



**ACTIVITIES  
FUNDING  
BOARD**

**SFAC REPORT 2011**

*SUBMITTED JANUARY 28, 2010*

## Question 1

- 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.**

The mission of Activities Funding Board (AFB) is to provide financial support for Registered Student Organizations to plan and present quality on-campus programs that are free and open to the university community and to support attendance at state, regional and national conferences. 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.

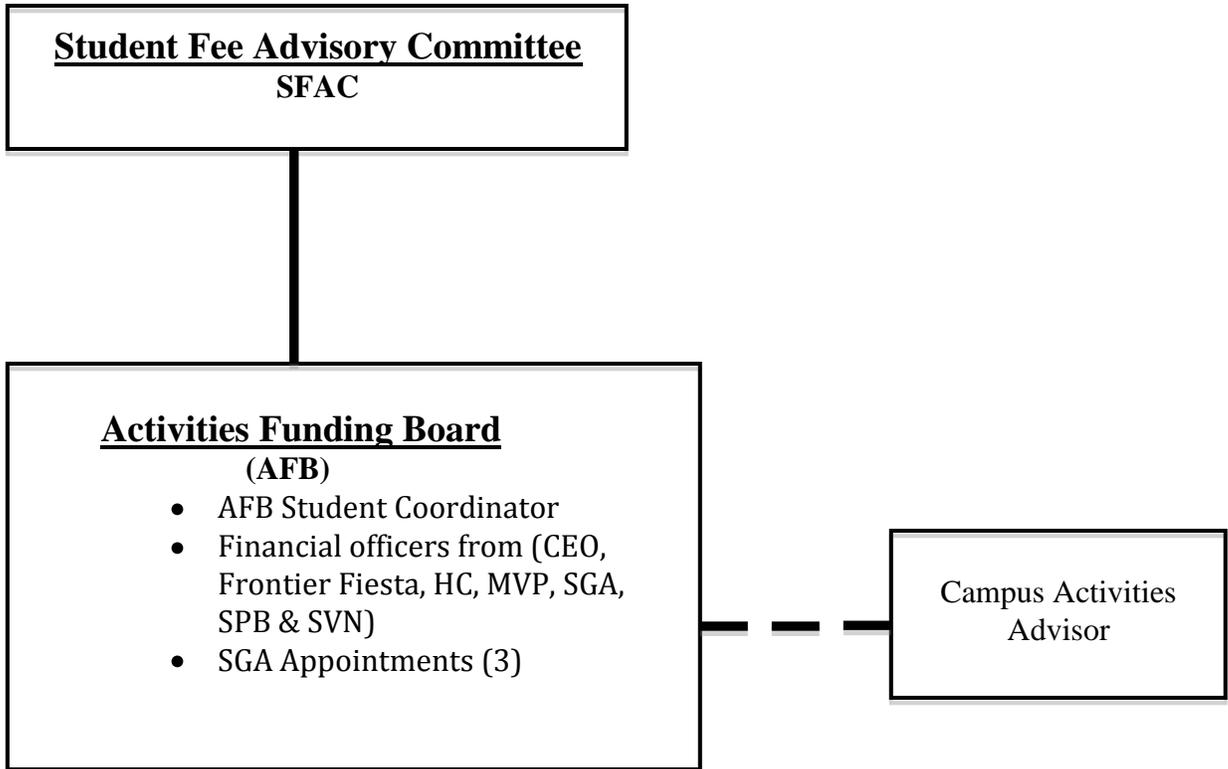
To accomplish the mission of this organization the AFB Financial Officer utilizes the *Daily Cougar*, the Campus Activities listserv, and Organization Orientations to promote AFB and its purposes. In addition, the AFB Financial Officer provides allocation workshops and 1:1 assistance to provide support and guidance regarding AFB policies and procedures. Additional information regarding AFB and the contact information of the Financial Officer is available on the AFB website, [www.uh.edu/afb](http://www.uh.edu/afb).

AFB has weekly meetings to review and evaluate AFB 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.

At the beginning of the Fiscal Year '09, the Activities Funding Board was given a budget of \$120,096 for allocations to registered student organizations. In the fall of 2009, approximately \$32,208.15 was distributed among 21 programs and 19 conferences sponsored by a variety of student organizations. Due to an increased amount of AFB advertising and the arrival of the annual Frontier Fiesta program, AFB members will start hearing 6-8 funding applications each week of the Spring 2010 semester and we anticipate having approximately the same amount of funding hearings per week for the remainder of the semester.

AFB continues to be a funding source for student organizations with the goal of encouraging quality programming and conference attendance. By partially funding these student events, AFB has helped to enhance the quality of programming at the University of Houston campus, assisted in the leadership development of organization leaders, and has helped to improve the quality of student life.

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.



- 3. List the objectives that you provided with your 2009-2010 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.**

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

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

*Status: Completed*

The AFB officer conducted a short training program for AFB before hearings and informed them of AFB procedures and the particulars of each organization's allocation request.

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

*Status: Completed*

Board Members were informed of their role as an AFB board member and how they should arbitrate each funding request.

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

Objective A: Send out ads promoting AFB to registered student organizations via Campus Activities mailboxes at least once every semester.

*Status: Completed*

The AFB officer has made fliers to distribute to the organizations through their mailbox. The AFB officer has also made promotional items such as flash drives, high-lighters, and pens. These items are distributed among different groups and students to help promote AFB. The AFB officer is also working with the Student Video Network in creating a short advertising ad to be played on the Student Channel 6 Network.

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

*Status: Completed*

Various Fee funded groups have referred other groups to AFB.

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

*Status: Ongoing*

Ads are being developed to put into the Daily Cougar.

Objective D: Present each student organization with an 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 Campus Activities regarding when the AFB Financial Officer can come and speak about AFB or have a 5 minutes of Questions and Answers session during the Organization Orientations.

*Status: Ongoing*

The allocations packet is available to all student organizations on the AFB website as well as in the AFB office located inside Campus Activities. The allocations packet is also given out to student organization representatives that attend the AFB allocations workshop. Every student organization is strongly advised to attend at least one workshop per year before applying for funding. The AFB office has been able to attend the newly structured Organization Orientations to present a brief overview of the available funding through AFB to Student Organizations.

***Goal3: Improve communication between AFB and each student organization***

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

*Status: Ongoing*

One-on-one conversations are being held with organizations to help them understand the AFB process.

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*

The AFB Financial Officer stresses the importance of filing the paperwork correctly to the student organization during allocation workshops and works with each group's specific funding request. Help and support is provided to each organizational representative to ensure they maximize their allocation potential. The AFB Financial Officer reviews allocation requests prior to scheduling for accuracy and completeness. Organizational representatives are provided the opportunity to correct and resubmit their allocation requests.

Objective C: Ensure that the AFB Financial Officer promptly responses and effectively communicates with student

*Status: Ongoing*

Organizations Emails are responded to promptly to keep the organizations updated.

Objective D: Utilize electronic communication methods, such as e-mail 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 during business hours.

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 student coordinator has been working with the AFB advisor and the CA Web Developer to update the web site.

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

*Status: Ongoing*

Those forms will be added to the web site this year. Also these forms are given to groups that attend conferences. Copies are kept in their file.

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

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

*Status: Ongoing*

The AFB Financial Officer has asked for suggestions on improving the service to the student organizations.

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

*Status: Ongoing*

The AFB financial officer is creating an evaluation form to rate the effectiveness of each board member.

Objective C: Evaluate the policy, procedure and operation of the Activities Funding Board and its By-laws.

*Status: Ongoing*

The AFB financial officer has been reevaluating the policy and procedures, as well as the By-Laws to more efficiently service the student organizations.

- 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 and the satisfaction level of those served. Please provide the method for collecting these 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. To that extent, AFB is proud to have helped fund 40 events that took place during the Fall 2009 semester. Of these 40 events, AFB funded 21 programs that took place on campus and 19 conferences that took place out of Houston. Due to the increased advertising by AFB and the annual occurrence of Frontier Fiesta in March, the Activities Funding Board has already started to hear five to six funding request per week in Spring of 2010. Also due to the increased advertising by AFB, there were at least 8 new student organizations that utilized the funding provided by AFB in the Fall 2009 semester and expect approximately 4-6 new student organizations to apply for funding in the Spring of 2010.

Since the programming and conference needs of each student organization are extremely diverse, it is important that AFB be consistent with AFB/SFAC guidelines and procedures. Therefore, AFB takes great care when evaluating funding requests and always asks pertinent questions at the AFB Hearings. If there is any question as to how policy should be upheld, the AFB Financial Officer consults with the AFB Advisor and Director of Campus Activities who also consults with the Dean of Students.

AFB continues to be one of the main sources of funding for student organizations on the University of Houston campus. The organizations that have received funding from AFB during the Fall 2009 include but are not limited to: Beta Alpha Psi, Alpha Phi Omega, Students for Fair Trade, Electronic Music Appreciation Club, National Association of Women MBA's, Liberation Society, Society of Hispanic Professional Engineers and Alpha Epsilon Delta.

AFB is extremely proud to be able to contribute to the success of events sponsored by student organizations. By partially funding these organizations, AFB continues to enhance the quality of programming to the U of H community and to improve the quality of student life.

5. **Please discuss any budget changes from your last (FY2010) 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 FY2009 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.**

AFB asked for a base allocation of \$122,336 and SFAC allocated \$125,934 an increase of \$3,598. AFB was able to use this additional funding to provide support to and increase the number of student groups receiving allocations for on-campus programming and conferences. AFB will develop additional printed promotional materials and documents for distribution to registered student organizations via their mail box in Campus Activities. AFB will continue to spend the same amount on advertisements with the Daily Cougar. By widely publicizing the Activities Funding Board, more student organizations may decide to apply for funding, and will benefit from this decision in the long run. Student organizations are also encouraged to plan their event carefully and take all costs into consideration before applying for funding from AFB.

PeopleSoft UGL Report1074 (13<sup>th</sup> Month Report) shows a Fund Equity balance of **\$7,669**. This balance reflects an ongoing concern with AFB. Data indicates that student organizations are focusing more on conference travel than sponsoring on-campus programs. What has been observed:

- There is also a slight increase in student organizations failing to complete the AFB processes in a timely manner.
- In spite of email and phone notifications, some groups ignore requests for receipt verification. Those organizations are “dropped” from the allocation process.
- Checks are returned to the Treasury as checks are not claimed.

AFB is aware of and concerned about this trend. Goal 2 of AFB’s 2010-2011 Goals and Objectives will address this concern.

6. Please list your 2010-2011 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.

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

Objective A: Clarify the role of the AFB Financial Officer and Board members so that clear expectations and guidelines may be established and followed.

Objective B: Develop and present a training workshop for members of AFB each fall semester and a review at the beginning of each spring semester.

**Goal 2: Continue to promote AFB and its services to registered student organizations, their leaders and advisors.**

Objective A: Develop ads/AFB promotional materials for registered student organizations and distribute through Campus Activities mailboxes and insert in the Daily Cougar at least twice every semester and the Student Video Network.

Objective B: 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.

**Goal 3: Improve communication between AFB and individual student organizations and their officers.**

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

Objective B: Provide timely and accurate responses to inquiries from student organizations.

Objective C: Update and maintain AFB web site, to include allocation procedures, resource documents, and contact information.

**Goal 4: Assess and evaluate AFB guidelines and policies in order to better serve student organizations.**

Objective A: Develop a process and timeline for an annual evaluation of AFB procedures and processes.

Objective B: Develop a process and timeline for a post allocation assessment of AFB procedures and processes for student organizations.

- 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.

**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.