

**ACTIVITIES FUNDING BOARD STUDENT FEE
ADVISORY COMMITTEE REPORT FY 2018
(2017-2018)**



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.

The purpose of the Activities Funding Board (AFB) shall be to administer the 1% mandatory Student Service Fee allocation under SFAC bylaws. The AFB allocates funding to registered student organizations (RSO) for the purposes of maximizing programming at the University of Houston (UH). Activities Funding Board essentially is an agency of SFAC that gives every student organization the opportunity to host events on campus, as well as represent the University of Houston at regional, state, and national conferences.

AFB strives to allocate our portion of the student service fee into the hands of registered student organizations that have shown proper planning, innovative ideas, and a desire to benefit the University of Houston campus. We want to see organization success not only for the general populace, but for any organization according to major, interests, and cultures. Our vision is to better campus life, and to encourage investment in the University by promotion of our vast student organizations through their programs and events.

A clear distinction we make is that our funding is not for the benefit of an organization's general budget, but instead for the support of general on-campus programming or the attendance at RSO related conferences. In addition, we fund under SFAC guidelines along with other stipulations as depicted in our bylaws, to ensure that the money is utilized to benefit the student body and campus. However, one of our biggest challenges is that RSOs lack available funds to hold events that are not for their core benefit but are for engagement for the student body, and that is why we propose a funding grant process for quality events.

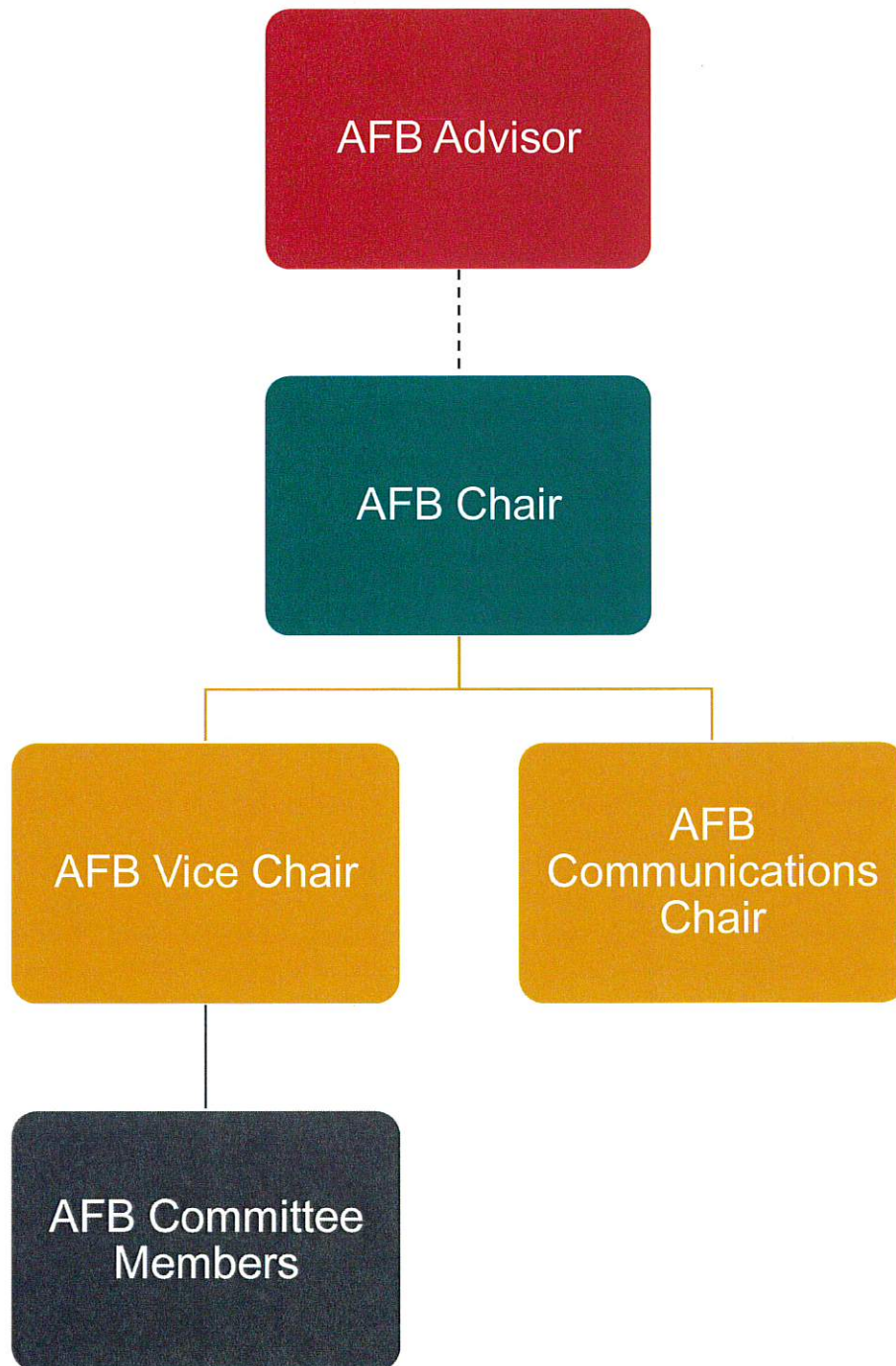
- By supporting extra and co-curricular events we spur the growth of all communities within the university.
- We approve conference attendance so that our students can receive leadership development from their regional and state conferences.
- Each RSO on campus can request a maximum of \$2,500 per academic year (Fall, Spring, Summer). \$1,000 of this maximum can be used on attending conferences, and is taken out of the maximum allocation (ex. If \$1,000 is used for conferences, then the RSO still has \$1,500 to utilize for Programming). It is important to note that RSO's do not automatically receive \$2,500, but it is the maximum amount they can request and the maximum amount we can allocate to them.
- When requesting funds, the said program must take place during that semester. There is a \$400 cap for advertising (Daily Cougar ads, flyers, banners, etc.) and a \$500 cap on food purchases. These amounts are included within the maximum \$2500 that may be approved.

Maximizing the amount of funds given to RSOs requires the top officers to navigate through the AFB website, which contains all of our contact information, a concise but detailed account of the funding process, downloadable copies of the necessary forms, along with scheduled hearings and workshops.

AFB allocates its funds so that student organizations can better engage students through campus programming. More and more organizations are taking advantage of our available funds and directing events on campus which draw in our student population, encouraging interaction, the diffusion of knowledge, culture and most of all Cougar Pride.

Question 2: 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.

Below you will find the organizational chart for the Activities Funding Board.



Question 3: List your unit's strategic initiatives and action steps identified for the 2015-2016 academic year and cite the specific Division of Student Affairs and Enrollment Services (DSAES) Strategic Initiatives and University of Houston Strategic Goals to which they relate (links below). Please comment on your success in achieving these strategic initiatives/action steps. If a strategic initiative/action step changed during the year, please note this and explain. Also, list any new strategic initiatives/action steps, the rationale for the addition, and comment on your success in achieving these items.

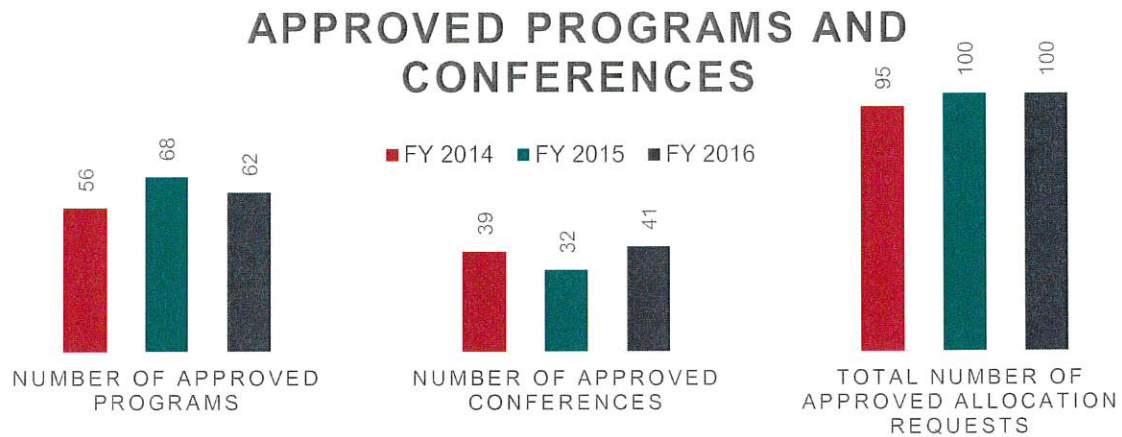
- Continue working with University departments & organizations to cut down on reimbursement time and achieve smoother reimbursement processes.
 - (DSAES Strategic Initiative 5d: Expand the opportunities for staff involvement in division-wide initiatives, programs, and services.)
 - Action Steps:
 - Implement Grant Funding Process
 - Status: Changed- Bylaw changes were not approved. AFB has now developed the Direct Pay process to help increase student organization funding requests. The Direct Pay process will allow AFB to serve student organizations who may not have resources to pay for event needs and wait for reimbursement. Direct Pay will allow AFB to directly pay for on-campus expenses such as Student Center reservation fees, Creation Station, Catering on Cullen and University Copy Center.
 - Develop new process for Student Organization Vendor ID set-up
 - Status: AFB developed a new process for student organizations to submit the Vendor ID to the advisor. This ensures we have accurate information for student organizations seeking reimbursement.
 - Streamline communication with Business Office and Student Organizations
 - Status: Achieved/Ongoing- AFB has worked with our Advisor and the Business Office to increase communication about expenditures that may have issues being processed.
- Create a comprehensive event rubric to reduce subjectivity in AFB decisions
 - (DSAES Strategic Initiative 2a: Execute an effective operating plan of existing fiscal, human, technological and facility resources in support of human success.)
 - Action Steps
 - Research and determine appropriate measures to evaluate program effectiveness by attending funded events
 - Status: Achieved/Ongoing- AFB encouraged board members to attend RSO events and report about successes and issues
 - Educate AFB committee members on measures
 - Status: Deferred- AFB did not create a committee due to the Bylaw changes not being approved.
- Implement AFB post-process and event evaluation measures through volunteers and RSO feedback.
 - (DSAES Strategic Initiative 4c: Establish and implement a series of reporting procedures for the purpose of demonstrating measurable outcomes and data to demonstrate a collective contribution to student success.)
 - Action Steps:
 - Edit current post process survey
 - Status: Achieved- AFB did edit the post process survey. Notable results included a need for additional changes to the Vendor ID setup process.

- Recruit and Train volunteers to evaluate approved events
 - Status: Deferred- AFB did not recruit and train volunteers due to the Bylaw changes not being approved.
- Utilize the board and volunteer structure to ensure AFB representation and marketing at every large University sanctioned event.
 - (DSAES Strategic Initiative 5c: Develop a comprehensive and integrated communications plan to increase awareness and understanding among the Division, the campus community and the surrounding environments about who we are, what we do, and who we serve.)
 - Action Steps:
 - Ensure AFB is present at large events by mandating attendance for chairs
 - Status: Achieved- AFB has continued to use organization fairs (Cat's Back, Bauer Rush Week etc.) to educate student leaders about their offerings
 - Recruit and train volunteers to help chairs
 - Status: Deferred- AFB did not recruit and train volunteers due to the Bylaw changes not being approved.
- Survey the effectiveness of marketing measures with participating RSOs.
 - (DSAES Strategic Initiative 4c: Establish and implement a series of reporting procedures for the purpose of demonstrating measurable outcomes and data to demonstrate a collective contribution to student success.)
 - Action Steps
 - Add marketing questions to post-process survey
 - Status: Achieved/Ongoing- AFB has included questions about marketing and brand awareness in the post-process survey. We were able to gage that new organizations who had never requested funding reimbursement most likely learned about AFB through our marketing efforts at Cat's Back, the Carrel Spaces and the Involved@UH listerv.

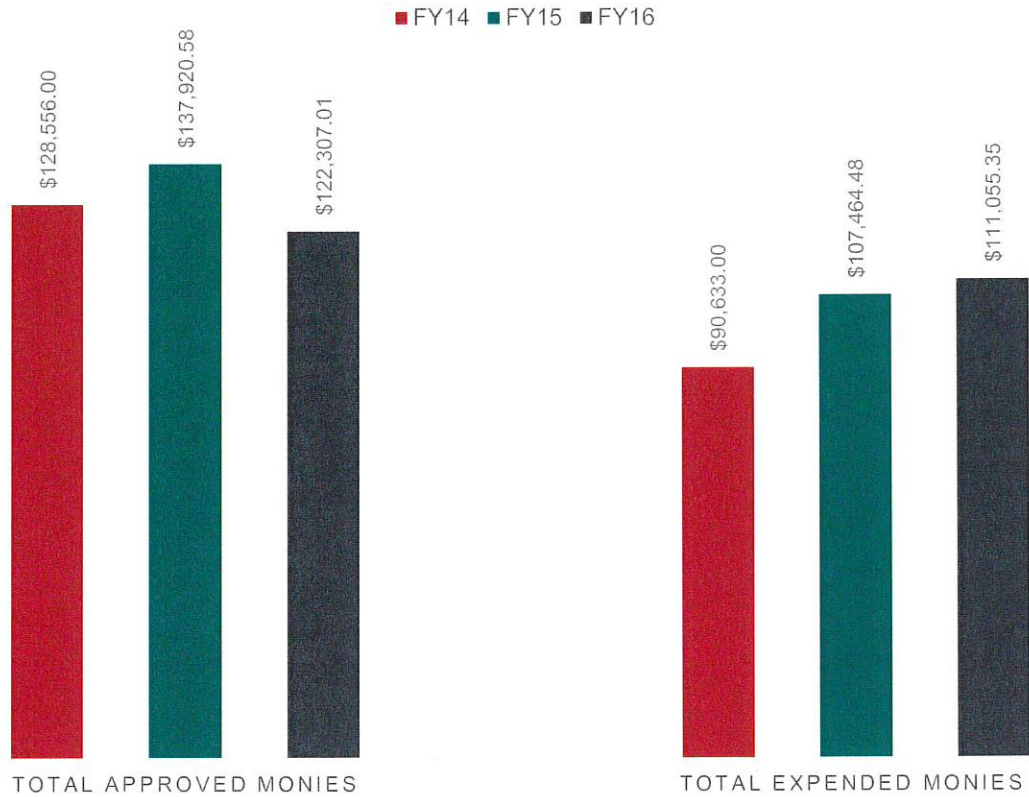
Question 4: Please discuss the means that you are utilizing to evaluate both your success in achieving the aforementioned objectives and their importance as compared to other objectives that you might pursue. Where data exist, discuss the number of persons served by each of your programs, the satisfaction level of those served, and/or any other assessment measures evaluated. Please provide the method for collecting this data.

To measure our current performance in relation to complete satisfaction, we look at the amount of programs and conferences that were approved, the money that was approved to them, and the amount that was expended. This in combination with surveys will give us an idea how much money from the Student Service Fee, is going to what amount of quality programming at our campus.

The aforementioned statistics for FY 14, FY 15, and FY 16 are listed below.



APPROVED MONIES VS. EXPENDED MONIES



Performance Statements

AFB has been working with organizations to plan and encourage larger events which take advantage of the other categories that AFB can approve; the most used categories would be food and advertising, this past year we saw success in encouraging RSOs to collaborate to attain more effective events. One major discrepancy between the amount of approved funds and the actual amount expended to student organization remains, which is unused approved funding:

Unused approved funding is a standard funding gap that has existed every year, for the following reasons:

- Organizations are approved for funds in slight excess, to provide cushion in case there are unexpected increases in the price of programming operations.
- AFB continues to have issues with student organizations turning in valid receipts and spending the entire allotted award.

Question 5: Please discuss any budget or organizational changes experienced since your last (FY2017) 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 FY2016 with a Fund 3 addition to Fund Equity, please describe the conditions which caused the addition.

AFB has not been impacted by any budget changes in the last two years. The main cause of the fund equity for fiscal year FY 16 is unused (but approved funding) and we also had a staffing loss in the spring semester. Unused approved funding is has existed every year.

FY 16 Unused Funding (The difference of Approved & Expended Monies) **\$36,086.00**

- Student Organization failed to host event / no submission of any receipts
- Funding Cushion + Missing Receipts + Program Limitations
- Unused Salary + Unused Operation Funding
 - o Funding Cushion: Funding approval given in excess of adequate to address unexpected costs in various programming categories.
 - o Missing Receipts: Receipts for approved categories that were not turned in.
 - o Program Limitations: Program was approved for a larger amount in additional categories but use was not attempted due to the organizations lack of time, connections or monetary resources.

Question 6: Please list your 2017-2018 strategic initiatives and action steps in priority order and cite the specific Division of Student Affairs and Enrollment Services Strategic Initiatives and University of Houston Strategic Goals to which they relate. Larger units may wish to group responses by subprogram. Under each strategic initiative, please state the specific action steps (programs, activities, services, policies/procedures, etc.) that you intend to implement to accomplish your stated initiative

The Activities Funding Board outlines its 2017-2018 goals below

- Continue working with University departments & organizations to cut down on reimbursement time and achieve smoother reimbursement processes.
 - (DSAES Strategic Initiative 2a: Execute an effective operating plan of existing fiscal, human technological and facility resources in support of human success.)
 - Action Steps:
 - Implement Grant Funding Process
 - Implement Direct Pay Process

- Explore the use of Get Involved for AFB funding requests. Get Involved has a finance feature that is currently not being utilized. Although it does not have the ability to connect to our campus financial system. This feature could be used to improve our process and keep track of requests.
 - (DSAES Strategic Initiative 2a: Execute an effective operating plan of existing fiscal, human technological and facility resources in support of human success.)
 - Action Steps
 - Contact CollegiateLink (Get Involved Application) to discuss feasibility
 - Develop a plan to train and educate organizations on the process.

- Implement AFB post-process and event evaluation measures through volunteers and RSO feedback.
 - (DSAES Strategic Initiative 4c: Establish and implement a series of reporting procedures for the purpose of demonstrating measurable outcomes and data to demonstrate a collective contribution to student success.)
 - Action Steps:
 - Edit current post process survey
 - Develop assessment to gain information as to why organizations do not apply for AFB Funding opportunities

- Develop a comprehensive Strategic Plan for the growth of the Activities Funding Board.
 - (DSAES Strategic Initiative 4c: Establish and implement a series of reporting procedures for the purpose of demonstrating measurable outcomes and data to demonstrate a collective contribution to student success.)
 - Action Steps
 - Benchmark other funding boards at other institutions
 - Develop long term goals for increasing AFB's footprint with Registered Student organizations.

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 an agency 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 services that are similar to yours and/or any overlap between your unit and any other unit(s) providing services to students and the rationale for the overlap

Three additional funding sources are currently available to student organizations: Student Program Board (SPB) and Council of Ethnic Organizations (CEO) and the Center for Diversity and Inclusion (CDI). 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 cultural or diversity related. Additionally the Center for Diversity and Inclusion offers a programming grant to Registered Student Organizations. The Center for Diversity and Inclusion's program grants are limited to events and programs that highlight cultural competency or diversity awareness.