



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 toward an initiative of the Center for Student involvements that aims to recognize and reward positional leaders of student organizations at the University. This initiative will be a way to encourage involvement on KSU Engage. The Center for Student Involvement is planning to order 800 long sleeve Kent State Student Leader shirts. Once student leaders of registered organizations confirm their positions and upload a profile picture they will be eligible to come pick up a free shirt from CSI. This will also be beneficial for USG from a marketing standpoint because our logo would be on the back of all of these shirts.

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. They then have the opportunity to run for an officer position in their organization. Currently there are about 400 student organizations. There are potentially 1,890 eligible student leaders for this initiative. CSI has found that 800 is a good estimate for the involvement of the project and the shirts will be first come first serve.

How does this request collaborate with the mission of Undergraduate Student Government and Students First Initiatives? This request will benefit students leaders by providing them with a fun reward for all the hard work that they do. This will also benefit other students looking to get involved on campus. They will be able to connect/identify with these student leaders easier. This will help boost the campus involvement on KSU engage which will in turn boost student involvement as a whole. Involvement on campus in college has the ability to be very impactful and developmental throughout a student's college years. There are many statistics that show being involved on campus can lead to better grades and higher success rates. Overall this initiative has the ability to reach far and wide on student experience here at Kent State University.

Funding Details:

Amount of Funding Requested: \$2,000

Department(s) associated with this request (collaborations): USG, CSI, Kent State Leadership Center, Dean of Students, and Student Affairs

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)

Date Funding Needed: December 6th, 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.