COUNCIL OF GRADUATE STUDENTS AT THE OHIO STATE UNIVERSITY

DELEGATE ENGAGEMENT FUND APPLICATION

DELEGATE ENGAGEMENT FUND OVERVIEW
Delegates are the representatives to the Council of Graduate Students (CGS) from each of the graduate departments at The Ohio State University. They are the crucial link from the elected body to the entire university. In 2012, The Council of Graduate Students created a funding program for delegates to host small on-campus events within their own departments. These events not only recognize the constituents that CGS represents, but also provides delegates an essential opportunity to meet with their constituents and hear any concerns they may have.

DELEGATE ENGAGEMENT FUNDING ELIGIBILITY
Any delegate within the Council of Graduate Students, in good standing with the council, may apply for funds totaling no more than $200 to host a department-oriented event on behalf of CGS. Delegates must establish an event’s purpose, determine the event's budget, and come up with a marketing plan. Pending the approval of the event by CGS, funding will be provided as a reimbursement (up to $200) to a department that pays in advance, purchases for this event, or to the delegate(s) that incur costs. Please note that this funding opportunity is not to be used to fund the purchase of alcohol and all events must abide by established OSU student event policies as established by the Council on Student Affairs (CSA; Policies). CSA Rules 15-20 applies to requests such as this. There is no limit to how many times any delegate may apply for funding via the Delegate Engagement Fund.

Interested delegates must apply for funding at least three weeks prior to their scheduled event. Applications are accepted throughout the academic year.

APPLICATION REQUIREMENTS AND REIMBURSEMENT GUIDELINES
The below guidelines must be followed in order to receive reimbursement funding (up to $200) for a delegate event.

1. Plan your event; all food and beverage purchases must be in accordance with university purchasing policies and contracts;
2. Complete this Delegate Engagement Fund Applications, at least three weeks in advance;
3. Provide time during the event to acknowledge CGS, and give voice to constituent concerns, we encourage delegates to co-program with their departments, using the Delegate Engagement Fund to enhance constituents’ knowledge of the opportunities available and benefits that come with being part of the Council of Graduate Students at Ohio State;
4. Send the completed application packet to the CGS Treasurer AND Chief of Staff for approval;
   a. Complete application packet must include:
      i. This form;
      ii. A line item budget; and
      iii. A statement (in 250 words or less) describing the event and how it relates to the Council of Graduate Students’ mission and the engagement of the graduate student community.
5. Pending approval, finalize the details for your event.
6. Prepare a final report (no more than 1 page, to be submitted within two weeks of the event) briefly discussing the event, the attendees, and the constituent concerns. Also attach any photos, flyers, and programs you feel represent the spirit of the event. Reimbursements will not be processed if a final report is not received.
7. Submit reimbursement paperwork no later than two weeks after the event. Any questions regarding reimbursement should be directed to Teresa KemptonDray.1@osu.edu.
OPTIONS FOR REIMBURSEMENT

There are three options available to delegates for event reimbursement. All options are described below. Please check the option you are electing to use:

- **Funding Option 1 – Reimburse the delegate’s department**
  - Delegates will submit reimbursement paperwork to their college fiscal office, CGS will reimburse all approved expenses, contact Teresa KemptonDray.1@osu.edu to coordinate with her and your department.

- **Funding Option 2 – Reimburse the delegate directly**
  - Delegate will submit the Delegate Engagement Fund Audit Form and all receipts within 30 days of event. Delegates will be reimbursed by CGS for all prior approved expenses that they have incurred.

- **Funding Option 3 – Host the event in an Office of Student Life facility**
  - CGS will pay for the event upfront and neither the delegate nor the department will incur any costs (up to $200) if delegates host their event in an Office of Student Life facility, such as the Ohio Union.

EVENT INFORMATION

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I hereby certify that all information included in this application is true to the best of my knowledge and that all expenses detailed in this application directly relate to a delegate outreach experience. I understand that if I have falsified any information, I will be required to return any funding received and I will lose all rights to future funding from the Council of Graduate Students.

______________________________________________________  _____/_____/20____
Delegate Signature  Date