

**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: Funding for National Alcohol Screening Day: 4/16/2020 10am-4pm held in the Student Floor on the 2nd floor Mezzanine (table/lounge area). At this event, USG T-shirts will be available for 200 people and food (granola bars and juice) will available for 100 people. 1 air pod (raffle prize) will be available for a drawing for every student who exits . USG will be responsible for the raffle ticket drawing. To ensure students receive the resources available at this event, these incentives (T-shirt, food, and raffle ticket) these only will be available after the student completes the screening.

* + $448 TOTAL
	+ 1 air pods ($139)
	+ Food for 100 people: ($309)
		- Energy break <https://kent.catertrax.com/menuGrid.asp?mode=p&a=1&cg=28&c=888&intCustomerID=>
		- $3.09 per person
		- Raise the bar with an Assortment of Granola, Fruit Filled Bars and Breakfast Bars

Description of population and number of students benefitting from request: An estimated number of 300 students will be attending this screening. These would include both undergraduate and graduate students that either themselves personally could have a potential alcohol problem or attend on behalf of a concern for a friend or family member.

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

USG senate just approved *“A Bill to Initiate Mental Health Initiatives and to make further provisions for the USG Committee on Health which includes a formal position for mental health on behalf of Kent State students,”* it is also attached.

The OHP does not have enough funding to set up the event and also have funds set aside to promote the event to the best of their ability. This is where USG can collaborate with OHP to support students and their mental health needs. USG Committee on Health will also be able to table at this event and promote the Committee on Health and the upcoming events. USG will also be able to add a statement to add to fliers along with the USG logo. USG will include our logos on all advertising materials and T-shirts, along with including USG stickers in resource bags provided by the OHP. Through this advertisement, USG will be able to raise awareness of USG and advocate for our student-first initiatives.

T-shirts will include the link to schedule an appointment for free, anonymous health screening available to all students.

Due to stigma associated with alcohol prevention, students are more reluctant to attend this particular event. However, incentivizing an event leads to an increase number of students who may not even have showed up without the incentives. Through this, we are able to provide students with resources effectively and demonstrate “flashes taking care of flashes.”

Funding Details:

Amount of Funding Requested:

Department(s) associated with this request (collaborations):

Vendor (if applicable):

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: asap

Printed Name and Signature of USG Member Requestor/Date: Chanelle Waligura

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.*