



CENTER FOR STUDENT INVOLVEMENT

Student Fees Advisory Committee (SFAC)
Base Augmentation Request FY 2012-2013



CENTER
FOR **STUDENT**
INVOLVEMENT **CSI**

UC
UNIVERSITY CENTERS

Center for Student Involvement Base Augmentation Request for FY 2012-2013

Traditions Instructional Assistant

The Center for Student Involvement would like to ask for this base augmentation request to the Student Fee Advisory Committee to add additional base funding to provide financial assistance to CSI to support one (1) Instructional Assistant position to continue to enhance the programming and student centered learning offered to the University of Houston community.

The duties of the Instructional Assistant in the Center are as follows:

- Research campus traditions at other institutions for possible implementation at University of Houston.
- Assist with the advising of Homecoming Board and Frontier Fiesta Association.
- Attend after hours and weekend meetings and events
- Assist with the hiring and evaluation of compensated student leaders
- Actively participate on the Homecoming and Frontier Fiesta Steering Committees
- Analyze and maintain historical documents and evaluations for Campus Traditions
- Assist with the marketing of Campus Traditions:
 - Advertisements, Brochures, Newsletters (listserv), Web Page Text, Press and Media Releases, and Specialty Items.
- Be an active participant in the Center for Student Involvement

The total cost of hiring one (1) Instructional Assistants to assist the Center for Student Involvement and continue the development of students and improve the overall programming for the University of Houston is as follows:

Graduate Assistant Salary	\$13,380.00
Associated Benefits	\$ 100.00
UH Administrative Charge	\$ 863.00
VPASA Administrative Charge	\$ 174.00
Total	\$14,517.00

Civic Engagement – Voting Assistance

One of the University's major initiatives is to promote civic engagement and the development of active citizens. In order to assist in achieving this goal, the Center for Student Involvement is requesting funding to provide shuttles to the closest early voting center each year in November. The program will shuttle students, faculty, and staff to the closest early voting center and includes advertising for the service.

Costs:

Busses	\$1,680.00
Advertising for the shuttle service – flyers, yard signs, ads in the Daily Cougar	\$2,000.00
Balloons/Decorations at bus stop all three days	\$ 500.00
UH Admin Fee + Division of Student Affairs	\$ 314.00
Total:	\$4,494.00

Total Base Augmentation Request: \$19,011.00