



CENTER FOR STUDENT INVOLVEMENT

ONE TIME REQUEST FOR FY 2023

**Center for Student Involvement
One Time Request for FY2023**

The Center for Student Involvement respectfully submits two (2) requests for FY2023 One Time Requests to enhance programs and services. The requests for funding are as follows:

Registered Student Organization Instructional Assistant \$17,127.00

FY2023 One Time Request #1 – Registered Student Organization Instructional Assistant

The Center for Student Involvement offers student organizations training and support that equips them with resources and knowledge to successfully lead and promote their organizations. We are dedicated to providing opportunities for students to develop leadership skills and competencies towards personal and professional growth. Opportunities like the Student Organization Leadership Development (SOLD) Program, Student Organization Leadership Advancement Retreat (SOLAR), and Cougar Connection serve as options for students looking to grow in these areas.

The Assistant Director and Activities Coordinator for RSO Services spearhead the planning and implementation of these events, and additional assistance is needed as more programs continue to be added. This position was one-time funded for Spring 2015, FY16, and FY17. An Instructional Assistant dedicated to Registered Student Organization Services is extremely advantageous as it provides the additional support that is needed to continue the good work in this area and expand its offerings for over 500 registered student organizations.

RSO student leader programs that were hosted during the 2019-2020 (pre-COVID) school year and data collected includes:

- 27 Organization Orientation Sessions serving 1,199 student organization officers
- 3,505 Event Registrations processed
- 4 Cougar Connection Networking Sessions
- 2 Cat's Back RSO Fairs
- 2 Student Organization Leadership & Advancement Retreats (SOLAR)

RSO student leader programs that were hosted during the 2020-2021 (programs partially virtual) school year and data collected includes:

- Online Organization Orientation Sessions serving 1,059 student organization officers
- 1,169 Event Registrations processed for online and in-person events
- 3 Cougar Connection Online Networking Sessions
- 2 Virtual Involvement Fairs
- 2 Online Student Organization Leadership & Advancement Retreats (SOLAR)

The Assistant Director and Activities Coordinator for RSO Services spearhead the planning and implementation of these events, and additional assistance is needed as more programs continue to be added. This position was one-time funded for Spring 2015, FY16, and FY17. An Instructional Assistant dedicated to Registered Student Organization Services is extremely advantageous as it provides the additional support that is needed to continue the good work in this area and expand its offerings for over 500 registered student organizations.

An Instructional Assistant in RSO Services would have the following duties:

- Facilitating, processing, and assisting in Organization Registration and Event Registration
 - A considerable amount of the Activities Coordinator/Assistant Director for RSO Services time is spent facilitating and processing Organization Registration and Event Registration. Due to the vast amount of applications the current RSO team cannot solely focus on developing a more robust Student Organization leader experience.
- Organizing and maintaining risk management records
- Advising Cougar Involvement Ambassadors
 - Personal Involvement Consultations with students
 - Student Organization Best Practice Consultations
 - New Student Organization Consultations
 - Carrel Area Management
 - Involvement Resources
 - Involvement Blasts
- Co-Advising Activities Funding Board
 - Hearings
 - Assisting with Expenditure Requests
 - Assisting Maintaining Budget
- Assisting with the allocation and management of Registered Student Organizations spaces (Carrels and Lockers)
- Assist in the creation and implementation of new RSO Programming and Services initiatives
- Scheduling, facilitating, and developing new SOLD Sessions
 - As we move into an updated framework for Registered Student Organizations we must offer more opportunities for development sessions. With the current amount of sessions offered, assistance from an Instructional Assistant will help to alleviate the two professional staff members in the RSO Services area to create additional initiatives.

DSAES Strategic Initiative - Resources: Evaluate, actively pursue, and leverage resources to enhance the UH experience.

2. Pursue and develop resources to address identified gaps and needs.
3. Leverage and adapt resources in innovative ways to increase effective utilization.

DSAES Strategic Initiative – Student Success: Champion exceptional opportunities and services to support all UH students.

1. Engage all students to intentionally develop leadership qualities, critical thinking and communication skills, diversity competencies, and personal growth.

Funding Request

Salary Cost (\$1,200/mo. X12 months)	\$14,400.00
\$150 monthly insurance stipend	\$1,800.00
6% Administrative Fee	\$972.00
Total	\$17,172.00



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**Center for Student Involvement
One Time Requests FY2023**

The Center for Student Involvement respectfully submits two (2) requests for FY2023 One Time Requests to enhance programs and services. The requests for funding are as follows:

infraRED Nights Expansion

\$26,460.00

FY2023 One Time Request #2 – infraRED Nights Expansion

An integral part of campus life are the activities and events that occur to engage students outside of the classroom. These events contribute to a student's positive experience, while correlating to their success indicators of GPA, retention, and graduation. InfraRED nights was conceptualized in FY16 to provide students with events in the evening hours, considering our growing student population. The delivery of the program has evolved over the years to include a variety of themes from Luaus, Pajama Night, Casino Night, Roller Rinks, and more! Each event offers an array of activities from a main activity, crafts, music, food, and prizes.

The program has seen significant growth since its inception. In FY16, attendance for infraRED was 937 students. In FY19, our last full year before the COVID-19 global pandemic, attendance was 3,351, demonstrating a 195% increase over this time. Currently, we host four events (two in the fall and two in the spring) with a total budget of \$8,000 for each program. Recognizing this significant increase in interest, we want to expand the quantity and quality of this program to best meet the needs of our students.

Our goal is to offer 6 infraRED nights throughout the year with 4 events during September, October, November, and February, and two larger scale events during August (Weeks of Welcome) and April. For the events throughout the year, we have had an average attendance of over 600. In order to provide enough activities, food, etc. for an event of this size, we need \$8,000 per event. For reference, here is an average budget for a regular event:

Marquee activity	\$2,750.00
Theme-related novelties	\$1,200.00
Food	\$2,600.00
DIY activity	\$500.00
Marketing	\$500.00
Subtotal	\$7,550.00
Admin Fee	\$453.00
Event Total	\$8,003.00

During FY18 and FY19, we focused on ending the year with a larger scale infraRED, a Student Centers Takeover, for the April event in collaboration with the Student Centers. We were able to use all of the large programming spaces as well as set up vendors throughout the soft space, enabling more students to participate in a larger event. These two SC Takeover events had attendance of 857 and 885,

respectively, demonstrating the popularity and need for such a large-scale event. We would like to take the same approach for our August infraRED, welcoming students to UH and introducing them to infraRED nights. With these two events we have a greater need to scale the entire experience up with more food, more activities, etc. in order to accommodate the increase in attendance. As a result, we would like to request a budget of \$12,000 for the two large events.

Funding Request

Four events @ \$8,000	\$32,000.00
Two large events @ \$12,000	\$24,000.00
Subtotal	\$56,000.00
Current base augmentation	-\$32,900.00
Subtotal	\$23,100.00
6% Administrative Fee	\$3,360.00
Total Request	\$26,460.00