar value.
- Food or supplies needed for meetings.

- Department Expenses:

- Any payments to individuals (speakers) MUST be processed through the department.
- Co-sponsored events.

# Unallowable Expenses

- Expenses submitted without an itemized receipt.
- Gift cards, gifts and prizes.
- Direct payments to speakers/individuals paid by students.
- Alcohol expenses for events not incurred through Campus Catering.
- Expenses through third party apps like Venmo or Paypal.

# Allowable Expenses

- Expenses submitted with receipts incurred by the student who is submitting the form. Must be an officer in that GRSO.
- Advertising products materials (banners, posters, printed materials, swag, etc.) that meet university trademark guidelines. When in doubt, please reach out to our office!
- Alcohol expenses incurred through Campus Catering.

# GRSO Fundraising Accounts



Any organization wishing to raise funds either for their organization or for a non-University affiliated charitable organization must set up a separate account through the Grad School.



Any group considering fundraising should reach out to Stacey prior to making any plans.

# GRSO Budget Worksheets

- All organizations will have a Budget Worksheet saved to their documents folder in 'Cuse Activities.
- As reimbursements are processed and/or special programming requests approved, the budget amounts will be updated in these worksheets.
- Graduate groups should maintain their own documentation to track expenses and ensure they remain within budget.

