

Faculty and Staff Diversity Mini-Grant Final Report

Project title Mother/Daughter Technology Engineering Aptitude (TEA) with Ms. Celeste Baine, author of over 20 books about engineering education and careers.

Grant Recipients

Leigha Compson, M.A., LPC, University Career Programs Specialist

Tyrone Collins, M.A., M. ED., LPC, Admissions Counselor, Coordinator of Multicultural Recruitment

Jessica Simon, Admissions Recruiter

Joan Totten, Interim Director of Student Affairs

Jill Trinklein, HVACR PR, Marketing and Preadmissions Coordinator

Date Project Started May, 2014

Amount of Money Funded by the Mini-Grant \$5,000.00

How was the grant used to address a diversity or inclusion related goal?

Perhaps the following three goals were supported most strongly through this event:

1) 1.3 Cultivate a stimulating, student-centered learning environment that integrates theory and practice: The TEA curriculum incorporates several hands-on activities throughout the event so the students had the opportunity to hear about opportunities in Science, Technology, Engineering, and Math (STEM) and participate in experiential learning through labs. Furthermore, the existing Ferris students who helped with the event also had the opportunity to learn from the hands-on activities and to experience engagement with outstanding female role models (i.e., an underrepresented group in STEM careers).

2) 2.5 Enhance the sense of community for everyone at Ferris State University, including those attending or working online and at all FSU sites: This event provided the opportunity for community outreach and to support retention efforts. The families who participated represented schools from across the state. Some families traveled nearly three hours to attend. In order to make this event successful, collaboration across campus was critical.

3) 5.5 Enhance outreach to inform, support, and educate students about higher education, its processes (i.e. financial aid), career possibilities, and Ferris: Event participants attended a college readiness seminar hosted by an admissions representative (Jessica Simon) to learn about eligibility requirements and courses to take in high school to prepare for college. The students and their family members also had the opportunity to tour campus at the end of the day.

Describe the audience that was impacted by the grant’s implementation. Provide quantitative data, if available.

Approximately 75 mothers and daughters along with two fathers attended the event. Leading up to the event day, about five families were on a wait list, but due to some last minute cancellations that resulted from unexpected sporting events and illnesses, all five families on the wait list were invited to participate. In addition to the families in attendance, approximately ten student volunteers from the College of Engineering Technology offered their time to support the event. Throughout the day they served as key role models for the younger students as well as gained exposure to the guest speaker and role model in a field related to their programs of study, Celeste Baine. Several faculty and staff members participated in the event as well, including remarks offered by President Eisler, Associate Provost Teahen, and Dean Schult.

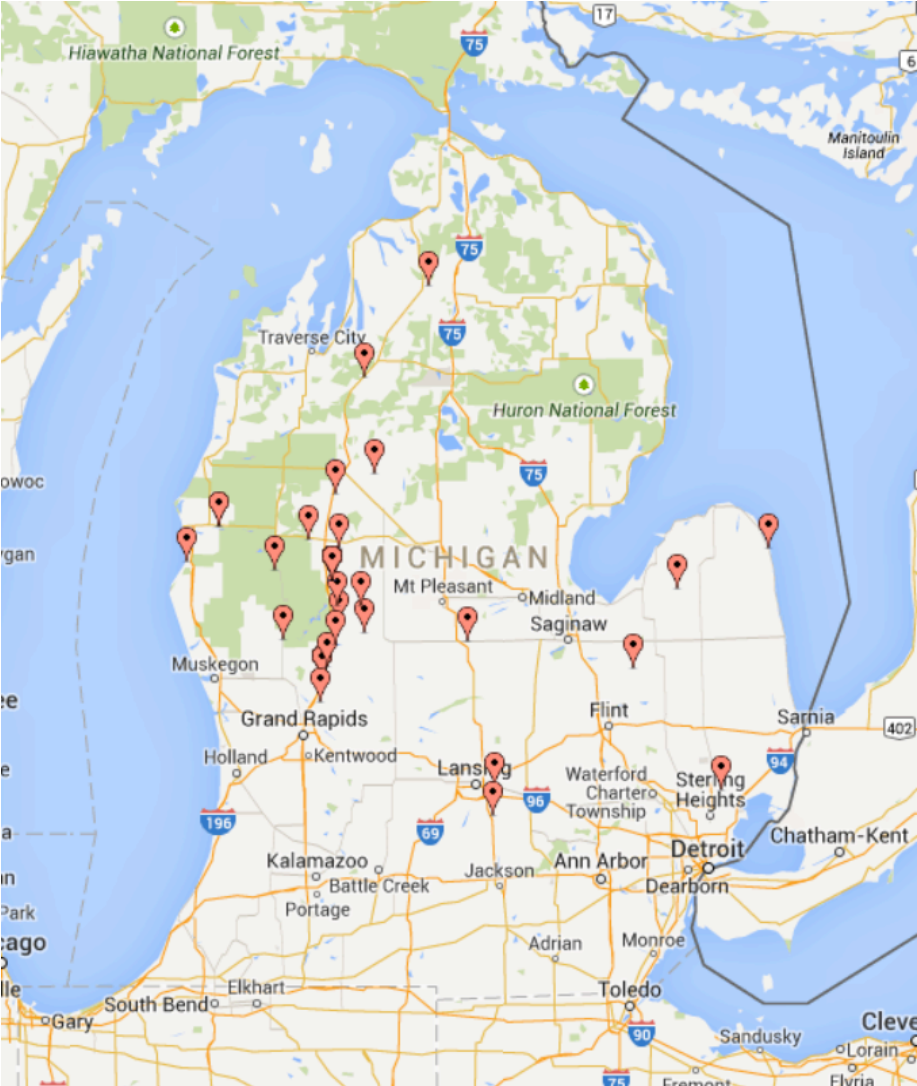
The event evaluations were positive as well. The results of the event evaluations are summarized in the table below. Please note that 100% of the respondents indicated that they would attend an event like this again if given the opportunity.

Evaluation Area	Percentage Responding 'Excellent' or 'Good'
Overall, how would you rate this event?	100%
Location	91%
Food and Beverage	87%
Speakers	95%
Activities	98%
Information Available	100%
Campus Tour	95%
Overall Organization	100%

Examples of Event Evaluation Respondent Comments
We loved everything. Inspiring for the girls.
Love to see these events available to expose teens to what is out there in the job market in their interests.
My favorite aspect of the event were the activities and learning about the

college.
My favorite part was learning all of the job opportunities through engineering.
I loved the hands on activities and guest speaker.
Really liked Celeste and her enthusiasm.
Loved it. Bring it to the schools.
Thank you. Great way to pump up the girls.
Everything was wonderful.
This was well worth our scheduling to make it happen.
Thank you for such an opportunity to spend time and share futures with my daughter!! Thank you. Thank you.
My favorite part was the speaker and student panel sharing a variety of job opportunities.

The following map provides a high level snapshot of the hometowns of the families who attended. The map was generated by batchgeo.com:



Grant recipients are required to provide a short narrative that details the specific efforts each of the collaborators made to the implementation of the grant.

Leigha Compson, M.A., LPC, University Career Programs Specialist: Leigha was responsible for developing the marketing materials and applications for the event. She also coordinated the contract, communication, and travel plans for Celeste Baine. On the day of the event she offered welcoming remarks, introduced speakers, and helped with overall organization and event management (e.g., room setup, cleanup, catering, booths, etc.).

Tyrone Collins, M.A., M. ED., LPC, Admissions Counselor, Coordinator of Multicultural Recruitment: Tyrone helped with the marketing the event, especially through utilizing some of his key contacts in the schools within his territory. He also helped support the initial planning aspects and details of the event, provided feedback on the applications, materials, etc.

Jessica Simon, Admissions Recruiter: Jessica was an instrumental team member as she helped with the overall planning and vision of the event. She also took the lead on getting the event application setup through an online system (SalesForce) that will enable Ferris to track attendees' continued interest in the University. In addition, Jessica coordinated the campus tours and offered the admissions presentation during the event. She helped manage the organization of the event on the event day by helping with setup, check in sheets, agendas, etc. Jessica served as the spokesperson for our committee as she was interviewed by a radio station to highlight the upcoming event.

Joan Totten, Interim Director of Student Affairs: Joan was a key collaborator at the beginning of the project. She helped with the grant proposal, idea generation, and initial organization of the event. Joan retired over the summer so was not part of the event day, but the event would not have been possible without her influence and ideas.

Jill Trinklein, HVACR PR, Marketing and Preadmissions Coordinator: Jill helped with the marketing of the event (e.g., sharing event details at advisory boards) and provided feedback for the application and marketing ideas throughout the project. Her involvement on the day of the event was extremely beneficial, especially because she arranged for two student workers to help with the sound system and setup of the room. Her knowledge and expertise of the Granger Center's capabilities contributed to a successful day!

What is your overall assessment of the project's impact on the Ferris community? How did this impact compare to what you expected?

With 100% of the event evaluation respondents indicating that they would attend an event like this in the future, it seems evident that the event had a positive and lasting impact on those involved. The impact on the Ferris community was greater than expected based on the positive response we saw with the number of applications and attendees. Our team was most grateful for the University-wide support received both in terms of funds to help with the budget as well as the time investment from many. In particular, we were honored by President Eisler's attendance to offer welcoming remarks along with supporting comments from Associate Provost Roberta Teahen and Dean Schult, the College of Engineering Technology Dean. Ferris

was represented positively through media outreach as well. For example, one of our team members was interviewed by a radio station to feature the event. Other examples of positive marketing can be found below.

- Link to TEA Video: <http://www.youtube.com/watch?v=qMMttdFX048>
- Newsletter: http://www.ferris.edu/HTMLS/colleges/technolo/Career-Programs-Support/Media/Newsletter_2_v3.pdf
- TEA Promotional Article: <http://www.ferris.edu/HTMLS/news/archive/2014/november/tea.htm>
- Ferris Newspaper (Torch) Article: <http://fsutorch.com/2014/11/12/defying-stereotypes/>
- Honors Program Ad: <http://ferrishonors.com/2014/09/24/new-cultural-event-mother-daughter-tea-technology-engineering-aptitude/>
- Photos from Ferris Smug Mug: <http://ferrisphotos.smugmug.com/Academic/Engineering-Technology/Mother-Daughter-TEA-Event#!/>

The current Ferris students involved in the events reported that it was a positive experience and they are eager to participate in similar events in the future. In fact, they have planned outreach to some area high schools in the spring of 2015. Several of the families who attended sent thank you emails and have remained in contact as well.

As a result of this grant award, we were able to apply for a second grant to host Celeste Baine an additional day. The College of Engineering Technology's professional development grant helped to support the cost of five Ferris faculty/staff members to participate in a day long train-the-trainer session facilitated by Celeste Baine the Friday before the TEA event. As an outcome of this training, Ferris now has three complete Mother Daughter TEA toolkits, extra supplies, supporting curriculum and books, and five employees who are certified TEA trainers. This means that Ferris has the ability to host TEA events on campus again in addition to visiting area schools to offer the event. The curriculum permits flexibility in the audience and length of time as well. Several mothers who attended the TEA are also educators and have contacted Leigha Compson requesting a smaller version of the TEA be offered in their schools and/or classrooms.

The availability of the TEA events will be marketed starting in the Spring, 2015 semester as it stands to serve as a powerful tool to encourage underrepresented populations to pursue STEM careers and to consider Ferris programs. The initial marketing launch is planned for February 17 at the STEM Showcase in Ludington, Michigan with TEA events tentatively planned for late February and March. In addition, through the TEA Train-the-Trainer program, an industry partnership has started as one of the attendees is well connected to the auto industry in Detroit. She is in communication with Ferris currently about cohosting TEA events in Detroit area schools to encourage underrepresented students to consider continuing their educations in STEM fields.

Please find additional materials below related to the event.

Event Flyer:

The flyer is divided into two main vertical sections. The left section has a light yellow background with a decorative border. It features a title, date, and a photograph of a woman and a young girl. The right section has a light green background with a decorative border and features the Ferris State University logo, a portrait of Celeste Baine, event details, and a QR code.


FERRIS STATE UNIVERSITY

Mother Daughter TEA

(Technology Engineering Aptitude)

Saturday, November 8, 2014

A free event with Celeste Baine



Transform into an engineer for a day through this special event hosted by Ferris State University! Celeste Baine, engineer, role model, and author of over 20 books will visit us from the west coast to share her experiences and talk about fantastic opportunities for young women in science, technology, engineering, and math (STEM) careers. You'll get to invent, design, create, and have fun through hands-on activities throughout the day.

If you are an 8th, 9th, 10th, or 11th grade girl who enjoys math, science, technology, engineering, or art, this day is meant for you! Sign up today with your mom or favorite female caretaker to reserve your spot as spaces are *limited* to the first 40 mother-daughter teams who sign up. Lunch, snacks, t-shirts, lab materials, and more will be provided at no cost. Some transportation scholarships are available. We look forward to seeing you there!

Registrations are due by 10.10.14!

Reserve your spot today by registering online at <http://www.ferris.edu/HTMLS/admission/VisitRegistration/otherevents.htm>

Questions? Contact Leigha Compson at 231.591.3549 | leighacompson@ferris.edu

Anyone with a disability who needs special accommodations to attend this event should call 231-591-3549 at least 72 hours in advance. Thank you!

This event is made possible through support from Carl D. Perkins Career and Technical Education funds and Ferris State University.

Celeste Baine

*Join us for this free event**
Saturday, November 8, 2014
9:30am-4:00pm
Ferris State University
Granger Center
605 S. Warren
Big Rapids, MI 49307



**Registration required*

School Marketing Letter:



Greetings,

We are pleased to announce that Ferris State University will be hosting a FREE event on **Saturday, November 8, 2014** for Mother/Daughter teams to attend a special day hosted by Celeste Baine, engineer, role model, and author of over 20 books. Ms. Baine will visit Ferris' Granger Center in Big Rapids from the west coast to share her experiences in Science, Technology, Engineering, and Math (STEM) as a female engineer and lead mother-daughter teams through hands on activities. Throughout this Mother Daughter TEA (Technology Engineering Aptitude) event, students will have the chance to invent, design, and create a hover craft and working hydraulic crane! Lunch will be provided at no cost and students will have the option to participate in a campus tour.

Females in grades eight through eleven are encouraged to register along with their mothers, female guardian, or even a favorite teacher! Students should **register today** as space is limited to the first 40 applicants and the **application deadline is October 10, 2014**.

Please consider adding the event information to your school announcements, sending a flyer home with students, or including it in the next school newsletter. For more information, visit the event website at <http://www.ferris.edu/HTMLS/admission/VisitRegistration/otherevents.htm>. If you have any questions, please contact me directly at leighacompson@ferris.edu or 231-591-3549.

Thank you in advance for your time, and we hope to see students from your district represented at this free event!

Sincerely,

TEA Application:



Application for

Mother Daughter TEA with Celeste Baine

(Technology Engineering Aptitude)

Instructions: Thank you for your interest in the Mother Daughter TEA Event with Celeste Baine scheduled for Saturday, November 8, 2014 at Ferris State University. This is a free event for eighth, ninth, tenth, and eleventh grade female students who are interested in Science, Technology, Engineering, and Math (STEM) fields. To be eligible to participate in this event at no charge, please complete the application below. Anyone with a disability who needs special accommodations to attend this event should contact 231-591-3549 at least 72 hours in advance. If you have any questions or are interested in learning more about scholarships available to help with transportation costs to Ferris, please contact Leigha Compson compsol@ferris.edu or 231-591-3549. Thank you!

Part 1: Student Information

Student Name	
Street Address	
City, State, Zip Code	
Phone	
E-Mail Address	
High School	
Grade in School	
Grade Point Average (GPA optional)	
Favorite Subject in School	
In a paragraph, describe what the opportunity to attend this event would mean to you.	

Part 2: Female Chaperone Information

Note: this should be the name of the person who will be attending the event with you. Ideally each attendee will have her own female adult chaperone (e.g., mother, aunt, teacher, etc.)

Mother/Female Adult Name	
Relationship to Student	
Street Address	
City, State, Zip Code	
Phone	
E-Mail Address	
In a few words, why should this student be considered to attend?	

Part 3: School Information and Endorsement

Note: Recommenders welcome and encouraged to endorse more than one student. Recommenders may include but are not limited to teachers, school counselors, coaches, music directors, etc.

Name of Person Recommending this Student	
Job Title	
In What Capacity Do You Know This Student?	
In a few words, why do you feel this student should be considered to attend the Mother Daughter TEA	

Workshop?	
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Part 4: Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Alternate Phone	
E-Mail Address	

Part 5: Release Form

I hereby grant to Ferris State University the right and permission, in respect to the photograph that it has produced of me and/or my minor child, to use and distribute the same. I grant the right to publish, reproduce and display the same, in whole or in part in news releases and University publications that may be developed by Ferris State University.

I hereby release and discharge Ferris State University from any and all claims and demands arising out of or in connection with the use of the photograph, including without limitation any and all claims for libel or invasion of privacy.

I further release Ferris State University from any responsibility for injury incurred during the photography or recording session.

I am of full age and have the right to contract in my own name. I have read the foregoing and fully understand the contents thereof.

Name of Minor Child: _____

Parent/Guardian Signature: _____

Date:

Please find a few photo highlights from the event below:



TEA Participants assemble hydraulic cranes.



A few of the College of Engineering Technology student volunteers pose for a photo.



TEA participants prepare for one of the competitions.



The mother daughter teams learn about career opportunities.



Participants launch hovercrafts for the race.

Present a final budget including all funds received and spent related to the project, with special focus on the funds received via the Diversity Mini-grant.

Funds to support the budget:

Diversity Grant: \$5000

Admissions and Recruiting: \$1000

Academic Affairs: \$1000

The College of Engineering Technology: \$800

Total Budget: \$7800

Category	Grant Funds	Funding from Other Sources	TOTAL
Travel for Ms. Baine			810.07
a) Air Travel	617.20		
b) Hotel	116.71		
c) Airport pickup	37.40	38.76	
Food			1500.36
a) Morning Refreshments		318.36	
b) Lunch		987	
c) Afternoon Snacks		195	
TEA Curriculum**			4403
a) Basic Supplies	3195	1000	
b) Extra Supplies		208	
Resource Materials Shipping Expense (part of the TEA Curriculum charge)	60		60
Materials (Staples)	28.28		28.28

Promotion* (t-shirts)	825.41		825.41
Supplies (18x24 signs)	120		120
	5000	2747.12	7747.12

*Note that the promotion allowance is greater than what was estimated in the original grant proposal as we rerouted fund from the travel scholarships category to promotional T.E.A. shirts given the lack of student interest. Although we planned to offer busing, the student response was from a wide enough geographic region that we were unable to coordinate one or two central busing location. As such, we received approval from the Diversity and Inclusion office to offer travel scholarships in the form of gas cards to students who may be in need, but no requests for these were made. Therefore, our team instead requested to use the funds for promotional shirts that the students could take home to remember the event and promote Ferris into the future.

**This cost was shared across funding sources. The receipt reflects the total amount (e.g., \$120.00 (97.56+22.44)).

***Note that this leaves a remaining balance of \$52.88. We are anticipating some ongoing communication with some of the families, so this leaves a bit of a balance for printer and postage costs as needs arise. We were able to secure an additional \$1000 more from additional funding sources compared to what was estimated in the grant proposal as well, which helped support the refreshment budget primarily.

COPY

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FERRIS STATE UNIVERSITY
www.ferris.edu/purchasing EIN # 38-6006159
420 Oak Street, PRK 254
Big Rapids, MI 49307-2020

Billing Address: Send invoice to address listed above, attention "Accounts Payable." Show PO number and your Federal Tax ID or Social Security Number on your invoice.

Purchasing Department: (231) 591-2165
Accounts Payable: (231) 591-3911

PO Number:	P0022852
Issue Date:	08/22/14
Delivery Date:	08/22/14
Contact originating department to confirm acceptance of PURCHASE ORDER and delivery date.	

VENDOR		SHIP TO			
Engineering Education Service Center 1004 5th St Springfield OR 97477		Kristine Szot-Green Dean's Office / Technology 1009 Campus Dr JOH 200 Big Rapids MI 49307-2280			
Contact Kristine A. Szot-Green 231-591-2897		Terms Net 30 Days			
Item	Description	Quantity	UOM	Unit Cost	Total Cost
	Services as listed on contract signed 07/22/14 by contractor. Prepayment of 50%, remaining 50% due on day of presentation.				
1	50% down for TEA Workshop	1.00	EA	2,127.5000	2,127.50
2	Remainder for TEA Workshop	1.00	EA	2,127.5000	2,127.50
FOB - SHIPPING: Not Applicable		DISCOUNT:		.00	
		ADDITIONAL CHARGES:		.00	
		TOTAL:		4,255.00	
Requisition Number R0024312		VENDOR INFORMATION:			
Receipt Required? <input checked="" type="checkbox"/>		Vendor ID: 12147404			
		Phone:			
		Fax:			
		Vendor Contact: Celeste Baine			
Account Codes 11165-38000-7321-449		\$4,255.00			
DEPARTMENT COPY					

Materials:



408 Perry Avenue
Big Rapids, MI 49307
(231) 592-8072

SALE 1892864 2 006 58061
0856 11/03/14 01:03

QTY SKU PRICE

1	AVY LSR LBL BUP 25 072762052645	12.49N
	Contract Price \$11.89	-0.60
1	PLASTIC RULER 2-PA 073577321229	2.49N
	Contract Price \$2.30	-0.19
1	PLASTIC RULER 2-PA 718103018531	2.49N
	Contract Price \$2.30	-0.19
1	PLASTIC RULER 2-PA 073577321229	2.49N
	Contract Price \$2.30	-0.19
	****Promotion****	
1	PREFERRED SCISSOR 073577432178	2.00N
1	PREFERRED SCISSOR 073577432178	1.00N
	* Reg. Price 2.00	
	* Item Discount <-1.00>	
	Total Promotion Discount <-1.00>	

	****Promotion****	
1	PREFERRED SCISSOR 073577432178	2.00N
1	PREFERRED SCISSOR 073577432178	1.00N
	* Reg. Price 2.00	
	* Item Discount <-1.00>	
	Total Promotion Discount <-1.00>	

1	PREFERRED SCISSOR 073577432178	2.00N
1	SPLS 3X5 RULED IND 718103187541	3.29N
	Contract Price \$1.49	-1.80
	SUBTOTAL	28.28
	Tax Exempt Number 1999632266	

TOTAL \$28.28
Visa 28.28
Card No.: XXXXXXXXXX6906 [S]
Auth No.: 036115

TOTAL ITEMS 10

Master Account 0001058948

Flight:

Itinerary: Grand Rapids

Page 1 of 2



Grand Rapids

Nov 6, 2014 - Nov 8, 2014 | Itinerary # 187078435830



**Because you booked a flight,
you qualify for up to 55% off Grand Rapids hotels**
Expires on Fri, October 17

[See hotels](#)

E-Ticket

This page can be used as an e-ticket.

Itinerary # **18707843583**

To get the most up-to-date version of your trip, go to your online itinerary and print a copy to take with you.

Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

Eugene (EUG) → Grand Rapids (GRR)

Nov 6, 2014 - Nov 8, 2014 , 1 round trip ticket

BOOKED

Your reservation is booked and ticketing is in progress. No need to call us to reconfirm this reservation.

Price Summary

Traveler Information

Celeste Wong Baine	No frequent flyer details provided	Ticketing in progress
Adult		

Traveler 1: Adult	\$617.20
Flight	\$524.66
Taxes & Fees	\$92.54
Expedia Booking Fee	\$0.00

Total: **\$617.20**

All prices quoted in US dollars.

Nov 6, 2014 - Departure 2 stops Total travel time: 10 h 38 m

Eugene	Portland	0 h 42 m
EUG 5:10am	PDX 5:52am	

Alaska Airlines 2330 Operated by HORIZON AIR AS ALASKA AIRLINES Economy / Coach (L) | Confirm seats with the airline *

Layover: 1 h 13 m

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.

Hotel:



11-13-14

Celeste Baine United States	Folio No. :	118667	Room No. :	105
	A/R Number :		Arrival :	11-06-14
	Group Code :		Departure :	11-08-14
	Company :	Ferris State University	Conf. No. :	66665269
	Membership No. :		Rate Code :	IDOTHWL
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
11-07-14	*Room Charge	108.07	
11-07-14	Occupancy Tax	2.16	
11-07-14	Sales Tax	6.48	
11-08-14	Visa XXXXXXXXXXXXX6906		116.71
Total		116.71	116.71
Balance		0.00	

Promotion (T-Shirts):

CustomInk Order Invoice - Order #4881959

Page 1 of 1

Original order



RECEIPT

Number: 4881959
Date: 2014-12-22
Balance Due: \$0.00

Order Placed	Artwork Completed	Order Shipped	Shipper / Tracking No.
10/23/2014	11/04/2014	11/05/2014	UPS/1ZA03R691309109491

Bill to: LEIGHA COMPSON
420 OAK STREET
BIG RAPIDS, MI 49307
231-591-3549

Ship to: LEIGHA Compson
1009 CAMPUS DRIVE
JOHNSON HALL 200
BIG RAPIDS, MI 49307
231-591-2000

Contact: LEIGHA COMPSON
COMPSOL@FERRIS.EDU
FERRIS STATE UNIVERSITY
UNIVERSITY CAREER PROGRAMS SPECIALIST
231-591-3549

Design	Screenprinting	Item	Size/Quantity	Subtotal
alt1	1 color front 0 color back	American Apparel Juniors Jersey T-shirt — Red	S: 8, M: 15, L: 35, XL: 15, XXL: 2	\$ 750.00
			Total: 75	

Tax: \$ 0.00

Total: \$ 750.00

Amount Paid(Credit Card): \$ -750.00

Balance Due: \$ 0.00

Please send payment to:

CustomInk
PO Box 791253
Baltimore, MD 21279-1253
Attn: Accounts Receivable

If you have any questions, please call 866-485-8160.

Thank you for placing your order with CustomInk. We appreciate your business and look forward to serving you again.

Represents

830.25 - 80.25 = 750.00

*↑
we were overcharged
originally and they
corrected it*

Invoice 1 (incorrect)



RECEIPT

Number: 5077209
Date: 2014-12-09
Balance Due: \$0.00

Order Placed	Artwork Completed	Order Shipped	Shipper / Tracking No.
12/09/2014	-	-	-

Bill to: LEIGHA COMPSON
420 OAK STREET
BIG RAPIDS, MI 49307
231-591-3549

Ship to: LEIGHA Compson
1009 CAMPUS DR
JOHNSON HALL 200
BIG RAPIDS, MI 49307-2280
231-591-3549

Contact: LEIGHA COMPSON
COMPSOL@FERRIS.EDU
FERRIS STATE UNIVERSITY
UNIVERSITY CAREER PROGRAMS SPECIALIST
231-591-3549

Design	Screenprinting	Item	Size/Quantity	Subtotal
ro4881959	1 color front 0 color back	Jerzees 50/50 T-shirt — True Red	M: 26, L: 25, XL: 11, XXL: 5	\$ 470.34
			Total: 67	

Service Discounts: \$ -207.50
Tax: \$ 0.00
Total: \$ 262.84
Amount Paid(Credit Card): \$ -262.84

Balance Due: \$ 0.00

OVERCHARGED
INCORRECT

Please send payment to:

CustomInk
PO Box 791253
Baltimore, MD 21279-1253
Attn: Accounts Receivable

If you have any questions, please call 866-485-8160.

Thank you for placing your order with CustomInk. We appreciate your business and look forward to serving you again.

➔ This led to a reimbursement of \$ 187.43 due to an incorrect order charge. This represents the difference between the 2 invoices

$$262.84 - 75.41 = 187.43$$

<http://www.customink.com/track/5077209-14772966/invoice>

↳ reimbursed

12/9/2014

Invoice 2 (corrected)



RECEIPT

Number: 5077209
Date: 2014-12-09
Balance Due: \$0.00

Order Placed	Artwork Completed	Order Shipped	Shipper / Tracking No.
12/09/2014	-	-	-

Bill to: LEIGHA COMPSON
 420 OAK STREET
 BIG RAPIDS, MI 49307
 231-591-3549

Ship to: LEIGHA Compson
 1009 CAMPUS DR
 JOHNSON HALL 200
 BIG RAPIDS, MI 49307-2280
 231-591-3549

Contact: LEIGHA COMPSON
 COMPSOL@FERRIS.EDU
 FERRIS STATE UNIVERSITY
 UNIVERSITY CAREER PROGRAMS SPECIALIST
 231-591-3549

Design	Screenprinting	Item	Size/Quantity	Subtotal
ro4881959	1 color front 0 color back	Jerzees 50/50 T-shirt — True Red	M: 15, L: 10, XL: 6, XXL: 2	\$ 272.91
			Total: 33	

Service Discounts: \$ -197.50
 Tax: \$ 0.00
 Total: \$ 75.41
 Amount Paid(Credit Card): \$ -75.41

Balance Due: \$ 0.00

Please send payment to:

CustomInk
PO Box 791253
Baltimore, MD 21279-1253
Attn: Accounts Receivable

If you have any questions, please call 866-485-8160.

Thank you for placing your order with CustomInk. We appreciate your business and look forward to serving you again.

** The difference of these two invoices reflects the reimbursement (262.84 - 75.41 = 187.43)*

$$\begin{array}{r} 830.25 \quad = \text{orig order} \\ - 80.25 \quad - \text{int savings} \\ \hline 750 \end{array}$$

$$\begin{array}{r} 272.91 \quad \text{corrected order} \\ - 187.50 \quad \text{credit for small shorts} \\ - 10.00 \quad \text{reorder discount} \\ \hline 75.41 \end{array}$$

✓ 825.41 expected charge

Supplies:

CADELLAC PRINTING CO. (231) 775-2488 Ref No. G 200904001

67353

FERRIS STATE UNIVERSITY COPY & PRINT CENTER
copy • print • create!

103 PERRY STREET BIG RAPIDS, MI 49307 (231) 591-5914

ACCOUNT TO BE CHARGED D11165	DEPARTMENT CET DEAN'S	SECURITY YES NO
NAME LEIGHA COMPSON	DATE DUE	
DELIVERY - LOCATION J0H-200	NO. OF COPIES 4	PHONE NO. X3579
PICK-UP	NO. OF MASTERS 2	TRANSPARENCIES

PAPER: _____ WHITE _____ LEGAL _____ 11 x 17 _____ COLOR _____ SPECIAL

FINISHING: _____ BACK TO BACK _____ SINGLE SIDED _____ COLLATE _____ STAPLE _____ PUNCH _____ FOLD _____ CUT _____ PAD _____ TAB _____ PERF


BINDING: _____ UNIBIND _____ COMB _____ PERFECT _____ SHRINK WRAP IN SETS

SPECIAL INSTRUCTIONS:
4 - 18" X 24" SIGNS (2-SIDED)
* Special \$30.00 EACH

WHITE - PRINT CENTER
YELLOW - PRINT CENTER
PINK - ORIGINATOR

DATE RECEIVED 10/28/14	PRINT CENTER USE ONLY
#1 FOLDING _____	PAPER: _____
#2 PADDING _____	_____
#4 SET-UP _____	4 X 30.00 = _____
#5 PERF/SCORE _____	_____
#9 LABOR _____	_____
#10 PLATES _____	_____
#12 COLORED INK _____	_____
#13 TABBING _____	_____
#14 INSERTING _____	_____
#18 SPIRAL BINDING _____	TOTAL \$ 120.00
#22 BOOK SALES _____	Run by [Signature] 10/29/14
OTHER _____	_____

Airport Pickup:

Expense	Summary
Entered By Leigha Compson: Trip to Grand I Celeste (one way). Note that we have the co	
Expense Type 	
Personal Car Mileage	
Transaction Date	
11/06/2014	
Purpose of the Trip	
Office of Diversity & Inclusion Grant	
From Location	
Big Rapids, MI	
To Location	
Grand Rapids, MI - airport	
Payment Type	
Cash	
Distance : Amount	
136	: 76.16
USD	
Approved Amount	
76.16	

The committee wishes to extend our thanks and gratitude for this grant that allowed Ferris to host such an inspiring event for young women as well as to continue the efforts well beyond the grant award date.

Primary Grant Recipient's Signature _____

Date _____