

Justin Dart Jr. Student Accessibility Center

TO: Student Service Fee Funded Units

FROM: Donell Young; Associate Vice President for Student Affairs and Dean of Students

DATE: 10/4/2024

RE: **Student Service Fee Request Documents**

Attached, please find the following Student Service Fee request documents pertinent to the FY2026 Student Fees Advisory Committee (SFAC) allocation process:

1. The FY2026 Program Questionnaire.
2. The FY2026 Request Guidelines – providing information on requests for FY26 base augmentations and one-time requests and FY25 additional one-time requests.
3. The Student Service Fee Budget Worksheet for 2025-2026. Please note this is a change from the spreadsheets used in the past. Please refer to the instructions tab on how to populate the spreadsheet. ***Please note that a special spreadsheet and questionnaire training session for requesting units has been scheduled for 1:00 p.m., Monday, October 7, 2024, in the Student Center North Senate Chambers Room 204.**
4. The SFAC Presentation Guidelines document to use as a guide in preparing your presentation to SFAC. **This year your presentation should be submitted along with the other documents.**

The SFAC requires academic/college-based units to submit requests through the Office of the Vice Chancellor/Vice President for Student Affairs. In general, academic/college-based units are not eligible for Student Service Fee funding. Historically, requests originating from academic/college-based units have been required to secure clearance from the Vice Chancellor/Vice President for Student Affairs prior to consideration by the committee. This step is to ensure that there is a review of the requests in relation to the statutory definition of student service. To facilitate this review, requests originating in academic/college-based units must be submitted to the Vice Chancellor/Vice President for Student Affairs in care of the Dean of Students at my email address, dlyoung4@central.uh.edu, by 1:00 p.m., Friday, October 18, 2024.

Applicants are encouraged to be brief. To this end, SFAC requests that you **limit the length of your request documents to no more than 25 pages**. If you wish to distribute additional information to the members of the committee, you may submit it to them under separate cover in care of the Dean of Students Office or distribute the information to the members at the time of your unit's scheduled presentation.

Requests must be submitted in electronic format only and should be in PDF format with the following documents being submitted: questionnaire, budget spreadsheet, one-time requests, base augmentations, and presentation. Please send your submissions to the SFAC Chair, in care of the Dean of Students Office via my email address at dlyoung4@central.uh.edu no later than 1:00 p.m. on Friday, October 18, 2024. **Only requests submitted by the deadline will be guaranteed full consideration.** Electronic submissions will be posted to the SFAC web site to enhance the transparency of the process.

Please feel free to contact me if you have any questions regarding the attached items or the SFAC allocation process.