



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: Vitalant Blood Drive: April 13 & 14, 1-7pm held in the Student Center Room 310.

Description of population and number of students benefitting from request:

About 200 students usually attend, so 200 students will receive a T-shirt and also the chance to enter a raffle for prize for a Beats Pill on the 13th and Beats headphones 14th.

100 Swag Bags will include additional promotional resources in flier/hotcard form,

To promote the event, there will a Kent Stater add (1/4 size) on 4/13/2020 which will cost approx. \$250 along with a Kentwired.com Top Banner Ad to run 7 days (April 8-14) which will cost approx. \$500.

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 by providing incentives and funding for advertising to raise awareness of this important event. This can lead 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." Students are more reluctant to attend blood drives, but it's crucial we use any kind of promotional outlet to get as many students to come.

Also, Vitalant plays an important role on campus because of their support they show to students' tuition. University Health Services sponsors Vitalant blood drives at the Kent State University Kent Campus. A \$500 Kent State student scholarship is created by Vitalant for every **50 units of blood collected during the academic year**. Increasing the number of students to donate blood allows for more students to get the chance to receive a scholarship from Vitalant.

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. If students fill out paperwork and get deferred, they will still get the chance to receive a swag bag and also still have a chance for a raffle ticket. They made the effort to come out and support students', so they should still be given access to the provided incentives.

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 also able to advocate for USG's role in student-first initiatives.

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

Funding Details:

Amount of Funding Requested: TBA - Depends on price T-shirts and actual cost of Ads

Department(s) associated with this request (collaborations): Office of Health Promotion

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:

Printed Name and Signature of USG Member Requestor/Date:

USG Title of Requestor:

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.