



Division of Student Affairs and Enrollment Services
Dean of Students Office

TO: Student Service Fee Funded Units

FROM: Dr. William F. Munson; Associate Vice President for Student Affairs and Dean of Students

DATE: September 27, 2016

RE: **Student Service Fee Request Documents**

Attached, please find the following Student Service Fee request documents pertinent to the FY2018 Student Fees Advisory Committee (SFAC) allocation process:

1. The FY2018 Program Questionnaire.
2. The FY2018 Budget (base, one-time, base augmentation) Request & New FY2017 One-Time Allocation Request Guidelines.
3. The Student Service Fee Request Spreadsheet for 2017-2018. ***Please note that the spreadsheet has been revised to facilitate easier reporting and report consistency. A special spreadsheet training session for requesting units has been scheduled for 2:00 p.m., Wednesday, September 28, 2016, in the Senate Chamber of the Student Center North.**
4. The SFAC Presentation Guidelines document to use as a guide in preparing your presentation to SFAC.

The SFAC requires academic/college-based units to submit requests through the Office of the Vice Chancellor/Vice President for Student Affairs and Enrollment Services. In general, academic/college based units are not eligible for Student Service Fee funding. Historically, requests originating from academic/college-based units have been required to secure clearance from the Vice Chancellor/Vice President for Student Affairs and Enrollment Services prior to consideration by the committee. This step is to ensure that there is a review of the requests in relation to the statutory definition of student service. To facilitate this review, requests originating in academic/college-based units must be submitted to the Vice Chancellor/Vice President for Student Affairs and Enrollment Services in care of the Dean of Students at my email address, wmunson@uh.edu, by 5:00 p.m., Wednesday, October 12, 2016 (also see "Requests From Academic/College Based Units," p.2., SFAC FY2018 Guidelines).

Applicants are encouraged to be brief. To this end, SFAC requests that you **limit the length of your request documents to no more than 25 pages.** If you wish to distribute additional information to the members of the committee, you may submit it to them under separate cover in care of the Dean of Students Office, or distribute the information to the members at the time of your unit's scheduled presentation.

Requests must be submitted in electronic format only. Therefore, applicants should submit electronic copies of all request documents (Questionnaire, Spreadsheet, One-Time, Augmentation) in PDF format to the SFAC Chair, in care of the Dean of Students Office via my email address at wmunson@uh.edu no later than 1:00 p.m. on Wednesday, October 19, 2016. **Only requests submitted by the deadline will be guaranteed full consideration.** Electronic submissions will be posted to the SFAC web site to enhance the transparency of the process.

Please feel free to contact me if you have any questions regarding the attached items or the SFAC allocation process.

YOU ARE THE PRIDE

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