

Student Activity Fee Committee
Meeting Minutes
464 Student Center West
November 10, 2017

In attendance: Darryl Holloman, Chair and Yann Mondon, Vice Chair. Voting student members: Jonathan Jones, Josh King-Akinola, Zuri May, David Osilaja and Franklin Patterson. Non-student voting members: Renee Bazemore and Kristina Clement. Ex officio: Latisha Barnes and Beth Jones.

Not in attendance: Voting student members: Ari Jones and Jessica Siemer. Alternate voting student member: Alondra Cruz, Juan Galvis, Nashbi Grand-Jean, Anthony Jones, Tayler Patton and Noah Samuelson. Non-student voting members: Claire Spears. Ex officio: Shantavia Reid-Stroud and Chip Hill.

The Student Activity Fee Committee met on November 10, 2017 at 2:00 p.m. 464 Student Center West and took the following actions:

I. Approval of Minutes

Renee Bazemore moved to approve the minutes. This motion was seconded by Zuri May. With no objections, the minutes were approved.

II. FY 2019 Process – Discussion & Vote (Student Organization Budget Application)

Kristina Clement made the motion to approve the Fiscal Year 2019 Student Organization Budget application with changes. This motion was seconded by Josh King-Akinola (Attachment 1).

III. Introduction of New Fee

Dr. Holloman advised the SAFC that the Mandatory Student Fee Committee approved additional funding to be allocated to support Esports Teams.

The meeting was adjourned at 2:24 p.m.

Diversity Fee Council
Atlanta Campus Wide (Formerly University-Wide Fee Council)
Student Activity Fee Funding for Fiscal Year 2019

The Student Activity Fee Committee (SAFC) has released the Diversity & University-Wide Fee Councils Budget Allocation Request for Fiscal Year 2019 (July 1, 2018 – June 30, 2019) and the Student Activity Fee Overview document, which lists restrictions placed on the expenditure of fee funds.

This allocation process applies only to the allocation of Student Activity Fee funds assigned to either the Diversity Fee Council or Atlanta Campus Wide, which fund a wide range of chartered student organizations and services not served by other fee councils.

This is **not** the process used by the various colleges to allocate funds to chartered student organizations whose mission or membership is closely related to their degree programs i.e., Chemistry Club, History Society, Social Work Club, etc. Please visit your college Dean's Office for further information about their funding process. This process is also not associated with other fees for Athletics, Transportation, Health, Recreation, International Education, and the Student Center.

If you are unsure as to which funding process applies to your organization, please direct all questions to Shantavia Reid-Stroud, Director, Student Affairs Administration, at 404.413.1522 (email: sreid@gsu.edu) or Latisha Barnes, Business Manager II, at 404.413.1707 (email: lbenoit@gsu.edu). Latisha is located in the Office of the Dean of Students (Suite 303 Student Center East).

To assist those applying for funding, there will be a Pre-Proposal workshop on Friday, January 19, 2018 at 2:00 p.m. in 464 Student Center West. This workshop will explain the process in detail for applying for Student Activity Fee funding and provide guidance in completing the application. Attendance is not mandatory, but will be helpful.

Funding categories are: Non-programming, Programming and Travel. For a description of each refer to the Funding Application Category Description document at: <https://orgsync.com/22540/files/882926/show>.

Applications must be submitted electronically by Friday, February 2, 2018 at 5:00 p.m. Late, faxed or paper applications will not be accepted.

The allocation request requires the approval of the organization's Faculty/Staff advisor listed on the application. Advisor electronic approval is due by **Monday, February 4, 2018 at 9:00 a.m.** Applications will not be considered without this approval.

STUDENT ACTIVITY FEE BUDGET REQUEST
Diversity Fee Council
Atlanta Campus Wide (Formerly University-Wide Fee Council)
Chartered Student Organizations Form
FY 2019 (July 1, 2018 – June 30, 2019)

GENERAL INFORMATION

- Name of chartered student organization:
- Select the organization's council: Diversity/Atlanta Campus Wide.
- GSU speedtype (if an existing account).
- Student Officer Name/Title/Email.
- Advisor Name/Email.
- Other Official Contact Name/Email.
- Total Request for FY 2019.

ORGANIZATION STATUS & DETAIL

- Number of years the organization has been in existence?
- Does your organization have an active charter? If status pending, an email confirming the organization's status must be attached to this application.
- What is the criteria for active membership?

FEE ALLOCATION BUDGET: FISCAL YEAR 2017 (JULY 1, 2016 – JUNE 30, 2017)

- List the number of members the organization had in Fiscal Year 2017.
New _____ Returning _____ Active _____ : Total _____
- Amount of funding received for FY 2017 _____

FEE ALLOCATION BUDGET: FISCAL YEAR 2018 (JULY 1, 2017 – JUNE 30, 2018)

- List the number of members the organization had in Fiscal Year 2018.
New _____ Returning _____ Active _____ : Total _____
- Amount of funding received for FY 2018 _____
- What is the average number of students that attend activities sponsored by the organization?
- Did your organization collaborate with other student orgs or a department?
- Did your organization apply for co-sponsorships? If so, how much _____.
- List the amounts collected by your organization in the following categories.
Dues _____ Fundraisers _____ : Total _____
- List a summary of your organization's **actual expenditures** for Fiscal Year 2018 (year to date).

**FY 2018 STUDENT ORGANIZATION
 ACTUAL EXPENDITURE SUMMARY (July 1, 2017 – June 30, 2018)**

Non-Programming, Programming & Travel	Description	Expenditure
1. Non-Programming Food		
2. Non-Programming Printing		
2. Event Printing		
3. Event Food		
4. Room Charges, Programming Equipment		
5. Registration		
6. Fees or Honorariums		
7. Promotional Items/Giveaways		
8. Travel		
Total Allocation Expended (Year to Date)		\$
FY 2018 Allocation		\$
FY 2018 Total Allocation Expended (Year to Date)		\$
FY 2018 Funds Remaining (Year to Date)		\$

1. Describe the mission and purpose of your student organization.

2. If your organization received funding for **Fiscal Year 2017 (July 1, 2016 – June 30, 2017)** what programs, services or activities did the funding support. How many students were served?

3. If your organization received funding for **Fiscal Year 2018 (July 1, 2017 – June 30, 2018)** what programs, services or activities did the funding support. How many students were served?

4. Describe your organization's current goals for **Fiscal Year 2018 (July 1, 2017 – June 30, 2018)**. Are the goals being met, what steps has the organization taken to meet the goals?

5. Provide a description of organizational travel activities for **Fiscal Year 2017 and 2018** in which student attendance was subsidized by Student Activity Fee funding. Describe in detail how students are chosen for travel?

6. How did attending the event(s) from question (5) benefit Georgia State University students?

Below, type a narrative summarizing your financial request for Fiscal Year 2019 (July 1, 2018 – June 30, 2019). Explain the programs or services you wish to provide to students of Georgia State University. Specifically,

- a) What benefit will the programs and/or activities provide to the student body?
- b) How will these programs and/or activities be used to support the institution's mission to enrich the educational, institutional and cultural experience of students?
- c) Describe in detail travel plans and how the conference/event will benefit the student body.

Fiscal Year 2019 Projected Budget Allocation Request

NOTE: Funding requested should match the narrative summary on page (5). Under each description please provide examples of purchases which will be made related to the itemize areas.

Non-Programming Services	Description	Expenditure
1. Non-event Printing		
2. Non-Programming Food		
Total Non- Programming Cost		

Programming/ Publicity/ Event Supplies Speaker / Presenter/ DJ Cost etc.	Description	Expenditure
1. Promotional Items		
2. Event Printing		
3. Programming Equipment		
4. Room Charges		
5. Event Food		
6. Fees or Honorariums		
7. Transportation		
8. Hotel Expenses		
Total Programming Cost		

Fiscal Year 2019 Projected Budget Allocation Request

NOTE: Funding requested should match the narrative summary on page (5). Under each description please provide examples of purchases which will be made related to the itemize areas.

OFF CAMPUS STUDENT TRAVEL:

Name, date and location of conference/convention (REQUIRED):

Number of students attending (REQUIRED):

Travel	Description	Expenditure
1. Airfare/Transportation		
2. Registration Fees		
3. Lodging		
4. Meals		
Total Travel Cost		

Revenue	Description (Dues per semester/year, bake sales, etc.)	Estimated Revenue
1. Dues		
2. Fundraising		
3. Other		
Total Estimated Revenue		

GRAND TOTAL (expected expenses minus estimated revenue): \$

The grand total must match the grand total amount from the General Information section.