Activites Funding Board
Student Service Fees Advisory Committee
REPORT FY 2012

Compiled by Andrea Trevino, Chair of the Activities Funding Board

SUBMITTED OCTOBER 25, 2010

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. "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. AFB in essence exits 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 $450 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 *Daily Cougar,* the Center for Student Involvement listserv, and Organization Registrations to promote AFB and its purposes. In addition, the AFB Student Chair provides allocation workshops and 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.
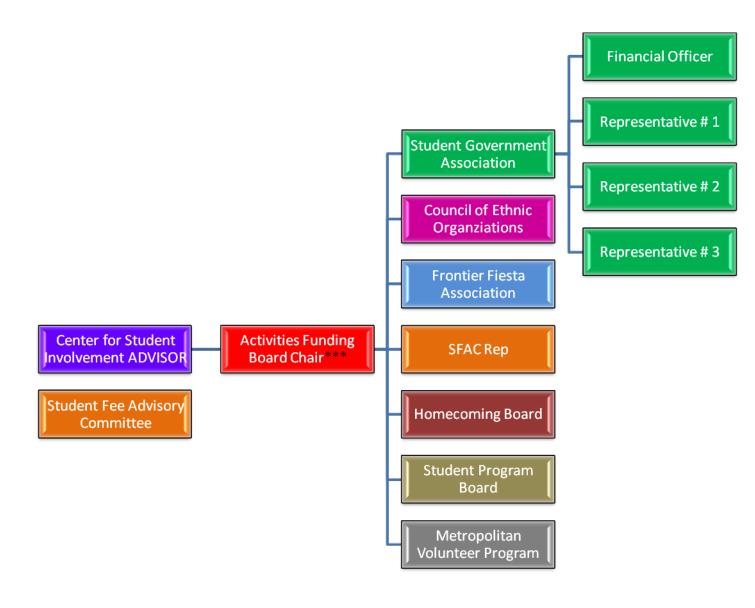
AFB has bi-weekly meetings, also known as hearings, to review and evaluate the funding applications, as well as to discuss any unfinished executive business. Each AFB Board member is required to be present at every meeting in order for quorum to be met and to ensure consistency in the allocation process. 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

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/Ongoing

Actions taken to complete Objective A:

- AFB Chair conducted a two hour program for AFB board members before the first hearing of the year. The board members were informed of the procedures, policies and guidelines of AFB.

- 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 possibly by video for the board members as well as the Center for Student Involvement Advisors

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 board meetings as well as at hearings.

- 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 emphasis the need for their presence especially when registered student organizations that are being co-sponsored by them come before the board.

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

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

Status: Completed

Actions taken to complete Objective A:

- The AFB Student Chair has distributed flyers to the organizations through their mailboxes.

- The AFB officer has also made promotional items such as flash drives. These items are distributed among different groups and students to help promote AFB at Organization Fairs through the summer and at the beginning of the Fall semester.

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:

- When registered student organizations step into the AFB Chairs office some of them have been referred by one of the other fee-funded organizations

- Will develop a track system to keep a better record of how many actually do say they have been referred by the other organizations

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 for the entire academic year of Fall 2009 and Spring 2010 (FY '10)

- Will continue to advertise AFB in the Daily Cougar

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 nine (9) Organization Registration sessions at which the AFB Chair was present to a majority and information about AFB was passed out and mentioned by a short presentation

- Over four hundred (400) copies of the Allocation pack along with over one hundred fifty (150) jump/flash drives were passed out.

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

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.

- FY'10 had two main workshops out of which all organizations present applied for funding.

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. Voicemail response has been slowly improving; the fact is that emails are responded to in 24 hour time span given that emails sent over the weekend take up to 72 hour response. Remote login to the AFB outlook has improved the response greatly.

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 during business hours

- Changes to the website have been the addition on a Google calendar, frequently updated hearing schedule as well as forms.

- Sent out email reminders about AFB and the process to those organization 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.

- AFB chair is looking to different style and layout of the website, possibly using an online version of the Allocation Form.

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

Status: Completed

- The forms were placed on the website over the 2010 Summer Sessions. All organizations are there by required to fill out these forms and submit them when requesting Allocation Funds for conference travel.

- Forms also are given the Travel Roster and Travel Waiver forms when they come to speak to the AFB Chair.

- By having these forms available online, the accessibility to the forms has grown and the compliance with the university has also grown.

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 organization's needs.

Status: Ongoing

- The AFB Chair has asked for suggestion on improving the service to the student organizations.
- Some of the suggestions are listed below:
    - Funding for Beverages/Food with several limitations
    - 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 rule

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

Status: Ongoing

- The need for one of the officers from the Fee-Funded Organizations is more and more growingly apparent during the hearings.

- Over the course of the 2009 Fall semester and the 2010 Spring/Summer semesters, the AFB chair evaluated the need of the board in regards to the registered student organizations. Further discussion is needed with the Student Fee Advisory Committee before coming to a conclusion in regards to the situation.

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

Status: Ongoing

- The AFB Chair has been reevaluating the policy and procedures, as well as the By-Laws to more efficiently service the registered student organizations. The AFB chair has submitted AFB By-Law revisions and is awaiting a meeting with SFAC to review the policy and its By-Laws
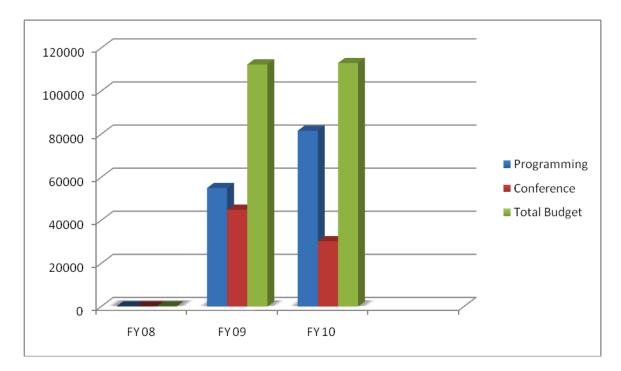
Please discuss the means that you are utilizing to evaluate both your success in achieving the aforementioned objectives and their importance as compared to other objectives that you might pursue. Where data exist, discuss the number of persons served by each of your programs and the satisfaction level 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 106 events that took place during the Fiscal Year '10. 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. Also due to the increased advertising by AFB, there were at least 32 new student organizations that utilized the funding provided by AFB in Fiscal Year '10.

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 Student Chair consults with the AFB Advisor and Director of the Center for Student Involvement 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 Fiscal Year '10 include but are not limited to: Social Action/Political, Social Greek Lettered, Honor Societies, Graduate Student Organizations, Fraternity/Sorority Greek Organizations, Bauer Business Organizations and other groups.

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 UH community and to improve the quality of student life on campus.

The above bar graph represent the areas of funding through "activiites" funding for the two different fiscal years.

Question # 5

Please discuss any budget changes experienced since your last (FY2011) 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 FY2010 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.

The Activities Funding Board has seen a great deal of reduction in its Fund Equity Balance due to the increased responsibilities of the registered student organizations have taken to ensure that they are submitting all paperwork on time and picking up their reimbursement checks. In the past the number one cause of Fund Equity would be the result of registered student organizations not picking up their reimbursement checks. The future of reimbursement checks or funds will be direct deposit, thereby eliminating paper checks and the need for registered student organizations to depend on one person picking up their organizations reimbursement check.

PeopleSoft UGL Report1074 (13th Month Report) shows a Fund Equity balance of **$1,321**. This balance reflects monies remaining in student wages as well as administrative charges that were taking into account when constructing the student AFB Ledger but not used.

For the Fiscal Year of 2011 (Fall 2010 through Summer 2011) AFB is requesting a one-time allocation of $3,022 to fund the Administrative Charge increase from 3.8% to 6.0% an increase of 2.2%. We are also looking for a Base Augmentation of $3,022 for the FY '12 due to the incurred Administrative Charge increase.

Please list your 2011-2012 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 Development, Training, Communication

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

    A. Ensure that each AFB Member is familiar with AFB, its policies, and procedures, as well as purpose by requiring AFB Members to attend an annual training session at the beginning of Fall Semester

    B. Provide comprehensive training to the Center for Student Involvement Advisors by developing and implementing a training session at the beginning of the year.

    C. Create and maintain AFB Operations Manual and require that all AFB Members including the Advisors that help review the Allocation Requests attend a staff training once a year.

    D. 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 Allocation Process for both the registered student organizations and Advisors of CSI and improve 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 or through instructional video

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

    A. Create/Maintain training/operations manual so as to document the process and the procedures that will need to be followed.

Goal 4: Transition the AFB Student Chair Position to an Instructional Assistant

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

    A. Continue to maintain the AFB website by keeping it current and effectively using the calendar on the website as well as spotlighting organization's programs. Regularly evaluate the website to ensure that the information is being correctly displayed and is being an effective marketing tool.

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

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

    D. Place ads in the Daily Cougar promoting AFB at least 3 times every semester

    E. 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 the Center for Student Involvement 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 Registration Orientations.

    F. Send letters to all Department Chairs/Directors, Office Managers, College Deans, and Faculty informing them of AFB services and asking them to help promote it among student groups and Faculty/Staff they work with

    G. Advertise AFB services and workshops on the free information scroll provided by Student Video Network

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.

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

Goal 3: More accurately record AFB impact on student programming

Objective # 3 Policies, By-Laws, Operations

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

A. Identify the Allocation Process by creating an online evaluation

B. Assess the guidelines and policies in order to better serve the student organizations with their input on these guidelines and policies

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

A. Develop an evaluation for the registered student organizations to do either online or offline

B. The evaluation would be either at the end of each of the semesters or at the end of the Academic Year in May.

Goal 3: Work with SFAC By-Laws Committee to review and implement proposed AFB By-Law revisions

A. Please see attached AFB By-Law revisions and proposals APPENDIX A

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.

APPENDIX A

V- ACTIVITIES FUNDING BOARD

The Activities funding Board (AFB) operates as a subcommittee of the Student Fees Advisory Committee (SFAC). The Composition and organizational structure of the AFB are defined in the Bylaws of the Activities Funding board. The purpose and operational procedures of the AFB are defined in this section.

PURPOSE OF THE ACTIVITIES FUNDING BOARD
While the SFAC deals with year-round "budget" funding, the AFB deals with activities funding for registe3red student organizations. By this University policy, not less that 1% of the total projected Student Service Fee revenue shall be allocated for activities funding.

OPERATING PROCEDURES OF THE ACTIVITIES FUNDING BOARD
A.   General Procedures
1. If funds above the 1% mandatory SSF funds allocation are desired, the AFB may submit a request tot eh SFAC at the time of regular hearings.
2. The AFB, subject to the approval of the SFAC, may set the maximum Funding limitations for organizations and conferences.
3. In its deliberations, the AFB shall consider cost, overall on the University of Houston community, target audience, event preparation, The organization's past programming success, scope of event, ability To carry out the program, and timing. Joint programming ventures will be encouraged.
3. The AFB shall abide by all SFAC policies, Student Life policies, Organization's Board policies, University Center policy regarding the use of facilities as well as local, state, and federal law.
4. The AFB reserves the right to refer the requesting organizations to SA, SPB or CEO for program assistance.
B.   Activities Funding Constraints
1. All requests for funding must observe the Specific Constraints mentioned In Section III of this document.
2. In particular, the AFB shall not fund ~~the purchase of refreshments, food~~, Alcoholic beverages, office supplies, stationery, office telephone, Personalized gifts, equipment, or off-campus advertising.
Proposal # 1) Suggestion to add in either of the following:
   * AFB shall allow for the purchase of food and refreshments with a limit of 20% of the total AFB Fiscal Budget.
   * The AFB, subject to the approval of the SFAC, may set the maximum funding limitations for the purchase of refreshments and food for programs.

3. AFB will not provide funds for charities, scholarships, awards, philanthropic efforts, or any form of personal or organizational gain.

Clarification # 3) How is it that SFAC is defining personal or organizational gain? It seems that anything that an organization does will inevitably be for organizational and personal gain.

Clarification # 4) Recruiting Drives – Lots of organizations that are familiar with AFB ask about being funded for events that relate to recruiting individuals into their organizations. During "RUSH" week when organizations are trying to attract new members they would like to ask funding for items such as banners, flyers etc but that are not directly tied to a program. Is this what SFAC defines as "personal or organizational gain?"

4. Programs funded by the AFB must be open to the entire University community and may not use any promotional advertising which is discriminatory in nature.

5. Students who apply for travel funds must have at least two semesters of Academic course work remaining to be an eligible for funding.

Clarification # 5) Are graduate students in a graduate student organization eligible for this funding? Some graduate students have asked because their terms here in graduate school are sometimes about two semesters in length.

Clarificiation # 6) How does SFAC classify summer semesters? Are each summer session a different "semester"? If someone were to apply in May for a conference in July then technically they would have two "semesters" of school left.

6. Programs funded by the AFB must occur on the UH campus, except as provided for in Item #7 of the Activities Funding Board Constraints.

7. Although off-campus conferences, workshops or seminars directly benefit individuals, rather than the University as a whole, special funding consideration may be given to organizations (individuals representing organizations) ~~presenting programs, competing, or participating in the planning or development of a conference, workshop of seminar.~~

Proposal #2) Strike out the "presenting programs, competing, or participating in the planning or development of a conference, workshop of seminar." In practice, AFB does not consider how the organizations requesting funds participate in their conference.

Reason: For most registered student organizations it is tradition that they simply "attend" conferences/conventions put on by other "host" chapters of their organizations or national office. It is rare to see an organization actively participate in the planning or development of a conference. Even then when the students of an organization are involved in the planning or development of a conference it is on campus but they are not awarded funding for such an "event".

Proposal # 3) AFB shall not fund for competitions, tournaments or any conference in which a student must apply or compete to attend.

Reason: On the AFB website it states that AFB does not fund for events such as off-campus tournaments/competitions, since AFB has in practice not awarded organizations that request for such conferences then it seems only right to place a rule in the bylaws.

8. Programs or conferences <u>solely</u> for <u>individual</u> academic advancement And development will not be considered for funding.

9. All publicity must include the AFB Logo and one of the following phrases: "Funded by Your Student Service Fee" or "Partially Funded by Your Student Service Fee."

C. Guidelines for Allocation Requests

1. A registered student organization must submit an allocation request form at Least ~~three weeks before a program or conference.~~ ==Separate program and Conference applications are available at the Campus Activities Information Desk and should be returned there once completed.== Requests will not be heard without being reviewed and signed by a Campus Activities Advisor.

Proposal # 4) Replace "three weeks before a program or conference" to "four (4) weeks before a program or six (6) weeks before a conference."

Reason: Programs are easier to process because most of the time they are on campus while conferences the student organizations has to gather the travel roster and waiver forms which is normally not done until after they have been approved by AFB. Of course if the organizations could turn it in at the same time of the Allocation Request then we can leave it at four weeks but in practice it is hard enough to have them turn it in two weeks before they go on the conference.

Proposal # 5) Strike through this sentence because it is not really needed.

2. If requesting funding for a speaker or performer, the AFB will provide the organization or unit with the University of Houston Department of Campus Activities Contract Procedures. These procedures must be followed in the Preparation of a contract or letter of intent with the speaker or performer. Without a contract or letter of intent, reimbursement for expenses cannot be made.

3. A representative with written authorization from the registered student organization (unless an officer of the organization) must attend an AFB hearing to present the funding proposal. The AFB usually meets ~~each week~~ during the fall and spring semester. Hearing dates, times and locations are posted at the Campus Activities Information Desk.

Proposal # 6) Replace "each week" with "at least bi-weekly"

Reason: In theory while having a hearing every week is a great idea it is too much to ask and ill productive to the functionality of the AFB chair. It is hard enough processing the paperwork by one-self especially it being bi-weekly but weekly would not help, in fact it could turn out worse and none of the board members show up if they are weekly.

4. ~~A maximum of eight funding requests will be heard per meeting of the AFB.~~ If the AFB does not have a full hearing schedule, requests that were submitted less than three weeks before an event may be heard. ~~Only request that are submitted by 6:00 pm Friday, can be heard at the AFB meeting the following week.~~

Proposal # 7) Reword "A maximum of eight funding request will be heard per meeting of the AFB" to "A maximum of tweleve (12) funding request will be heard per meeting of the AFB"

Reason: Since they are bi-weekly the max number should be increased to give more organizations an opportunity.

Proposal # 8) Strikethrough the last sentence as there is no real need for this sentence. As far as I know in practice AFB has not used this rule.

5. A registered student organization representative <u>must</u> sign a contract or award Notice with the AFB once the funding request is approved. Reimbursement Is not guaranteed without a written contract.
6. A registered student organization representative must also complete a Calendar Update Form and an evaluation form supplied by the AFB.

D.   Reimbursement Procedures
1. Recipients will be reimbursed for the approved costs only and only after the program or conference has taken place.
2. All requests for reimbursements must be received for processing within (30) days after to the program or conference. After ~~thirty (30 days~~, the allocation is revoked unless prior arrangements have been made. Reimbursement requests must include proper documentation in the form of receipts, contracts and program evaluation. <mark>If funds were generated by the event, a notarized statement of funds collected must be submitted.</mark> The standard AFB Reimbursement Form provided during the allocation hearing must be used.

Proposal # 9) Replace "thirty (30)" days with "fifteen (15)" days
      Reason: When the organizations apply for reimbursement funds they apply with an estimated budget summary thereby knowing how much they will be spending. Having 30 days extra is not the best idea. It has been the experience of the AFB chair that giving student organizations too much time AFTER the event/program or conference leads to bad situations.

Clarification # 7) Question to SFAC: "If funds were generated by the event, a notarized statement of funds collected must be submitted." AFB in practice does not fund any program that generates money (i.e. accepts donations, sells tickets, raises money to pay anything in regards to their program) with the exception to Frontier Fiesta.
      Comment: In practice, AFB uses the rule that if a program/event brings "outsiders" (non-paying students, staff and faculty) to the event/program then student fees are being misspent and cannot be approved, but how is Frontier Fiesta any different than an organization putting on a symposium or bringing a Organizational conference on campus?
3. A review of documentation will be conducted by the AFB before reimbursement.
4. AFB reimbursements will only be made to the sponsoring registered student organization. All registered student organizations requesting a reimbursement must have an account in the Organizations Bank or a bank off campus in the organization's name.

TRAINING OF ACTIVITIES FUNDING BOARD MEMBERS
Training of AFB members will be coordinated by the Chair of the AFB with the assistance of the Vice President for Student Affairs or their representative. The following topics should be covered:
- SFAC and AFB histories;
- University budgeting and Reimbursement process with attention to the uniqueness of activities funding;
- Elements of group decision-making.

FORMS AND REPORTS
The following forms are required for a funding request to be considered:

- The Allocation Request Form for Programming or the Allocation Request From for a Conference
- Program budget worksheet itemizing all income and expenditures

The following forms are required for reimbursement:

- AFB Fund Contract or Award Notice
- Reimbursement Form
- Speaker/Performer Contract
- Notarized Statement of Income
- Program Evaluation Form

The AFB shall design, produce, and periodically review the forms used.