tree logo small**THE EVERGREEN STATE COLLEGE**

MEALS & LIGHT REFRESHMENT AUTHORIZATION REQUEST

Complete this form whenever meals or light refreshments are served at meetings or formal College sponsored training sessions. Attach a copy of the agenda, brochure or registration form if available.

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| --- | --- | --- | --- | --- |
| Name of Event    MES Thesis Idea Fair, Fall 2024 | | | Purpose of Event  To offer opportunities for current students and community partners to connect over thesis research project topics and ideas students could carry out for the community partners. | |
| Event Date  10/03/2024 | Event Begin & End Time  4:30pm-6:30pm | | Event Location  Evans Hall, 2nd Floor Lobby | |
| Sponsoring Dept. & Org to charge  MES, 25120 | | Dept. Contact Name & Phone #  Averi Azar  (360) 7428746 | | Estimated Cost including Travel  $1000.00 |
| Persons/Groups to Attend  Current MES students, community partner representatives, MES faculty and staff. | | | | |
| Justification for serving meals, or coffee and light refreshments  We are hosting this fair to support our current MES students in networking and connecting with community partners who have research needs. Community partners from state agencies, non-profit organizations, and tribal nations will be present to showcase some of the data and project ideas they have. It will be around dinner time and we would like to offer appetizers and refreshments to our guests and students who are taking the time to be there. | | | | |

Check if the event is to be held in a State of Washington facility. If not, provide an explanation below why state owned barrier free facilities cannot be used, and verify with Accounts Payable at ext. 6350 that the non-stat facility is ADA compliant.

X

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| Requester | Signature | Date |

**CERTIFICATION**

I certify that the listed attendees are required to attend the indicated meeting or training session.

Official State business will be conducted. Meals or Light Refreshments are an integral part of the event.

|  |  |  |
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| Approving Vice President | Signature | Date |

Forward Approved form to Accounts Payable, MS: L1125