

One-Time Request

FY 23-24

CENTER FOR STUDENT INVOLVEMENT

Registered Student Organization
Instructional Assistant

**Center for Student Involvement
One Time Request for FY2024**

The Center for Student Involvement respectfully submits two (2) requests for FY2024 One Time Requests to enhance programs and services. The requests for funding are as follows:

Registered Student Organization Instructional Assistant	\$18,376.08
infraRED Nights Expansion	\$30,316.00

FY2024 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 toward personal and professional growth. Opportunities such as the Student Organization Leadership Development (SOLD) Program and Student Organization Leadership Advancement Retreat (SOLAR) 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 has been one-time funded for Spring 2015, FY16, FY17, and FY23. 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 nearly 500 registered student organizations.

RSO student leader programs that were hosted during the 2021-2022 school year and data collected includes:

- Online Organization Orientation Sessions serving 2,021 student organization officers
- 3,150 Event Registrations processed
- 13 Online Student Organization Leadership Development (SOLD) Sessions
- 2 Cat's Back RSO Fairs
- 2 Student Organization Leadership & Advancement Retreats (SOLAR)

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
- 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.

Funding Request

Salary Cost (\$1,444.66/mo. X12 months)	\$17,335.92
6% Administrative Fee	\$1,040.16
Total	\$18,376.08

Compared to our future peer Big 12 schools, we are above average for the number of student organizations that we support. The staffing that supports student organizations at these institutions ranges from 2 up to 7 full time professionals. All institutions that were surveyed had graduate assistants that help RSO services, as well as other office duties. These peer departments have anywhere from one to four graduate assistants dedicated to RSOs. Most institutions average 1 graduate assistant for approximately every 375 organizations.

Thank you to the SFAC committee members for your consideration of our requests for FY24!