



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 an expansion of a pilot to incentivise student organizations to participate in service learning, student leadership trainings, and student organization informational sessions. This is a Student Organization Incentive program is intended to boost the impact of our registered organizations, further educate their members, and provide them with an opportunity to receive organizational funding from USG. Student organizations that participate in our already existing Care about Kent program will have the opportunity to move onto the next tier. The second tier consists of sending at least 3 members to both a student leadership training with the SLC’s as well as a student organization basics one on one with CSI. Attendance will be tracked by CSI through flashperks at these events. Organization members will be required to submit a form through engage to me, the director of student involvement, in order to confirm their attendance. One all 6 attendance reports have been received and approved the organizations is then eligible for their second \$100. There is a tab detailing the entire program already set up on the USG website. CSI is in support and are willing to help manage the attendance of the program.

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. There is opportunity for up to 40 organizations to participate in Care About Kent this semester, so the money requested allows for up to half (20 organizations) to complete this second pathway.

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 as it will enhance our student leaders skills. Student Leaders play a large role in the environment of Kent State University’s campus. If student leaders take the necessary steps to be educated and well rounded, they will have the opportunity to impact undergraduate students all across campus and improve the KSU experience overall. We are aiming to Create a Culture of Care for all students on Kent State University's campus.

Funding Details:

Amount of Funding Requested: up to \$2,000

Department(s) associated with this request (collaborations): USG, CSI, The Leadership Center

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: February 5th, 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.