



Departmental Orientation Application

Pursuant to the allocations in the Fall 2023-2024 Budget, specifically within the budget line '01-5042 Departmental Orientations' categorized under Contributions & Public Services, GSO senators are endorsed to conduct departmental orientations. An approved stipend of \$100 will be accorded to each participating senator. Applicants are encouraged to review the specifics of the budgetary provisions prior to completing the application. For more information and for application approvals, please contact the GSO Treasurer.

Guidelines:

1) Recording & Presentation Clarity:

- All sessions must be documented via recording.
- The presentation content should be clear and in line with the GSO standards.
- Any doubts or alterations from the standard GSO content should be discussed with the Treasurer and the ATs.
- I confirm my presentation is ready for review by the Treasurer and ATs.

2) Orientation Participation Head Count:

- I have inscribed my name and orientation blueprint in the Senate Meeting Agenda.

3) Media Representation:

- A brief video representation for the GSO Instagram page is required.
- I am prepared to create a video to enhance departmental visibility and shared it with GSO Media team.

4) Provisions for Refreshments: Should senators wish to facilitate refreshments during the orientation, this should be denoted in the "Your Name and Plan" segment of the Senate Meeting Agenda. For expedited approvals regarding these provisions, senators should be prepared with the following:

- Invoice of the purchase
- Tax exemption form
- Screenshot from sbengaged
- Event poster featuring the GSO logo, along with the event date and time.

Adherence to these guidelines set by the Treasurer will ensure a seamless and impactful orientation session.



Departmental Orientation Application

Section 1: Completed by Department's GSO Senator

Department: _____ Event Date: _____

GSO Senator's Name: _____ SBU ID: _____

E-mail: _____ Phone Number: _____

Dates of Senate Meeting Attendance: _____

Total number of graduate students in your department (full-time & part-time): _____

Expected Number of attendees: _____ Venue: _____

Description of the event:

Section 2: Completed by Department Program Director/Administrative Assistant

I hereby certify that the total number of students provided above and the signatures provided are current graduate students within the department.

Name: _____ Date: _____

Signature: _____

Job Title/Position: _____

GRADUATE STUDENT ORGANIZATION

145 Student Activities Center,
Stony Brook, NY 11794-2800

Tel: (631)-632-6492 Website: <https://www.stonybrookgso.org/> E-mail: treasurer@sbgso.org

Updated October 25th, 2023



Section 3: Departmental Orientation Itemized Expenses Table

Itemized Expenses Table	Amount
Food	
<i>Total Food Expenses:</i>	
Other	
<i>Total Other:</i>	
Grand Total:	



Section 4: Departmental Orientation Graduate Student Signatures

Please provide the signatures of all the students who attended the departmental orientation session in person.

Statement of Consent:

"We, the undersigned, representing the department of _____ hereby have attended the **Departmental Orientation session** conducted on _____(Date) at _____ (venue) by senator _____(Name of the senator)"

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Name	SBU ID #	Signature	SBU E-Mail
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