



Undergraduate Student Government Request for One-Time Commitment Expenses

For the Purpose of Students First Initiatives
Fiscal Year 2019/2020

Index 220584 USG Operations Unless Otherwise Specified

This form is for all USG Member purchasing requests through the USG Operations budget for any dollar amount. These requests are for the purpose of Senator and Director “Students First Initiatives” to support legislation or projects that benefit the student body. Senators, Directors and the President must fill out this form and present it as part of a public meeting during General Orders. **Signatures of all parties must be obtained prior to presentation in a USG Meeting and prior to order placement or commitment to purchase.**

Description of Request: Request funding to provide a Snack Break for the Student Leadership Institute on February 22nd, 2020. In exchange, USG will be able to host one of the two breakout sessions. During this breakout session, USG will have the opportunity to raise awareness of our programs and initiatives and also give the election commission the chance to promote the upcoming election regarding the voting process and the chance to still run for appointed positions. Most students are unaware of the role of USG and the opportunity to apply to be on any committee or run for a position on USG during spring semester. Since many of the students attending this event will be freshman, we will be able to target a population of students who could run for positions, and be young enough to run again which would allow them to be able to make an impact on campus because of their past experience on USG.

Description of population and number of students benefiting from request: 700 undergraduate students in total that would include students taking the peer leadership training course (PLTC), RA's, Kupita Transiciones mentors and PLTC in addition to USG student leaders. At least ½ of 700 are second semester freshman, they are the students taking PLTC.

How does this request collaborate with the mission of Undergraduate Student Government and Students First Initiatives?

While we would be able to get our name out to the student population, we would accomplish our mission which is to serve students and always put them first. All of the students at this event will serve some sort of leadership position, so this will enable USG student leaders show support for other student leaders.

Funding Details: We will provide an assortment of Granola, fruit filled bars, and breakfast bars which will be accessible to students during a 15 minute snack break.

Amount of Funding Requested:

$$\$3.09 \text{ per person} \times 700 = \$2,163.00$$

Department(s) associated with this request (collaborations): *Student leadership center and student success programs*

Vendor (if applicable): *Aramark*

How will funding be provided from USG account?

- Interdepartmental charge (department charges USG directly)
- Invoice payment (sending a paper or electronic invoice to be paid)
- Account charge (already established account at vendor that will bill us monthly)
- Purchasing card (credit card purchase)
- Expense reimbursement (for USG Member or KSU Staff Member only)

Date Funding Needed: *February 22, 2020*

Printed Name and Signature of USG Member Requestor/Date:

USG Title of Requestor: Director of Student Advancement

Signature of USG President or Director of Business and Finance/Date:

Signature of USG Advisor/Date:

Notes: Attach legislation and any supporting documentation that may be helpful and give to Undergraduate Student Government Advisor: Meghan Factor-Page. Attach Expense Reimbursement Form for purchases made by USG Member or Staff as needed. Original receipts should be turned in as soon as they are received. Many purchases may take two weeks or more to process- please allow time for your request.