

**ACTIVITIES FUNDING BOARD STUDENT FEE
ADVISORY COMMITTEE REPORT FY 2020
(2019-2020)**



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.

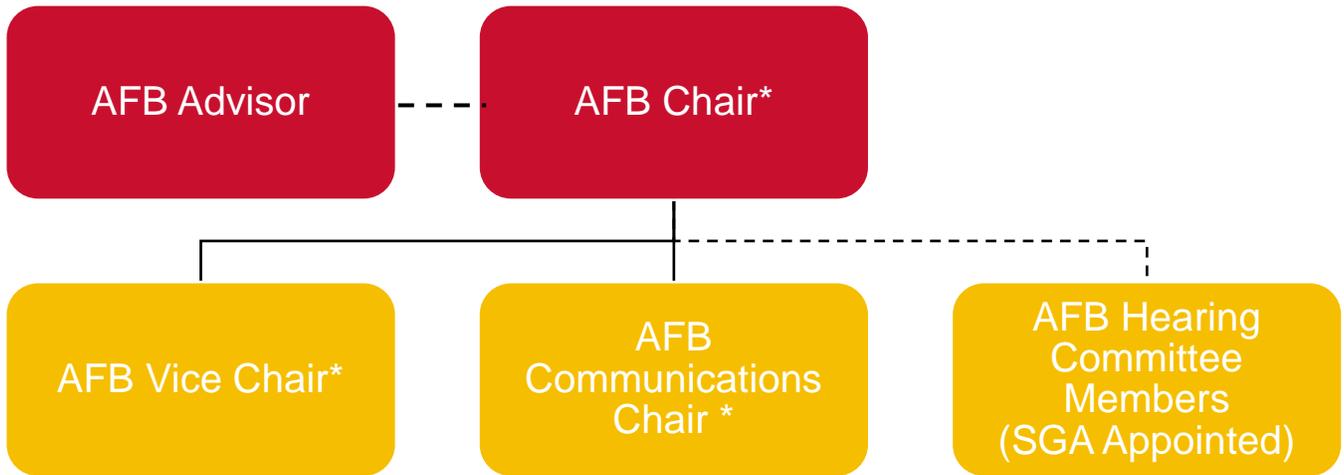
- Each RSO on campus can request a maximum of \$3,000 per academic year (Fall, Spring, Summer). \$1,000 of this maximum can be used on attending conferences and is taken out of the maximum allocation. If \$1,000 is used for conferences, then the RSO still has \$2,000 to utilize for programming. It is important to note that RSOs do not automatically receive \$3,000, but it is the maximum amount they can request and the maximum amount can be allocated 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. The website contains the AFB officers' contact information, a concise but detailed account of the funding process, downloadable copies of necessary forms, as well as scheduled hearings and workshops. RSOs must also navigate the Finance tool within Get Involved through their organization's Get Involved page, which contains the application.

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. To better serve our student body, we have implemented an advance pay process for quality events. This allows 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 2017-2018 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. 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.
 - Action Steps:
 - Increase use of Direct Payment Process
 - Status: **Accomplished**- AFB marketed the direct payment process to increase the utilization by student organizations. This was done through social media, during informational sessions and hearings. The process allows AFB to serve student organizations who may not have resources to pay for event needs and wait for reimbursement.
 - Increase Marketing of Direct Pay Process
 - Status: **Accomplished**- AFB increased marketing and usage of direct payment to on campus vendors. The marketing was increased through informational sessions and hearings. This process allows AFB to help student organizations be able to utilize on campus resources.

DSAES Strategic Initiative 2a: Execute an effective operating plan of existing fiscal, human technological and facility resources in support of human success.

- Explore the use of Get Involved for AFB funding requests. Get Involved has a finance feature that is currently not being the 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.
 - Action Steps
 - Contact CollegiateLink (Get Involved Application) to discuss feasibility
 - Status: **Accomplished**- AFB was able to utilize the “Finance Tool” option in Get Involved in order to accept funding request from organizations. This allowed AFB to streamline the funding request process.
 - Develop a plan to train and educate organizations on the process
 - Status: **Accomplished**- AFB created a finance manual for organizations for organizations to see the process of requesting funds.

DSAES Strategic Initiative 2a: Execute an effective operating plan of existing fiscal, human technological and facility resources in support of human success.

- Implement AFB post-process and event evaluation measures through volunteers and RSO feedback.
 - Action Steps:
 - Edit current post process survey
 - Status: **Accomplished**- AFB was able to edit the post process survey to include the survey in the organization's purchase request. This allows for continuous survey results so that AFB may evaluate any consistent concerns.
 - Develop assessment to gain information as to why organizations do not apply for AFB Funding opportunities.

- Status: **Accomplished**- AFB provided a survey to students to determine their level of knowledge of the Activities Funding Board and their desire/need for funding. We are currently evaluating results to better serve student organizations.

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.

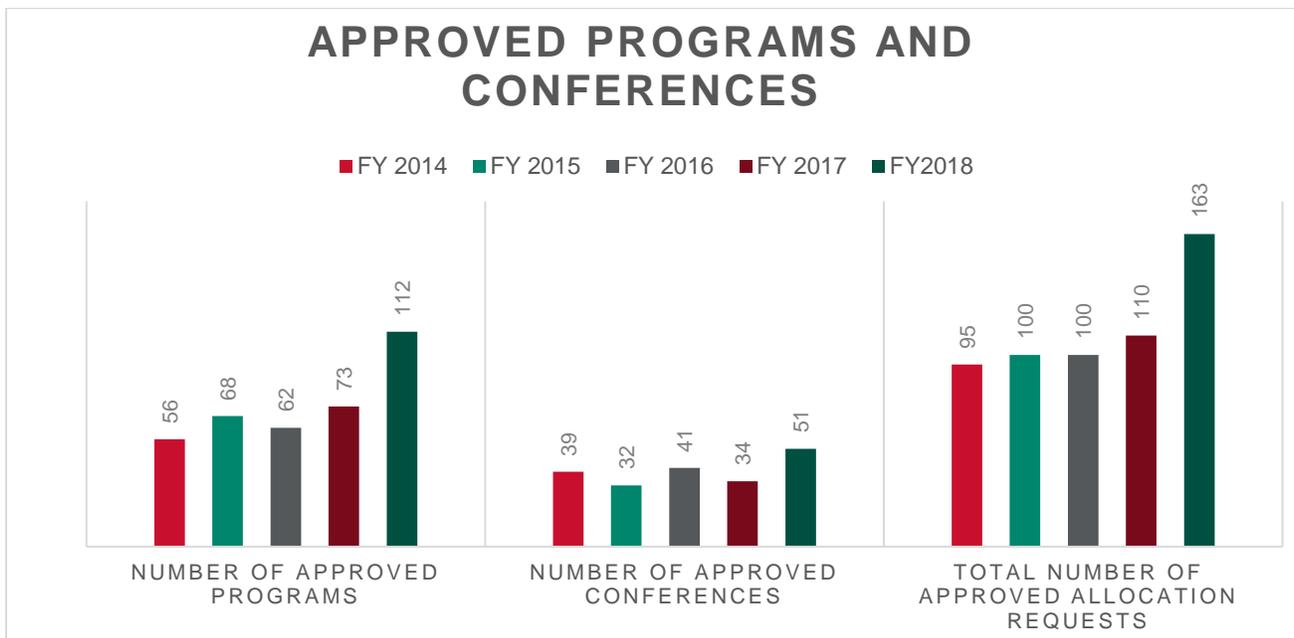
- Develop a comprehensive Strategic Plan for the growth of the Activities Funding Board
 - Action Steps:
 - Benchmark other funding boards at other institutions
 - Status: **Accomplished**- No changes were made to the Activities Funding Board based on the benchmarking results.
 - Develop long term goals for increasing AFB's footprint with Registered Student organizations.
 - Status: **Ongoing**- AFB established new methods of outreach such as tabling in high traffic areas on campus, social media outreach and informational sessions in order to reach more registered student organizations.

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.

Question 4: Please discuss the means that you are utilizing to evaluate both your success in achieving the aforementioned strategic initiatives and/or action steps and their importance as compared to others that you might pursue. Where data exist, discuss the number of persons served by each of your programs and any assessment measures and/or learning outcomes used to evaluate program success. Please provide the method for collecting these data. If available, please provide program benchmarking data from comparable institutions.

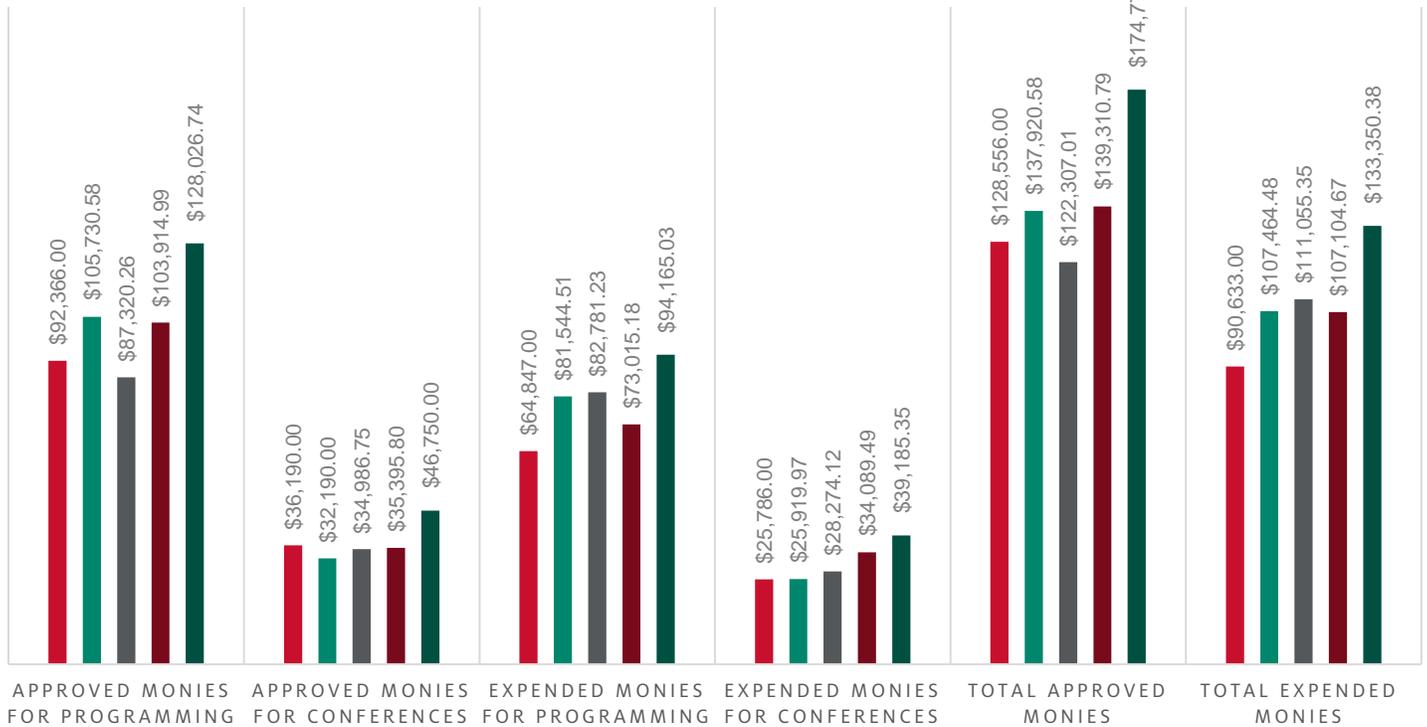
To measure our current performance in relation to complete satisfaction, we look at the amount of programs and conferences that were approved, the money that was allocated for each event, and the amount that was expended. This, in combination with surveys, will give us an idea of how much money from the Student Service Fee is going to what amount of quality programming at our campus. AFB completed benchmarking from other institutions, but found no data relevant to change processes.

The aforementioned statistics for FY 14, FY 15, FY 16, FY 17 and FY18 are listed below.



APPROVED MONIES VS. EXPENDED MONIES

■ FY14 ■ FY15 ■ FY16 ■ FY17 ■ FY18



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 FY2018 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 Activities Funding Board did not have an excess of \$5,000 in FY2018.

Question 7: Please list your 2019-2020 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 2019-2020 goals below

- Continue working with University departments & organizations to cut down on reimbursement time and achieve smoother reimbursement processes.
 - Action Steps:
 - Create process to check on vendor ID status for each organization to catch errors earlier
 - Review and Adjust Advance Pay Process to allow easier access
 - Improve communication regarding direct payment with campus vendors by creating streamlined payment notification process.
 - (DSAES Strategic Initiative DC4: Foster collaborative divisional processes focused on common goals)
 - (UH Strategic Goal: UH will build a resource base that enables it to accomplish its mission and realize its vision.)

- Improve organizational outreach through marketing
 - Action Steps
 - Improve social media engagement by connecting with other organizations and departments on social media.
 - Promote AFB brand through marketing materials to increase public knowledge of AFB.
 - Connect with campus departments through social media to reach new audiences.
 - (DSAES Strategic Initiative R2: Pursue and develop resources to address identified gaps and needs.)
 - (UH Strategic Goal: UH will build a resource base that enables it to accomplish its mission and realize its vision.)

- Build stronger connection and relationship with registered student organizations
 - Action Steps:
 - Provide multiple informational sessions to increase organization's knowledge of AFB and its processes.
 - Connect with RSOs by meeting at tabling events to make RSOs aware of AFB's services.
 - Provide organizational consultations for funding requests to help make the application process easier and to answer any questions.
 - (DSAES Strategic Initiative R3: Leverage and adapt resources in innovative ways to increase effective utilization.)
 - (UH Strategic Goal: UH will build a resource base that enables it to accomplish its mission and realize its vision.)

- Promote services AFB has to offer to organizations.
 - Action Steps

- Advertise different payment methods such as advance payment and direct payment
- Utilize campus departments to promote AFB by promoting through social media, flyers and word of mouth.
- (DSAES Strategic Initiative P1: Educate and empower campus partners to be our advocates.)
- (UH Strategic Goal: UH will build a resource base that enables it to accomplish its mission and realize its vision.)

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. If a reduction was implemented, AFB would apply the reduction to both conferences (3%) and programs (2%) to follow our current guidelines and 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.