



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: I am requesting funds to be allocated as a pilot to be further grown to student organizations that participate in a day of service activities with Community Engaged Learning as designated by USG. The first 10 organizations to submit an application on Engage will have the opportunity to send 3-5 students from their organizations to complete service activities on November 23rd, 2019. They will be helping at an organization known as Haven of Rest. The event will last from 8:30am-1:00pm. If the service is completed with the required amount of organization members, the organization will then be awarded \$100 of USG funds to benefit their operations as an organization. The service activity has been determined by the office of Community Engaged Learning. USG will market the opportunity, manage the registration, and communicate participants to CEL. Community Engaged Learning along with the Director of Student Involvement will confirm attendance by organizations on the day of the event. USG will send a required reflection to organizations following the event and upon satisfactory completion of the reflection USG will award \$100 to the organization via direct payment to their organization bank account.

Description of population and number of students benefiting from request: At Kent State University there are many opportunities for students to get involved and join organizations. Any student that wanted to could join an organization. If that organization chooses to participate in this then they would directly benefit from the funding. Essentially the reach for this could expand to the entire undergraduate student body. Currently we have over 400 student organizations. Each organization is required to have at least 5 officers, but many reach upwards of 150 members. The number of students benefiting from this request is vast.

How does this request collaborate with the mission of Undergraduate Student Government and Students First Initiatives? This request will benefit students and their student organizations directly. The money allocated to them will be used to foster growth within registered student organizations. Not only will this benefit students, but it will also be beneficial for KSU and the surrounding community because of the service work completed. The use of these funds will benefit student organizations operations as well as community service participation coordinated by the university.

Funding Details:

Amount of Funding Requested: up to \$1,000

Department(s) associated with this request (collaborations): Community Engaged Learning, USG, CSI

Vendor (if applicable): N/A

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)
- **Direct Deposit to Organization bank account (EIN number required)**

Date Funding Needed: November 23rd, 2019

Printed Name and Signature of USG Member Requestor/Date:

USG Title of Requestor: Director of Student Involvement

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.