



WICHITA STATE  
UNIVERSITY  
GRADUATE SCHOOL

# Shared Funding for Departmental Recruiting Efforts

The Graduate School would like to partner with your program/department for recruitment! A request for shared funding must be submitted and approved prior to registering for the event.

For each approved event the Graduate School will provide:

- A meeting to provide training and guidance on how to run a table
- A “Best Practices at the Fair Table” guide
- Assistance with recruiting materials, handout templates\*
- 25 promotional items (pens, buttons, etc.)
- Inquiry form cards & Graduate School Business Cards
- Reimbursement for early registration fee after attendance

What the Graduate School needs from you:

- Commitment to staff a recruitment table for the entire event
- Commitment to speak about any program and direct them to the right coordinator
- Program information to be included in handouts, if needed
- Leads from inquiry cards obtained from the fair
- A picture of the fair table
- Completion of post fair form from the Graduate School
- Signed Recruitment Documentation Form for students approved through the Student Travel Form to participate in recruitment activities at the conference

\*The Graduate School will provide template options and assist with modifying the templates specific to your program/department but is not responsible for creating new materials or printing program materials. Request for material assistance must be submitted at least a month in advance.

Kaysey Richardson, MA  
Marketing and Communications Coordinator:  
kaysey.richardson@wichita.edu | 316-978-6571

Attendee Name(s)

Faculty  Staff  Both

Program(s)

Recruiting Event

Conference website link

Registration Fee

*Note: The Graduate School will only pay for the graduate fair portion of the conference.*

**Please attach conference agenda**

**The Graduate School Will Provide:**

*Please check all that are needed:*

- A meeting to train and provide guidance on how to run a table
- A "Best Practices at the Fair Table" guide
- Assistance with recruiting materials, handout templates 
  - *program information to be provided by you*
- 25 promotional items (pens, buttons, etc.)

Please provide anything additional the Graduate School may assist you with

*Note: The Graduate School is unable to provide travel luggage, tablecloths, or banners/signage.*

*Additionally, printing recruiting materials is the responsibility of the department.*

**Recruiting Event Commitment:**

- Commitment to staff a recruitment table for the entire event
- Commitment to speak about any program and direct them to the right coordinator
- Leads from inquiry cards obtained from the fair
- A picture of the fair table
- Completion of post fair form from the Graduate School
- Provide signed Recruitment Documentation Form for students approved through the Student Travel Form to participate in recruitment activities at the conference. This form must be submitted in order to the student to receive their \$100 incentive award

**I acknowledge that my department/program will commit to the above requirements during and after the recruiting event.**

Date

Coordinator Name

Signature

**Return form by email to:**

Kaysey Richardson, MA  
Marketing and Communications Coordinator:  
kaysey.richardson@wichita.edu |316-978-6571