



Council of Graduate Students
The Ohio State University

DELEGATE OUTREACH GRANT Application 2017-2018 Academic Year

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.

ELIGIBILITY

Any Council of Graduate Student Delegate 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 the Delegate Outreach Grant

Interested delegates should apply for the funding sooner rather than later. Applications are accepted throughout the academic year.

Please submit applications either at least:

- 3 weeks prior to planned events, not needing any further assistance; OR,
- 5 weeks prior to proposed events, needing further assistance.
 - Further assistance includes tasks such as: reserving meeting space, arranging food, etc.

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 the university's Coke Contract
2. Complete this Delegate Outreach Grant Form.
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 Outreach Grant 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 form to the CGS Treasurer for approval.
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
7. Submit reimbursement paperwork no later than two weeks after the event. Any questions regarding reimbursement should be directed to Kerry Hodak.2@osu.edu.



Council of Graduate Students
The Ohio State University

DELEGATE OUTREACH GRANT Application 2017-2018 Academic Year

OPTIONS FOR REIMBURSEMENT

There are three options available to the delegate for event reimbursement. All options are described below.

OPTION No.1- Reimburse the delegate's department

Delegates submit reimbursement paperwork to their college fiscal office, CGS will reimburse all approved expenses, contact Kerry Hodak.2@osu.edu to coordinate with her and your department.

OPTION No.2- Reimburse the delegate directly

If delegates choose this option, they must submit Delegate Outreach Grant Audit Form and all receipts within 30 days of event. The delegate will be reimbursed by CGS for all prior approved expenses that they have incurred.

OPTION No.3- Host event in Union or other approved Student Life location

If delegates choose to host their event in an OSU Student Life location, like the Ohio Union, then CGS can pay for the event upfront and neither the delegate nor the department will incur any costs.

EVENT INFORMATION

Delegate Name	Department	Email
Name of Event	Amount Requested \$	
Semester/ Year	Date	Time
Location	Estimated Attendance	Option for Reimbursement

ATTACHMENTS

Please attach to or send with this application the following:

- A budget
- A statement describing **the event and how it relates to the Council of Graduate Students' mission, the use of volunteers, the implementation of CGS marketing items, theme, etc.(≤ 250 words).**

Certification

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.

Delegate Signature: _____ **Date:** _____

For Office Use Only:

Amount to be reimbursed: _____	Date received: _____ Date approved: _____
CGS Treasurer Signature: _____	Office Manager Signature: _____