

Refer to this [working document](#) from last year's organizers.

1. Structure of GradLab
 - a. **Four members minimum (from each GSA and GSC):** should be sufficient
 - b. Open to the graduate community
2. Roles:
 - a. GradLab email
 - b. Website -- photos, testimonials
 - c. Point-of-contact -- Project
 - i. Application: Minimum of points on **rubric**; maximum of projects
 - ii. Email to approve
 - iii. Group -- Budget appropriate?
3. Advertising
 - a. Option 1: Newsletter from each GSC and GSA
 - b. Option 2: Separate newsletter
 - c. Option 3: Both options together
4. Stipends
 - a. **Structure this similar to the GSA (stipend)**
 - b. **Put this statement on the website**
5. Duties
 - a. 2-3 meetings per quarter
 - i. Approve quarterly applications
 - ii. Fall/Winter: Giving Day planning
 - iii. Discuss logistics for each project approved
 - b. Volunteer during Giving Day
 - c. Each project will have certain elements: advertising, budget, logistics
 - i. Should various elements for each project be allocated to each member?
6. Potential timeline after project approval
 - a. Send email announcing approval & requesting budget
 - b. Respond with any suggestions to budget
 - c. Give directions for P.O. and answer any final questions
 - d. For event: they will provide attendance sheet & take photos
7. Rubric
 - a. **Letter of support from a faculty or staff?**
8. Concerns:
 - a. The stipend does not compensate for the workload.
 - b. GSC representatives could replace their required committee duty to work for GradLab.

To do:

1. We need to create a rubric.
2. **Improve the application**
 - a. More detailed budget

b. Use a template -- estimated attendance, impact