

Special Programming Request Walk Through

The Special Programming Request form can ONLY be found by officers who are registered in 'Cuse Activities. Before you submit you will need to have the following information available:

- **Event information:** Confirmed day, time and location of events.
- **Expense Documentation:** Quotes, links or other documentation on the expenses associated with your event.
- **Use of Annual Funds:** Your group will need to determine if any annual funding will be used for the event/initiative. If annual funding will not be used for the event, your group will need to provide details on how those funds will be spent.
- **Outside Funding Documentation (if any):** If your group is receiving additional funding from other sources (department/program, sponsors, etc.) you will need to have written documentation (usually an email) confirming who is making the contribution and the amount.
- **Department/Program Contact:** Name and email address of the department/program contact who will be assisting the group with incurring costs associated with the special programming request

For student reimbursements, forms should be submitted **by the student who incurred the cost.**

All Graduate School forms have “Graduate” in their title. Make sure you select the correct one!

Sign in to <https://cuseactivities.syr.edu/>

Click on Forms → Branches → Graduate School

The screenshot shows the Syracuse University Forms page. The header includes the Syracuse University logo, a search bar, and a 'VIEW SUBMISSIONS' link. The left sidebar contains navigation icons for Home, Events, Orgs, News, Forms (highlighted), Service, and Admin. The main content area is titled 'Forms' and includes a search bar for 'Search Available Forms' and a 'Branches' dropdown menu set to 'Graduate School'. Below this, there are two form cards:

- Graduate Special Programming Request**
End Date: Wednesday, June 30, 2027 12:48 PM
Graduate School
1 Submission in Progress
RESUME
- Graduate Reimbursement Request**
End Date: Friday, June 4, 2027 12:48 PM
Graduate School
1 Submission in Progress
RESUME

Both form cards show 'Showing 1-2 of 2'.

Select your organization in the drop-down menu.

Graduate Special Programming Request

Organization Representation

* Please select the organization you're submitting this form on behalf of

African Graduate Students Network *Full-time SU Faculty/Staff Advisor*



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Graduate Special Programming Request 2026-27

Special Programming Request

Form fields marked with an asterisk (*) are required.

This form is intended for organizations seeking additional funding to supplement their annual budget.

Please note: Your organization must demonstrate plans to fully utilize all allocated budget funds before requesting special programming funds.

* Name (First Name Last Name)

* Email (@syr.edu)

* Event Title:

Please provide the full title of your event.

Since most special programming requests are event-related, the questions here reflect this.

* Date of Event

* Location of Event

* Please indicate the number attendees expected.

*

Please describe how this event will serve your constituency and support the mission or goals of your organization.

You may wish to highlight how the event aligns with your organization's objectives, addresses community needs, or contributes to member engagement and development.

Submissions will be reviewed by the Graduate School to ensure that the events or initiatives meet these goals and objectives.

Event Costs

Form fields marked with an asterisk (*) are required.

* Total cost of event/initiative. This should include any expenses being covered by other funding (fundraising, departmental, etc.).

* Please indicate the amount of Special Programming Funds you are requesting. Any other sources of funding (annual funds, departmental, fundraising) being applied towards this event should NOT be included here.

Note: Requests may not exceed a maximum of \$3,000.

* Please provide a detailed budget outlining the expected costs associated with the event.

Be as specific as possible, and include item types, estimated quantities, and cost breakdowns.

Example format:

- **Food & Beverages** – Type (e.g., catered lunch, snacks, drinks), estimated cost
- **Rentals** – Equipment (e.g., tables, chairs, audio/visual), estimated cost
- **Speaker Fees** – Honorariums, travel, lodging
- **Venue/Space Fees** – Rental cost, setup/cleanup fees
- **Marketing & Promotion** – Flyers, social media ads, banners
- **Other Expenses** – (Please specify)

If other funding (department/program, sponsor, etc.) is being used towards this event/initiative, proof of this funding will be required later in this form.

Amounts listed should reflect actual expenses based on quotes, links, etc.

Please attach any quotes, links or pricing to show how budget was calculated.

Please upload any supporting documents (quotes, estimates received from vendors, etc.) to substantiate your request.

UPLOAD FILE

* Will any portion of your organization's annual funding be applied towards this event/initiative?

*The current balance can be found in the Budget Worksheet located in your organization's 'Cuse Activities document folder.

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If some or all of your group's annual funding allocation is being applied towards this event/initiative, select yes.

If none of your group's annual funding is being used towards this initiative, select no.

Use of Annual Funding

Form fields marked with an asterisk (*) are required.

* Please indicate the amount of annual funding being used for this event/initiative in addition to the special programming funding being requested.

*The current balance can be found in the Budget Worksheet located in your organization's 'Cuse Activities document folder.

* Does your organization plan to use all remaining annual funding toward your special programming event/initiative?

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If you selected yes above, you'll be asked to indicate the amount of annual funding allocations that will be applied towards this event/initiative.

If your group plans to use ALL of the annual funding towards the event/initiative, select yes.

If your group plans to only use SOME of the annual funding towards the event/initiative, select no.

Use of annual Funding

Form fields marked with an asterisk (*) are required.

* Please briefly detail (including cost estimates) how your organization plans to use remaining annual funding allocations.

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If you indicated that you would not be using any or only some of your annual funding towards this event/initiative you will enter how you plan to use the remaining annual funds here.

Additional Funding

Form fields marked with an asterisk (*) are required.

* Will your organization be receiving additional funding for this event/initiative? This could include funding provided by your department, school/college, fundraising or outside sponsors.

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If your group is receiving any additional funding for this event/initiative, select yes.

If your group is not receiving ANY additional funding for this event/initiative, select no.

Additional Funding Detail

Form fields marked with an asterisk (*) are required.

*
Please list all funding requests your organization has submitted, separate from this special programming request. This includes any requests made to your department, college, or other entities. For each request, provide the following details:

- The source or organization to which the request was submitted
- The amount requested
- The current status of the request (Approved, Denied, or Pending)



* If you will be receiving funds towards this event from other sources, documentation confirming this MUST be included here. This documentation can be an email or other communication from a department/program administrator or chair, RSO advisor, etc. Please ensure your documentation includes the name of the event and amount being provided.

UPLOAD FILE

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Please detail any additional funding you are receiving towards this event/initiative.

Attach documentation showing who is making the commitment to the organization and the amount.

Department Contact Information

Form fields marked with an asterisk (*) are required.

* Please indicate the name and email address of the department/program administrator who will be assisting the organization with incurring the costs associated with the special programming request.

Please include any notes or additional details that may be helpful in reviewing your submission.

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Include the name and email of the department or program administrator who will be helping your group with this event or initiative.

Once special programming requests are reviewed and approved by our office, the funding amount will be added to the organization's budget worksheet in 'Cuse Activities.

Reimbursement requests can then be submitted as expenses are incurred for items included in the special programming form.