

Activities Funding Board  
(Subcommittee of the Student Fee Advisory Committee)

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**Student Service Fees Advisory Committee**  
**REPORT FY 2013 (2012-2013)**

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Chair of the Activities Funding Board

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# Executive Summary

**Question # 1** Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms: your unit's mission, how you accomplish your unit's mission, and a justification of your unit's student fee allocation in terms of benefits for students.

## **Mission:**

The mission of Activities Funding Board (AFB) is to encourage quality on-campus programming and to support attendance at state, regional and national conferences.

The heart of a student's experience on campus rests in the communion of ideas, experiences and relationships they develop while on campus. To facilitate a better experience the Activities Funding Board seeks to help registered student organizations.

## **Method of Accomplishment:**

The structure and design of AFB is unique in regards to how our mission is accomplished. The goal is to assist in improving the quality of campus life by supporting co-curricular activities and to support the leadership development processes through conference attendance that aids in organizational success. AFB provides guidance and assistance to reimburse registered student organizations for a portion of the costs associated with their programs and conferences in compliance with state and university guidelines. Organizations may request a maximum of \$2000 per academic year (Fall, Spring, Summer), \$1000 of which may be used for attending conferences. The cap on conferences is included as part of the \$2000 maximum allocation that may be approved (ex., if \$1000 is for a conference, then only \$1000 is for programs).

Organizations are not automatically given \$2000 a year, it is simply the amount that may be requested and allocated. Allocations are accepted only for events taking place during the current semester. There is a cap of \$450 for advertising (Daily Cougar ads, flyers, banners, etc.). This cap is included as part of the \$2000 maximum allocation that may be approved.

## **Justification:**

It is the belief of AFB that the student fees allocated to the organization directly impact the student population at large through the various programs and events hosted by the registered student organizations. These registered student organizations through the funding of AFB provide opportunities for development and enhancement of their own collegiate experience as well as that of their members which translates to the greater population at large. Their collegiate experience is enhanced through their hands on learning experience of preparing budgets and business proposals as well as putting on quality programming.

In regards to programs, the registered student organizations provide programming in the educational and social realm. AFB directly helps these registered student organizations to continue diversifying and educating the campus through a variety of programs that offer experiences to the UH student community as a whole.

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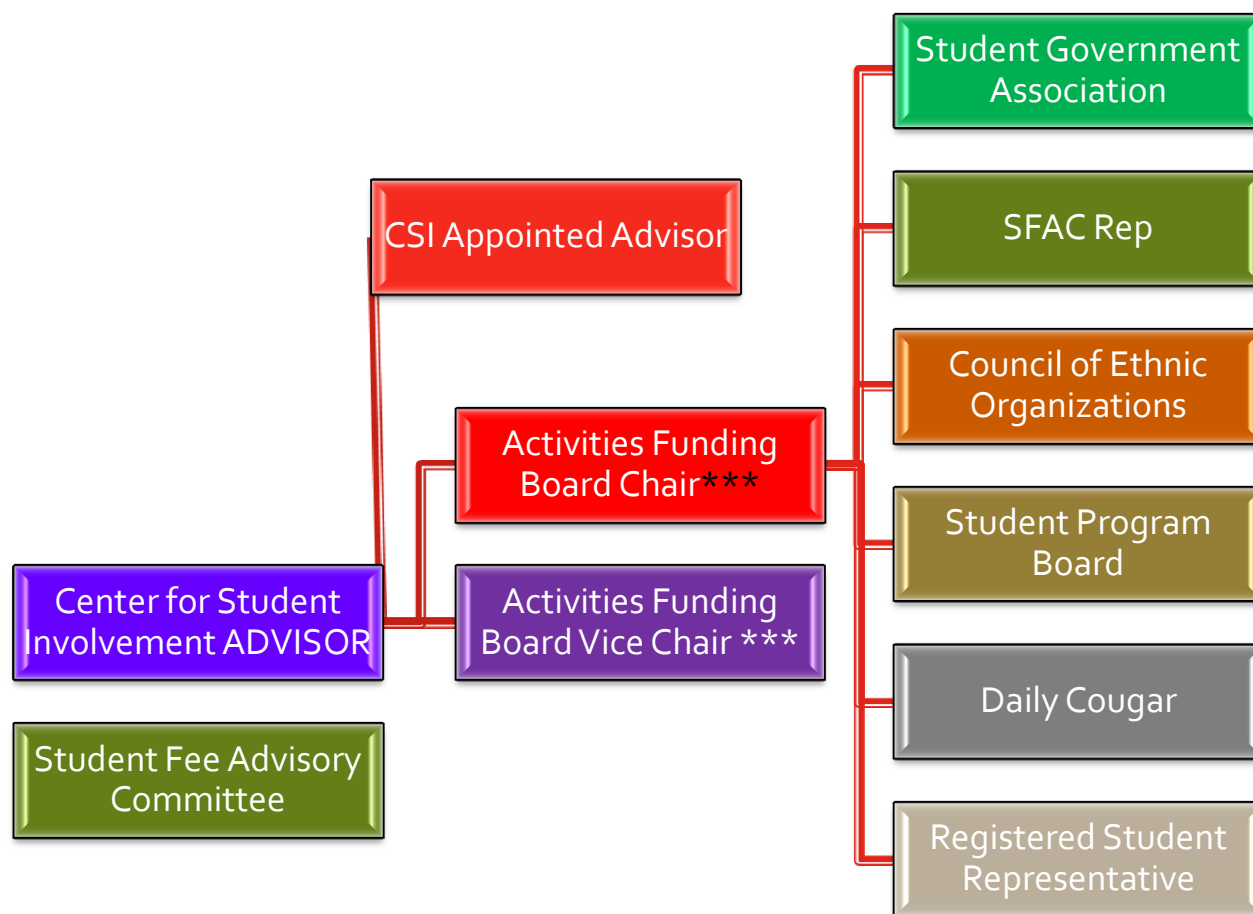
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## Question # 2

Provide an organization chart of your unit. Large units may need to have an overview chart and then more specific charts for each program. Where you have multiple staff in the same position (e.g. counselor, custodian, etc), note this on your chart. Student employees should be cited on the chart and identified as students



\*\*\*Denotes a paid position

## Question # 3

List the objectives that you provided with your 2010-2011 SFAC request. Please comment on your success in achieving these objectives. If an objective changed during the year, please note this and explain. Also, list any new objectives, the rationale for the addition, and comment on your success in achieving these objectives.

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**Goal 1: Ensure that each AFB member is familiar with AFB, its policies, and procedures, as well as purposes.**

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Objective A: Require Board member to attend the annual AFB Training at the beginning of the fall semester.

*Status: Completed/Ongoing*

Actions taken to complete Objective A:

- AFB Chair created and distributed to the board members a Training/Operations Manual that detailed the mission of AFB, the By-Laws of AFB, the process that Registered Student Organizations go through, an example of an Allocation Request, funding guidelines and limits, as well as the procedures for hearings.
- Will continue to update the Training manual and find better ways to conduct a training session.

Objective B: Clarify the role of the AFB Chair and Board members so that clear expectations and guidelines may be established.

*Status: Completed/Ongoing*

Actions taken to complete Objective B:

- Board members were informed of their role as an AFB member and how they should arbitrate each funding request at the AFB scheduled meetings
- Board members were given a Training Manual that identifies their role on the AFB board and the need for their presence and decision-making experience
- Will emphasize the need for their presence to hold quorum.

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**Goal 2: Continue to promote AFB and its services among student organizations.**

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Objective A: Send out ads promoting AFB to registered student organizations via Center for Student Involvement mailboxes at least once every semester.

*Status: Changed*

Actions taken to complete Objective A:

- In an effort to reduce paper waste, the AFB has moved away from this method of advertising and is currently concentrating on different forms of spreading the word.
  - To accomplish the mission of AFB the Student Chair utilizes the new AFB website, *Daily Cougar*, the Center for Student Involvement listserv, and Organization Registration
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Orientations, as well as attending Frontier Fiesta Connection meetings and Homecoming Informational Meetings to promote AFB and its purposes. In addition, the AFB Student Chair provides one-on-one assistance to student leaders in order to provide support guidance regarding AFB policies and procedures. Additional information regarding AFB, and the contact information of the Student Chair, is available on the AFB website, [www.uh.edu/afb](http://www.uh.edu/afb).

Objective B: Encourage all other fee-funded groups to advertise AFB by referring student organizations to AFB for further funding assistance.

*Status: Ongoing*

Ongoing actions taking to complete Objective B:

- In collaboration with the Campus Traditions units (Homecoming and Frontier Fiesta) the AFB has been able to present at their connection/informational meetings thus allowing for more AFB visibility. Homecoming Board has done an exceptional job at advertising AFB to the organizations who are participating in Homecoming 2011 via email and word mouth. (Last year there were no requests for funding from any organizations participating in Homecoming. This year there were at least four applications submitted and another five organizations had inquired about funding.)

Objective C: Place ads in the Daily Cougar promoting AFB at least 3 times every semester.

*Status: Completed/ Ongoing*

Actions taken to complete Objective C:

- Ads were submitted and run at least twice in each academic year of Fiscal Year 11 and an ad has already run in the month of August 2011
- Will continue to advertise AFB in the Daily Cougar and on their website to gain exposure

Objective D: Present registered student organizations with Allocation Packets

*Status: Completed/Ongoing*

- AFB has placed the Allocation packets on the website for all registered student organizations to review and fill out
- Allocation Packets are also given out along with a jump drive with contains more information of the AFB process when student officers come to the AFB office
- Center for Student Involvement conducted Organization Registration sessions at which AFB was present. In efforts of going green, AFB passed out three hundred jump/flash drives uploaded with the Allocation Request Packet as well as other information relative to the application process.

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**Goal 3: Improve communication between AFB and each student organization.**

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Objective A: Schedule Allocation Workshop at the beginning of every semester to assist students in understanding AFB's funding process.

*Status: Ongoing*

- In the processes of scheduling monthly Allocation Workshops. In the meantime the AFB chair has many one-on-one conversations due to the nature of registered student organization officers wanting a more personal feel.

Objective B: Communicate the importance of correctly filing the paperwork to the student organization representatives during Allocation Workshops, Board Hearings, during follow up communications, and on the AFB website.

*Status: Ongoing*

- Help and support is provided to each organizational representative to ensure they maximize their allocation potential. The AFB Student Chair reviews allocation requests prior to scheduling for accuracy and completeness.
- Organizational representatives are provided the opportunity to correct and resubmit their allocation requests
- A new process was implemented to help with the reimbursement process. AFB is now requiring that each organization complete the Vendor Direct Deposit Authorization Forms so that their reimbursement funds go into their bank accounts. Improving one facet of the processes.

Objective C: Ensure that the AFB Student Chair promptly responds and effectively communicates with student emails.

*Status: Ongoing*

- Organizations emails are responded to promptly to keep the organizations updated.
- An online Contact Us form has been made so that organizations that visit the AFB website may be able to simply ask their questions via the internet.

Objective D: Utilize electronic communicated methods, such as e-mails and the AFB website, to effectively communicate with student organizations.

*Status: Ongoing*

- The AFB officer's main source of communication between organizations is email. It is checked daily
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- during business hours.
- Changes to the website include the addition of a Google calendar, frequently updated hearing schedule, and electronic forms.
- Sent out email reminders about AFB and the process to those organizations in the AFB database

Objective E: Take great care in ensuring that the AFB website is kept up to date with allocation workshop dates, and other important information that the student organizations need to be aware of.

*Status: Ongoing*

- The AFB chair has been working with the AFB Advisor and the CSI web Developer to update the website. CSI Web Developer has helped place a Google Calendar on the website to effectively displace the hearings, AFB chair office hours and the Allocation Deadlines.

Objective F: Post and maintain the travel waiver and roster forms on the AFB website.

*Status: Completed*

- Due to the nature of liability, AFB has opted to provide the following clause on the Apply section of the website: the student organization must comply with the University student travel policy **MAPP 04.02.04** and submit a copy of the Travel Roster to AFB office.

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**Goal 4: Continue to evaluate AFB guidelines and policies in order to better serve the student organization.**

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Objective A: Encourage Board members to read, understand, and make recommendations regarding AFB guidelines in order to sufficiently meet student organization's needs.

*Status: Ongoing*

- The AFB Chair has asked for suggestion on improving the service to the student organizations. As of today, AFB is waiting on the Vice President of Student Affairs to review the suggested made by AFB and SFAC.
- Some of the suggestions are listed below:
  - Funding for Beverages/Food with several limitations (ongoing process)
  - Funding for T-shirts as a form of advertising of course with several limitations
  - Clear definitions of Fundraisers and Income-generating Programs, as well as donations
  - The collaboration of fee-funded organizations with a registered student organization and the funding asked by AFB, double dipping ruleClear definition of what should be considered as guidelines for organizations from a department to attend a conference.

Objective B: Evaluate the structure and make-up of the AFB members to assess the effectiveness and accountability of members.

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*Status: Completed/Ongoing*

- Over the 2011 summer the SFAC Bylaw Committee and AFB spoke about the restructuring of the appointed AFB members. Due to the transitional period between the previous mandates of the SFAC Bylaws and the newly adopted Bylaws the structure has not been adopted.

Objective C: Evaluate the policy, procedure and operation of AFB and its By-Laws.

*Status: Completed/Ongoing*

- The AFB gives thanks to the members who have helped over the summer to review the AFB Bylaws and amend them to better benefit all student organizations as well to improve the growth of the role of AFB.
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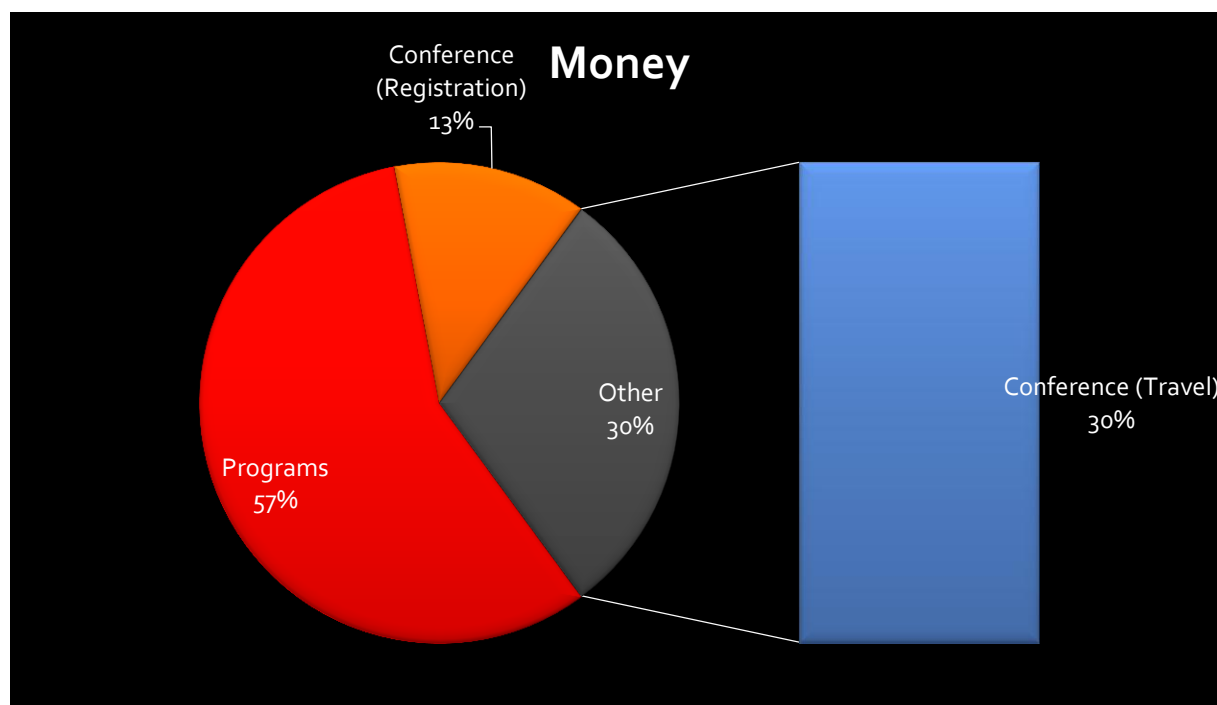
## Question # 4

Please discuss the means that you are utilizing to evaluate both your success in achieving the aforementioned objectives and their importance as compared to other objectives that you might pursue. Where data exist, discuss the number of persons served by each of your programs, the satisfaction level of those served, and/or any other assessment measures evaluated. Please provide the method for collecting this data.

The purpose of AFB is to fund registered student organization programs and conferences. Therefore, the success of AFB is based on the number of programs and conferences that were funded and the diversity among these events. In order to provide the necessary data to emphasize the number of programs and conferences funded, the AFB has developed a tracking system. It is in its infancy state but the hope is that there will be a structure method of tracking to evaluate the success of achieving all goals set by AFB.

One method of ensuring that AFB is accomplishing its objectives is to measure the success of how much money is allocated to what area of funding. In the chart below, you will see that AFB has been able to partition the money allocated for both programming on campus and off-campus conferences.

More data will be presented at the presentation session.



## Question # 5

**Please discuss any budget changes experienced since your last (FY2012) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds that they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections. In addition, if your unit concluded FY2011 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.**

A goal that the Activities Funding Board has strived to accomplish has been to end the fiscal year with a zero balance. In efforts to accomplish such a goal, the registered student organizations that were approved for funding in the Spring 2011 semester were required to fill out the direct deposit authorization forms. By requiring these registered student organizations to fill out the direct deposit forms it increased the chances to achieve a zero balance for Fiscal Year 2011.

For Fiscal Year 2011 the Activities Funding Board ended with a Fund Equity balance of **-\$568.79**. AFB ended with negative fund equity in FY 11 for several reasons. We underestimated amount of money needed for administrative charges, and there was an increase in the amount of money spent on student wages and fringe benefits. A third reason for the fund equity overage was a charge for another student organization being levied against AFB in error.

With the addition of a second paid individual in the AFB office the accountability of money out of the ledger will increase. Tasks will be delegated as such that the two individuals will have equal responsibility of maintaining a visual eye on the amount of money being spent.

Also, with the switch from bi-weekly hourly student employee to monthly compensation the amount of money for student wages will greatly reduce. It will reduce the amount of money being spent on student wages and fringe benefits.

## Question # 6

Please list your 2012-2013 objectives in priority order. Larger units may wish to group your response by subprogram. Under each objective, state the specific programs, activities, and/or services that you plan to implement to meet your objectives.

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### Objective # 1 Development, Training, Communication

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Goal 1: Improve the Allocation Process for both the registered student organizations by improving communication between AFB and each of the registered student organizations

- A. Develop a plan of action that ensures new and re-registering student organizations receive information about AFB during Organization Orientations throughout the fall, spring and summer sessions
- B. Conduct Allocation Workshops at the beginning of every semester to assist students in understanding AFB's funding process by physical sit down workshops. Create and place an instructional video on the Allocation process on the AFB website.

Goal 2: Improve the AFB website to be the method of communication for all registered student organizations. Making the Allocation Request an online process will help to communicate the process more efficiently to the registered student organizations. Criteria that AFB is looking to improve through this method are as follows:

- A. If the student organization is registered then they will be allowed to apply. On the contrary if they are not then they will be given a "Thank you for attempting to apply, however you have not met the necessary requirement to apply for Activities Funding. Only registered student organizations with the Center for Student Involvement may apply for funding. If you think this message is an error, contact the Center for Student Involvement."
  - B. If it is a program request and they are well outside the three (3) week period or right at the cusp of the three period then they will be allowed to apply. However, if they are well under the three week period then they will be given a message stating "Thank you for attempting to apply but your program is currently less than three weeks away from the date of application. All programs must be turned in three weeks from the date of the application."
  - C. For conference applications, the process would be the same.
  - D. With respect to #2 and #3 the main idea is to not allow applications through the system that are not conforming to the rules. The essence is to avoid further complications and to be fair to all registered student organizations.
  - E. When applications are submitted they will be time stamped which will allow a more accurate system of identifying when an application was submitted. There would be proof of a date and time. It will also avoid any sort of possibility of applications being misplaced or lost especially by helping provide an email confirmation with the information that was provided so that the organizations have proof of submission.
  - F. It will also facilitate the registered student organizations to provide the necessary information to construct their program to budget proposal.
  - G. The online application will stop the registered student organization from continuing the application if there are items that are missing and are flagged as important.
  - H. It will also be a useful tool to track the number of applications turned in during a particular week.
  - I. After the application has been submitted they will be sent to a different part of the website where they will be able to schedule a hearing date. Doing it this way will create better accountability for the student organizations to show up to the hearings as well as keep it at bay in their minds because they made the appointment.
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## Objective # 2 Marketing

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Goal 1: Improve awareness of AFB throughout the student community and continue to promote AFB and its services to registered student organizations, their leaders and advisors

- A. Place ads in the Daily Cougar promoting AFB at least 2 times every semester
- B. Present each student organization with electronic allocations packet during the allocations workshops and any other time when student organization representatives come to AFB seeking assistance with funding for a program or conference. Negotiate with the Center for Student Involvement regarding when the AFB Chair can come and speak about AFB or have a 5 minutes of Questions and Answers session during the Organization Registration Orientations.
- C. Sending information to all the advisors for the registered student organizations and to the staff in the colleges and departments that work directly with RSO's to create a target audience.

Goal 2: Improve marketing for all "funded" AFB programs

- A. Ensure that registered student organizations are properly displaying the AFB logo on their marketing media such as flyers, facebook, posters, etc
- B. Provide information to the departments on campus such as Daily Cougar, Creation Station, Copy Center, etc that the registered student organizations must present an example of the advertisements with the AFB logo.

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## Objective # 3 Bylaws, Policies, Operations of AFB

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Goal 1: Improve the policies in which AFB currently operates. A few of these policies have been outlined below:

- A. The Activities Funding Board would like for the SFAC to look into an appeal process for the AFB.
  - B. The Activities Funding Board would like for the SFAC to look into tiered system of funding for AFB to fund registered student organizations.
  - C. The Activities Funding Board would like to request that the Vice President of Student Affairs idea of an AFB task force be considered and the outcomes be put into effect as soon as approved by the VPSA.
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## Question # 7

**What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)?**

The Activities Funding Board is a sub-committee of the Student Fee Advisory Committee. One percent of all SFAC funds are dedicated to the Activities Funding Board each fiscal year. AFB does not have any other possible funding sources available.

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## Question # 8

**Please describe any overlap between your unit and any other unit(s) providing services to students and the rationale for the overlap.**

Two additional funding sources are currently available to student organizations: Student Program Board (SPB) and Council of Ethnic Organizations (CEO). SPB limits its funding to programs that are sponsored by one of its committees or co-sponsored with another organization. CEO allocates funds for co-sponsorship of programs that are culturally diverse.