

# **SO YOU WANT TO BE AN IGDO?**

**A STEP-BY-STEP GUIDE**

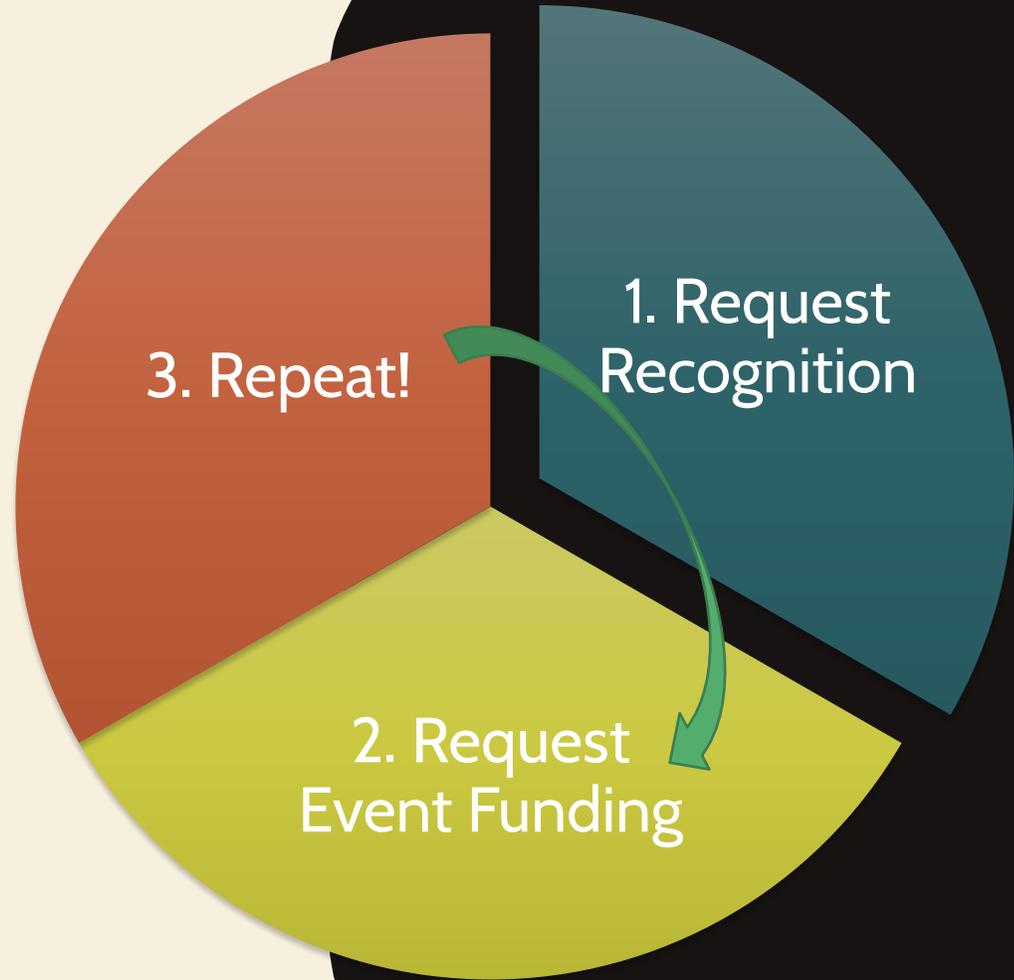
# WHAT IS AN IGDO?

- Interdivisional Graduate Diversity Organizations (IGDOs) are organizations recognized by the Graduate and Professional Student Association (GAPSA) as:
  - 1) Interdivisional
    - Consisting of at least 10 students from 3 different GAPSA divisions
  - 2) Graduate
    - Consisting of almost entirely Tulane Graduate Students (with maybe a post-doc or faculty bonus member)
  - 3) Diverse
    - Celebrating the diversity Tulane cherishes

# WHY WOULD I WANT TO BE AN IGDO?

- Recognition!
  - Your organization would then have a designated page on OrgSync so that other students with similar interests, backgrounds, or beliefs can find you!
- Book rooms!
  - You will be able to book rooms on campus to host your meetings, events, etc.
- Participate in Fall and Spring Activities Expos
- Advertise programs and events on campus
- IGDOs also gain access to the GAPSA Affinity Fund, which allows these organizations to request funding to host events for their members or food for meetings (among other things).

# THE PROCESS:





# **STEP 1: REQUEST RECOGNITION**

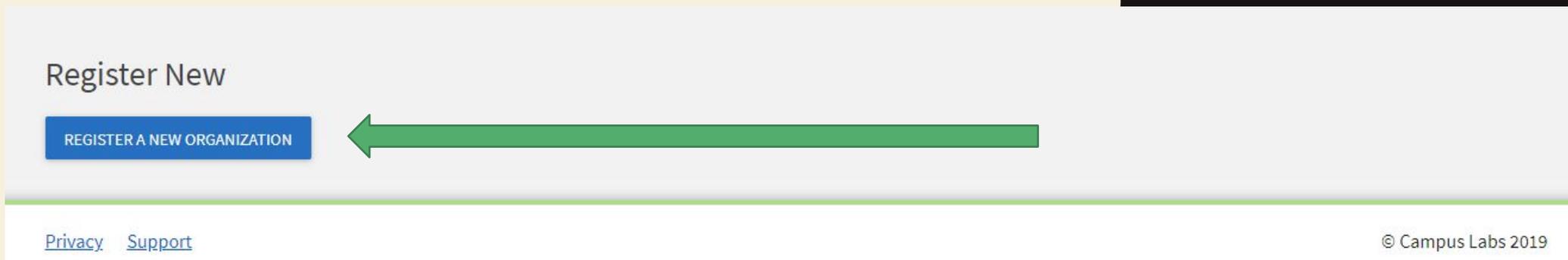
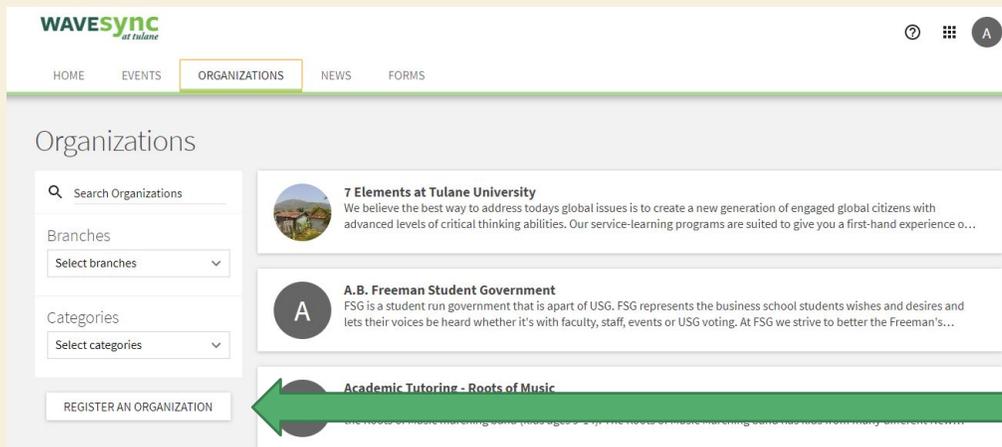
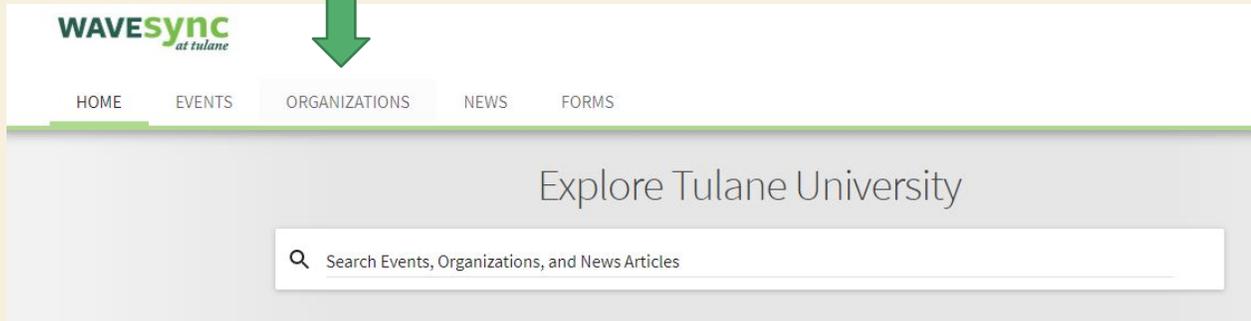
# INFORMATION YOU'LL NEED:

Your Executive  
Positions  
(President,  
Treasurer) and  
Advisor

Constitution

Membership  
Roster (with  
Division  
information)

Signed Advisor  
Roles and  
Responsibilities  
Form



## REQUEST RECOGNITION

1. Go to <https://tulane.campuslabs.com/engage/>
2. Select the “Organizations” tab
3. Select “Register an Organization”
4. Select “Register a New Organization”

## Register a New Organization

Register your organization under one of the following:

Recognized Student Organizations

Tulane University Departments



## Request Recognition

5. Fill out the Basic Organization Information, upload an organization profile picture, etc.

6. Fill out your executive board members

Required: President, Vice President, VP Finance

7. Select the (at least three) GAPSA Divisions that your group has membership from

8. Submit your organization's Constitution, Bylaws, and Membership Roster

9. Upload your signed Advisor Role and Responsibilities Form

# LEADERSHIP RESPONSIBILITIES

- Attendance at:
  - Welcome Back Meeting (Fall)
  - Budget Workshop (Fall)
  - Student Organization Renewal Workshop (Fall)
  - IGDO Training (Upon Recognition)
- Compliance with:
  - Local, state, and federal laws
  - Tulane University policies and procedures
  - Student Code of Conduct
  - RSO Programming (can be found on RSO website)

# Now what?

- Your application will be checked by the Office of Student Affairs
- Your advisor will be contacted
- The application will be sent to the current IGDO Committee Co-Chairs for review
- You will be contacted by the Co-Chairs to give a short (<5 minutes) presentation at the next IGDO Committee Meeting about your organization and its goals to enhance graduate student life at Tulane
- The IGDO Co-Chairs will present your organization to the GAPSA general assembly at the next GAPSA Assembly meeting with a recommendation to approve or not approve your organization for recognition
- An IGDO Co-Chair will contact you to relay the outcome of the GAPSA Assembly vote

If you're approved...



# CONGRATULATIONS! YOU'RE AN IGDO! NOW WHAT?

You'll receive a  
WaveSync page

You can book  
rooms for your  
meetings

Other students  
can find your  
organization and  
request to join!

You can hold  
meetings and  
events at Tulane

You can request  
funding from the  
GDC Committee  
for events

# Timeline



## Yearly Renewal Checklist

- Attend RSO Renewal Workshop
- Update WaveSync Portal Page
- Update contact information for organization officers
- Obtain a newly signed Advisor Roles and Responsibilities form
- Attend IGDO Renewal Workshop

## Semester Renewal Checklist

- Review and update organization roster
- Present a new Semester Event Budget

## YEARLY vs Semester RENEWAL CHECKLIST

These are annual and semester requirements after your organization has already been recognized the year before.



# **EVENT FUNDING REQUESTS**

**(WHAT THEY ARE AND HOW TO COMPLETE THEM)**

## Event Funding Request Overview:

- Each Semester, present a Semester Events Budget
  - This should give a general idea of what events you're planning for the semester and a rough budget for each event
- Before your event, present an Event Budget
  - This should be a more detailed breakdown of the event already approved in the Semester Events Budget
  - Submit event funding request to GDC Co-Chairs
  - Submit event registration on OrgSync
  - Present event to GDC Committee
    - Approval: Event will be approved by the GDC Committee
    - Denial: GDC Committee will give suggestions on how to improve the event to meet requirements

## NOW THAT YOU'RE AN IGDO, THERE'S A TWO-STEP EVENT FUNDING PROCESS:

1. SEMESTER EVENTS BUDGET
2. DETAILED EVENT BUDGET

# SEMESTER EVENTS BUDGET

- This budget is general and includes categories of expenditures based on Tulane Natural Accounts numbers.
- The purpose is to allow the GAPSA General Assembly to pre-approve events so that when it comes time to approve individual events, the GDC can function as a stand-alone committee (improving turn-around time).
- At the beginning of each semester when these budgets are due, a suggested budget cap will be presented for you to work from.

Event Name	Month	Year	Nat. Account	Account Type	Amount
Welcome Back Potluck	August	2019	7543	Entertainment	\$ 50.00
Happy Hour	October	2019	7543	Entertainment	\$ 100.00
DTRA Seminar	October	2019	7542	Visiting Professionals	\$ 100.00
Advertising	Ongoing	'19-'20	6212	Advertising	\$ 50.00
Holiday Party	December	2019	7543	Entertainment	\$ 200.00
				Total:	\$ 500.00

# EXAMPLE SEMESTER EVENTS BUDGET

# DETAILED EVENT BUDGET

- This budget is very specific. How much will you spend on each item of food? Utensils? Will you have tables set up at the event, how much will that cost? Are you renting an event space? Do you need TUPD present?
- The Event Budget Form can be found on WaveSync, and once completed, will be sent to the GDC Co-Chairs for approval. This approval can take up to 3 weeks, so make sure it is submitted early! After Student Affairs approves the event, the information will be emailed to the GDC Co-Chairs. Please send us an email informing us that the form has been submitted in case of technical difficulties though!
- This form will be first reviewed by the Co-Chairs to make sure that all the information is accurate. We will contact you to go over the form and inform you of the next Committee Meeting (Also found on the IGDO Webpage).
- Next, you'll need to send a representative to the GDC Meeting to present your event.
- After your presentation, the GDC will approve or deny your event.
- If other sources of funding have been sought, or are sought after GAPSA Affinity Fund approval, the GDC Co-Chairs must be made aware as soon as other funds are sought or awarded.
- If the event was **NOT** in the Semester Events Budget, the committee will present your event at the next GAPSA General Assembly meeting and request approval for the event. This process will take more time, so start early if you want to add an event!

Nat. Account	Account Type	Item	Projected Cost	Actual Cost
7543	Entertainment	Utensils	\$ 50.00	
		Lasagna	\$ 50.00	
		Salad	\$ 25.00	
		Soft Drinks	\$ 20.00	
		Brownies	\$ 25.00	
		Movie	\$ 5.00	
		Popcorn	\$ 15.00	
		Craft Supplies	\$ 50.00	
		Total	\$ 240.00	

# EXAMPLE Detailed EVENT BUDGET

# PAYMENT

- Ideally, your advisor has a Travel and Entertainment (T&E) credit card. Purchases for your event should be made with this card in order to keep the financial burden off the students.
  - You will need to submit the following to the GDC Co-Chairs:
    - **Submit ALL ORIGINAL RECEIPTS** and do not tip more than 15% (University Policy).
    - Attendance Roster
    - Agenda (if applicable).
- If funds have been awarded from multiple sources:
  - Each source, the amount awarded, and a contact email/phone number must be relayed
- If your advisor does not have a T&E card:
  - Unfortunately, we can't just give you money. You must be reimbursed through Tulane-approved channels.
  - There are reimbursement forms for students. These forms are all available through the GAPSA WaveSync page and upon request from the GDC Co-Chairs. Reimbursement will be requested by the GDC Co-Chairs.
  - If an event is planned far enough in the future, purchases can be made through WaveSync with the help of the GDC Co-Chairs.

# DISCLAIMERS:

We are all at the mercy of the Tulane higher powers including but not limited to Student Affairs. The Registered Student Organization handbook should also be reviewed by each organization to ensure cooperation with Tulane policies and procedures.