ACTIVITIES FUNDING BOARD STUDENT FEE ADVISORY COMMITTEE REPORT FY 2019 (2018-2019)

ACTIVITIES FUNDING BOARD

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 Activities Funding Board (AFB) is an agency of SFAC that administers 1% of the mandatory Student Service Fee allocation under SFAC bylaws. The Activities Funding Board allocates funding to registered student organizations (RSO) for the purposes of maximizing programming as well as helping RSOs 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. Our vision is to better campus life, by investing in our vast number of 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 attendance at RSO related conferences. In addition, we fund under SFAC guidelines along with other stipulations as depicted in our policies, to ensure that the money is utilized to benefit the student body and campus. By supporting extra and co-curricular events and leadership development from conferences we spur the growth of all communities within the university.

- Each RSO on campus can request a maximum of $3,000 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 $2,000 to utilize for programming). It is important to note that RSOs do not automatically receive $3,000, 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 $300 limit for advertising (The Cougar ads, flyers, banners, etc.) per funding request with a yearly cap of $600 and a $500 limit on food purchases per funding request with a yearly cap of $1,000. These amounts are included within the maximum $3,000 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.

More and more organizations are taking advantage of our available funds and hosting events on campus which draw in our student population, encouraging interaction, the diffusion of knowledge, culture and most of all Cougar Pride. In order to better serve our student body, we are implementing an advance pay process for quality events. This will allow groups that lack available funds to host events to have a better opportunity to engage with the student body through their organization.

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, advisor, etc.), note this on your chart. Student employees should be cited on the chart and identified as students.*

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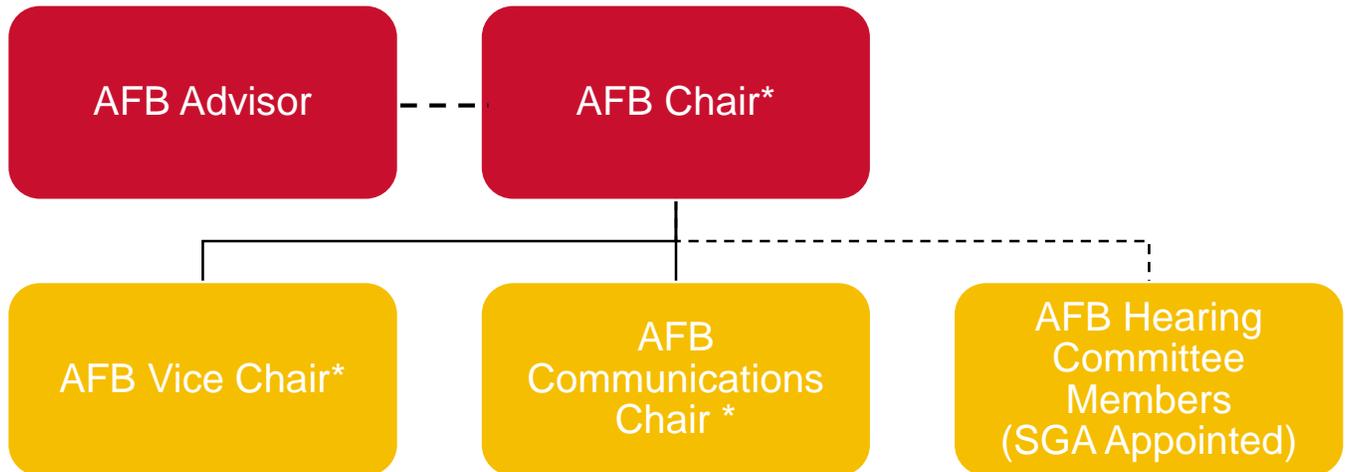
Stipend Student Leader

Question 3: *List your unit's strategic initiatives and action steps identified for the 2016-2017 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 Advance Pay Process
      - Status: **Accomplished**- Policy changes were approved to include implementing an advance pay process. AFB has now developed a process to help increase student organization funding requests. The process will allow AFB to serve student organizations who may not have resources to pay for event needs and wait for reimbursement. Advance Pay will allow AFB to give student organization up to $500.00 in advance of their event.
    - Develop new process for Student Organization Vendor ID set-up
      - Status: **Accomplished**- AFB developed a new process for student organizations to submit the Vendor ID and get the information to the advisor. All of the information and instructions are sent to the RSOs outlining the process for Vendor ID. 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 the 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: **In Progress-** AFB will work to create this rubric to assist the hearing committee in deliberation and ensuring that student organizations are being treated fairly. We will develop this rubric to use for 2017-2018 and plan to evaluate its effectiveness.
    - Educate AFB committee members on measures
      - Status: **In Progress-** After development of the event rubric AFB will work to educate and train the Hearing Committee 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.)

- o Action Steps:
  - ▪ Edit current post process survey
    - • Status: **Achieved-** AFB was able to 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, as this was not included in the approved bylaws or policies.
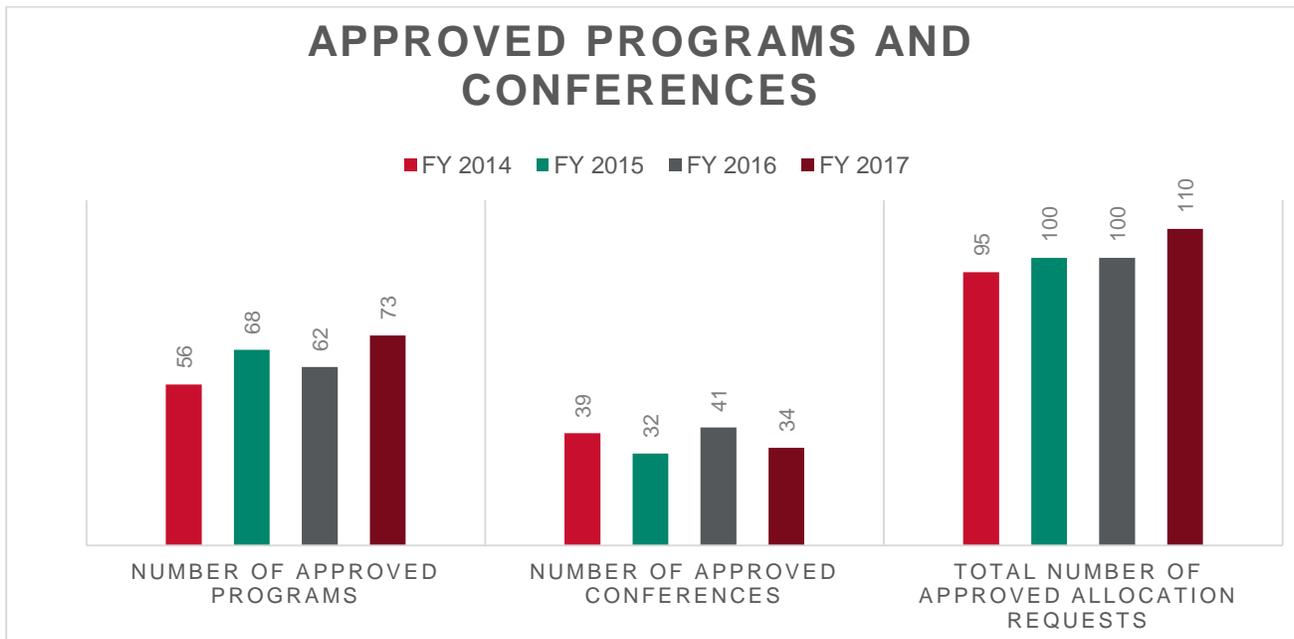
- • Utilize the board and volunteer structure to ensure AFB representation and marketing at every large University sanctioned event.
  - o (DSAES Strategic Initiative 5c: Develop a comprehensive and integrated communications plan to increase awareness and understanding among the Division, the campus community and the surrounding environments about who we are, what we do, and who we serve.)
  - o 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, etc.) to educate student leaders about their offerings.
    - ▪ Recruit and train volunteers to help chairs
      - • Status: **Deferred-** AFB did not recruit and train volunteers, as this was not included in the approved bylaws or policies.

- • Survey the effectiveness of marketing measures with participating RSOs.
  - o (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.)
  - o 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 gauge 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 listserv.

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.*
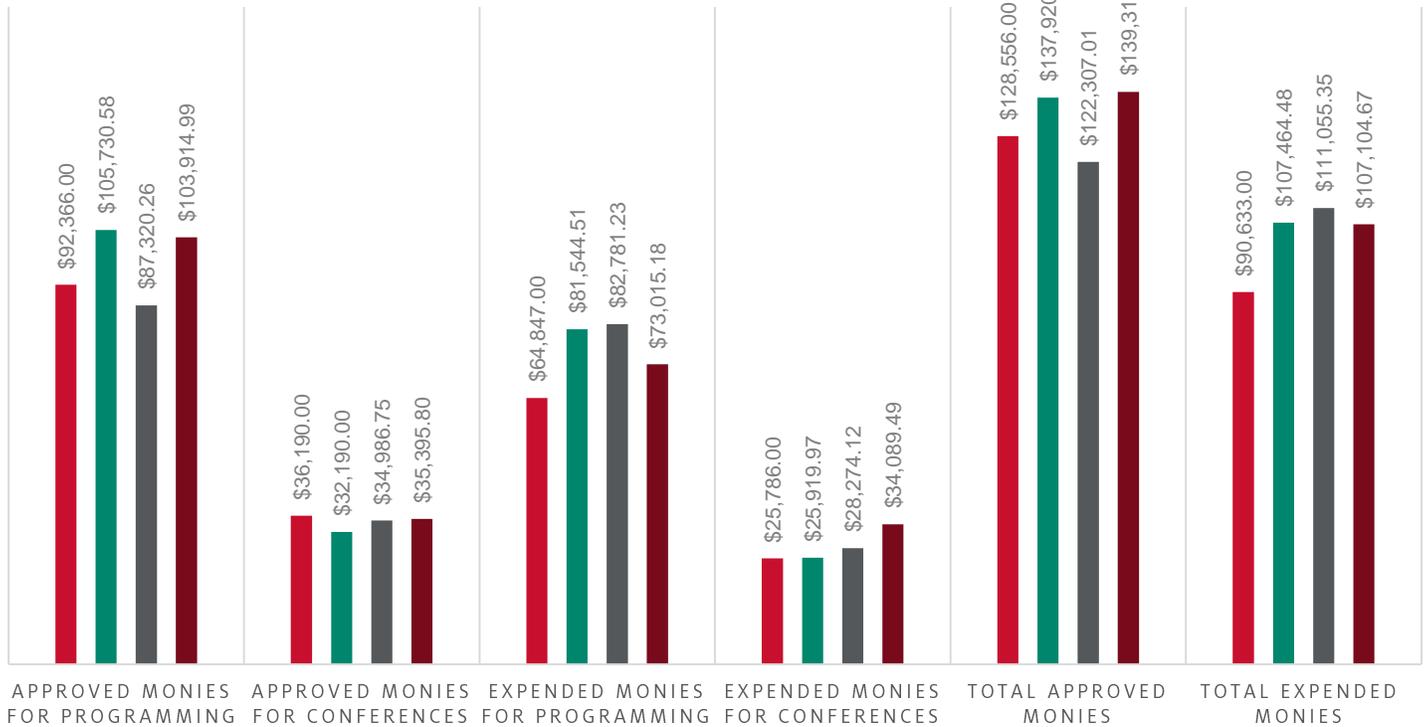
To measure our current performance in relation to complete satisfaction, we look at the amount of programs and conferences that were approved, the money that was allocated for each event, and the amount that was expended. This in combination with surveys will give us an idea of how much money from the 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, and FY 17 are listed below.

APPROVED PROGRAMS AND CONFERENCES

■ FY 2014 ■ FY 2015 ■ FY 2016 ■ FY 2017

	NUMBER OF APPROVED PROGRAMS	NUMBER OF APPROVED CONFERENCES	TOTAL NUMBER OF APPROVED ALLOCATION REQUESTS
FY 2014	56	39	95
FY 2015	68	32	100
FY 2016	62	41	100
FY 2017	73	34	110

APPROVED MONIES VS. EXPENDED MONIES

Legend: ■FY14 ■FY15 ■FY16 ■FY 17

APPROVED MONIES FOR PROGRAMMING
- FY14: $92,366.00
- FY15: $105,730.58
- FY16: $87,320.26
- FY 17: $103,914.99

APPROVED MONIES FOR CONFERENCES
- FY14: $36,190.00
- FY15: $32,190.00
- FY16: $34,986.75
- FY 17: $35,395.80

EXPENDED MONIES FOR PROGRAMMING
- FY14: $64,847.00
- FY15: $81,544.51
- FY16: $82,781.23
- FY 17: $73,015.18

EXPENDED MONIES FOR CONFERENCES
- FY14: $25,786.00
- FY15: $25,919.97
- FY16: $28,274.12
- FY 17: $34,089.49

TOTAL APPROVED MONIES
- FY14: $128,556.00
- FY15: $137,920.58
- FY16: $122,307.01
- FY 17: $139,310.79

TOTAL EXPENDED MONIES
- FY14: $90,633.00
- FY15: $107,464.48
- FY16: $111,055.35
- FY 17: $107,104.67

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 by RSOs for events are 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.
- AFB also continues to have issues with student organizations cancelling events entirely and not utilizing any of the funds that were allocated.

Question 5: *Please discuss any budget or organizational changes experienced since your last (FY2018) 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.*

AFB has not been impacted by any budget changes in the last three years.

Question 6: *If your unit concluded FY2017 with a Student Service Fee (SSF) Fund 3 addition to the SSF Reserve in excess of $5,000, please describe the conditions which caused the addition and provide a line-item identification of the budgetary source(s) of the addition (i.e. lapsed salary, conference travel, etc.).*

The main cause of the fund equity for fiscal year FY 17 is unused (but approved) funding and also staffing gaps in both the Fall and Spring semester. We were unable to hire a Communications Chair both semester, and spent part of the Spring semester with only an AFB Chair and no Vice Chair.

FY 17 Unused Funding (The difference of Approved & Expended Monies) $**25,069.01**
- 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 7: *Please list your 2018-2019 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 it 2018-2019 goals below
- Continue working with University departments & organizations to cut down on reimbursement time and achieve smoother reimbursement processes.
  - (DSAES Values: Accountability, Collaboration)
    - Action Steps:
      - Create process to check on vendor ID status for each organization to catch errors earlier
      - Review and Adjust Advance 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 Values: Innovation)
    - Action Steps
      - Contact Engage/CampusLabs (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 RSO feedback.
  - (DSAES Values: Transparency)
    - 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 Values: Innovation)
    - Action Steps
      - Benchmark other funding boards at other institutions
      - Develop long term goals for increasing AFB's footprint with Registered Student organizations.

**Question 8.** _Recognizing that the potential to generate additional Student Service Fee income for FY2019 base funding is extremely limited and recognizing that it is likely that some units will not be allocated the FY2019 base budget augmentations and/or one-time funds requested. Please provide a narrative of how your unit would accommodate a reduction of 5% in your total approved FY2018 base Student Service Fee budget and provide a line-item explanation of where budgetary cuts would be made._

The Activities Funding Board currently receives 1% of the student service fee from the SFAC. To accommodate a 5% budget cut to our allocation, AFB would attempt to be more selective in the student organization events and conferences that are funded. If a reduction was implemented, AFB would apply the reduction to both conferences (3%) and programs (2%) so that the entirety of the reduction would not impact just one area of student organization funding. AFB feels that on-campus events add more value to the university, so we would rather cut less from programming than from RSO related conferences.

Question 9. _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.)?_ **_If you receive funds from other sources, please briefly describe the source, purpose, and duration of the funding and report the amounts received in the appropriate rows/columns on the SFAC Spreadsheet._**

Currently, there are no additional sources of income for the Activities Funding Board. All of our resources come from the Student Service Fee.

Question 10. *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.*

Two additional funding sources are currently available to student organizations: Council for Cultural Activities (CCA) and the Center for Diversity and Inclusion (CDI). CCA allocates funds for co-sponsorship of programs that are culture 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 and education or diversity awareness.