



THE OHIO STATE UNIVERSITY

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# Alumni Clubs & Societies

Incentives Reimbursement Process



# What will be reviewed:

- What can be reimbursed?
- What do I need to be reimbursed?
- How do I get reimbursed?



# What can be reimbursed?

- Event supplies for Category 1 Events (up to \$250; \$500 for Networking)
- Board Meetings (up to \$50, for ten meetings)
- Please consult with Staff before purchasing alcohol (no tobacco products will be reimbursed)



# What do I need to be reimbursed?

- Speak with staff member before event if you are unsure that it will be considered Category 1
- Save all receipts from purchases for event
- Have sign-in sheet and/or pre-registration list.
- Click on link to reimbursement form



# How do I get reimbursed?

- We use DocuSign- an online form
- Societies follow this link:  
<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=07021c03-b5f2-4aa1-a5cd-da24a7780f3f>
- Clubs follow this link:  
<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=f3a3b00c-94d9-4330-b959-a771ff8f7827>



PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:  
**Initiator**

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:  
**Board Member 1**

Name:

Email:

Role:  
**Board Member 2**

Name:

Email:

[Begin Signing](#)

This is what will  
show up when you  
click on the link



## PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:

**Initiator** \*

Your Name:

Brutus Buckeye

Your Email:

uniacke.5@osu.edu

Please provide information for any other signers needed for this document.

Role:

**Board Member 1** \*

Name:

Scarlet Smith

Email:

reo@osu.edu

Role:

**Board Member 2** \*

Name:

Carmen Ohio

Email:

habtemariam.3@osu.edu

Begin Signing

Input your name and email address into the first two boxes, followed by the name and email addresses of two other board members. Then click begin signing (red button at the bottom).



First, click to agree

Then click to continue

Please Review & Act on These Documents

**Beth Ann Unisacke**  
The Ohio State University

Please review & sign your document. To begin the process of reviewing and signing your documents, please click the button. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.

Please read the Electronic Records and Signatures Disclosure  
☒ I agree to use electronic records and signatures.

**CONTINUE** OTHER ACTIONS +

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**THE OHIO STATE UNIVERSITY**  
ALUMNI ASSOCIATION

Club & Society Post Event & Reimbursement Form

Please fill this form out in its entirety. Board member approval for reimbursement must come from two board members to be reimbursed and must not be related. This form must be submitted no later than 30 days post-event to be considered for reimbursement.

Name of person submitting report: Brutus Buckeye  
Email of person submitting report: unisacke.5@osu.edu  
Phone of person submitting report:   
Name of Club/Society:   
Event Name:   
Event Date:   
Event Time:

Category / Event Type: ☒ Arts ☒ Community Service ☒ Diversity ☒ Lifelong Learning  
☒ Networking ☒ Special Interest ☒ Student Recruitment or Retention/Summer Send off

Number of Attendees:  Reimbursement Amount:

Do you have receipts to attach? ☒ Yes ☒ No Do you have an attendance sheet to attach? ☒ Yes ☒ No

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Each question is required to answer. If you are seeking reimbursement, you must attach receipts. If you are not, you must attach an attendance sheet to count towards your Scarlet, Gray, or Carmen ranking for the next fiscal year.

Once you select that you have a receipt to attach, click the paper clip icon

Select one radio button

**FINISH** OTHER ACTIONS

**THE OHIO STATE UNIVERSITY**  
ALUMNI ASSOCIATION

Club & Society Post Event & Reimbursement Form

Please fill this form out in its entirety. Board member approval for reimbursement must come from two board members to be reimbursed and must not be related. This form must be submitted no later than 30 days post-event to be considered for reimbursement.

Name of person submitting report: Brutus Buckeye

Email of person submitting report: uniacke.5@osu.edu

Phone of person submitting report: 614-247-8142

Name of Club/Society: The Ohio State Alumni Club of the Longaberger Alumni House

Event Name: Roadside Clean-up Day


Event Date: 8/1/16

Event Time: 12pm

Category | Event Type: ☒ Arts ☒ Community Service ☒ Diversity ☒ Lifelong Learning  
☒ Networking ☒ Special Interest ☒ Student Recruitment or Retention/Summer Send off

Number of Attendees: 25 Reimbursement Amount: \$75

Do you have receipts to attach? ☒ Yes ☐ No Do you have an attendance sheet to attach? ☐ Yes ☒ No

Attach Receipts  Attach Attendance Sheet

Description of Event (Please include details of expenses):

**Board Member Approval**

Board Member 1 Name: Scarlet Smith

Board Member 1 Email: reo@osu.edu

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Select to upload an attachment from your computers files, then push continue.

Select the attachment field to add a document

FINISH

OTHER ACTIONS

Attachments

How would you like to add your attachments?

☐ Upload

☐ Fax

CONTINUE

CANCEL

Next

Please fill out the following information for the person submitting the report. (Please print or type in all capital letters.)

Name of person submitting report:untacke,5@osu.edu

Email of person submitting report:untacke,5@osu.edu

Phone of person submitting report:614-247-8142

Name of Club/Society:The Ohio State Alumni Club of the Longaberger Alumni House

Event Name:Roadside Clean-up Day

Event Date:8/1/16

Event Time:12pm

Category | Event Type:

☒ Arts

☒ Community Service

☒ Diversity

☒ Lifelong Learning

☒ Networking

☒ Special Interest

☒ Student Recruitment or Retention/Summer Send off

Number of Attendees:25

Reimbursement Amount:\$75

Do you have receipts to attach?

☒ Yes

☐ No

Do you have an attendance sheet to attach?

☒ Yes

☐ No

Attach Receipt(s)

Attach Attendance Sheet

Description of Event (Please include details of expenses):

Board Member Approval

Board Member 1 Name:Scarlet Smith

Board Member 1 Email:reo@osu.edu

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Push upload a file button

Select the attachment field to add a document

**Upload Attachment**

UPLOAD A FILE

**DONE**

**NEXT**

Please fill in the following information:

Name of person submitting report: Brutus Buckeye

Email of person submitting report: umacke.5@osu.edu

Phone of person submitting report: 614-247-3142

Name of Club/Society: The Ohio State Alumni Club of the Longaberger Alumni House

Event Name: Robotics Clean-up Day



Event Date: 8/27/16

Event Time: 12pm

Category / Event Type: ☒ Arts ☒ Community Service ☐ Diversity ☐ Lifelong Learning  
☐ Networking ☐ Special Interest ☐ Student Recruitment or Retention/Summer Send off

Number of Attendees: 35 Reimbursement Amount: \$75

Do you have receipts to attach? ☒ Yes ☐ No Do you have an attendance sheet to attach? ☒ Yes ☐ No

Attach Receipt(s)  Attach Attendance Sheet 

Description of Event (Please include details of expenses):

**Board Member Approval**

Board Member 1 Name: Scarlet Smith

Board Member 1 Email: reo@osu.edu

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Once you have selected the file from your computer, the file name will show, and you can select done.

Select the attachment field to add a document.

**Upload Attachment**

test.pdf  
Image

UPLOAD A FILE

**DONE**

**NEXT**

Please fill out the following information for the event.

Name of person submitting report: 614-247-3142

Name of Club/Society: The Ohio State Alumni Club of the Longaberger Alumni House

Event Name: Roadside Clean-up Day

Event Date: 8/1/16

Event Time: 12pm

Category / Event Type: ☒ Arts ☒ Community Service ☒ Diversity ☒ Lifelong Learning ☒ Networking ☒ Special Interest ☒ Student Recruitment or Retention/Summer Send off

Number of Attendees: 25 Reimbursement Amount: \$75

Do you have receipts to attach? ☒ Yes ☐ No Do you have an attendance sheet to attach? ☒ Yes ☐ No

Attach Receipt(s) Attach Attendance Sheet

Description of Event (Please include details of expenses):

**Board Member Approval**

Board Member 1 Name: Scarlet Smith

Board Member 1 Email: reo@osu.edu

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By pushing the paperclip icon, you can also select to attach a document by faxing it in.

Select the attachment field to add a document

FINISH OTHER ACTIONS

Attachments

How would you like to add your attachments?

Upload

Fax

CONTINUE CANCEL

Next

Please fill in members to be

Name of person submitting report: umacke,39osu.edu

Email of person submitting report: 614-247-6142

Phone of person submitting report: 614-247-6142

Name of Club/Society: The Ohio State Alumni Club of the Longaberger Alumni House

Event Name: Roadside Clean-up Day

Event Date: 8/27/16

Event Time: 12pm

Category / Event Type: ☒ Arts ☒ Community Service ☒ Diversity ☒ Lifelong Learning ☒ Networking ☒ Special Interest ☒ Student Recruitment or Retention/Summer Send off

Number of Attendees: 01 Reimbursement Amount: \$75

Do you have receipts to attach? ☒ Yes ☐ No

Do you have an attendance sheet to attach? ☒ Yes ☐ No

Attach Receipt(s)

Attach Attendance Sheet

Description of Event (Please include details of expenses):

Board Member Approval

Board Member 1 Name: Scarlet Smith

Board Member 1 Email: fa08osu.edu

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Push OK. Instructions on how to fax/ cover page will be sent to you once you are done filling out the form.

Select the attachment field to add a document.

**FINISH** OTHER ACTIONS

**Send Attachments by Fax**

When you finish signing, we will send you a cover sheet with instructions for how to fax the required attachments.

**OK** **CANCEL**

**NEXT**

Please fill in the following information. All information must come from two board members to be submitted. All information must be submitted no more than 30 days post-event to be eligible for reimbursement.

Name of person submitting report: Brutus Buckeye  
Email of person submitting report: umfacke.5@osu.edu  
Phone of person submitting report: 614-293-8103  
Name of Club/Society: The Ohio State Alumni Club of the Longaberger Alumni House  
Event Name: Quaker Tea Clean-up Day  
Event Date: 8/2/16  
Event Time: 2:00pm  
Category | Event Type: ☒ Arts ☒ Community Service ☒ Diversity ☒ Lifelong Learning  
☒ Networking ☒ Special Interest ☒ Student Recruitment or Retention/Summer Send off  
Number of Attendees: 25 Reimbursement Amount: 175  
Do you have receipts to attach? ☒ Yes ☐ No Do you have an attendance sheet to attach? ☒ Yes ☐ No  
Attach Receipt(s) Attach Attendance Sheet  
Description of Event (Please include details of expenses):  
  
**Board Member Approval**  
Board Member 1 Name: Scarlet Smith  
Board Member 1 Email: reo@osu.edu

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Finish the form by filling out the event details. Please include helpful feedback, as well as a detailed description of expenses.

Done! Select Finish to send the completed document.

**FINISH** **OTHER ACTIONS**

be considered for reimbursement.

Name of person submitting report: Brutus Buckeye  
Email of person submitting report: un1acke.5@osu.edu  
Phone of person submitting report: 614-247-8142  
Name of Club/Society: The Ohio State Alumni Club of the Longaberger Alumni House  
Event Name: Roadside Clean-up Day  
Event Date: 8/1/16  
Event Time: 1:20pm  
Category | Event Type: ☒ Arts ☒ Community Service ☒ Diversity ☒ Lifelong Learning  
☒ Networking ☒ Special Interest ☒ Student Recruitment or Retention/Summer Send off  
Number of Attendees: 25 Reimbursement Amount: \$75  
Do you have receipts to attach? ☒ Yes ☐ No Do you have an attendance sheet to attach? ☒ Yes ☐ No  
Attach Receipt(s) Attach Attendance Sheet  
**Required - Description of Event** **Provide details of expenses:**  
The Alumni Club of Longaberger spent the afternoon together picking up trash along Olentangy River Road. Afterward volunteers were fed pizza and the club spoke about upcoming events.  
Breakdown of expenses:  
\$75 at Papa Johns for 6 pizzas, 3 bottles of soda, and plates & napkins.  
**Board Member Approval**  
Board Member 1 Name: Scarlet Smith  
Board Member 1 Email: reo@osu.edu  
Board Member 2 Name: Carmen Ohio  
Board Member 2 Email: habtemariam.3@osu.edu

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Once you are finished filling out the form, you will scroll to the bottom. As you scroll to the bottom, you will view all of the documents you attached.

Done! Select Finish to send the completed document.

**FINISH** OTHER ACTIONS ▾

Board Member 2 Name: Carmen Ohio  
Board Member 2 Email: habtenariam.3@osu.edu

Club and Society Reimbursement Form.pdf 1 of 2

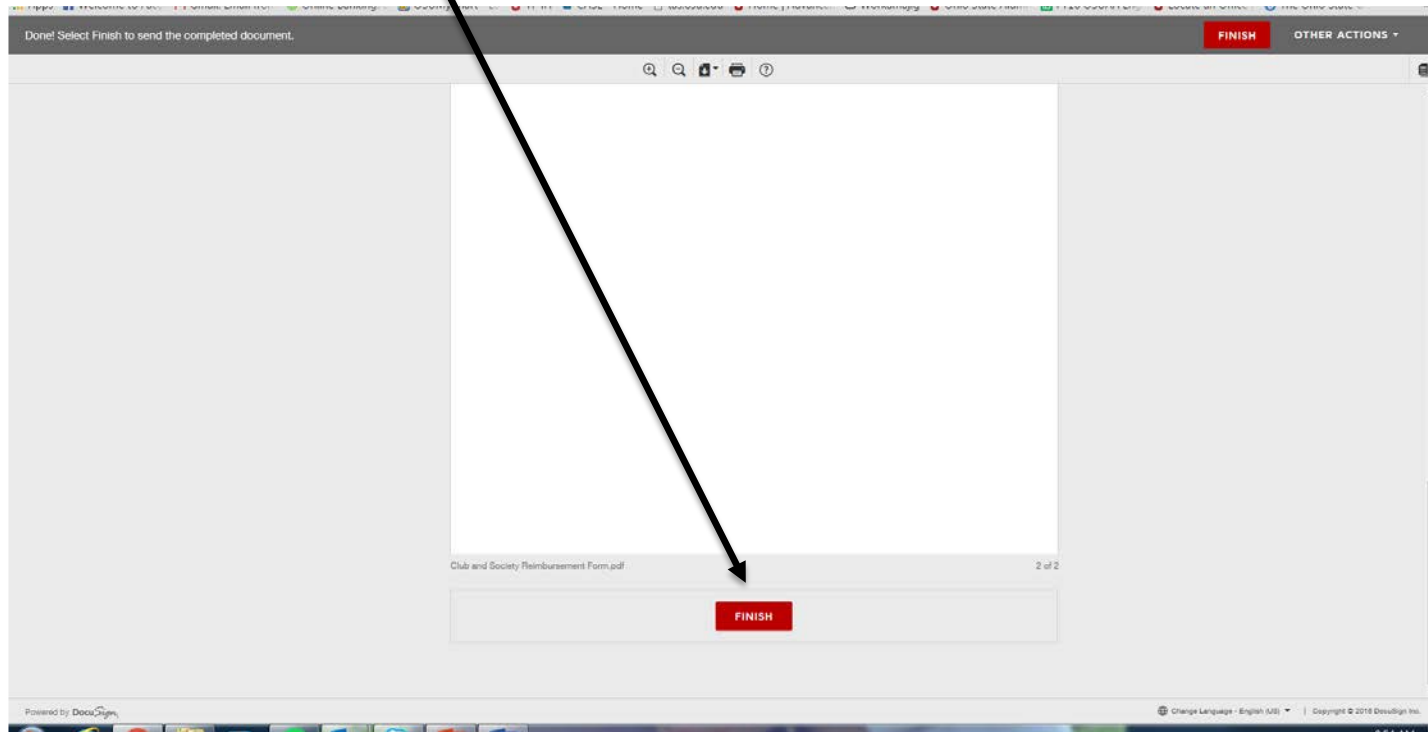
test

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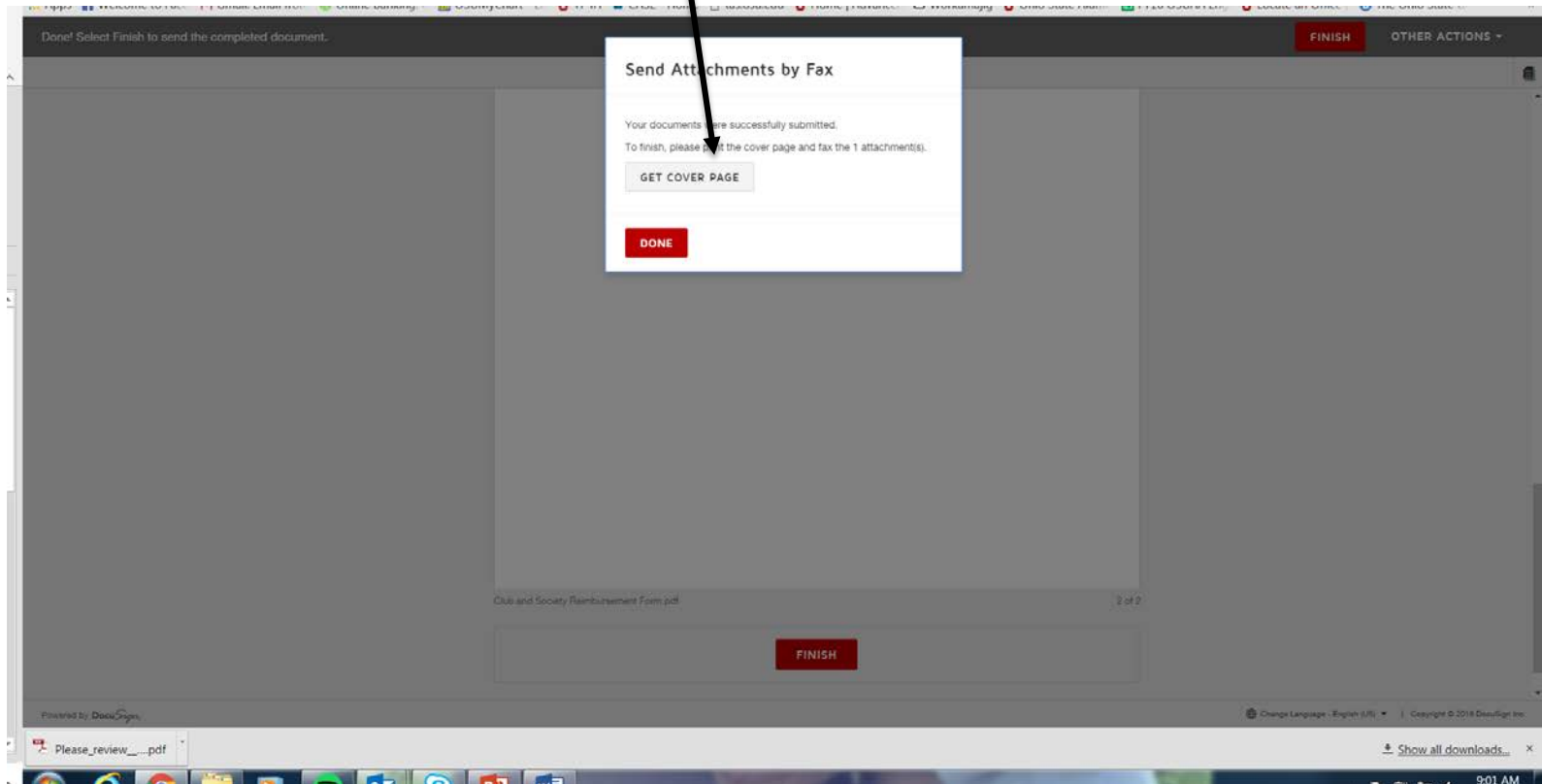


Hit finish!






If you selected to fax in an attachment, this box will appear. Click 'Get Cover Page' and the cover page will appear.





Print this page and use it as the cover page to have relevant documents attached to the form electronically.

Please\_review\_sign\_your\_document.pdf 1 / 1

 The Ohio State University

AAAAALUAPU AAAAAALUAPU

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Cover Page for Faxing Documents to your DocuSign Envelope

1. Write the number of pages on the line below.  
2. Fax the document and cover page to the appropriate number below:

U.S. and Canada: +1 688 258 8488, +1 206 452 7459  
London: +44 330 822 0599  
Singapore: +65 3158 6638  
Australia: +61 284 172 433

From:	Brutus Buckeye
Envelope Subject:	Please review & sign your document
Attachments to Fax:	Attendance Sheet
Envelope ID:	a652b250-4961-418a-80d9-59f11ad5da7
Sender Account Name:	The Ohio State University
Number of Pages: (including cover page)	_____

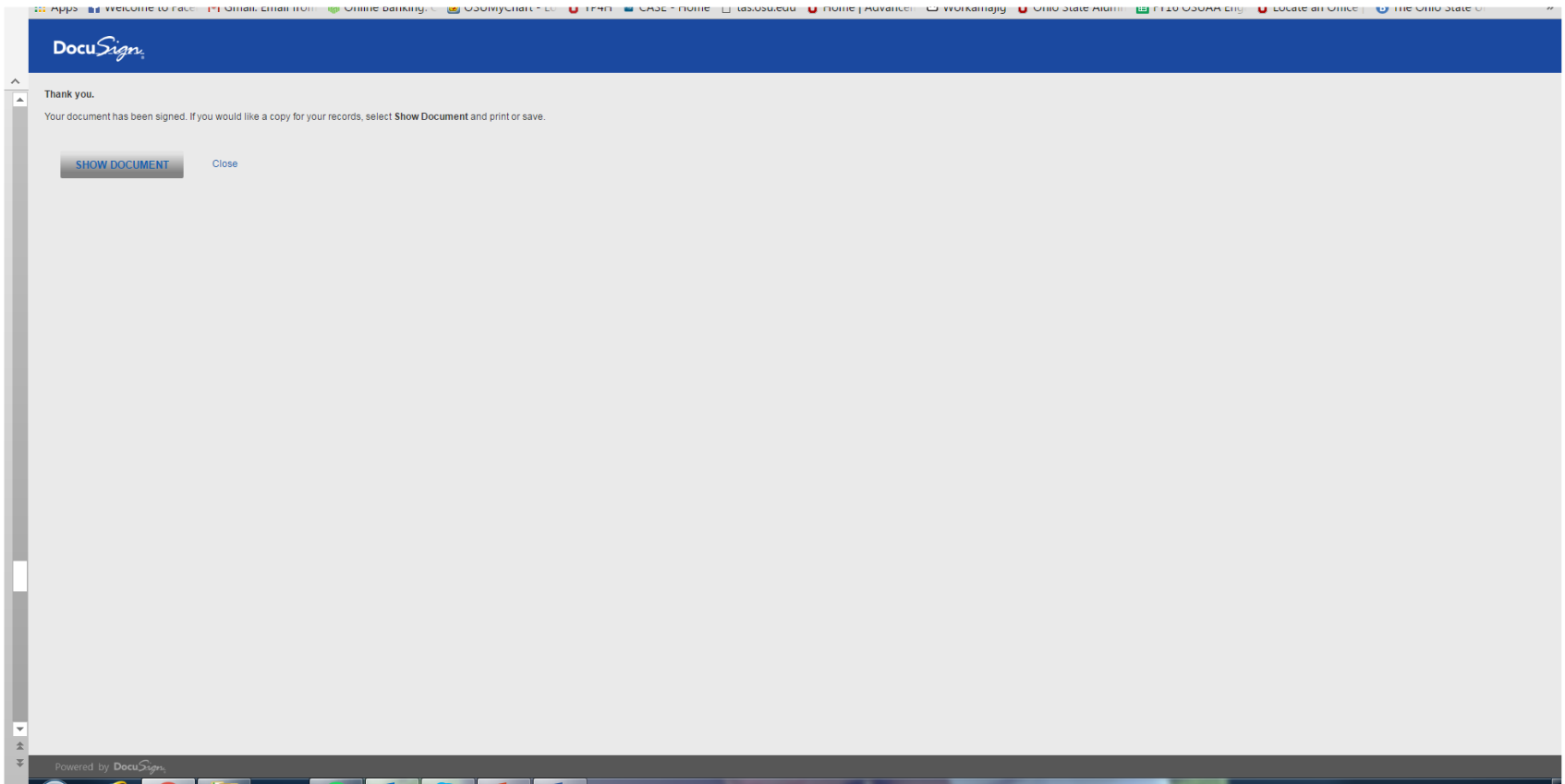
DocuSign Customer Support: [service@docuSign.com](mailto:service@docuSign.com) | 1.866.219.4318

Note:  
Fax transmissions take approximately one minute per page faxed.  
This page may only be used once. If you would like to fax again, you must print a new cover page.

0:02 AM

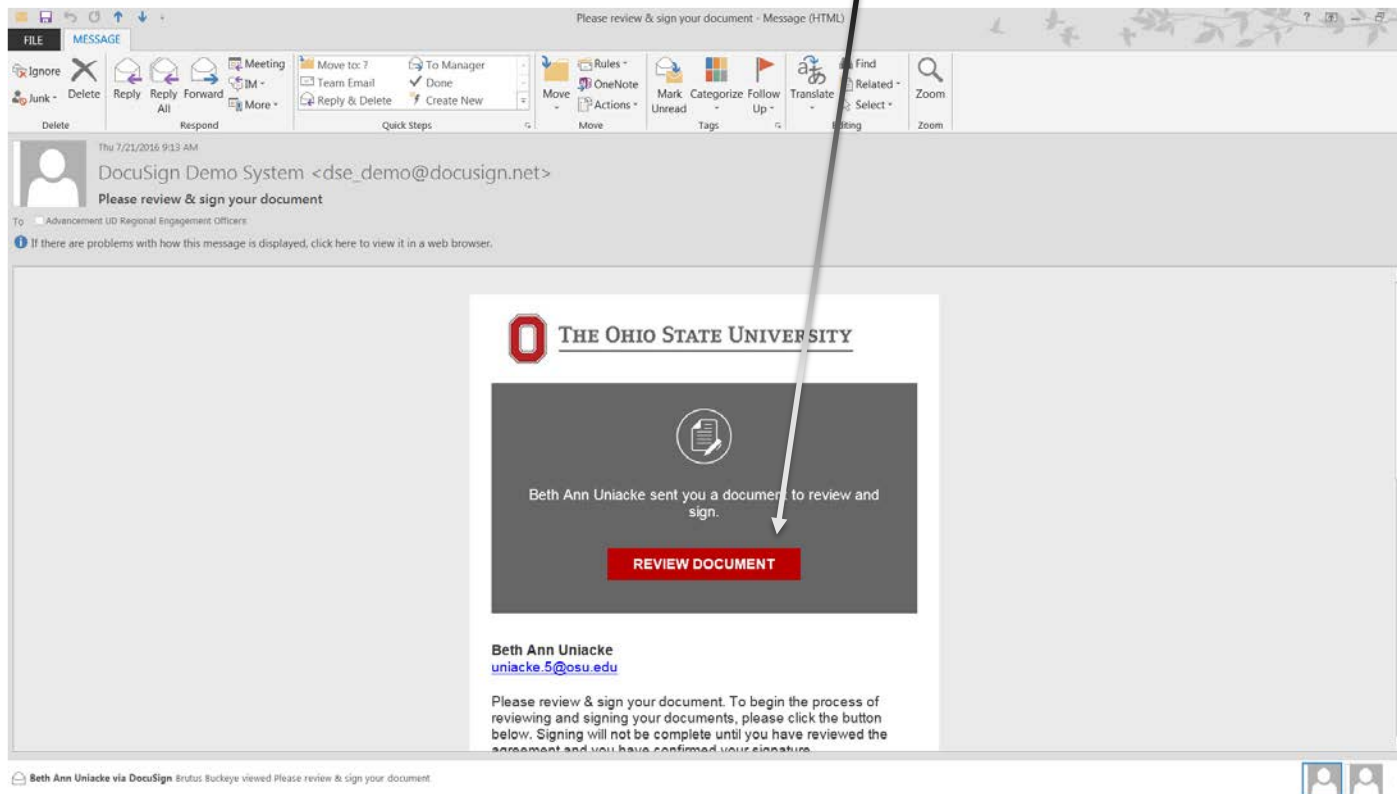


If you didn't select to upload documents via fax, you will be done and this page will appear. You can either close the page or select 'Show Document' to view a PDF copy of your form.






This is what the email will look like that your Board Members will receive (the two you selected as your 'signers'). They should push review document to get started.






The Board Member signing will also have to agree to the terms by clicking the box below and then pushing continue.

Please Review & Act on These Documents

 **Beth Ann Unlacke**  
The Ohio State University


Please review & sign your document. To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.

 Please read the [Electronic Records and Signature Disclosure](#).  
☐ I agree to use electronic records and signatures.

**CONTINUE** **OTHER ACTIONS ▾**

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**THE OHIO STATE UNIVERSITY**  
ALUMNI ASSOCIATION

Club & Society Post Event & Reimbursement Form

Please fill this form out in its entirety. Board member approval for reimbursement must come from two board members to be reimbursed and must not be related. This form must be submitted no later than 30 days post-event to be considered for reimbursement.

Name of person submitting report: Brutus Buckeye

Email of person submitting report: unlacke.58osu.edu

Phone of person submitting report: 614-247-8142

Name of Club/Society: The Ohio State Alumni Club of the Longaberger Alumni House

Event Name: Roadside Clean-up Day


Event Date: 8/1/16

Event Time: 12pm

Category / Event Type: ☐ Arts ☒ Community Service ☐ Diversity ☐ Lifelong Learning  
☐ Networking ☐ Special Interest ☐ Student Recruitment or Retention/Summer Send off

Number of Attendees: 25 Reimbursement Amount: \$75

Do you have receipts to attach? ☐ Yes ☐ No Do you have an attendance sheet to attach? ☐ Yes ☐ No

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The Board Member will see a yellow arrow icon. They should click on it to sign virtually.

Please review the documents below.

**FINISH** **OTHER ACTIONS**

**THE OHIO STATE UNIVERSITY**  
**ALUMNI ASSOCIATION**

**Club & Society Post Event & Reimbursement Form**

Please fill this form out in its entirety. Board member approval for reimbursement must come from two board members to be reimbursed and must not be related. This form must be submitted no later than 30 days post-event to be considered for reimbursement.

Name of person submitting report: Brutus Buckeye

Email of person submitting report: uniacke.5@osu.edu

Phone of person submitting report: 614-247-8142

Name of Club/Society: The Ohio State Alumni Club of the Longaberger Alumni House

Event Name: Roadside Clean-up Day



Event Date: 8/1/16

Event Time: 12pm

Category | Event Type: ☐ Arts ☒ Community Service ☐ Diversity ☐ Lifelong Learning  
☐ Networking ☐ Special Interest ☐ Student Recruitment or Retention/Summer Send off

Number of Attendees: 25 Reimbursement Amount: \$75


Do you have receipts to attach? ☒ Yes ☐ No Do you have an attendance sheet to attach? ☒ Yes ☐ No

Attach Receipt(s)  Attach Attendance Sheet 

Description of Event (Please include details of expenses):  
The Alumni Club of Longaberger spent the afternoon together picking up trash along Olentangy River Road. Afterward volunteers were fed pizza and the club spoke about upcoming events.

Breakdown of expenses:  
\$75 at Papa John's for 6 pizzas, 3 bottles of soda, and plates & napkins.

**Board Member Approval**

Board Member 1 Name: Scarlet Smith 

Board Member 1 Email: neo@osu.edu

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Their name will already be filled in with a pre-determined signature. They can change the style, or select Draw to sign their own name on a tablet or phone. Finish by pushing Adopt and Sign.

Select the sign field to create and add your signature.

**Adopt Your Signature**

Confirm your name, initials, and signature.

Full Name: Scarlet Smith Initials: SS

Select Style Draw

**PREVIEW**

DocuSigned by: Scarlet Smith DS 457173DD090047E... Change Style

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

☐ Networking ☐ Special Interest ☐ Student Recruitment or Retention/Summer Send off

Number of Attendees: 25 Reimbursement Amount: \$75

Do you have receipts to attach? ☐ Yes ☐ No Do you have an attendance sheet to attach? ☐ Yes ☐ No

Attach Receipt(s) Attach Attendance Sheet

Description of Event (Please include details of expenses):  
The Alumni Club of Longaberger spent the afternoon together picking up trash along Olentangy River Road. Afterward volunteers were fed pizza and the club spoke about upcoming events.  
Breakdown of expenses:  
\$75 at Papa John's for 6 pizzas, 3 bottles of soda, and plates & napkins.

**Board Member Approval**

Board Member 1 Name: Scarlet Smith  
Board Member 1 Email: scaros@osu.edu

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Board Member will be able to view their signature, and scroll through the attachments.

Done! Select Finish to send the completed document.

**FINISH** OTHER ACTIONS

Event Date: 8/1/16  
Event Time: 12pm

Category | Event Type: ☒ Arts ☒ Community Service ☒ Diversity ☒ Lifelong Learning  
☐ Networking ☐ Special Interest ☐ Student Recruitment or Retention/Summer Send off


Number of Attendees: 25 Reimbursement Amount: \$75

Do you have receipts to attach? ☒ Yes ☐ No Do you have an attendance sheet to attach? ☒ Yes ☐ No

Attach Receipt(s) Attach Attendance Sheet

Description of Event (Please include details of expenses):  
The Alumni club of Longaberger spent the afternoon together picking up trash along Olentangy River Road. Afterward volunteers were fed pizza and the club spoke about upcoming events.  
Breakdown of expenses:  
\$75 at Papa Johns for 6 pizzas, 3 bottles of soda, and plates & napkins.

**Board Member Approval**

Board Member 1 Name: Scarlet Smith   
Board Member 1 Email: rso@osu.edu

Board Member 2 Name: Carmen Ohio  
Board Member 2 Email: habtemariam.3@osu.edu

Club and Society Reimbursement Form.pdf 1 of 3

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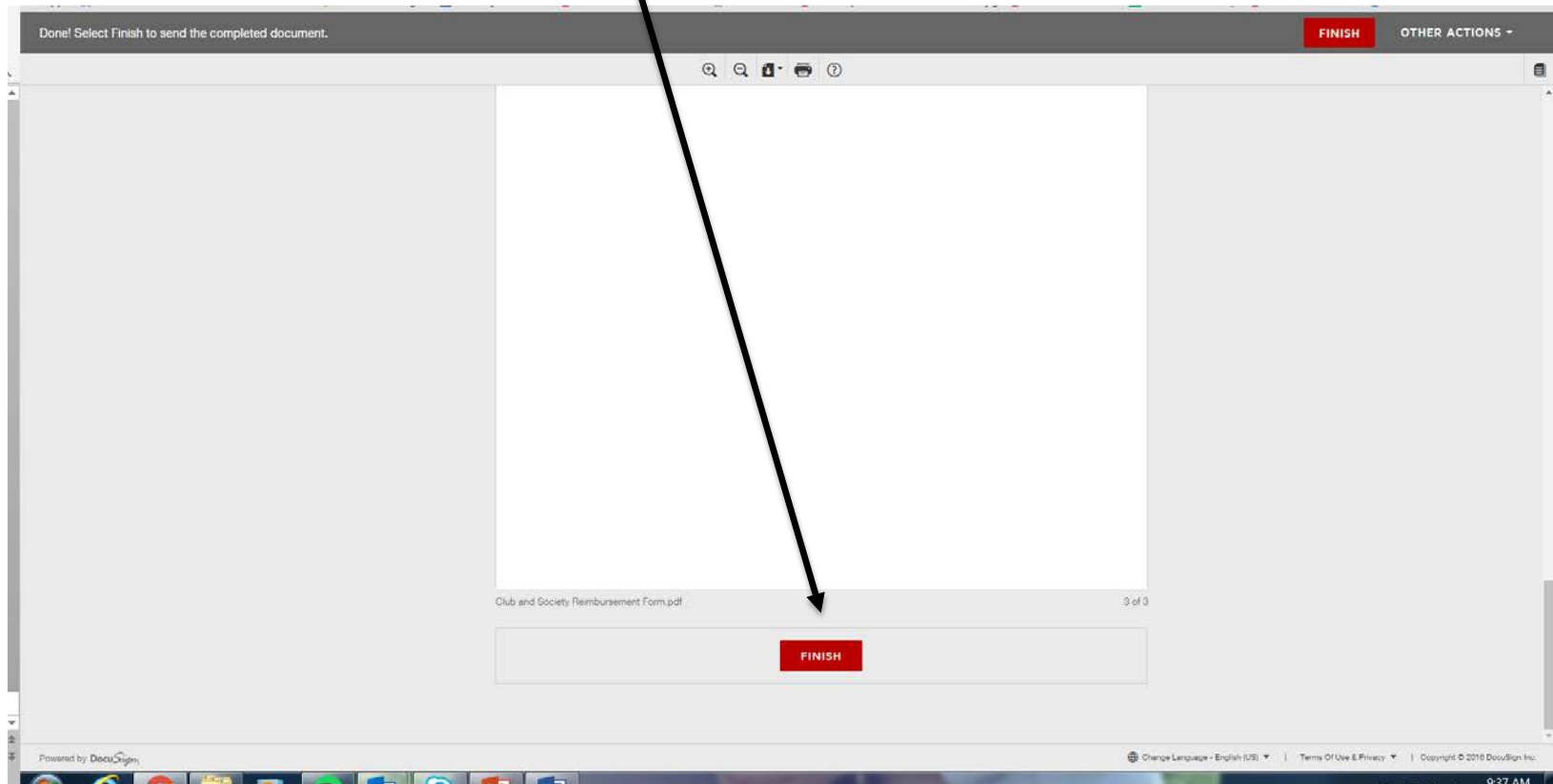
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Board Member will click finish





Board Member will hit  
continue to close out the form

Done! Select Finish to send the completed document.

**You're Done Signing**

You may download or print using the icons above.

**CONTINUE**

Club and Society Reimbursement Form.pdf 3 of 3

**FINISH**

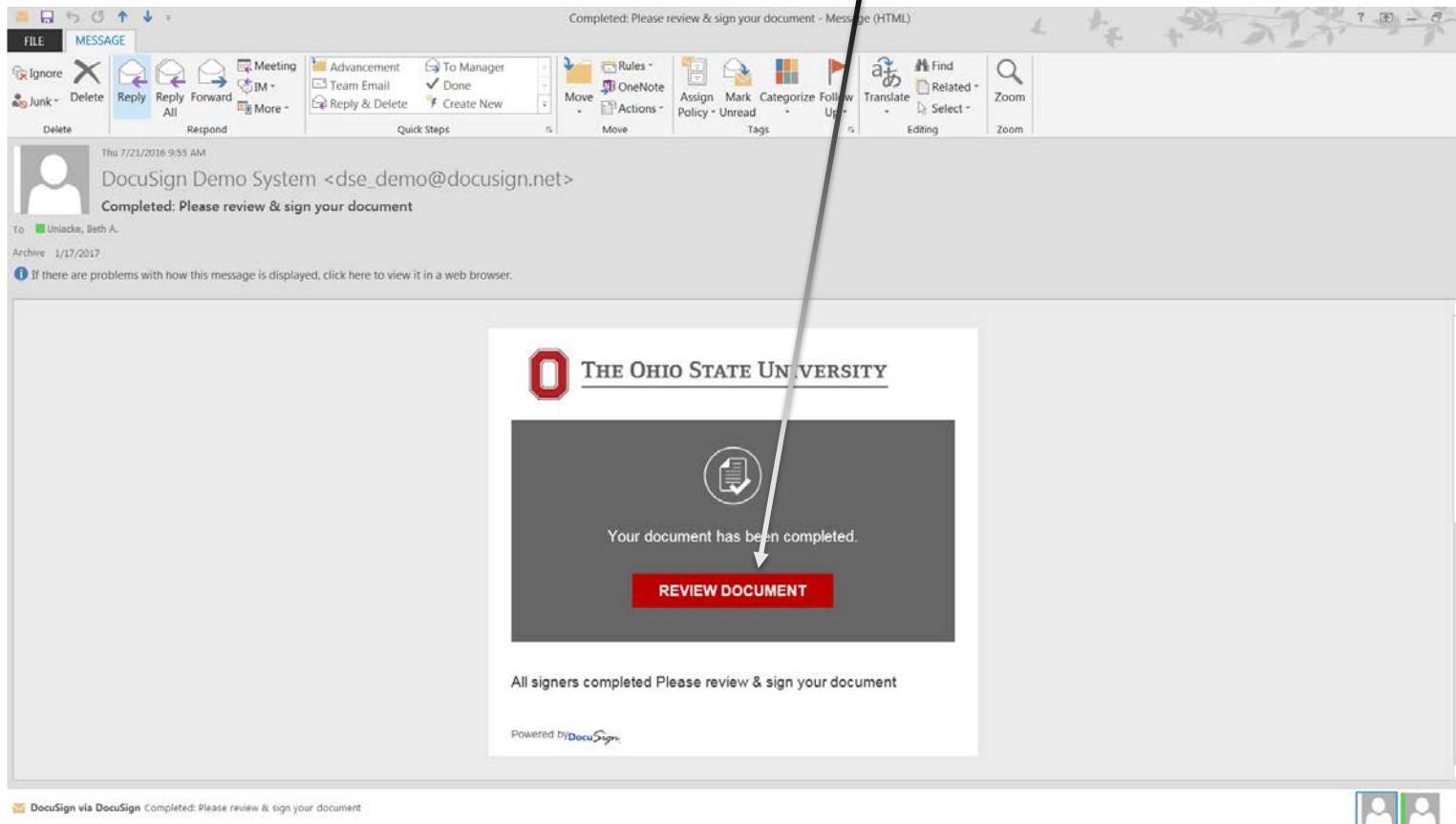
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Once both Board Members have gone through this process, an email will be sent to the person who initiated the form. Select Review Document to be able to view, print, and save the completed forms for your record keeping.





If you have a DocuSign account, it will ask you to sign in to see the completed form. If you do not, it will automatically open for you.



To view completed forms, click on Completed on the left hand side

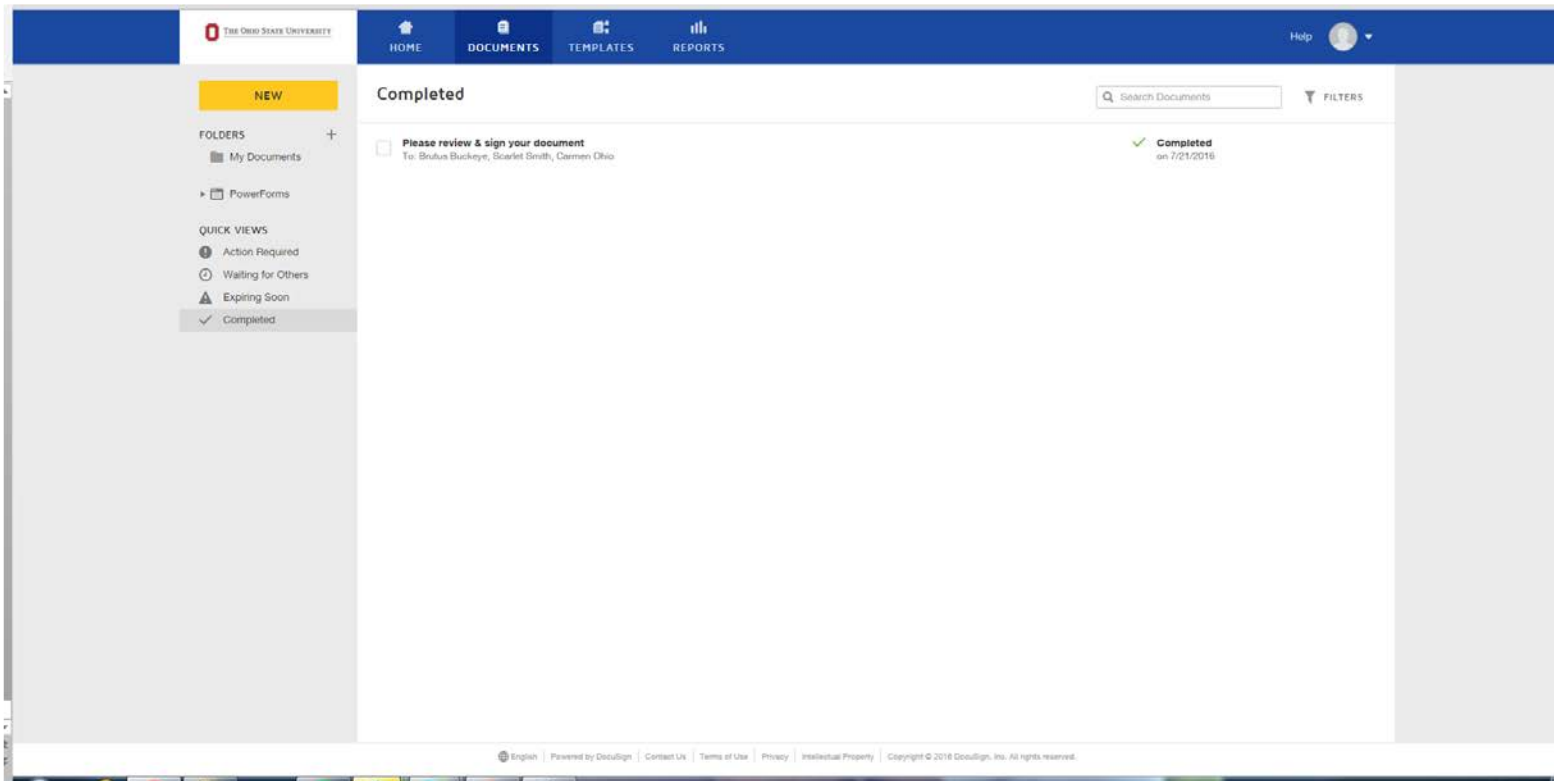
The screenshot shows the DocuSign web interface. At the top, there is a navigation bar with links for HOME, DOCUMENTS, TEMPLATES, and REPORTS. Below this is a large blue banner with the text "Sign or Get Signatures" and a yellow "NEW" button. The main content area is divided into several sections. On the left, under the "OVERVIEW" heading, there is a table showing the status of documents. An arrow points to the "Completed" row, which shows 1 document. The table has the following data:

Status	Count
Action Required	0
Waiting for Others	3
Completed	1

Other sections include "WHAT'S NEW" with a "Signing Order Diagram" link, "MY DOCUSIGN ID" with a profile picture and name "Beth Ann Uniacke", "TIPS AND TRICKS" with an "Upload a Profile Photo" link, "WE WANT YOUR FEEDBACK" with a "Give Feedback" link, and "HELP AND SUPPORT" with links for "Support Home", "Community", and "Trust Center". At the bottom, there is a footer with various legal notices and a copyright notice for DocuSign, Inc. 2018.



Select which form you want to view (if there are multiple).





You can click on the individual pages on the right hand side and also viewed who has signed the form and when.

**THE OHIO STATE UNIVERSITY**

HOME DOCUMENTS TEMPLATES REPORTS

All Documents > PowerForm List > Please review & sign your document

### Please review & sign your document

Sent On: 7/21/2016

✓ Completed

MOVE TO MORE

#### Recipients

SIGNING ORDER

1	✓ <b>Brutus Buckeye</b> unlacke.5@osu.edu	Signed on 7/21/2016
2	✓ <b>Scarlet Smith</b> reo@osu.edu	Signed on 7/21/2016
3	✓ <b>Carmen Ohio</b> habtemariam.3@osu.edu	Signed on 7/21/2016

#### Message

Please review & sign your document. To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.

Club and Society Rel...  
Pages: 3

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Any questions?!?