



Council of Graduate Students  
The Ohio State University

## DELEGATE OUTREACH GRANT Application

### 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 which encourages 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 opportunity to meet with their constituents and hear their concerns.

### 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 activities, determine the event's budget, and come up with a marketing plan. A delegate may submit multiple applications, in a given academic year, but first funding priority is given to delegates that are applying for the first time. If a delegate submits multiple applications, they may only receive up to \$200 for each event. See options for reimbursement below. Note that funding is available on a first-come, first-serve basis and may not to be used to fund the purchase of alcohol. All events must abide by established OSU student event policies set by the Council on Student Affairs. \*All beverages purchased must be Coca-Cola products, and all office supply products must be purchased from Staples. Interested delegates should apply for funding sooner rather than later. Applications are accepted throughout the academic year.

#### Please submit applications either at least:

- 3 weeks prior to **completely** planned events, not needing any further planning; OR,
- 5 weeks prior to proposed events, needing further planning.
  - Further planning 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 Delegate Outreach Chair and copy 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 Renee [Murry.34@osu.edu](mailto:Murry.34@osu.edu)

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## 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**

If delegates submit reimbursement paperwork to their college fiscal office, CGS will reimburse all approved expenses, contact Renee [Murry.34@osu.edu](mailto:Murry.34@osu.edu) to coordinate with her and your department

**OPTION No.2- Reimburse the delegate directly**

If delegates choose this option, they must complete a Delegate Outreach Grant audit form and include all receipts within 30 days of the date of the event. The delegate will be reimbursed by CGS for all prior approved expenses that they have incurred.

**OPTION No.3- Host the event in the 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

<b>Delegate Name</b>	<b>Department</b>	<b>Email</b>
<b>Name of Event</b>	<b>Amount Requested \$</b>	
<b>Semester/ Year</b>	<b>Date</b>	<b>Time</b>
<b>Location</b>	<b>Estimated Attendance</b>	<b>Reimbursement Option (1, 2, or 3)</b>

### 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 max).

### 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: \_\_\_\_\_