Rackham Student Government
Board Meeting: January 29, 2013

Agenda

I. Call To Order

II. Approval of Agenda

III. Approval of Previous Minutes
   a. January 22, 2012* (p. 2)

IV. Officer Reports
   a. Graduate Student Body President, Michael
   b. Graduate Student Body Vice President, Kaitlin
   c. Graduate Student Body Treasurer, Phil

V. Events Director Report

VI. Goal Setting Part 2: Committee Tasks & Meeting Schedule* (p. 5)
   a. Academic Affairs
   b. Budgetary
   c. COSAC
   d. Elections
   e. Legislative Affairs
   f. Student Life
   g. Bylaw Review

VII. First Reading: Resolution to Create a Joint Committee on Graduate & Professional Student Governance * (p. 8)

VIII. SAGE Coalition Updates * (p. 12)

IX. Ice Skating – Sunday February 3rd* (p. 15)

X. Open Discussion

XI. Adjournment

* - Item included in packet
** - Item will be provided on Day of Meeting or at Meeting
*** - Item was included in a previous packet
a. CALL TO ORDER: 7:24pm

b. Present: Kaitlin Flynn, Michael Benson, Alex Toulouse, David Barton, Dan Trubman, Phil Saccone, Lauren Knapp, Chris Tom, Alex Gutierrez, Michael Lang, Ryan Roberts (UMEC), Vanessa Cruz, Yiting Zhang, Eugene Daneshvar, John Forrest, Anna Belak, Ryne Peterson, Dan Trubman, Pete McGrath

c. Absent:

d. Excused: Janakiraman Balachadran, Matt Filter

II. INTRODUCTIONS

III. APPROVAL OF THE AGENDA

a. Motion by Chris and seconded by Lauren, approved with one abstention.

IV. APPROVAL OF THE PREVIOUS MINUTES, 12-6-12

a. Motion by Chris and seconded by Steven. Approved with 5 abstentions.

V. OFFICER REPORTS

a. President Michael Benson. Welcome to all new representatives. This is Michael’s last term as president. Michael gives some RSG history. The group has morphed a lot over the years, and Michael details some successes. Michael has met with SACUA and they are supportive of our Graduate Student Bill of Rights and we will be working with them to push this issue forward. Progress continues in our efforts to separate from CSG and we have had great support from the Law School as well as the School of Public Health.

b. Vice President Kaitlin Flynn. Kaitlin is the director of communications and committees. She runs the newsletter, which goes out biweekly and will be going out next week. The purpose is to update the student body on upcoming events as well as RSG-related businesses and advances.

c. Treasurer Alex Toulouse. $14,500 in our SOAS account. Alex gives some background on our monetary issues. This is Alex’s last meeting as treasurer.

VI. Appointments

a. Treasurer: Phil Saccone has been nominated to treasurer. Michael appoints Phil, motion by Lauren and seconded by Chris.

b. Event’s Director: Ryan Roberts is a new graduate student and formerly served as the UMEC president (College of Engineering). He has a significant amount of experience and is interested in serving as our Event’s Director. Michael has appointed Ryan and the board has no objections.
c. Division II Representative: Evan Arthur is a previous representative and we have a vacant Division II seat and Michael appoints Evan to this seat. Moved by Pete and seconded by Vanessa. A roll call vote: 15-0-3. Division II still has an empty seat and Ryan has been appointed via Michael. Motion by Chris and seconded by Anna. A roll call vote: approved.

VII. Executive Order: EO-13-1: Creating a Graduate Prom Committee
a. Michael gives history: this event has come up a few times and surprisingly a lot of people are interested. Lauren would be spearheading this committee. There are no objections.

VIII. RSG Logistics
a. Representative Expectations
i. Board Meetings: 7:15pm on Tuesdays weekly (except for spring break). Michael grants absences. Email him if you will be late with an excuse. Excused absences are awarded at the president’s discretion; you can contest via a board meeting. Finally, 3 excused absences are allowed per semester. Eugene asks about if we could make our meetings biweekly. Michael responds that it would be a bylaw amendment or Eugene could submit a resolution. John asks if we could issue a cap on meeting length.

ii. Committees: participation in at least one committee is required; absences are at the discretion of the committee chair. Failure to notify the committee chair multiple times will result in removal from the committee.

iii. Events: The requirement is for representatives to attend 2 non-meeting events, at their own choosing.

iv. Constituent Contact: Office hours provide a way for students to access our representatives. Kaitlin will be in contact regarding this.

b. Committee Membership
Changes: Addition of the prom committee, Michael Lang offers to be on Elections if needed. Motion by Chris and seconded by Pete to approve, it’s approved unanimously.

c. Social Gathering: Board bonding event-taking place next week.

d. Food @ Meetings Policy: feel free to bring food to meetings but we ask that you try not to eat when we have guest speakers.

e. Office Hours

f. RSG Email List Issues: overview of the list-servs. Committee list servs will be updated soon. Please don’t spam the list.

IX. 2013 Graduate Academic Conference: Michigan State is hosting its 5th annual GAC. Last year we brought about 40 UM students to the conference, which is open to any student in any discipline. Motion to participate by Kaitlin and seconded by Phil. Approved with two abstentions.

X. Domestic Student Health Insurance Plan—ACA update: Michael gives an overview. New fees will go into effect as a result to the ACA. This would affect students who are NOT on GradCare (not GSRA, GSSA, GSI, etc). These students are invited to enroll in DSHP or other programs. Based on this regulation, considering separate student bodies as separate is now illegal, leading to skyrocketing premiums. If these things are passed, it’s highly likely that the U will be offering student health insurance outside of GradCare. Eugene asks what parts of the U are working on these efforts. Michael responds that
many organizations at the U are working on this, but RSG is uniquely tied to some national graduate student advocacy groups that could assist in University pushes.

XI. **Winter 2013 Goal Setting Session**- break into groups and discuss goals.

XII. **Open Discussion**- Anna asks about the committee times and how they will be chosen. Kaitlin appoints new people to spearhead committees for the first meeting time.

XIII. **Adjournment**- Motion by Evan and seconded by Pete. Approved. Adjournment at 9pm.
Rackham Student Government Winter 2013
Representative Goal Worksheet

**Academic Issues**

a) GSRA student-employee issues
b) IP issues- informed consent
c) Continued work on the GSBOR
d) Informational packets on IP, conflict resolution, for students
e) Development of guidelines defining the scope of obligated IP assignment from student-employees to the University.
f) Development of "Informed Consent" protocol for cases where students give up their IP to the University.
g) Development of required disclosures for Conflict of Interests from UM faculty and staff.
h) Development of notification and mitigation practices for said Conflicts of Interests.
i) Identification of services to whistle-blowing situations.
j) Dispute Resolution Board to address student issues
k) Ideas for non-traditional and international grad student funding
l) PhD Candidate Courses
m) Building Hours
n) Masters Student Study Space

**Local Issues**

a) Consulting seminar or club, collaborate with office that put the event on last semester
b) Leasing ordinance
c) University Divestment
d) PILOTs
e) Status of Pfizer campus (NCRC)
f) More Political Awareness
g) Tuition Equality

**State/Federal Issues**

a) Consider hosting informational tax seminars for students who pay quarterly taxes (if this is even legal)
b) RTW issues
c) GSRA issues
d) Link division III to Umich internship/alumni resources through the Ford school services
e) Tuition Equality
f) Grant and funding availability
g) Cost of tuition, State bill with tuition coverage for Michigan students
h) Decreased availability of loans
i) Taxing of stipends and loans
j) Support for non-traditional grad students
k) Tuition increases vs undergraduate rates.
**Student Services Issues (non academic)**

a) water fountains on North campus  
b) graduate student health initiatives (Michael Lang’s suggestions)  
c) Housing network and affordability issues  
d) Student legal services-- can they address grad student issues or host a seminar?  
e) Succession from CSG  
f) Host an interdisciplinary faculty panel from LS&A discussing non-academic careers as well as additional projects that university faculty undertake.  
g) Housing: Northwood issues, closing of Lawyer’s club, West quad and Baits II  
h) Increasing bussing during peak hours (or longer hours overall)  
i) Peer mentoring program, emphasis on non-traditional or international students

**Social Events**

a) Day at the horse races  
b) Bus trips to Detroit (van trips?), combine with COSAC event  
c) Bar night combined with COSAC event  
d) Auto show trip (next year likely)  
e) More volunteer projects for COSAC  
f) running group(s)  
g) host discussion at the UMMA and receptions at the UMMA for graduate students  
h) establish a peer mentorship program for incoming graduate students. This does not need to be program specific but should align with the interests of the incoming students  
i) Grad student formal  
j) Red Wings!  
k) Earth Day Event  
l) Events for Students interested in non-traditional careers
Rackham Student Government Winter 2013
Representative Committee Assignments

**Academic Affairs**
1. Stephen Apotheker (IV)
2. Chris Tom (I)
3. Anna Belak (II)
4. Phil Saccone (I)
5. Alex Gutierrez (II)
6. Eugene Daneshvar (II)
7. Janakiraman Balachandran (II)

Phil Saccone, ex officio
Kaitlin Flynn, ex officio
Michael Benson, ex officio

**Student Life**
Ryan Roberts (II, Event’s Director)
1. Ryne Peterson (III)
2. Janakiraman Balachandran (II)
3. Matt Waugh (I)
4. Evan Arthur (II)
5. Matt Filter (III)
6. Phil Saccone, ex officio
7. Kaitlin Flynn, ex officio
8. Michael Benson, ex officio

**Budgetary**
Phil Saccone (Chair)
1. Dan Trubman (III)
2. Yiting Zhang (II)
3. Vanessa Cruz (III)
4. Matt Filter (III)

Kaitlin Flynn, ex officio
Michael Benson, ex officio

**Community Outreach and Social Action**
1. Eli Benchell Eisman (former rep, I)
2. Yiting Zhang (II)
3. Peter McGrath (IV)
4. Michael Lang (I)
5. Lauren Knapp (I)
6. Phil Saccone, ex officio
7. Kaitlin Flynn, ex officio
8. Michael Benson, ex officio

**Legislative Affairs**
Michael Benson (Chair)
2. Chris Tom (I)
3. Dan Trubman (III)
4. David Barton (II)
5. Anna Belak (II)
6. Michael Lang (I)
7. Lauren Knapp (I)
8. Alex Gutierrez (II)
9. John Forrest (II)
10. Ryne Peterson (III)
11. Haven Allen (former rep, III)
12. Phil Saccone, ex officio
13. Kaitlin Flynn, ex officio

**Elections**
Michael Benson
1. Michael Lang (I)
2. John Forrest (II)
3. Matt Filter (III)
4. 

**Gala**
Lauren Knapp (chair)
1. Chris Tom (I)
2. Ryan Roberts (II)
3. Pete McGrath (III)
4. Matt Waugh (I)
5. Phil Saccone, ex officio
6. Kaitlin Flynn, ex officio
7. Michael Benson, ex officio
A RESOLUTION TO CREATE A JOINT COMMITTEE ON GRADUATE STUDENT GOVERNANCE

WHEREAS, Numerous student governments exist on the University of Michigan’s Ann Arbor Campus; AND

WHEREAS, All graduate students, regardless of their school of enrollment are represented by both a Central Student Government (CSG), and a school specific government; AND

WHEREAS, All graduate students pay $7.19 to the central student government and $1.50 to their school’s student government during each term of enrollment1; AND

WHEREAS, The Central Student Government’s leadership is traditionally dominated by undergraduate students2; AND

WHEREAS, The Central Student Government spends the vast majority of its time focusing on issues relating to undergraduate students2; AND

WHEREAS, The Central Student Government spends the vast amount of its budget on events and programs that target undergraduate students3; AND

WHEREAS, Members of the Rackham Graduate School, the Law School, and the School of Public Health student bodies voted during the fall 2012 academic term to look into creating a graduate and professional student government, separate from the Central Student Government; AND

WHEREAS, 9.5% of Rackham students voted in the Fall 2012 election4; AND

WHEREAS, 69% of those Rackham Students voted in favor of pursuing a separate graduate and professional student government4; AND

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1 http://www.ro.umich.edu/tuition/tuition-fees.php
2 http://csg.umich.edu/about/history & CSG / MSG Meeting Minutes
3 CSG / MSA approved budgets and funding committee allocations 2007 - present
4 RSG Fall 2012 Election Results, http://rsg.umich.edu/fall-2012-election-results
WHEREAS, Significant majorities in both the University’s School of Public Health and Law School student bodies voted to pursue a separate graduate and professional student government; AND

WHEREAS, A new constitution will need to be drafted and approved by the graduate student bodies at the University of Michigan before any separation from CSG can take place; AND

WHEREAS, This constitution should be written in an open and fair manner with input from each graduate constituency; NOW ON BEHALF OF THE STUDENT BODY OF THE HORACE H. RACKHAM GRADUATE SCHOOL, BE IT

RESOLVED, That a joint committee on graduate student government (J-COM) be created; AND BE IT FURTHER

RESOLVED, That the President of the Rackham Student Government will appoint members of the graduate student body to serve as voting members of the J-COM; AND BE IT FURTHER

RESOLVED, that copies of this resolution will be sent to the presidents of each of the University’s professional student governments with the urging that they approve a similar resolution and appoint members of their respective student bodies to serve as voting members on the J-COM; AND BE IT FURTHER

RESOLVED, that no graduate student body shall appoint more than 5 voting members to the J-COM at any given time; AND BE IT FURTHER

RESOLVED, that the Presidents of the Graduate and Professional Student Bodies (CHAIRS) may appoint any number of alternates to the J-COM, so long as said alternates are currently enrolled students in their school; AND BE IT FURTHER

RESOLVED, that the J-COM shall hold its first meeting no later than February 6, 2013; AND BE IT FURTHER

RESOLVED, that the presidents of the graduate and professional student bodies shall serve as co-chairs of the J-COM; AND BE IT FURTHER

RESOLVED, that the J-COM shall be empowered to define and approve additional rules and regulations for its operation so long as they do not conflict with the provisions of the initial operating manual contained within this resolution; AND BE IT FURTHER

RESOLVED, that such rules and regulations may be voided by a 2/3rds majority vote of the CHAIRS, or simple majority votes by at least two graduate and professional student legislatures; AND BE IT FURTHER
RESOLVED, that the J-COM shall consult with the graduate and professional student body as it develops a Constitution for the Graduate and Professional Student Body of the University of Michigan; AND BE IT FURTHER

RESOLVED, that the J-COM shall report regularly to the legislatures of the graduate and professional student governments on its progress; AND BE IT FURTHER

RESOLVED, that the J-COM’s initial operating manual shall be defined as follows:

A. Composition. The J-COM shall be composed of a minimum of no less than three (3) members of each of the graduate and professional student bodies at the University of Michigan’s Ann Arbor Campus. Any member of the Student Body may join the J-COM upon an appointment of their school’s student body president and shall have voting rights, subject to the conditions outlined in subsection C.

B. Chair. The Presidents of the graduate and professional student bodies shall serve as co-chairs of the J-COM and shall share administrative responsibility for its timely operations. The co-chairs may appoint such other officers of the committee as they deem appropriate. The co-chairs will select from amongst themselves a president to chair each J-Com meeting. The same president should not serve as chair for consecutive meetings.

B. Quorum. A quorum shall exist when half plus one of the committee members are present as determined by the co-chairs.

C. Voting Rights. All appointed members of the J-COM shall be entitled to a vote.

D. Committee Operations. The J-COM shall meet on an as needed basis, at least bi-weekly through the Winter semester. Votes to approve recommendations and to send a final recommendation package to the graduate and professional student body must be taken in person with a quorum present. Committee discussions may take place electronically so as to allow for maximum participation including representatives and students at-large that are not in the Ann Arbor area. All committee discussions shall be published electronically upon approval by the committee for review by the public at large.

E. Charge. The J-COM shall draft a constitution for a graduate student government that will be separate from the Central Student Government. The J-COM will consult with the elected representatives of each graduate and professional student government as well as host a minimum of two town hall style events for members of the graduate and professional student bodies to offer their input and advice.
F. Reports. The J-COM will submit regular reports to the legislatures of the graduate and professional student governments on its progress and will seek feedback from the same. **AND BE IT FINALLY RESOLVED,**

that the committee shall be empowered to draft and submit a question for uniform submission to the graduate and professional student body to the March 2013 graduate student body election without requiring additional approval by the Board.

**AUTHORS**

Peter McGrath  
Representative, Division 3

Kaitlin Flynn  
Vice President, Graduate Student Body

**ATTEST**

By Signing below, I certify the this resolution was dispatched by the RSG Board under the rules as prescribed in section IX of the bylaws and that the vote count appearing at the top of this resolution is accurate.

______________________________  
Kaitlin Flynn  
Vice President, Rackham Student Government

**PRESIDENTIAL ACTION**

I, Michael Benson, President of the Rackham Student Body, do hereby approve / veto this resolution on this the ______ day of _____, 2013.

______________________________  
Michael L. Benson  
President, Rackham Graduate Student Body
Presidents Round Table

Agenda

1. Attendance
   Michael--UNC
   Allie-Ohio
   Adam-UW
   Michael-UTA
   Michael-Michigan
   Taylor-Texas A&M

2. Report From Schools
   UNC: Big transition period so we are starting to turn over the exec board and trying to figure out how to turn the information over and not lose a lot of information. What we are working on this semester. Sexual assault/harassment cases have been filed that they weren’t taken seriously so GPSF is keeping it on their radar and how to help the community. State Lobby Day (2/20) and wants feedback for how that will work

   Ohio State: Recently our president stepped down (just this month) so trying to not lose information from that. Going to DC March 2nd as a group. Looking at online reporting systems to write a note if you are concerned about a friend’s health. A way to officially make it known that people are in need of help. Who actually sees these? They have a separate manager from their health care manager. So it is a department under student life (at Duke). At UTA it’s all through their health center and it has won awards so a great one to base it off of.

   UW: State lobby day (2/15) trying to push a few bills. A bill to guarantee student involvement in the university and where the university spends money. Also working on an endowment. Running into a bump because all the funds have to be visible to the public and can’t invest that. Another issue where conferences for professional opportunity are becoming important but students are being told they can’t go if it conflicts with an exam so trying to make that a priority for teachers. Dealing with health care systems from ObamaCare because it is affecting people on campus. Internally working on college councils within the colleges to have discussions with the dean about their budgets.

   UTA: Legislative session just started--meets every 2 years. Guns off campus bill has resurfaced. New proposal is that all schools are allowed to have people with concealed weapons on campus. Another was to allow open carry. Working through that. Other issues are the new budget proposal came out. A cut was
once again suggested so over 4 years has gone done $120million. Set up a series of 4 lobby days—one with all the big state schools in the state, one just for theirs, and one for schools within their system. Elections are in a month and they will take office in April. Because the budget will probably go down, they are working on doing a student imposed fee to fund a student career center. Would love insight on how to pay TAs tuition being tax free because currently income tax is being paid on that. So how to approach this problem

Michigan: Big issues include forming a federation because fighting with the undergrads and trying to separate from them. Trying to increase the turn out to show that the GSA students want to be separated. Also setting up a lobby day and a state lobby day (early March). This is his third year as president so is trying to create a list of everything that has happened under him and give that information to the incoming president so not to lose the knowledge.

Texas A&M: getting stuff together with the alumni group for the state lobbying. Worried about the guns on campus as discussed earlier. Advocating to keep the guns out of the classroom. The undergrads are having an exchange next week but the graduate associations weren’t included so they are planning their own conference to share information and share bylaws, best practices, discuss common issues. Building a new stadium soon so trying to fund the student section through increase in university enhancement fee and increase ticket prices.

3. UNC--Legislation Day
Fed back (got some from UTA and what they do) but more information on how to make it most effective. Having 15 people go and breaking into groups of 3 and giving their message for funding higher education. How do we tie in a specific message to graduate education but broad enough for all the different fields?

UTA--we have a very republican legislation so the easiest way to not get bogged down is to flip the conversation about the student indebtedness. If there is a reduction in funding then TA support goes down then there is a need for more loans. Ahead of lobby days set-up meetings for a few months to keep people involved and knowing it matters. Also lays the groundwork for the actual lobby day. If possible to have undergrads there too, you get people who are in those districts and that makes them listen more.

UW--Started doing research demonstrations so legislatures can come by and see (if they want to) and shows them what’s associated with the university. Then to couple with that science communication workshops on campus so helping get scientists communicate their information to policy makers so you can show the importance of your work. Also line people up with people from their district or the district they are from. One big day across the state with all the universities then smaller days throughout the year specific to certain fields like nursing. UW impact is about lobbying and even alumni get involved and show the impact from UW student per district-makes a big impact.

4. UW--Student Government Budgets
What your revenue streams are and how diverse are they? 98% of their funds are from outside sources so just wants a sense of what other peoples operating budget are.

Michigan--Annual budget is $1.50/term/student. And almost all of it comes from that but a few from outside grant money. So most of their budget is guaranteed but is based on the enrollment. How is that money spent?
About ⅓ goes to the grad student body. So co-sponsorship or putting on events. Also give money to graduate student groups. And then for advocacy issues. To fund it, pass things out, hire staff if needed, etc.

Restrictions on how to use the money?
Yes. Can’t use for drugs, alcohol, parking tickets, things like that.

UNC--Straight from student fees, no other source. Part of student activities fees which is a group that overlooks the fee every year. We get 100,000 which is 25% of the fee collected. We then give ¼ to travel awards (people traveling for academic reasons) 15% on programming then ¼ allocations to the senate to go to their programs. Our money isn’t used internally so much as put back out to the students. For restrictions, it can’t be used for alcohol and then can’t be used for personal gain (cloudy) and sometimes hard to define.

UTA--Don’t have student fees any more because there is a flat rate tuition. From the tuition rate there is a fund collected that goes to student services and the GSA gets a small portion of that. About 63,000 annually but normally have to fight for that money every year. 10% to exec board. 30% is programming. 20% is appropriations to graduate student groups. 20% travel to conferences. Restrictions: can’t use for lobbying (so going to DC will have to come from fundraised money) then no alcohol.

What are other sources of funding for lobbying?
About 13,000 in there from a 5k run and then some other efforts. Also have money in an account has 6,000 that will be paying for lobbying efforts but no one knows where that comes from and no one asks. Trying to find ways to get money to replenish those sources.

Texas A&M: Their money can’t be used for travel or awards so talk to the deans of colleges who tend to have money they can give.

Adam has a request that if anyone is willing to go over their budget with him he would really appreciate it. Michigan is happy to but doesn’t want to have it go out to the entire list so we can create a presidents list and share it that way. Michael Benson will create that in the morning.

5. Adjourn
UTA and Texas A&M will be the schools next month.

8:32pm.
Rackham/RSG Ice Skating Night

EVENT DETAILS

Sunday, February 3, 2013
6:00-8:50pm
Yost Ice Arena (1000 S. State Street)

Rackham Graduate School and your Rackham Student Government (RSG) invite you to take a break at our Ice Skating Night at Yost Ice Arena (1000 S. State Street). We are renting out the ice rink just for grad students that night. We'll be handing out tickets to discount ice skate rentals to $1 (or $1 to spend on refreshments for those who have their own skates). Graduate students will be admitted with a valid student Mcard. Each student may bring one adult guest (spouse, partner, or friend) and children to the event.

Please register for one of two ice times for the event and indicate how many guests you plan to bring to help us plan for the appropriate amount of students:

6:00-7:20pm: https://secure.rackham.umich.edu/Events/wsreg.php?WsID=1206
7:30-8:50pm: https://secure.rackham.umich.edu/Events/wsreg.php?WsID=1214

Please contact RackhamEvents@umich.edu with any questions about the event.

January 2012 recap:

- **Attendance:** 470 students and their family members
- **Cost:** $2000 ($1060 for ice time and $940 for skates/refreshments)

**Modifications for 2013:** Reduce discounts from $3/guest to $1/guest which may be used to subsidize skate rental cost (normally $2. With the subsidy would be $1.) or to purchase a small bag of popcorn or hot chocolate.

**Anticipated Cost for 2013:**

- **Total:** $1060 for ice time and $500 for skates/refreshments
- **RSG Cost:** $780
Memorandum

From: RSG Executive Board

To: RSG Committee Members

RE: Instructions for completing Committee Budget Request forms

Date: January 29, 2013

Please prepare your budget requests using the attached form and submit to the RSG executive board no later than 2/4/13 at 5pm. We understand that certain details in the budget may need revision as planning for the event evolves. The Treasurer is committed to resolving these issues as they arise. Please do your best to produce an inclusive budget, but please don’t hesitate to contact the Treasurer if an issue arises.

As for the justification of different budget items, we want to balance everyone’s desire for a simple and streamlined process with our fiduciary responsibility. There is no need to provide extensive justification for common sense items. We recommend that committees focus on providing justification for items that are of significant monetary size and/or for items that might not have a clear purpose from an outside-of-the-committee perspective.

Please feel free to contact Phil with any questions at rsg-treasurer@umich.edu.
DIRECTIONS: Pre-Event Form

Only change the cells filled in pale yellow, and don’t change the color back after modifying the cell.

Please save this form with the format “CommitteeName_EventName”

Email this completed form as an excel sheet to rsg-eventsdirector@umich.edu after it is completed. The next sheet in this Excel doc is the post-event form.

<table>
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<th>Committee Hosting Event:</th>
<th>Academic Affairs</th>
<th>Date of Event:</th>
<th>Form is Dated:</th>
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<table>
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<th>Event Description:</th>
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<th>Total Budget Allocated:</th>
<th>Expected Attendance</th>
<th>Reasoning for Expected Attendance:</th>
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Details for Event & Itemized Budget:

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Total Cost: $ -

Additional Comments:
DIRECTIONS: Post-Event Form
This serves to help future chairs plan similar events for the following year. Email it to rsg-eventsdirector@umich.edu upon completion at a maximum of one week after your event.

<table>
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<tr>
<th>Actual Amounts Spent / What was Used</th>
<th>% off from Projected</th>
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<td>Total Cost:</td>
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</table>

# Attendees 100

% off from Projected Attendance: #DIV/0! Cost / Person: $ 0.10

Please include price data / deal received from a vendor so that we may use it in negotiating future contracts.

What went well?

What did not go well?

Ideas for Improvement:

Contacts / Vendors / Resources:

What did not go well?

If attendance differed from projected attendance by
Committee Name:

Committee Chair (Please include contact information):

Total Amount of Funding Requested:

For each event, please address the following:
(Note: It is not necessary to physically/electronically duplicate this form for each event. Please format the budget request in the following manner: Event 1, response to prompts 1-5, Event 2, response to prompts 1-5, etc.)

1) Approximate date of the event.

2) Very briefly, how does the event fit the mission of your committee as defined by the RSG by-laws?

3) Detail the specific items that the committee is requesting, the dollar amount, and provide a brief justification for the expenditure.

4) Event co-sponsors and an estimation of their financial contribution, if any.

5) Is this the first time you are holding the event?