

The Student Activity Fee Committee met virtually via Teams on April 24, 2020 March at 3:30 p.m. and took the following actions:

I. Fee Council/College Presentations

The following College and Fee Council representatives presented their FY2021 funding allocation process:

Academic Teams Fee Council – Chris Brown (Attachment 1)

Student Bar Association – Josie (Carolyn) Wall (Attachment 2)

The following fee councils/colleges did not attend the meeting, their FY2021 funding presentation process was provided electronically by email:

College of Arts & Sciences – Shanetha Dugger (Attachment 3)

II. Approval of Minutes

Renee Bazemore moved to approve the minutes. The motion was seconded by David Varitek. With no objections the minutes were approved.

III. SAFC Discussion & Vote

- Proposals for the SGA Conference Grant Fund & FY2021 Missed Funding/Newly Chartered Student Organizations was submitted to the SAFC. Jessica Siemer moved to table proposals until the first Fall 2020 student activity fee committee meeting. The motion was seconded by Jazmin Mejia. With no objections the motion passed.

- A proposal for SGA Academic Supplies was submitted to the SAFC. No formal vote made; proposal will be re-introduced at first Fall 2020 student activity fee committee meeting.
IV. Final Vote to Affirm FY 2021 Overall Budget

Renee Bazemore moved to approve the FY 2021 student activity fee committee budget as subject to change and affirmed that the colleges/fee councils have met all requirements listed in the Student Activity Fee Guidelines. This motion was seconded by Daniel Varitek and approved by the following roll call vote.

Renee Bazemore – Yes
Kristina Clement – Yes
Jessica Siemer – Yes
Daniel Varitek – Yes
Jazmin Mejia – Yes
Rahmah Ibrahim – Yes

Yes:6/No:0/Abstain:0

V. Recommendations to the 2020-2021 Student Activity Fee Committee

With so many unknowns due to the pandemic the committee had no recommendations. However, student voting member Jessica Siemer suggested that the committee research and ask the Law School about their fee. The inquiry would allow the committee to obtain further information and understanding about the fee and how it works.

The meeting adjourned at 4:41 p.m.
For meeting with Student Activity Fee Committee February 28, 2020

Michael L. Sanseviro, Ph.D.
Associate Vice President for Student Engagement & Dean of Students

Dear Dr. Sanseviro:

Please accept this letter as an explanation of the Academic Team Fee Council’s funding process and disbursement decisions for FY21.

**Council Composition:**
At the time of the FY21 budget allocation decision, the academic team fee council was composed of six academic teams: Mock Trial, Model Arab League, Model United Nations, Synthetic Biology, Debate, and Model African Union. Model African Union, a founding member of the fee council, experienced some internal problems during the FY18 year and they neither submitted a budget request for FY20, nor sent representatives to participate in the council proceedings. However, they returned as participants in for FY21. Membership of the council consists of two representatives per academic team and one non-voting, non-student member. Each team also has alternate council members to ensure that adequate representation at meetings is guaranteed.

**Members of academic team fee council: 2020-2021**

<table>
<thead>
<tr>
<th>Student</th>
<th>Email</th>
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</tr>
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<tbody>
<tr>
<td>Jared Croitoru</td>
<td><a href="mailto:jcroitoru1@student.gsu.edu">jcroitoru1@student.gsu.edu</a></td>
<td>Debate</td>
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<tr>
<td>Havar Regev</td>
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<tr>
<td>Uros Ciric</td>
<td><a href="mailto:uciric1@student.gsu.edu">uciric1@student.gsu.edu</a></td>
<td>Mock Trial</td>
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<tr>
<td>Kaitlyn Harmon</td>
<td><a href="mailto:kharmon10@student.gsu.edu">kharmon10@student.gsu.edu</a></td>
<td>Mock Trial</td>
</tr>
<tr>
<td>Taylah Cash</td>
<td><a href="mailto:tcash3@student.gsu.edu">tcash3@student.gsu.edu</a></td>
<td>Mock Trial</td>
</tr>
<tr>
<td>Aliyah Berry</td>
<td><a href="mailto:abyberry27@student.gsu.edu">abyberry27@student.gsu.edu</a></td>
<td>Mock Trial</td>
</tr>
<tr>
<td>Sawsan Selim</td>
<td><a href="mailto:sselim1@student.gsu.edu">sselim1@student.gsu.edu</a></td>
<td>MAL</td>
</tr>
<tr>
<td>Kelsi Quick</td>
<td><a href="mailto:kquick4@student.gsu.edu">kquick4@student.gsu.edu</a></td>
<td>MAL</td>
</tr>
<tr>
<td>Dawnyale Allen</td>
<td><a href="mailto:dddavis165@student.gsu.edu">dddavis165@student.gsu.edu</a></td>
<td>MAU</td>
</tr>
<tr>
<td>Jonathan Tshizubu</td>
<td><a href="mailto:jtszhuzubu1@student.gsu.edu">jtszhuzubu1@student.gsu.edu</a></td>
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<tr>
<td>Xinyi Liu</td>
<td><a href="mailto:xliu49@student.gsu.edu">xliu49@student.gsu.edu</a></td>
<td>SBC</td>
</tr>
<tr>
<td>Rehat Babar</td>
<td><a href="mailto:rbabar2@student.gsu.edu">rbabar2@student.gsu.edu</a></td>
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</tr>
<tr>
<td>Soorian Padmanabhan</td>
<td><a href="mailto:spadmanabhan1@student.gsu.edu">spadmanabhan1@student.gsu.edu</a></td>
<td>MUN</td>
</tr>
<tr>
<td>Mia White</td>
<td>ewhite46@Padmanabhan</td>
<td>MUN</td>
</tr>
</tbody>
</table>

On the following pages you will find an overview of our funding allocation process and an overview of the council’s calendar. You will also find a brief overview of current council member achievements at the end of this document. The council looks forward to presenting the funding process of the academic team fee council to the Student Activity Fee Committee.

Sincerely,
Chris Brown (non-student member, on behalf of academic teams fee council).

**FY2021 Budget Allocation:**
After having been allocated FY21 funding by the Student Activity Fee Committee, we placed an announcement together with the budget request form alerting all student organizations that the council was accepting budget
request applications from academic teams. After studying the proposals and hearing presentations at our February 28, 2020 meeting, the council decided to allocate its budget in the following manner:

**FY2021 Funding Decision:**
The Academic Team Fee Council was allocated **$193,875.00** by the Student Activity Fee Committee for the 2020-21 financial year. The council decided to allocate its funds in the following manner:

<table>
<thead>
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<th>Speed code:</th>
<th>Debate</th>
<th>SB</th>
<th>MUN</th>
<th>MAL</th>
<th>MT</th>
<th>MAU</th>
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<tr>
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<td>$25,400</td>
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<td>$31,410</td>
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<tr>
<td>allocated</td>
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<td>$62,475</td>
<td>$31,500</td>
<td>$27,000</td>
<td>$25,400</td>
</tr>
</tbody>
</table>

**FY2021 Funding Process:**
After having advertised to all GSU fee council representatives that the academic team fee council was disbursing funds to academic teams (with an application deadline of February 19, 2020), we held a fee council meeting February 28, 2020 to evaluate the budget request applications. We had received six applications and the total requested from all six teams came to **$313,593**. Since that was more than we could disburse it was necessary to hold negotiations and decide on disbursement according to our funding procedures (see below).

The budget allocation was voted on and passed on a vote of 5-1 and the fee council notified all faculty advisors of our decision (pending final budget approval).

**Council and Funding Procedures:**
In addition to allocation priorities listed in Academic Team Fee Council Guidelines (approved by the Student Activity Fee Committee September 24, 2010; separate handout); **criteria for budget allocation** include the following priorities:

- conference attendance (registration fees, transportation and lodging)
- competitive conferences take priority over non-competitive conferences
- all conferences take priority over food
- additional points of reference include: number of students served by conference attendance, types of conferences (regional, national, international) efforts of organization to grow; budget management and willingness to negotiate
- no single team can ask for an allocation larger than 55% of the available council funding\(^1\)
- Promotional items such as t-shirts and flyers cannot not be included in the budget unless necessary for conference\(^2\)
- At the beginning of each budget meeting, the council shall establish a flight and hotel cap\(^3\)
- Every team should establish 10% of an external financial source of the budget allocated in the fee council whether it is dues or fundraising. If this 10% is not met, then that will affect that team’s track record in the next fiscal year\(^4\)
- No organization may request funds for flights to conference locations less than or equal to 400 miles away from Georgia State University campus, unless the total cost of flight expenses is less than the total cost of the gas and car rental expenses. Organizations can still opt to drive to conference locations that are more than 400 miles away from Georgia State University.\(^5\)

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\(^1\) Amendment accepted by acclamation at Council meeting 3/3/2017
\(^2\) Amendment accepted by acclamation at Council meeting 3/3/2017
\(^3\) Amendment accepted by acclamation at Council meeting 3/3/2017
\(^4\) Amendment accepted by acclamation at Council meeting 3/3/2017
\(^5\) Amendment accepted by acclamation at Council meeting 2/28/2020
Additional procedures:

The council shall have a chair which will have:

Responsibilities of the Chair:
1. The chair is in charge of recognizing members for procedural motions.
   a. Motions are confined to Roberts Rules of Procedure.
2. The chair must recognize all motions
   a. If the committee feels motions are being made to stall the efforts of the committee, a member of the committee may put forth a motion to limit procedural debate in relation to those respective motions. The motion to limit procedural debate must be approved by 2/3rds of voting members present.
3. The Chair maintains their voting rights as a member of this committee while operating as the chair.
4. In the situation of a tie vote, if the chair has already voted they may not vote twice, therefore they may refer the tie breaking vote to the non-student member of the committee

Chair Appointment:
A. The Chair shall be elected by a simple majority at the first scheduled meeting of each academic year and shall remain chair until the end of that academic year
B. A sub-chair shall be elected by a simple majority in the event that the chair is unable to attend
C. The chair and sub-chair cannot be representatives from the same academic team, additionally the chair may not come from the same academic team in consecutive terms
D. A chair may be removed by a 2/3rds vote of all those present, in the event the chair is removed a new chair maybe elected by a 2/3rds majority pursuant to the above stated rules contained in sub-clauses A-C.

The council shall have a secretary:

Responsibilities of the Secretary:
A. The Secretary shall note the proceedings of the meeting
B. Additionally, the secretary shall be responsible for emailing and contacting all members and alternates about the next scheduled meeting time and place and shall be responsible for forwarding all pertinent documents and information relating to the meetings

Secretary Appointments:
A. The Secretary shall be elected by a simple majority at the first scheduled meeting of each academic year and shall remain secretary until the end of that academic year
B. A temporary secretary shall volunteer in the event that the secretary is unable to attend

The responsibility of the non-student member shall be:

Responsibilities of the Non-student member:
A. To break ties when a vote is referred to them by the chair
B. To oversee and make sure all votes are counted equitably
C. To contribute to both substantive and procedural discussion and language

Additional Procedures established at first council meeting; accepted by consent. 4/25/11

6 Amendment unanimously accepted at fee council meeting 3/4/2016
At the 2019 fiscal year budget allocation meeting, the council will assign a new Chair and Secretary, as well as establish a parliamentarian position. 7

**Guidelines for spending:**

All excess funds following the allotment for the specific purpose of covering academic competitive conference expenses must remain in the academic council general budget.

Any organizations part of the academic team fee council must show just cause to the academic council voting members to receive excess funds that remain in the academic team fee council general budget.

Any excess funds below $1,000.00 that are in the requested budget of any organization of the academic team fee council can be used at the discretion of the organization.

Any organization(s) whose total excess funds equal $1,000.00 or more must show just cause to all voting members of the academic team fee council. In the instance where the requesting of excess funds happens three or more times, the organization(s) responsible will be penalized at the discretion of the academic team fee council.

Established at council meeting; accepted by acclamation. 5/10/11

In event of **incomplete applications** submitted to fee council:
Applications will not be accepted if the application is incomplete. A “complete application” is defined as an application where

I. No pages are omitted and all pages are filled out with relevant information and (except for advisor signature) information is typed

II. Detailed conference information is provided (name, date, location) with

III. Detailed budget overview (broken down into budget items as formatted in application) for each conference (and other relevant items)

IV. Before an application is excluded the fee council will discuss whether the application is complete and exclusion from budget process has to pass simple majority*

V. If an incomplete application is accepted by the council, the team with the incomplete application may not receive more than the amount it received in the prior year’s allocation.**

*I-IV. Established at council meeting; amendment to byelaws accepted unanimously; 3/4/2016

** V. Established at council meeting; amendment to byelaws accepted unanimously; 3/1/2019

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7 Amendment accepted by acclamation at Council meeting 3/3/2017
Select Overview of Council Member Achievements: 2019-2020

Note, because of the pandemic and the many challenges surrounding it, I decided not to re-contact teams to list their many accomplishments this past year. Rather, I gathered some relevant information from their funding proposals. I have been very impressed with the hard work and dedication of these teams as I have gotten to know them this year.

Mock Trial:

We were incredibly fortunate this year to have a very large try out and the largest number of competing teams and members in our history. We were allocated $29,956.00. For the Fall of 2019, we had four small teams that attended three invitationalhs, which included some of the most notable invitationalhs in the nation. This semester (Spring 2020), due to budgetary restrictions, we have three competing teams. We have attended two invitationalhs and one Regional competition. We currently have 30 members.

Kennesaw State University Tournament
- Individual awards: Kaitlyn Harmon (witness), Dominick Fabian (attorney), Uros Ciric (witness)

Emory University Invitational
- 6th place (5/8 ballots)
- Individual awards: Kameren Saulsberry (witness), Kaitlyn Harmon (witness), Taylah Cash (attorney)

Arizona Cactus Invitational
- 6th place (5/8 ballots)
- Individual awards: Nadia Abdulridha (witness), Kaitlyn Harmon (attorney)

University of Florida Invitational
- Individual awards: Kameren Saulsberry (witness)

Georgia Tech Invitational
- Individual awards: Tom Morrison (witness)

Orlando Regionals (C team)
- Individual awards: Trey Robinson (attorney and witness)

Tallahassee Regionals (A and B team)
- 2nd place and a bid to ORCS (7/8 ballots)
- Individual awards: Kaitlyn Harmon (attorney)

Model Arab League:

International MAL Conference in Bosnia
6 delegates + 1 chair

International MAL Conference in Morocco
8 delegates + 1 TA

MUN:

Following the United Nation’s foundation and structure, the United Nations Association academic team focuses on the international diplomacy and promoting peace through negotiations and writing resolutions. The current team consists of 28 active members that attend regional and national competitions in Atlanta, GA and New York City, NY respectively. This year the team will be attending an international conference in Kobe, Japan. Our team members have unwavering dedication to Model United Nations by attending after class writing workshops; Saturday and Sunday seven-hour mock sessions; and conferences during the weekends, regular school weeks, and school breaks. In addition, our team runs the Georgia State University High School Model United Nations Conference annually and have dedicated their time and work towards ensuring the reputation of GSU is upheld during this conference which is the largest conference in the southeast.

SBC:

The Synthetic Biology Club (SBC) at Georgia State University is a student organization dedicated to the training and education of budding scientists in the field of molecular biology and bioengineering. Members have a unique opportunity to develop and conduct their own research projects as undergraduates, publish their findings, and present their results at the iGEM Jamboree, an annual research conference and science competition. iGEM (Internationally Genetically
Engineered Machines) is a premier research conference, founded by MIT, which attracts teams from around the world. In preparation for the competition, the 2018 GSU iGEM team also attended a regional meetup, hosted by the University of Maryland in July. And in 2019 we held our own regional iGEM team Presentation Bootcamp Meetup where FSU, Lambert High School, UGA, and our team were in attendance.

In addition to scientific research, the iGEM competition also requires students to complete public outreach projects. SBC participates in many educational outreach events across Atlanta. This past year, SBC reached thousands of children by taking part in Atlanta Science Festival, participating in GSU Discovery Day, and educating at this year’s Dragoncon exposition. In the past, we have also hosted lab visits in collaboration with Next Generation, an organization benefiting underprivileged high school students, and the Georgia Center for the Deaf and Hard of Hearing. Our workshop with the GCDHH inspired us to pursue an outreach project in collaboration with the American Sign Language department and lab at GSU, to expand the ASL scientific vocabulary and to make our own lab more accessible. In 2018, we held a 2-day STEM camp with deaf/hard-of-hearing high school students where we did a DNA barcoding experiment to identify the plant species they found around campus. We planned to have this STEM camp again but it fell through because of a lack of funds to support the interpreters needed.
Michael L. Sanseviro, Ph.D
Associate Vice President for Student Engagement
and Dean of Students

RE: Georgia State University College of Law Student Bar Association
Student Activity Fee Committee Fiscal Year 2021 Letter

March 27, 2020

Dear Dr. Sanseviro,

Please allow this letter to serve as the summary of the Georgia State University College of Law Student Bar Association’s Fiscal Year 2021 Processes and Procedures, which have been outlined below.

Names of Committee Members

The Budget Committee of the Student Bar Association has not been finalized because the selection of the committee will be done by the 2020-21 President after elections are certified on April 3rd, 2020. However, per the Student Bar Association Constitution, “The Committee shall consist of at least four (4) members, two of whom are SBA Senators, plus the Chairperson, who shall be SBA Treasurer. These four members are to be appointed by the President in accordance with Article V, section I, subsection (B)(8).”

Classification of Committee Members

The committee members shall all be students enrolled in the College of Law.

Time of Allocation Process

After all organization elections under the Student Bar Association fee council have been finalized, the Student Bar Association shall host a virtual webinar instructing student organization leaders how to re-charter their organizations. During that meeting the instructions for the allocation of Fall 2021 funds will be given to student leaders, to be filled out no later than May 31, 2020. The Budget Committee will then deliberate on the allocations and reach a decision on all funds for the Fall ’20 semester prior to the end of the Fiscal Year 2020. This process will be repeated for the Spring ’21 semester at the end of the fall term in order to most efficiently allocate funds throughout the year.

Process for Notifying Student Organizations of Funding Allocations

Once all allocation decisions have been finalized, the Student Bar Association Treasurer will notify all student organization Presidents and Treasurers of their final allocation for the Fall ’21 semester via email. If organizations wish to appeal their allocations, they must submit to the budget committee in timely fashion, supplemental information including (1)
the purpose of the extra funds needed and (2) how the allocation of those funds to the organization will benefit the College of Law as a whole.

Process Used for Notifying Student Organization Charter Status

The Student Bar Association’s faculty supervisor, Dean Martinez, will verify the charter status of organizations under the Student Bar Association’s Fee Council. Upon verification of charter status, Dean Martinez will notify the organizations they have been approved to be allocated Student Activity Fee funding via email.

If there are any questions about the processes and procedures the Student Bar Association will use to allocate Student Activity Fee funding, please don’t hesitate to contact myself (SRichards19@student.gsu.edu) or Asha Heyward-James (iheywardjames1@student.gsu.edu) by email.

Sincerely,

Samuel Richards
Student Bar Association President
Georgia State University College of Law
For fiscal year 2020, the Georgia State University College of Law Student Bar Association received $69,481 in funding from the University Student Activity Fee Council.

Goal Statement

The mission of the Georgia State University College of Law Student Bar Association is to serve the student body by acting as an advocate of all academic concerns, a promoter of student life, and a coordinator of those peripheral functions that are integral to the achievement of academic excellence. The Student Bar Association Budget and Finance Committee specifically aims to allocate budgets to College of Law student organizations so that they may organize high-quality events and host insightful speaker panels with renowned and distinguished speakers from across the legal community, including College of Law alumni. This is done to promote exposure to different areas of legal practice, to nurture camaraderie amongst the student body, and to invoke thoughtful discussion on various topic areas between practitioners and students.

Committee Members

To decide how funds would be allocated, the SBA Treasurer, Asha Heyward-James, convened the Budget and Finance Committee. The committee consists of the SBA President Samuel Richards; the SBA Treasurer Asha Heyward-James; and three additional SBA members, Michael Duffy, Aspen Thomason, and Sophia Welf. All members of the Budget and Finance Committee are Georgia State University College of Law students. SBA President appointed the committee members and the SBA Board approved the members.

Notification of Budget Request and Presentations

At the beginning of April 2019, an online Budget Request Form was sent out to Student Organization Leaders through PIN. The Form was required to be submitted
by either the President or Treasurer of the Student Organization and required them to detail anticipated events, expenses, along with projected costs breakdowns. The actual offline version of the Budget Request Form has been attached. Organizations were required to submit their budget requests by the April 26, 2019. The Student organizations requested a total of $86,526 in order to meet all their programming goals. In the beginning of June, the Budget and Finance Committee convened to review the proposals submitted. Each committee member was provided with each organization’s budget request, along with an Excel Table detailing each organization’s allocation for the 2018-2019, the amount of funds remaining in each organization’s account, and the requested allocation amount for the 2019-2020 year.

Criteria for Funding

To determine the amount of funding each student organization received, the Committee analyzed several factors including, but not limited to the following:

- The purpose of the organization;
- The size of the organization;
- The number of students receiving free programming or services from the organization;
- The number of students, if any, paying dues to the organization and the amount of dues;
- Preparation and planning for events scheduled for the current fiscal year;
- Use of funding in the previous fiscal year;
- Prior fundraising efforts

Notification Process

After the Budget and Finance Committee met to review budget requests and proposals, the Treasurer submitted a proposed budget and was approved by the committee. The approved budget was then to Valencia Lewis, the College of Law Business Manager, and the SBA Treasurer notified each student organization President and Treasurer of their allocations via email. The detailed e-mail included specific information for student organization leaders on how funds may be used, how to request reimbursements, and all other policies and procedures regarding use of
their award allocations. Additionally, student organization leaders were also provided with an electronic copy of the Student Organization Handbook.

**Undergraduate Outreach**

The Student Bar Association recognizes the importance of fostering relationships with the undergraduate population and promotes and encourages all students and organizations at the College of Law to not only afford Georgia State University undergraduates the opportunity to sit in on organizations’ events and speaker panels, but also reach out to undergraduate organizations with similar interests (ie. College of Law and Undergraduate Criminal Law Societies) and brainstorm different ways organizations can work together; perhaps even joining forces and hosting joint events advertised to both College of Law and undergraduate students. Joint events would allow both College of Law and undergraduate students to host larger and more insightful events with less financial strain – due to the joint funding.

We believe that fostering these relationships benefits the Georgia State University community as a whole and have ensured future Student Bar Association boards continue to reach out to and work with undergraduate students and organizations.

**Supplemental Funding Efforts**

The College of Law currently has 26 active student organizations, not including SBA, that receive funding. Student organizations requested over $25,000 more than our allocation last year, and our inability to meet their proposals meant a reduction in programming. We recognize that the Student Activity Fee Council is faced with the difficult task of allocating budgets to organizations sufficient enough to achieve their proposed plans and goals and we sincerely appreciate your increased allocation this year. In order to spend our budget more efficiently, the Student Bar Association made efforts to seek out supplemental funding from outside sources including Georgia State University’s Spotlight Programs Board.

The Student Bar has also focused funds on creating all-inclusive events within the building; focusing on student wellness and outreach and has provided additional funds to three students organizations to attend National Conventions.
Conclusion

The SBA and the SBA Budget and Finance Committee again thanks the Student Activity Fee Committee for approving an allocation of $69,481 for the Student Bar Association for FY 2020. It is our hope that the Fee Committee will continue to consider the amount of programming student organizations plan in Law School in the future, and the importance of that programming in a well-rounded legal education. We believe GSU offers a premier legal education, and your allocations directly contribute to our ability to continue that mission.
STUDENT ACTIVITY FEE BUDGET REQUEST
GSU COLLEGE OF LAW
FY 2021 (July 1, 2020 – June 30, 2021)

DATE _______________

NAME OF STUDENT ORGANIZATION___________________________________________

ORIGINAL FY 2020 (July 2019-June 2020) FEE ALLOCATION $_____________________
(If Any)

______________________________________________________________________________

TOTAL REQUEST FOR FY 2021 (July 2020 – June 2021) $_________________

STUDENT OFFICER’S SIGNATURE    _____________________    DATE _______________

STUDENT OFFICER’S NAME (Print)  ____________________________________

STUDENT OFFICER’S PHONE___________________ EMAIL____________________

FACULTY ADVISOR’S SIGNATURE   ____________________   DATE ________________

FACULTY ADVISOR’S NAME (Print)    _________________________

FACULTY ADVISOR’S PHONE ________________EMAIL____________________
USE THIS FORM ONLY (You may attach additional sheets). DO NOT CHANGE THE
FORMAT. THIS IS SO THAT THE COMMITTEE MAY EASILY LOCATE FACTS
AMONG THE MANY FORMS THEY WILL REVIEW.

1. Briefly explain the purpose of your organization. (If your organization is not open to all
students, explain why.)

2. How many students do you anticipate will be members of your organization in FY 2021?
_______

3. How many students do you anticipate will receive free (i.e., no membership dues, entry
costs, etc. for activities) services or programming from your organization in FY 2021?
_______

4. How many students do you anticipate will receive services or programming as a result of
paying fees or dues to your organization in FY 2021? If you were to receive no funding
from the SA Fee, would any students receive a program or service? (Please explain)
_______
5. What is the total amount of fees, dues, sales, and other revenue you anticipate collecting in FY 2021? Fees or dues: ___________  Sales: __________________ Other revenue (Please explain): _________________

6. What is the total dollar amount expended by the College of Law (if applicable) in support of your organization? _______

7. Attach a brief description of the programming you wish to provide for FY 2021. In the space below, list the total you are requesting for each category of spending.
LIST YOUR REQUEST FOR FISCAL YEAR 2021 BELOW:

______________________________________________________________________________

EXPENSE CATEGORIES

______________________________________________________________________________

ON-CAMPUS PROGRAMMING:

Speaker/Presenter/DJ Costs:

Fees or honorariums $_______________
Promotional Items $_______________
(such as T-shirts, hats, key chains, etc.)

Publicity:

Advertising $_______________
Printing $_______________
Postage $_______________

Event Food $_______________
Audio/Visual rental fees $_______________
Room Charges $_______________
Equipment $_______________
Event Supplies $_______________
Licensing fees or user fees $_______________

Total Programming Costs $_______________
**NON-PROGRAMMING FOOD:** (Food not consumed as a part of the presentation or programming.)

<table>
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<th>Category</th>
<th>Amount</th>
</tr>
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<tr>
<td>Organization/committee meetings</td>
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</tr>
<tr>
<td>Training sessions</td>
<td>$________</td>
</tr>
<tr>
<td>Other</td>
<td>$________</td>
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<tr>
<td><strong>Total Non Programming Food</strong></td>
<td>$________</td>
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**OFF CAMPUS STUDENT TRAVEL:**

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<th>Amount</th>
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<tr>
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</tr>
<tr>
<td>Number of students attending all conference(s)/convention(s)</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$________</td>
</tr>
<tr>
<td>Lodging</td>
<td>$________</td>
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<tr>
<td>Meals</td>
<td>$________</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>$________</td>
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<tr>
<td><strong>Total Travel (for all conference(s)/convention(s))</strong></td>
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</tbody>
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8. **CO-SPONSORSHIPS**  
**Total Co-sponsorship Funding** $________

(List plans to help pay for programming presented by others)

9. **OTHER:**  
**Total Other** $__________________________
April 24, 2020

Michael L. Sanseviro, Ph.D.
Associate Vice President for Student Engagement & Dean of Students
55 Gilmer Street
Atlanta, GA 30303

Dear Dr. Sanseviro:

Our goal in The College of Arts & Sciences is to provide resources to our students that allow them to creatively explore initiatives that broaden their experiences beyond the classroom through enriching activities for organization members and the GSU student community. We actively engage with our organization leaders and advisors to understand their needs and assist them in the best practices when utilizing their resources.

Please review the following documents to understand our funding process this fiscal year:

1. College of Arts and Sciences Fee Council Presentation
2. Attachment A
3. Attachment B

Shanetha Dugger
Sincerely,
Shanetha Dugger
Accountant II
College of Arts and Sciences Fee Council Presentation  
April 24, 2020

The following is a summary of the College of Arts and Sciences, Student Activity Fee Process:

**Advertising Methods:**

- In February of 2020, the organization’s advisors, current presidents, department chairs and business managers were notified via email of the deadline to submit budget requests for the upcoming fiscal year. The email included the following link to submit their online budget request application: [https://casweb.gsu.edu/saf/login.aspx](https://casweb.gsu.edu/saf/login.aspx).

- All budget request forms were submitted by the February 29, 2020 deadline to be reviewed by the College of Arts & Sciences Student Activity Fee Committee, which currently consist of 8 students and 2 faculty member. Invitations to join the committee were extended to former committee members, newly elected presidents, and student representatives in the college on March 3, 2020.

**The committee members are:**

**Chair:**  
Annette Cash    World Languages and Cultures  
Jyotsna Thota    Chemistry

**Students:**  
Naman Kanwar    Computer Sciences  
Nabil Murshed    Geosciences  
Bailey Fairbanks    Political Science  
Taina Brown    Women’s Studies  
Brittny Byrom    English  
Rupesh Ghimire    Physics & Astronomy  
Kristian Warpinski    Political Science  
Megan Mapes    Communications

- The committee members reviewed applications between March 15th – April 3rd and documented their individual recommendations for each application in the budget system. Then we compiled all responses together, averaged the amount and completed a final review of the award allocations. This method allowed us to have more involvement since the students and faculty were shifted to an online academic environment.

**The following criteria’s are used when allocating funds to organizations.**

- Student organizations should fund some part of their activities through fundraising, dues, or other revenue sources not directly related to the University.
Student organizations should have a continuing and, preferably, growing memberships. The student organization must show that a majority of their members are active in organizational events.

The committee looks for genuine student enrichment activities in the previous and upcoming year. It is a very serious matter when funding for previous years are spent on activities that the Student Activity Fee Committee does not find ‘enriching’ (multiple parties, mixers, excessive expenses on food, travel, etc.)

New organizations are given a maximum budget of $500.

**Process used to notify student organizations of their funding allocations:**

- In July, the Organization Advisors, current Presidents, Department Chairs, and Business Managers will be notified via email of the award allocated to the organization. The funds will be transferred to the organizations GSU student activity fee account, and will be accessible to the student organization leaders.

- Throughout the year the Advisors, current Presidents, and Business Managers will be reminded that all funds should be expensed or encumbered by May 15th of the fiscal year end.

  *This is very important and should be kept in mind throughout the fiscal year.*

**Listing of student organizations who applied for funding and their allocation amount.**

- Attachment B shows a listing of the student organizations who requested funding for FY 2021 and their award amounts granted by the FY 2021 Committee.

The FY 2021 Student Activity Fee Committee comprised of a panel of 8 students associated with the College of Arts & Sciences and 2 faculty advisors, began reviewing budget requests and awarded funds to 60 organizations. The total funds requested by the organizations were $219,888. Our committee members worked through the difficult task to distribute approximately $138,636 among the 60 student organizations. The College of Arts & Sciences will conduct our usual student activity fee review training where we provide information to new and existing officers, discuss current processes, and answer student organization questions. We will hold our meetings in September of FY 2021. We plan to facilitate budget request sessions during our application period for FY 2021 to assist organization presidents who need technical assistance or training while using our online budget request form. The college will follow the same process to award FY 2022 funds, meeting once in March 2021 to award organizations, and distribute funds on the 1st business day of the new fiscal year. Our plan is to continue recruiting one additional faculty-advisor in sciences to join our FY 2021 committee to assist Dr. Annette Cash who has served as faculty advisor every year.

This year our organizations did not receive any additional mid-year funding. The student organizations were depending on additional support because we could not accommodate their original request. Since we encounter this issue every year, administration will retain $636 for costs associated with budget and committee meetings.
COLLEGE OF ARTS AND SCIENCES  
STUDENT ACTIVITY FEE PROCESS

- In January of each year student organization advisors, department chairs and business managers will be notified via email of the deadline to submit budget requests for the upcoming fiscal year. This email will include the budget request link to the online budget request.
- All budget requests will be due on or before February 29th. Late submissions will only be accepted with an appropriate justification.
- Each organization applying must be chartered with Georgia State University. All organizations must apply for a charter each year. If organizations are not chartered when funds are distributed on July 1st, the award will not be distributed until the charter is reactivated. If the organization does not reactivate, their funding request will be denied.
- All budget request forms submitted by the deadline will be reviewed by the College of Arts & Sciences Student Activity Fee Committee. This committee is a student majority committee. Students interested in being a part of the committee should contact the College of Arts & Sciences Dean's Office for more information. An announcement requesting volunteers to service on the activity fee committee will be made in February of each year.
- The committee is responsible for reviewing budget requests and delegating funds to organizations. These funds are directly from the mandatory fees paid by the student body.
- In May, the Organization Advisors, Department Chairs and Business Managers will be notified of the amount awarded to the organizations for the next year. These funds will also be accessible to all chartered student organization on the 1st (first) business day of July each year.
- During the fall semester the College of Arts and Sciences will host training meetings with the Student Organization leaders and advisors to review student organization guidelines and discuss the policies and procedures of the College.
- On or before April 15th organizations, each organization will be asked to report how they plan to spend any current fiscal year remaining balances. Advisors, Business Managers, and Organization Leaders will be reminded that all funds should be expensed or encumbered by May 15th of each fiscal year.

This process, along with the current year's budget request form and the Student Activity Fee guidelines are available for your review on the College of Arts & Sciences Administrative Services Financial Support web page.

http://casinet.gsu.edu/spectrumplustalk/

College of Arts & Sciences Administrative Services Financial Support  
25 Park Place, 26th floor
### FY21 ALLOCATIONS

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<th>App. Number</th>
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<th>Department</th>
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**Total Award:** $138,636

**Running Balance:** $0.00
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<th>Org. Name</th>
<th>President</th>
<th>Advisor</th>
<th>Department</th>
<th>Members</th>
<th>Amount Requested for FY21</th>
<th>Amount to Award in FY21</th>
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<td>College of Arts &amp; Sciences Fee Council Admin Costs</td>
<td>Shanetha Dugger</td>
<td>Sheadrick Stevenson</td>
<td>Finance and Administration</td>
<td>N/A</td>
<td>$650</td>
<td>$636</td>
</tr>
</tbody>
</table>

**Total Award:** $138,636  
**Running Balance:** $0.00
Individual students at Georgia State University are interested in expanding their learning opportunities beyond the campus and seek opportunities to attend professional development conferences throughout the year. Student Government Association (SGA) piloted a program in FY19 to offer individual conference grants to students who were not fully funded by their academic department or chartered student organizations who are approved by the Student Life and Development Committee of the University Senate to attend conferences being held off campus. While SGA plans to continue to fund a line item in their operating budget to continue the program for future years, their fund amount is insufficient to satisfy student requests that meet the requirements of the fund. It is proposed that a supplemental fund be established so that this funding opportunity can be extended to more students than what the SGA conference grant funding can support annually.

**Rational**

To exist in a space where funding is not sufficient to provide individual students with the opportunity to seek professional development beyond the Georgia State environment, it is the responsibility of this committee to act to ensure students have appropriate access to their fee money. A lack of funding to support all student conference interests exists. With access to additional sources of funding individual students can enhance their learning environment through extracurricular development which will benefit them while they’re at Georgia State and into their future careers.

**Funding**

It is proposed that the Supplement to the SGA Conference Grant Fund be funded from the Student Activity Fee in the amount of **$10,000** per fiscal year. The aforementioned allocation for each fiscal year will be derived from Student Activity Fee Funds remaining at the end of the previous fiscal year to the extent that revenues exceed expenditure. A subcommittee within SGA shall verify that the individual applicant is eligible, and the Business Manager associated with the academic department or their chartered student organization shall ensure that expenditures adhere to university, Board of Regents, state and federal laws. Individuals shall be eligible for utilization of these funds for the specific conference that has been identified in the application request.

Students are eligible to receive only one grant award per fiscal year to support attendance at one conference. The maximum supplement award for one student attending a conference is **$500.00**. Where there are two or more students attending the same conference event, the maximum award for the group of students, regardless of whether they are affiliated with the same department or chartered student organization(s) or not, will be a maximum of **$1000.00**. Since it is a student committee that reviews the applications, there will be intermittent periods throughout the year when applications will not be reviewed, with period dates being stated on the application form. The application period for each fiscal year will close on the Friday prior to Spring Break to insure that all funds are successfully spent before the end of the fiscal year. New funding awards will not be distributed prior to August 1 of the new fiscal year. This fund shall not support initiatives for any academic team or sports club.
Georgia State University
Supplement to the SGA Conference Grant Fund
AMENDED & APPROVED by the SAFC 03/08/2019

Review
An Annual report shall be produced in the Spring Semester before the final Student Activity Fee meeting to showcase the number of individual students who have already benefited or are projected to be funded for the remainder of that year, the conferences attended, any recommendations for adjustments and the overall functions of the fund by the SGA Atlanta campus Finance Director.

Disbursement of Funds
Approved disbursements shall be administered through SGA and/or Student Affairs Administration or the Business Manager of the department or chartered student organization affiliated with the student request. Applications shall be housed on the SGA portal in the Panther Involvement Network (PIN).
The student organizations of Georgia State University work diligently to ensure high quality programs, events, and educational experiences to the student body. It is difficult for student organizations who are approved by the Student Life and Development Committee of the University Senate to adequately program and create a brand without funding. Furthermore, transitions in leadership during the school year also may lead to existing and newly chartered student organizations missing out on fee allocation deadlines. It is proposed a structure that allows for allocations to be made to any registered and chartered student organization who did not meet their funding deadline or are newly chartered may request funds to be made in the maximum amount of $750.00.

Rationale
To exist in a space where programming opportunities, space, and printing are not able to be granted on a large scale to our student organizations it is the responsibility of this committee to act to ensure students have appropriate access to their fee money. A continual lack of funding for new student organization exists. The Partnership Funds from the Student/University Center, Co-Sponsorship from the Student Government Association, and Collaborations with Spotlight Programs Board are great resources but also have limits. With access to additional sources of funding student organizations can start building their brand on campus and will be able to show past budget performance during the funding process for the subsequent year.

Funding
It is proposed that the New Organization Fund be funded from the Student Activity Fee in the amount of $20,000 per academic year. The aforementioned allocation will be derived from Student Activity Fee Funds remaining at the end of the previous fiscal year to the extent that revenues exceed expenditures. Student Engagement & Programs Administration shall verify that the organization is eligible.
Funding
Student Engagement & Programs Administration will also ensure that expenditures adhere to University, Board of Regents, State and Federal laws. Organizations shall be eligible for utilization of these funds from date of chartering to the end of the academic year in which they were chartered. Advertising will begin in August of the Fall Semester. Only applications received by November 15th for the Fall Semester and March 15th for the Spring Semester will be given consideration.

Review
A bi-annual report shall be given in both the Fall and Spring semesters to showcase the number of organizations benefited, the programs facilitated, any recommendations for adjustments and the overall functions of the fund by the SGA Finance Committee. The Spring report must be presented no later than the final Student Activity Fee committee meeting. Should any funding remain it shall be moved to the SGA Conference Grant Fund (if applicable).

Disbursements of Funds
Approved disbursements shall be administered through Student Engagement & Programs Administration. Applications shall be housed on the Panther Involvement Network (PIN).
Georgia State University
Supplement to the SGA Academic Affairs Supplies Budget Line
Approved by the Student Activity Fee Committee

Individual students at Georgia State University are burdened with having to pay for Scantrons and Blue Books (herein “Testing supplies”) in addition to University tuition and fees in order to complete their classes. Student Government Association (SGA) for the past fiscal years has been providing these test supplies at no cost to Georgia State University students in order to help alleviate that financial burden. In FY19 and FY20 SGA provided over $16,000 in testing supplies for students. While SGA plans to continue to fund a line item in their operating budget to continue the program for future years, their fund amount is insufficient to satisfy current student demand. It is proposed that a supplemental fund be established so that this funding opportunity can be extended to more students than what the SGA Academic Affairs Supplies funding line item can support annually.

Funding
It is proposed that the Supplement to the SGA Academic Affairs Supplies be funded from the Student Activity Fee in the amount of at least $6,000 per fiscal year. The aforementioned allocation for each fiscal year will be derived from Student Activity Fee Funds remaining at the end of the previous fiscal year to the extent that revenues exceed expenditure.

Review
An annual report shall be produced in the Spring semester before the final Student Activity Fee meeting to showcase the number of individual students who have already benefited or are projected to benefit for the remainder of that year, the number of testing supplies bought, any recommendations for adjustments and the overall functions of the fund by the SGA Atlanta campus Finance Director.

Disbursements of funds
Approved disbursements shall be administered through SGA and/or the Office of the Dean of Students or the Business Manager for the purchase of testing supplies through Scantron Corp. or Roaring Springs Paper Products.

Rationale
To exist in a space where funding is not sufficient to provide individual students with the opportunity to complete their required and elective courses in the pursuit of their academic degree, it is the responsibility of this committee to act to ensure students have appropriate access to their fee money. A lack of funding to support students testing supply needs exists. With access to a source of ‘free’ testing items students will worry less about being able to afford testing supplies and be able to focus more on their studies benefitting both Georgia State University and their academic futures.