

(c) FY25 One-Time Request: Move (Switching Offices 302-324)

We are seeking a budget of \$8053.53 to facilitate the relocation of the Center for Student Empowerment from Student Service Center 1, Room 302 to Room 320. This move aims to enhance operational efficiency, improve accessibility for students, and create a more inviting environment for our services.

Office Furniture (Desks, Chairs, etc.)	\$3,000.00
Moving Services	\$1,500.00
IT Equipment	\$2,000.00
Office Supplies and Décor	\$500.00
Signage and Branding	\$594.84
Subtotal	\$7,594.84
6% Administrative Fee	\$455.69
Total Requested Amount	\$8,050.53

Budget Details:

1. **Office Furniture:** This includes purchasing new desks, chairs, and storage solutions to create a functional and welcoming workspace.
2. **Moving Services:** Covers the costs associated with hiring a professional moving company to ensure a smooth transition.
3. **IT Equipment and Setup:** Includes computers, printers, and installation costs for efficient office setup.
4. **Office Supplies and Decor:** For necessary supplies and decorations to enhance the office environment.
5. **Signage and Branding:** To ensure clear identification of the Center for Student Empowerment in the new location.

Expected Outcomes:

1. **Enhanced Accessibility:**
Outcome: The new location will provide easier access for students, with 90% of users reporting improved convenience and visibility of services.
2. **Improved Workspace Efficiency:**
Outcome: Staff will experience enhanced collaboration and productivity, with 80% reporting a more functional workspace.
3. **Increased Student Engagement:**
Outcome: A welcoming environment will encourage greater student participation in programs and services, with a target increase of 25% in student visits post-move.

Your support for this office move will greatly enhance the Center for Student Empowerment’s ability to serve students effectively. By creating a more accessible and functional space, we can improve our services and foster a stronger connection with the student community. We appreciate your consideration of this request and look forward to the opportunity to collaborate on this important initiative.