



Fall 2026
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.



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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.

- [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

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.

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.
- Fiscal year deadline: Expenses must be incurred within the fiscal year (July 1 – June 30); funds do not carry over. Events must be held/expenses incurred prior to 5/15 — later submissions will be denied.

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 – A GRSO has an annual budget of \$1,500 and anticipates using \$750 on yearly programming. They have a spring conference planned that will cost \$2,500. The group submits a special programming request for \$1,750 (\$750 in annual budget would be used toward the event).

- Actual anticipated dollar amounts based on quotes, relevant links, etc. and documentation should be provided with the submission.
- Requests must be submitted at least 60 days prior to the planned event or initiative.
- Approved funds may only be used for the specific event(s) identified in the request. Redirecting funds requires prior written approval from the Graduate School.

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 do not carry over. Events must be held/expenses incurred prior to 5/15 — requests after 5/15 will be denied.

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.
- Submitting a reimbursement on behalf of another student. All officers should have the ability to submit reimbursement requests. If someone doesn't have access, please reach out!
- Gift cards and cash gifts.
- Expenses older than 30 days.
- Direct payments to ANYONE (speakers, individuals, etc.) paid by students. These must be processed through departmental administrators.
- Alcohol expenses for events not incurred through Campus Catering.

Allowable Expenses

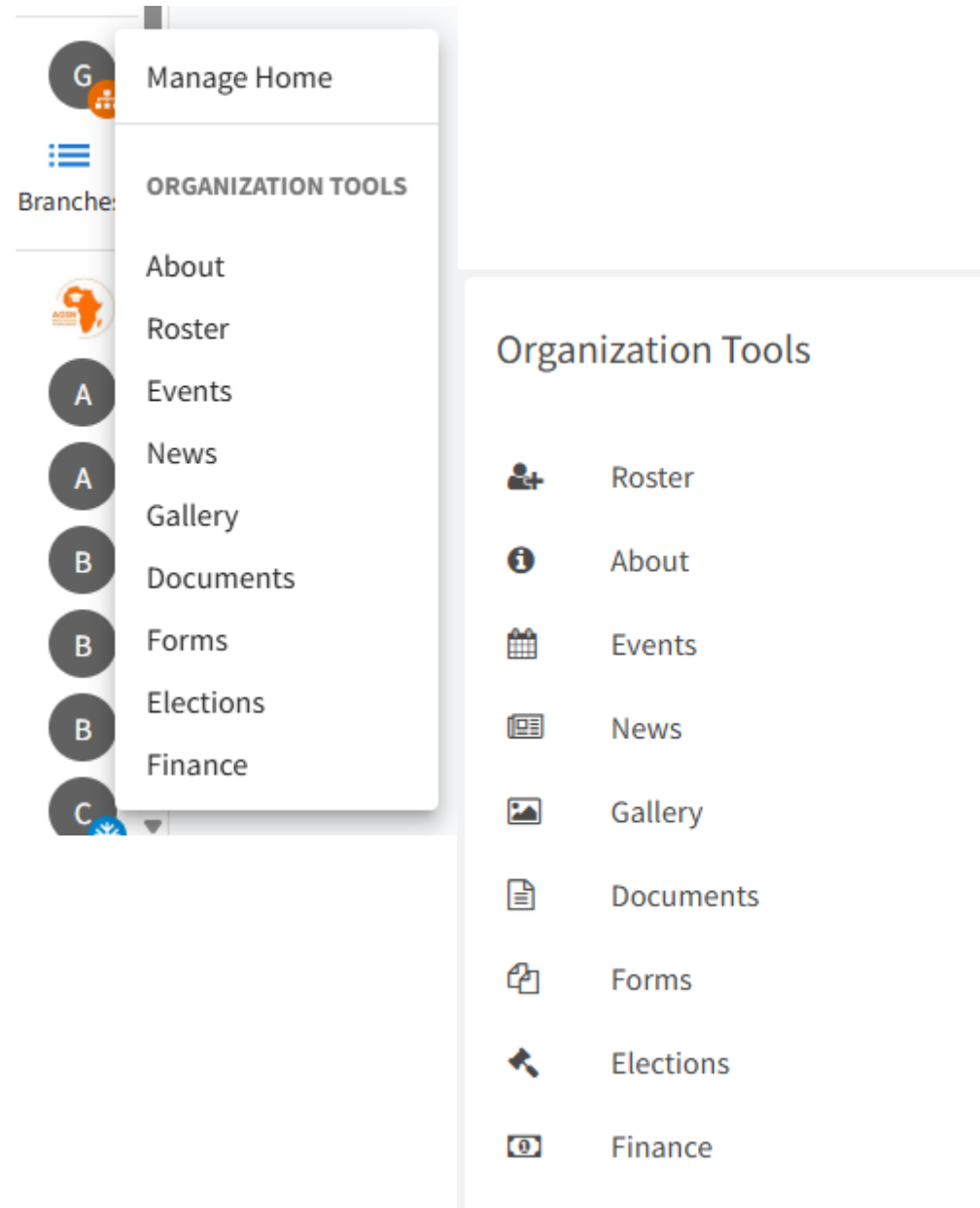
- Expenses with itemized receipts, submitted within 30 days of being incurred by the GRSO officer who incurred the expense.
- Advertising products materials (banners, posters, printed materials, swag, etc.) that meet university trademark guidelines. When in doubt, please reach out to our office!
- Alcohol expenses incurred through Campus Catering.

Submitting Forms: Where and When

- **Special Programming Request** — found in 'Cuse Activities under Forms > Graduate School > Graduate Special Programming Request. Only GRSO officers can view/submit this form. Submit at least 60 days before the event; once approved, the amount is added to your GRSO budget worksheet.
- **Reimbursement Request** — found in 'Cuse Activities under Forms > Graduate School > Graduate Reimbursement Request (make sure it says GRADUATE!). Submit within 30 days of the expense, with itemized receipts, by the officer who incurred the cost.
- **Departmental reimbursements** do not require receipts/documentation from the GRSO — our office works directly with the department/program administrator to facilitate the funding transfer.
- If the student who incurred the cost can't access a form, contact our office — we can help.
- Once reviewed and approved, all requests are reflected in your GRSO's budget worksheet, with approved funding added and processed expenses deducted.

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.



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 or commitments. Failure to do so may result in funds being ineligible for processing.