

Activites Funding Board

Student Fees Advisory Committee

REPORT FY 2014 (2013-2014)

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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 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.

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

Per the Student Fee Advisory Committee constraints: "Activities" funding is not intended to provide general support of a registered student organization's overall budget and program. It is limited to the support of specific events or activities of registered student organizations that are consistent with the AFB constraints.

Student Organizations are encouraged to apply for funding assistance (mainly reimbursement) for programs and conferences that align with the goals and mission of AFB. In essence, AFB exists to help registered student organizations provide diverse activities on campus and to:

- Ensure a wide range of activities and organizations are funded by the School;
- Enabling student population groups within the School to have resources adequate to serve the specific needs of their constituents;
- Ensuring that funding reflects specific priorities of AFB
- Ensuring that proposed activities do not violate University regulations.

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 \$400 for advertising (Daily Cougar ads, flyers, banners, etc.). This cap is included as part of the \$2000 maximum allocation that may be approved.

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 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.

AFB has structured their meetings to meet the needs of organizations at the beginning of the semester. The structure consists of hearings held on Wednesday's for the first five weeks of the academic semester and then the meetings proceed to be bi-weekly. These meetings, also known as hearings, are used to review and evaluate the funding applications, as well as to discuss any unfinished executive business. Each AFB Board member is required to be present at every meeting in order for quorum to be met and to ensure consistency in the allocation process. During the hearings the AFB members consider cost, overall impact on the UH community, target audience, event preparation, the organization's past programming success, scope of the event, timing, ability to carry out the program, and mission of the organization. In order to be eligible for funding from AFB, a student organization's program must be open to all UH students, staff and faculty and must benefit the UH community as a whole. The registered student organizations provide a program outline to detail the general event or conference information, such as who, what, when and where the event will be.

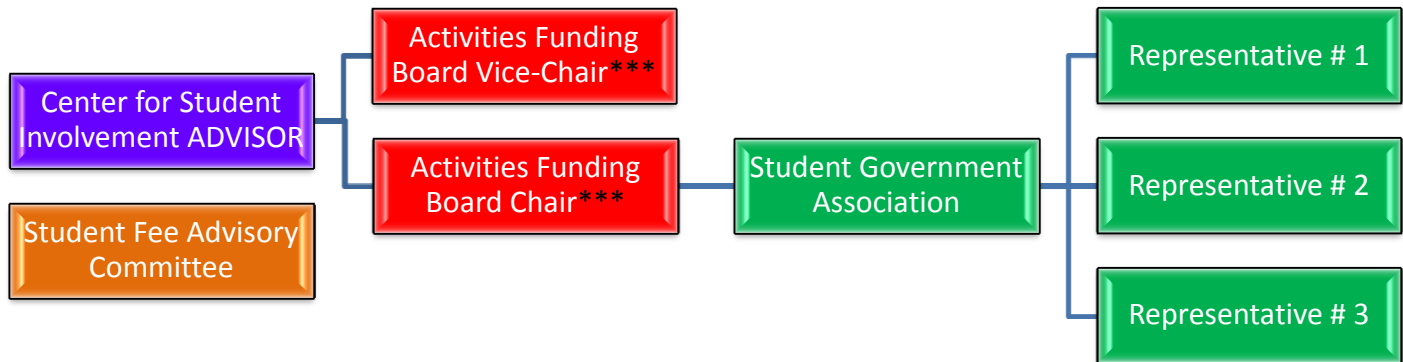
Justification:

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.

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 paid position

Question # 3

List the objectives that you provided with your 2011-2012 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.

Objective 1: Development, Training, and Communication

Goal 1: Improve Center for Student Involvement Advisor development to enhance productivity and increase accountability of AFB members

Status: Completed/Ongoing

Actions taken to complete Goal 1:

- Held a training session for AFB committee members at the beginning of the fall semester following appointment from SGA.
- Passed out training manual and educated on the budget to ensure that appropriate decisions are made in accordance with the results from the AFB task force.

Goal 2: Improve the Allocation Process for both the registered student organizations by improving communication between AFB and each of the registered student organizations.

Status: Ongoing

Actions taken to complete Goal 2:

- Through the use of get involved, we will be able to continue to move forms on there to smooth communication.
- Through the AFB email and the Vice-Chair, we are able to respond to emails more readily and be available for consultations more often.

Goal 3: Improve the transition period between the outgoing chair and the new chair.

Status: Completed/Ongoing

Actions taken to complete Goal 3:

- The use of the training manual has been implemented but needs to be perfected to keep the Chair moving forward and to learn from the previous chair.

- It has been made an objective for the next year to iron out the entire process to make AFB as efficient and convenient as possible.

Objective 2: Marketing

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.

Status: Completed/Ongoing

Actions taken to complete Goal 1:

- The Chair and Vice-Chair attended all organization registrations to promote AFB to the leaders of the registered student organizations
- Pamphlets and business cards were passed out during registration meetings along with Cat's Back
- The Chair attended the Homecoming connection meetings to explain the AFB process.
- Website has gone through continuous changes to cater to student sections and a Frequently Asked Questions page will be launched to help answer even more questions.
- Marketing is an ever-changing process and we will continue to evolve to make as many student organizations aware of AFB as possible.

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

Status: Ongoing

Ongoing actions taking to complete Goal 2:

- The Vice-Chair will begin compiling photos and documentation from funded programs for advertisement purposes
- The changes in this category come from how expensive it is to effectively advertise for student organizations.
- We will be working on bumping up the on-campus advertisement cap so student organizations can more effectively advertise their own program as they have more of a vested interest in the matter.

Goal 3: More accurately record AFB impact on student programming.

Status: Ongoing

Actions taken to continue Goal 3:

- There have been limited programs up to this point so we will continue to find student programs and work in financial assistance first.
- With the use of the Vice-Chair, we will be able to have a member of AFB to attend the programs and document the successes.

Objective 3: Policies, By-Laws, Operations

Goal 1: Develop a process and timeline for an annual evaluation of AFB procedures and processes.

Status: Completed

- The by-laws created have a section specifically for funding policies and procedures which are in effect for the term of the chair. The chair will then present to the recommendations for the next chair by June 1st annually.

Goal 2: Develop a process and timeline for a post allocation assessment of AFB procedures and processes to be conducted by the registered student organizations receiving funding.

Status: Ongoing

- A survey will be conducted at the end of the semester to evaluate the service and the allocation process.
- The survey will be sent via email to all funded student organizations and the data will be collected for the spring semester.

Objective 3: Continue working with SFAC to improve the funding guidelines for registered student organizations.

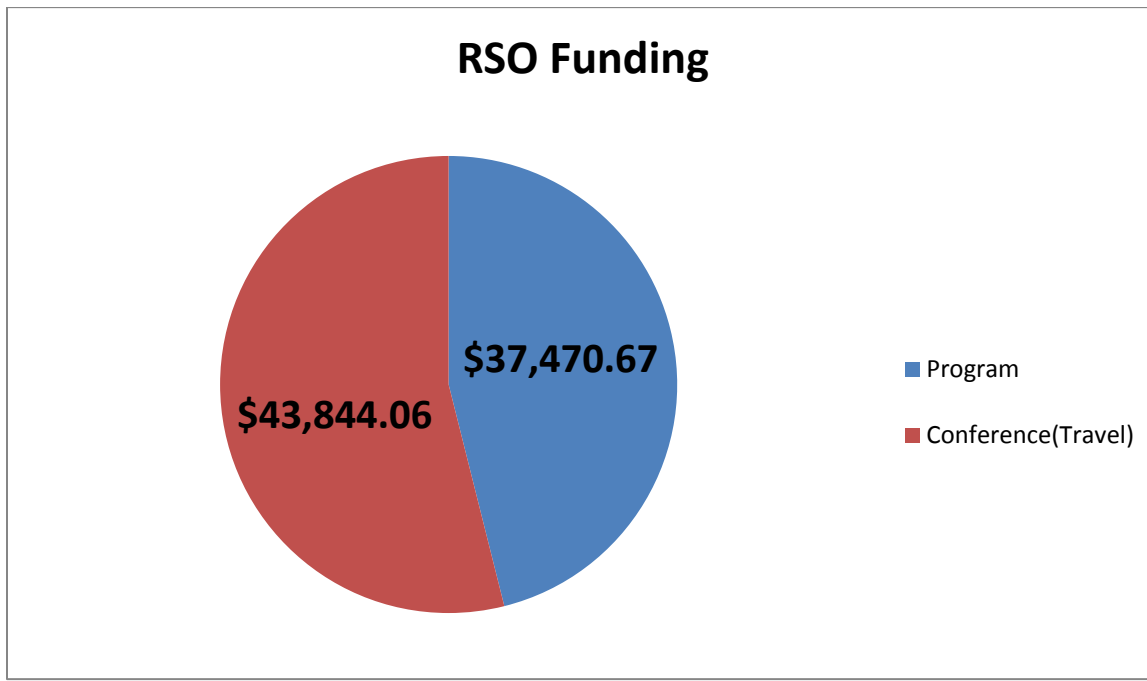
Status: Changed

- Through the AFB task force, this process will be happening annually now by June 1st.
- The meeting will be used to assess the effectiveness of the funding policies and procedures to cater to more student organization's funding needs.

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.



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.

The biggest cause of the fund equity this semester was the fact that there was not a chair for the spring 2012 semester and the advisor had to manage AFB. Marketing has been slow lately but with the use of the vice-chair now we will be able to increase marketing and get more student organizations to apply for funding.

Another problem is a lack of student organization on-campus programming.

Question # 6

Please list your 2013-2014 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.

Objective # 1 Improve officer transition with both Chair and Vice-Chair

Goal 1: Create a training manual for Vice-Chair

- A. Work in coordination with the current vice-chair to create a comprehensive training manual.
- B. Split tasks from Chair to Vice-Chair to improve efficiency.
- C. Continue to encourage each fee-funded group to appoint an AFB member and backup board member to ensure that each AFB hearing has quorum.

Goal 2: Improve the training manual for the Chair

- A. Add duties and provide file information to provide more concrete information.
- B. Make sure everything is completely up to date in regards to the most current forms and funding policies and procedures.

Goal 3: Setup workshops to transition both chairs at the same time to increase communication.

- A. Make suggestions on funding policies and procedures from the year's information.
- B. Help plan out the tasks needing to take place through the summer as it is significantly less busy.
- C. Help provide a calendar and timetable to have certain tasks done.

Objective # 2 Marketing

Goal 1: Send out emails through the individual college and activities listserv

- A. At least 2 times per semester prepare an email to send out through listservs.

- B. Advertise through use of the new coog newsletter emailed out to students.
- C. Advertise successful programs at organization registrations.

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. Determine different avenues for the programs being funded by AFB are highlighted to the entire UH community

Goal 3: Continue to improve AFB Website

- A. Make the website as efficient as possible to explain a step by step process to receiving funding.
- B. Make funding guidelines more visible to avoid conflict.

Objective # 3 More accessibility to AFB forms.

Goal 1: Allocation forms submitted through the use of get involved.

- A. Continue to develop the Allocation form to be filled out and submitted online.
- B. Work with general counsel office to allow for online authentication of the top 3 officer.

Goal 2: Direct people through the AFB website to get involved.

- A. Add a link to the online application to avoid office visits.

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 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.

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.