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Welcome!

At the GSA, we provide a strong foundation for our members and community by offering valued services and programs that support and empower graduate students during and after their academic endeavors. We create an environment built on fiscal sustainability, social engagement, and effective representation.

The GSA is here to enhance the experience of all grad students, and one of the ways in which we do this is by encouraging engagement by facilitating Graduate Student Groups (GSGs). We encourage you to start your own group based on research, cultural, or special interests.

The GSA is pleased to support this exciting initiative with ongoing financial support for all GSGs. If there is a GSG that aligns with your interests, we encourage you to join it. If you would like to create a new GSG, we hope this handbook will assist you in doing so.

In this handbook, you will find:

- Information about forming a new GSG
- An outline of the responsibilities of GSG members
- An outline of other services available to GSGs
- Information on funding for GSGs
- Instructions on adding your GSG information to the University's Co-Curricular Record (CCR)

If you have any questions about GSGs, please feel free to contact the VP Student Life at vpsl.gsa@ucalgary.ca.
Creating A Graduate Student Group

The first step in creating your Graduate Research Network is to download the GSG creation form, which is available on the GSA’s website. This must be submitted with the following items:

- Application form which includes: GSG name, contact information, executive information
- Bylaws and/or constitution
- Financial information (bank account information)

When completed properly, you should expect to get a confirmation email within one week of submitting your forms. If you do not, please email the Governance and Media Coordinator at kmlidgre@ucalgary.ca.

Graduate Student Group Orientations

Once your GSG has been created, you can ask a GSA representative to come out to speak to your new GSG about all of the services that the GSA has to offer. To set up a meeting, please contact the GSA VP Student Life at vpsl.gsa@ucalgary.ca.

Existing Graduate Student Groups

Important Reminder to all existing GSGs: If your GSG undergoes changes of any kind during any part of the year, please ensure that you update your information with the GSA. (This includes changes to contacts, executives, members, any changes to bylaws or constitution, banking etc.). Please email kmlidgre@ucalgary.ca with any changes.
Graduate Student Group Annual Report

All GSGs must submit an annual report to the Governance and Media Coordinator at kmlidgre@ucalgary.ca at the close of each academic year. Annual reports are due by April 15 (or the next business day) of each year.

The annual report must include the following items:

- Executive names and e-mail addresses for both the outgoing executive and (if known) the incoming executive
- Brief description of the student group’s purpose and goals
- List of activities for the year
- Financial statements (income statement, cash balances, and outstanding items)

Failure to submit an annual report may result in ineligibility of funding. Please contact kmlidgre@ucalgary.ca if you have questions or problems regarding your annual report.

Co-Curricular Record Recognition for Graduate Student Group Contributions

The Co-Curricular Record (CCR) is the University of Calgary’s official record for extra-curricular involvement on-campus as a graduate student. The CCR is a valuable tool for you to present alongside your resume to prospective employers and/or to professional/graduate schools to highlight your complete university experience.

Once on the CCR site, you will see that with each activity/position you add to your CCR, you will also be able to highlight the learning outcomes of that activity or position. To learn more about the CCR, or find out what activities are recognized at the graduate level, send an email to ccr@ucalgary.ca.
## Graduate Student Group Funding

### Start-Up Grant

**Purpose:** Initial funding for newly formed GSGs.

**Amount:** $300.

**Eligibility:** One-time grant upon creation of a new GSG, provided that the application and all appropriate documentation have been received and approved.

**Deadlines & Details:** Must be applied for within 3 months of the GSG startup date. GSGs must register online no later than May 30 of each year.

### Operational Bursary

**Purpose:** Annual continued funding for pre-existing GSGs.

**Amount:** $200.

**Eligibility:** GSGs can apply for one $200 Operational Grant per year (April 1 - March 31) after their first year of operation.

**Deadlines & Details:** The online renewal form must be completed and submitted no later than November 30 each year in order for GSGs to be eligible to receive the Operational Bursary.

### Event Grant

**Purpose:** Offset cost of GSG events.

**Amount:** Receipt amount up to $150 per intake (total of $300 per year). For example, if you have an event that costs $135, you can apply for a $135 event grant. If your event costs $175, you can only apply for $150.

**Eligibility:** Eligible expenses include food, beverages (non-alcoholic beverages, wine, and/or beer only), advertising, and other event-related costs. Beverages should not comprise more than 25% of the total bill.

**Deadlines & Details:** You may apply for more than one Event Grant per year (April 1 - March 31), however the maximum annual amount awarded is $300. There are two intake deadlines:

- **October 15** (for events held between April 1 - September 30)
- **April 15** (for events held between October 1 - March 31)

You will need to submit scanned copies of receipts when filling out the event grant application. Please note that unsuccessful applications in one intake cannot be carried forward to the next intake.

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All funding forms can be found [here](#).
Bank Accounts and Financials

GSGs should have an independently-operated bank account in order to receive GSA funding or if you plan on applying for outside funding.

Your GSG’s financial records must be both accurate and transparent. Any member of your GSG should be able to review your financial documents after giving reasonable notice. Two signing authorities are strongly recommended for each account in order to ensure that accountability and integrity are maintained at all times. To ensure the accuracy and transparency of your GSG’s finances, keep a spreadsheet noting all revenues, expenditures, their sources, and the reasons for each item.

If a GSG has its own bank account or funds, the University, including the GSA, will not be held responsible for any liability related to the collection, use or dispersal of such funds, nor will the University or GSA provide insurance or safe-keeping for such funds.

GSA/LDL Swag

GSGs holding events are able to request GSA or LDL promotional items to be used for give-aways, door prizes etc. GSGs can apply for GSA promotional items once per year. They are given out on a first-come, first-serve basis and are not guaranteed. To apply for promotional items, you must fill out the prize application form found here. Please apply at least two weeks prior to the event date. Prize type and availability are based on current stock levels and at the discretion of the GSA staff.
GSA Services

Event Planning Support

The GSA is pleased to provide DGAs with event support through the GSA Events Coordinator. Any questions or inquiries about an event that you would like to organize can be sent to events.gsa@ucalgary.ca. The Events Coordinator will respond to your request with a follow-up meeting or phone call to advise you. Please note that the amount of support will vary depending on the length of notice and the Events Coordinator’s workload. Please see the Event Planning Handbook for more information.

Engagement and Conduct

The GSA would like to encourage students to involve themselves in GSG activities throughout the year. Students are expected to conduct themselves in a manner that will not discredit himself or herself, the University of Calgary, or the Graduate Students’ Association. The GSA prohibits acts which seriously interfere with the basic purposes, necessities and processes of the academic community or the greater community as a whole, or which deny the essential rights of other members of any community.

GSGs need to abide by the non-academic misconduct policy as per the rules and regulations of the University.

The GSA’s Diversity and Discrimination Statement can be found here.

Risk Management

GSGs need to contact Risk Management of the University of Calgary for any activities on campus, prior to any applicable event, and follow appropriate measures as provided by the University of Calgary Risk Management.

The GSA is not liable for any personal injury or property damage occurred in or associated to any event organized or involved by a GSG. It is the GSG’s responsibility to prepare appropriate waivers and observe the proper risk management policies as outlined by the University of Calgary and/or any other applicable and appropriate safety policies and practices. The GSA does not supervise GSG events, nor assume any liability thereof at any time that the GSA reimburses the expenses incurred in an event under this GSG policy, shall not give rise to any liability claim against the GSA.