

Student Activity Fee Committee
Meeting Minutes
Capital Suite
October 28, 2011

In attendance: Rebecca Stout, Chair and James Dutton, Vice Chair. Voting student members: Greg Hodgkin, Zain Malik, Star Arvizo, James Gallagher, and Ben Williams. Alternate voting student member: Chris Brown. Non-student voting members: Joann Bacon, Eric Blacknall and Matthew Robison. Ex officio: Jeff Walker and Shantavia Reid.

Not in attendance: Voting student members: Hanish Patel. Alternate voting student member: Elise Laplante. Ex officio: Beth Jones and Edgar Torbert,

The Student Activity Fee Committee met on October 28, 2011 at 2:00 p.m. in Capital Suite and took the following actions:

I. Approval of Minutes

The minutes were approved with no objection.

II. Fee Council/College Presentations and Training

Dr. Stout asked for volunteers to serve on the University-Wide Fee Council ad hoc sub-committee. Ben Williams, Greg Hodgkin, Matthew Robison and Dr. Stout volunteered to serve on the committee. This ad hoc sub-committee will develop University-Wide Fee Council Guidelines.

The following College and Fee Council representatives discussed their FY12 allocation process. They also explained how they would spend additional funding if granted. University Wide - Rebecca Stout; Academic Teams Fee Council – Christopher McKinney and Gregory Goll; Arts Fee Council- David Cheshier; SGA Fee Council – Theo Muhumuza; Arts and Sciences – Yvonne Mangiaracina; Robinson College of Business – Colleen Joyce; School of Policy Studies – Maggie Tolan; Byrdine F. Lewis School of Nursing and Health Professions – Barbara Hopkins; Institute of Public Health – David Caudill; Media Fee Council – Richard Heller; Diversity Fee Council – Lanette Brown; SBA Fee Council – Naeem Ramatally; College of Law - Kelly Timmons;

The College of Education did not attend the meeting, but instead submitted a handout which explained their FY 12 allocation process.

Follow-up requests from the committee:

1. The Arts Fee Council-detailed revenue figures from their events.
2. Media Fee Council-stipend information.
3. The Arts & Sciences Fee Council-total number of members impacted.
4. The Diversity Fee Council-determine if it is possible to summarize the number of students impacted by activities.

Note: The following guests were present during the meeting: Kimmia Salehi, Shelia Kazemian, Nafisa Kabir, Jocelyn Crawley, Asia Usry, Raya Siddiqi, and Mohamed Mohamed.

The meeting was adjourned at 5:05 p.m.

University Wide Fee Council FY 2012 Allocation

Approved 3/11/2011

Packet Page Number	Account Name	FY2012 Original Request	FY 2012 Final Allocation
1	Amnesty International @Georgia State University	\$9,130	\$1,618
9	Campus P.A.L.S	\$5,000	\$1,631
13	Circle K International	\$2,600	\$2,564
19	Colleges Against Cancer	\$13,200	\$2,750
25	Delta Phi Lambda Sorority, Inc	\$12,410	\$3,835
31	Economic Empowerment Initiative	\$3,285	\$2,630
37	Habitat for Humanity @GSU	\$2,500	\$2,549
43	Hands on Atlanta	\$2,250	\$1,991
51	Infinite Appeal Modeling Organization	\$7,400	\$1,481
55	International Socialist Organization	\$6,000	\$1,954
61	La Unidad Latina, Lambda Upsilon Lambda Fraternity Inc.	\$3,700	\$814
69	Lambda Theta Alpha Latin Sorority, Inc	\$950	\$797
75	Lambda Theta Phi Latin Fraternity, Inc	\$1,500	\$981
83	National Society of Collegiate Scholars (NSCS)	\$575	\$575
87	National Society of Leadership & Success	\$750	\$750
91	Omicron Delta Kappa (ODK)	\$2,990	\$814
95	Panther Breakaway	\$8,350	\$7,950
101	Phi Beta Sigma Fraternity, Inc.	\$10,000	\$831
107	Progressive Student Alliance	\$3,500	\$1,914
111	Rialto Student Ambassadors	\$13,200	\$2,050
117	Sigma Sigma Rho	\$6,835	\$831
125	Student Veterans Association	\$11,500	\$7,696
131	Sustainable Energy Group/Tribe	\$2,015	\$1,974
139	The Talented Tenth	\$1,255	\$831
143	Theta Nu Xi Multicultural Sorority, Inc.	\$6,380	\$1,936
149	University Speakers Association	\$4,024	\$3,000
155	Young Democrats @ GSU	\$6,500	\$1,172
	Total Of Request	\$147,799	
	University Wide FY 2012 Allocation		\$57,917

Approved by the University-Wide Fee Council March 11, 2011.

**Student Activity Fee Committee
College and Fee Council Training
October 28, 2011**

Academic Teams Fee Council

- You will be notified of your FY'2013 allocation amount by the end of fall semester 2011.
- Create a goal statement, establish meeting protocols to review and evaluate funding requests, and create a timeline for your process.
- Funding must be allocated in accordance with the Student Activity Fee Guidelines and Student Activity Fee Overview documents.
- The Fee Council allocating the funding must be majority students. Student members must be enrolled at the time of appointment and remain enrolled while serving on the Fee Council as required by the *GSU Student Code of Conduct*.
- Create a letter summarizing your process or procedures (e.g. names committee members, classification of committee members (staff or student), time of process, methods used to advertise fund availability, allocation amounts, and process used to notify student organizations of their funding allocations. Identify all personal services (student assistant wages, GRA, stipends, etc). This letter will be addressed to the Chair of the Student Activity Fee Committee and distributed to the committee during the Fee Council Presentations in the spring.

FY 2012-2013 Budget Academic Fee Council

Goals:

Suggested Budget:

Teams	Allocation FY 10-11	Budget	Nominal Remaining Fixed Costs Est. Fy 2010-2011	Increase
Model UN	59,940	70,800	-10,860	10,860 min
Model Arab L	42,805	50,489.90	-7684.90	7,684.90 min
Model AU	19,511	19,511	0	Tentative
Mock Trial	27,251	27,251	0	Tentative
Committee	149,507	149,507	0	215,700.08

The Academic Team Fee Council strives to allocate money in an equitable and fair manner. The primary goal of the council is to guarantee academic teams could compete. The fiscal year 2010-2011 budget allowed teams to compete, but on a limited basis. Due to the long disbursement procedure and economy, items such as airline tickets rose in price drastically. The council has found an increase of 18,544.90 will be necessary to keep teams from suffering the same shortfall, they did in this previous academic year. It is clear to the council, it is necessary to increase funding to match inflation and cover the shortfalls experienced this year. The Bureau of Labor and Statistics reports that the CPI increased 3.9 percent in the last 12 months. The council asks that a funding increase of 4 percent be included in next year's budget. Additionally, the very charter requirements of an Academic Team foster inclusion. Thus, the Academic Team council believes a 20 percent increase in funding for growth and inclusion is necessary and sufficient. Unfortunately, teams like model United Nations have a waiting list greater than the class size. The council stresses the importance of Academic Teams, as an integral part of the GSU community. Teams do more than just compete. Teams like Model Arab League, Model African Union, Mock Trial, and Model United Nations have been integral in hosting ambassadors and diplomats who have spoke before a large and diverse student body. The council requests a 5% increase in the budget to allow these projects to continue and flourish.

Increase Total: .443

Purpose	Amount	Proportion of Total
Shortfalls:	18,544.90	.086
Growth:	29,901.4	.139
Campus Events	7,475.35	.035
Total Pre-inflation	205,428.65	
Inflation @ 4%	10,271.43	.040
CPI Adjusted Total	215,700.08	Increase from fy 11 .443

**Student Activity Fee Committee
College and Fee Council Training
October 28, 2011**

Arts Fee Council

- You will be notified of your FY'2013 allocation amount by the end of fall semester 2011.
- Create a goal statement, establish meeting protocols to review and evaluate funding requests, and create a timeline for your process.
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Arts Fee Council
FY12 Recommendations to the Full
Student Activity Fee Committee

21 March 2011

Committee Membership

Isabel Astacio, Student, College of Arts & Sciences
Rachel Chamberlain, Student, College of Arts & Sciences
Serafina Furgiuele, Student, College of Arts & Sciences
Mercedes McCann, Student, College of Arts & Sciences
Miloran Robinson, Student, College of Arts & Sciences
Emily Scherer, Student, College of Arts & Sciences

David Cheshier, Chair, Department of Communication
Dwight Coleman, Director, School of Music
Joe Bellon, Faculty adviser, GSU Debate, Department of Communication

Selection Criteria

Students and faculty members were invited from each of the Academic Units on campus connected to academic degree programs in the fine and performing arts, and to extracurricular programs connected to full time faculty coordination. The membership process was organized to assure that the majority of the committee consisted of enrolled students.

The heads of the Communication Department, the School of Art and Design, and the School of Music were responsible for the selection of the faculty and students from their respective units.

Procedures

An email was sent by the Chair (David Cheshier) of the Arts Fee Council to the heads of the School of Art and Design, to the School of Music, and the Department of Communication, notifying them of the deadlines of proposal submissions and the date for Arts Fee Council Hearings, and also to the officially listed advisers for all groups that have traditionally sought funding from the Art Fee Subcommittee. The email stressed the urgency for each unit head to inform the student organizations affiliated with their units of the relevant submission dates, reviewed the major regulations governing the expenditure of student fee monies, and also addressed the public record implications of the budget hearing process. Several groups made contact with Cheshier independently, and all chartered groups who did so were also invited to submit budget proposals to the subcommittee.

Hearings were held on March 18, 2011. Student groups gave a presentation of their proposal requests and answered questions from council members.

The Council accepted all proposals that were received on or before March 16, 2011. It did so in the interest of making sure as many groups as possible had the opportunity to apply

for student funding, although several groups had actually met the globally posted general Student Activity Fee deadline for budget submission.

After presentations, the Council discussed all proposals and came to a consensus on the recommendations given in this document. After doing so, Dr. Cheshier collected all notes taken, and they have been organized for submission in their entirety to the university Student Activities staff.

Context & Decision Criteria

Members of the committee appreciate the budgetary and economic challenges facing enrolled students at public colleges and universities, and in the context of difficult recent fee and tuition increases were delighted that the Arts Fee allocation was not reduced in this funding cycle. The allocated amount allows groups to continue to sustain the tremendous gains possible across the board for associated groups. Given considerable continuing growth in energy, student membership, programming and outreach, of course, the committee also faced urgent and well justified requests that could not be granted, a source of disappointment, to be sure.

On behalf of all the student groups applying, I wish to again express gratitude to the student fee committee and to the university staff who have helped them to shepherd the recent fee proposal through the approval process.

The Council prioritized proposals from groups showing a strong track record of organizational leadership, who laid out clear and reasonable priorities for proposed expenditures, had responsibly expended FY11 monies, and whose programming reached and benefited the broader university community. Proposals specifying activities that would reach and bring credit to the university in broader regional, national, and community service contexts were also prioritized. The committee also looked to see whether historical funding levels were keeping pace with each group's record of activity expansion or reductions in programming. After hearing testimony from all groups, the subcommittee started its deliberations by focusing on proposals made by relatively young organizations (which this year resulted in discussion of the proposal made by Dancers on Pointe and the Performing & Visual Arts Council).

The African American Cultural Performing and Visual Arts Council was founded in 2009. Although this is their first year to expend funding provided the committee, they have already demonstrated a strong ability to provide on-campus training and programming – including a reading of *A Raisin In the Sun* and participation in the Michael Jackson Tribute and Philanthropy Celebration. The committee was impressed by their work and the strong case they made during their presentation for funding. While the committee concluded that growth in other organizations made an increase impossible, **it did vote to provide exact continuing funding \$4500** of their \$6,100 budget request. The committee expressed the hope that it would be able to allocate greater amounts as the organization's good work continues.

In the case of the **film society**, which in FY11 had received \$528, the committee recommends zeroing out funding, but this decision is simply based on the fact that the film society submitted no request for funding in this cycle.

The committee spent some time considering requests from two dance-related organizations, **Dancers On Pointe** and the **GSU Dance Ensemble**. Dancers on Point had received funding from this mechanism in years past that was phased out two years ago in the committee about the stability of organizational leadership. There was also concern, which has now been addressed, that DOP was simply using student fee money to pay for competition fees and then student members were pocketing the prize money. In the year past, the committee was pleased to learn that prizes now won are reinvested in the organization or to charity. The leadership team that presented to the Art Fee Council was energetic and clearly committed to organizational growth and development. Despite these positive trends, the committee is not recommending an allocation – the committee's sense was that prize winnings, for now, provide the resources necessary for organizational maturation, and that other groups simply presented more urgent requests for support.

For FY10, the committee did not receive a funding request from the Dance Ensemble. The Student Fee Committee will recall that rather than zero-out their funding – a decision which would have negatively impacted the GSU Players' ability to hold an important annual event they traditional co-sponsor with the Dance Ensemble – the Art Fee Council voted to shift an additional \$3,636 into the Players' FY10 budget to be used to fund the Dance Ensemble's programming. This decision was made, in part, because the faculty adviser for the Players agreed to act as the adviser for the Dance Ensemble for FY10. Based on the presentations made to the committee by both the Players and the Dance Ensemble, this arrangement succeeded in producing quality programming for both organizations during FY10. The Dance Ensemble made a request for significantly increased funding for FY11, which would also have restored their organization's separate funding account. However, it was the judgment of the committee in that cycle that the Ensemble did not present a sufficient case for a major funding increase. Because of that, the committee voted last year to keep the Dance Ensemble's budget within that of the Players, and to increase the Dance Ensemble's budget by 5.8%. Accordingly, the Art Fee Council last year allocated \$3845 to the Players' budget with the understanding that it will go to fund the Dance Ensemble.

This year, the exact same issues were reprised for the Art Fee Council. But this year the Dance Ensemble has an independent adviser and seemed to the Council to be back on its feet, as it were. We are, as a result, recommending return to a free-standing budget for that organization, even understanding that they will continue to collaborate with the Players on some projects. We thus recommend that the **Dance Ensemble funding be made an independent line item, but that it also be decreased from \$3845 (as embedded in the Players budget) to \$2000**. The cut does not reflect any negative judgment about the programming of the Dance Ensemble but rather the dramatically more urgent and curricularly connected challenges faced in the music and art areas. Absent a curricular foundation in a degree-granting dance program, the committee felt the other programs' case was more compelling.

A decision was also made to modestly decrease the allocation provided to the GSU Players. The committee thus recommends that the Players budget, including the \$1845 cut

connecting the Dance Ensemble and described above, be cut by a total of \$5000, which is to say we are recommending an \$1845 cut to the Dance Ensemble and a \$3155 cut to the Players. Again, this recommendation is not intended as a criticism of the work of the Players – the quality of student productions remains strong, ticket sales and attendance are growing, and the number of students enrolled now in the Bachelors of Interdisciplinary Studies (BIS) theatre tracks now has crept up to 30 (reflective of slow but continuing growth). But the committee noted that more than 450 majors connect in an explicit way to the music organizations, and another 400 to the art organizations. Meanwhile the Players total fee allocation is more than 45% larger than the second-best funded group. Some concern was also expressed at the fact that so high a percentage of the Players operating budget is now invested in hiring outside consultants. The technical demands of theatrical production do often require the employment of lighting designers and choreographers; the committee urges the organization to consider mounting a less expensive spring drama, as opposed to continuing to take on the considerably more expensive musicals currently programmed. Reiterating: these concerns were not seen as requiring or justifying large reductions in budgeting. The Players' productions are seen by thousands of students and community patrons, and the quality of their work along with the positive publicity they attract for the university arts are impressive and longstanding. The recommendation seemed reasonable, though, to slightly reallocate to the art and music groups given their explosive growth in recent years.

The committee thus recommends slight increases for several organizations, including the Art Student Union, the Opera group, the Art Gallery, and the University Choruses. The specific amounts we suggest are enumerated in the table below. All four groups made compelling cases for added support.

To take just one example, the **Art Student Union** is an umbrella organization that serves a number of smaller student art clubs. The presentation made on behalf of ASU documented surging student interest, and a genuine crisis when it comes to a shortage of exhibition space. The committee recommends continuation of a graduate assistantship awarded last year, given the commitment by the Welsh School of Art & Design to top off the assistantship and connect it to a tuition waiver, and also a slight budgetary enhancement. Although we are not able to endorse their request for rented exhibition space, which as we understand it may run afoul of student fee guidelines, the other requests they made were reasonable and well presented. The same was true of the **Art Gallery**.

The **music organizations** are also growing. Because this past year saw the formation of a Marching Band, connected to the first formation of university football, one might reasonably conclude that the Marching Band accounts for this growth. But, to the contrary, all the costs associated with the Marching Band are paid for in another mechanism, and it is the other longstanding groups that are growing fastest: opera, concert bands (a third large ensemble was created this year to handle the surging interest in performance presented by non-majors), chorus. The committee found the case for some budgetary realignment to reward these activities persuasive.

We thus recommend the following funding amounts for FY12:

Recommended Funding for FY12

ORGANIZATION	Current (FY11) funding	Recommendation for FY12 funding	STIPENDS
Art & Design Gallery	\$27,900	\$29,150	
Art Student Union	22,960	24,758	\$5,000
Band	23,660	23,660	
Chorus	18,800	20,050	
Film Society	548	0	
Opera	24,300	25,550	
GSU Debate Team	43,600	43,600	
GSU Players	63,500	56,500	33,000
GSU Dance Ensemble	0 (3845*)	2,000	
Jazz Band	20,000	20,000	
Performing & Visual Arts Council	4,500	4,500	
Symphony Orchestra	18,000	18,000	2,000
Dancers on Pointe	0	0	
<hr/>			
TOTAL	\$267,768	\$267,768	

**The budget for the GSU Dance Ensemble, as explained above, has been reallocated to it as a freestanding organization, consistent with its charter, in our recommendation for FY12, and is not included within the total budget for the GSU Players.*

Other Comments and Recommendations

The review committee wants to reiterate its encouragement that all groups seeking funding in the arts cluster to improve their public relations and marketing efforts to increase student audience levels and further enhance the visibility of the University. Given the wide-ranging quality of budget proposals, groups might consider participating in annual budget planning workshops for all student organizations. Groups might also consider collaborating to provide other opportunities for student education and leadership development through these organizations (e.g., workshops on fundraising, budget and accounting, organizational collaboration). In addition, we recommend that groups consider enhancing their participation in INCEPT, where possible, as a way to more broadly educate the student population about the work of these organizations.

The committee strongly recommends that when groups produce printed invitations, websites, and other promotional materials relating to this funding, that they explicitly recognize Student Activity fee funding. The committee view is that this will help educate students about how their fees are being spent. In reviewing materials in this budget cycle, we were pleased to see that student activity fee support is being increasingly recognized.

The committee recommends that, where appropriate, groups consider petitioning the Diversity Fee area committee for support given frequent situations where the diversity connection is featured.

Finally, the committee wishes to recommend to the full art fee council that the application form be supplemented to encourage groups that raise revenue to specify their sources. Some groups currently list dues income thanks to the note on the instructions page, but others who receive grant support for their projects or fund raise in other ways do not consistently report that information. They should, simply so that the full good work of student organizations can be recorded in this budget process.

Respectfully submitted,

Dr. David Cheshier
Chair, Art Fee Subcommittee
(on behalf of the full group)

dcheshier@gsu.edu
404-413-5649

**Student Activity Fee Committee
College and Fee Council Training
October 28, 2011**

Student Government Association Fee Council

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Student Government Association Fee Council FY' 12 Proposal

October 28th, 2011

Student Government Association

We, the student body of Georgia State University, believe that we have the right and collective authority of self-governance and to an enhanced education. In order to preserve and further these aims; to promote understanding and involvement among all the members of the University community; to represent, advocate, and legislate the interest of the student body; to serve as partners in the administrative processes of the University; to protect our right to govern ourselves and accept responsibility for the quality of student life; to be the official voice of students in academic, institutional and campus affairs; we do hereby establish this Constitution for the Georgia State University Student Government Association (SGA). [Excerpt from the Student Government Association Constitution]

SGA Fee Council Membership

Voting members of the SGA Fee Council are the eight voting members of the executive board of the Student Government Association, in accordance with Article III, Section 2 of the SGA Constitution. The SGA Fee Council consisted of a student majority.

Members:

James Dutton, SGA Fee Council Chair
SGA President

Chris Sumter
Vice President of Public Relations

Elise LaPlante
Executive Vice President

Kortney Easterly
Vice President of Student Life

Larry Heath
Vice President of Academic Affairs

Britney Penn
Vice President of Student Services

Nick Alexander
Vice President of Budget and Finance

Ludmia Lamothe
President Pro-Tempore

Process

The Chair of the SGA Fee Council was appointed by the voting members of the SGA Fee Council.

The Student Government Association of 2010 took pride in being good stewards of the Students' money. With the goal of being good stewards over the funds of the Student Activity Fee, the Executive Board met weekly to discuss the status of the budget and to review recent transactions.

Due to the attentive care of the SGA's Vice President of Budget and Finance, the SGA was able to operate on a balanced budget without resorting to the use of our established contingency fund.

The final budget was approved by a unanimous vote held electronically in April of 2011.

The newly elected 2011-2012 Executive Board reaffirmed the vote held by the previous Executive Board. Changes were made to move \$5,000 from the Co-Sponsorships budget to Special Events budget. The change was unanimously approved.

James Dutton, SGA Fee Council Chair
jdutton2@gsu.edu

404-413-1594



Georgia State University - Student Government Association

Weekly Budget Report

1. Budget Proposal

2. Operational Budget

3. Expense Reports

- a. Public Relations*
- b. Co-Sponsorships*
- c. Special Events*
- d. Office Expenses*
- e. Retreat*
- f. Blue Books & Scantrons*
- g. Travel*
- h. Senate Budget*
- i. SJB Budget*
- j. Pending Accounts*
- k. Mid Year Fee Allocation*
- l. Election Commission*

4. Request for Expenditure List

Prepared by: _____ SGA Advisor Initial: X _____

Executive Vice President Vice President of Budget and Finance

X _____ X _____

SGA Budget Proposal FY10

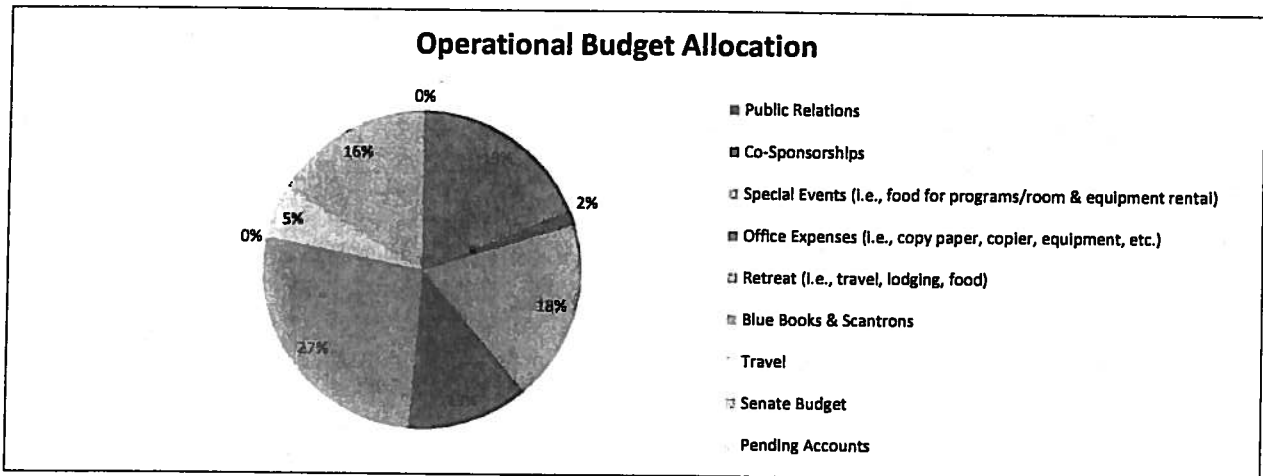
SGA Budget Proposal FY11

Operations Budget (SASGO)

Total Budget		FY11		FY12		FY11		FY12		% Change		Reason for Adjustment																															
\$141,284.00		\$44,500		\$62,750		\$54,470.00		\$75,220.00		-8.9%		Overall Budget adjustment to account for increased Personnel Acct.																															
Personnel Account (SASGP)																																											
STIPEND POSITIONS	Monthly Stipend Amount	# of Months Paid	Yearly Stipend Amount	FY11 Stipend Amount	FY12 Stipend Amount	Reason for Adjustment	Overall Category	Total Operations Budget	Value Change	% Change	Reason for Adjustment	Total Operations Budget	Value Change																														
President	600.00	11	\$6,600.00	\$6,600.00	\$6,600.00		Presidents	\$13,200.00	\$13,200.00	-10.0%		\$13,200.00	\$13,200.00																														
Executive Vice President	300.00	11	\$3,300.00	\$3,300.00	\$3,300.00		Co-Secretaries	\$13,200.00	\$13,200.00	-10.0%		\$13,200.00	\$13,200.00																														
Vice President Public Relations	250.00	10	\$2,500.00	\$2,500.00	\$2,500.00		Special Events (i.e. food for conferences/seminar & equipment rental)	\$17,700.00	\$17,700.00	-10.0%		\$17,700.00	\$17,700.00																														
Vice President Academic Affairs	250.00	10	\$2,500.00	\$2,500.00	\$2,500.00		Office Expenses (i.e. copy paper, copier, equipment, etc.)	\$17,700.00	\$17,700.00	-10.0%		\$17,700.00	\$17,700.00																														
Vice President Student Services	250.00	10	\$2,500.00	\$2,500.00	\$2,500.00		Printing (i.e. fliers, notices, book)	\$17,700.00	\$17,700.00	-10.0%		\$17,700.00	\$17,700.00																														
Vice President Budget & Finance	250.00	10	\$2,500.00	\$2,500.00	\$2,500.00		Supplies & Materials	\$17,700.00	\$17,700.00	-10.0%		\$17,700.00	\$17,700.00																														
Vice President Student Life	250.00	10	\$2,500.00	\$2,500.00	\$2,500.00		Travel	\$17,700.00	\$17,700.00	-10.0%		\$17,700.00	\$17,700.00																														
Student Clerk	150.00	9	\$1,350.00	\$1,350.00	\$1,350.00		Special Budget	\$17,700.00	\$17,700.00	-11.9%		\$17,700.00	\$17,700.00																														
Associate Chief Justice	200.00	9	\$1,800.00	\$1,800.00	\$1,800.00		Penalty Accounts	\$17,700.00	\$17,700.00	-11.9%		\$17,700.00	\$17,700.00																														
Chief Justice	200.00	9	\$1,800.00	\$1,800.00	\$1,800.00		Total Allocated	\$17,700.00	\$17,700.00	-9.9%		\$17,700.00	\$17,700.00																														
Chief Clerk	200.00	9	\$1,800.00	\$1,800.00	\$1,800.00																																						
4 Executive Positions, Election Commission	600.00	4	\$2,400.00	\$2,400.00	\$2,400.00																																						
SUBTOTAL (AMOUNT BUDGETED)																																											
<table border="1"> <thead> <tr> <th>Student Assistant Positions</th> <th># of Weeks</th> <th>Hourly Wage</th> <th>Total FY11 Amount</th> <th>Total FY12 Amount</th> <th>Reason for Adjustment</th> </tr> </thead> <tbody> <tr> <td>Student Assistant (20 Week Hours)</td> <td>20</td> <td>8.00</td> <td>\$1,600.00</td> <td>\$1,600.00</td> <td></td> </tr> <tr> <td>Student Assistant (15 Week Hours)</td> <td>15</td> <td>8.00</td> <td>\$1,200.00</td> <td>\$1,200.00</td> <td></td> </tr> <tr> <td>SUBTOTAL STUDENT ASSISTANT</td> <td></td> <td></td> <td>\$2,800.00</td> <td>\$2,800.00</td> <td></td> </tr> <tr> <td colspan="6">TOTAL PERSONNEL ACCOUNT</td> </tr> </tbody> </table>														Student Assistant Positions	# of Weeks	Hourly Wage	Total FY11 Amount	Total FY12 Amount	Reason for Adjustment	Student Assistant (20 Week Hours)	20	8.00	\$1,600.00	\$1,600.00		Student Assistant (15 Week Hours)	15	8.00	\$1,200.00	\$1,200.00		SUBTOTAL STUDENT ASSISTANT			\$2,800.00	\$2,800.00		TOTAL PERSONNEL ACCOUNT					
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<p>NOTE: \$280 Total Personnel Increase with new Student Assistant and Hour Change.</p> <p>Contingency (5%)</p>																																											

Operational SGA Budget

Category	Actual	% of Budget (0) Used	% of Budget (1) Used	Budget (0)	Budget (1)	Variance
Public Relations	\$ 8,593.53	63.66%		\$ 13,500.00		\$ 4,906.47
Co-Sponsorships	\$ 704.00	5.42%		\$ 13,000.00		\$ 12,296.00
Special Events (i.e., food for programs/room & equipment rental)	\$ 11,155.13	63.02%		\$ 17,700.00		\$ 8,544.87
Office Expenses (i.e., copy paper, copier, equipment, etc.)	\$ 7,292.54	42.65%		\$ 17,100.00		\$ 9,807.46
Retreat (i.e., travel, lodging, food)	\$ 923.68	92.37%		\$ 1,000.00		\$ 76.32
Blue Books & Scantrons	\$ -	0.00%		\$ 6,300.00		\$ 6,300.00
Travel	\$ 240.00	18.18%		\$ 1,320.00		\$ 1,080.00
Senate Budget	\$ 1,120.00	56.00%		\$ 2,000.00		\$ 880.00
Pending Accounts	\$ -	0.00%		\$ 3,300.00		\$ 3,300.00
Mid Year Fee Allocation	\$ -			\$ -		\$ 0.00
Election Commission	\$ -			\$ -		\$ 0.00
Totals	\$30,028.88	39.92%	#DIV/0!	\$75,220.00	\$0.00	\$45,191.12



Budget Re-Allocation Process

Category	Budget (0)	Category +/-	Budget (1)
Public Relations	\$13,500.00	30%	
Co-Sponsorships	\$13,000.00	31%	
Special Events (i.e., food for programs/room & equipment rental)	\$17,700.00	23%	
Office Expenses (i.e., copy paper, copier, equipment, etc.)	\$17,100.00	23%	
Summer Conference (i.e., travel, lodging, food)	\$1,000.00	400%	
Blue Books & Scantrons	\$6,300.00	63%	
Travel	\$1,320.00	303%	
Senate Budget	\$2,000.00	200%	
Pending Accounts	\$3,300.00	121%	
Mid Year Fee Allocation		N/A	\$ -
Election Commission		N/A	\$ -
Totals	\$75,220.00		\$0.00

Notes

Budget (0) represents the original allocation that was made and presented at the beginning of the year.
 Election Commission and Mid-Year Allocation Budgets will be added to Budget (1) in January 2012

Public Relations

RFE Number	Date Requested	Budget Category	Items Purchased	Purchase Amount	Requested By	Approved By
12-002	18-Jun-11	Oper - Public Relations	Printing for SGA Fact Sheets	\$135.00	JA	TB
12-017	22-Sep-11	Oper - Public Relations	Print work for t-shirt exchange	\$141.00	TB	PM
12-022	26-Sep-11	Oper - Public Relations	SGA T-Shirt Exchange shirts x502	\$462.50	TB	PM
12-025	7-Oct-11	Oper - Public Relations	Promotional Items: Gum packs, drawstring bags, har	\$4,732.35	TB	PM
12-028	5-Oct-11	Oper - Public Relations	SGA Photoshoot	\$300.00	TB	PM
12-029	13-Oct-11	Oper - Public Relations	Collegiate Readership Posters (2)	\$102.50	TB	PM
12-030	18-Oct-11	Oper - Public Relations	\$10 Service Charge for Plaza Table	\$10.00	TB	PM
12-032	25-Oct-11	Oper - Public Relations	SGA umbrellas, lanyards, ID wallets - promotional ite	\$2,710.18	TB	PM

Total	\$8,593.53
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<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
\$8,593.53	63.66%	\$13,500.00	\$0.00	\$4,906.47

Notes

Co-Sponsorships							
<u>RFE Number:</u>	<u>Date Requested:</u>	<u>Budget Category:</u>	<u>Items Purchased:</u>	<u>Purchase Amount:</u>	<u>Requested By:</u>	<u>Approved By:</u>	
12-008	15-Aug-11	Oper - Co-Sponsorships	Peerless Perfexion - Reservation of space in Dahlberg Hall	\$375.00	BW	PM	
12-011	23-Aug-11	Oper - Co-Sponsorships	Peerless Perfexion - Easel, flyers and poster	\$219.00	BW	PM	
12-014	10-Sep-11	Oper - Co-Sponsorships	Printing for P2 step show	\$110.00	BW	PM	

Total \$704.00

<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
\$704.00	5.42%	\$13,000.00	\$0.00	\$12,296.00

Notes

Special Events							
<u>RFE Number:</u>	<u>Date Requested:</u>	<u>Budget Category:</u>	<u>Items Purchased:</u>	<u>Purchase Amount:</u>	<u>Requested By:</u>	<u>Approved By:</u>	
12-012	8-Sep-11	Oper - Special Events	Tents, tables, chairs, etc., for Homecoming Tailgate	\$2,650.90	BW	PM	
12-013	8-Sep-11	Oper - Special Events	Face painting services for Homecoming Tailgate	\$263.00	BW	PM	
12-018	22-Sep-11	Oper - Special Events	SGA Homecoming t-shirts	\$2,300.00	BW	PM	
12-020	26-Sep-11	Oper - Special Events	Catering for the SGA Homecoming Tailgate	\$4,776.00	BW	PM	
12-023	29-Sep-11	Oper - Special Events	Golf Cart for Parade for Homecoming	\$30.00	BW	PM	
12-027	13-Sep-11	Oper - Special Events	Band for Homecoming Tailgate	\$1,000.00	BW	PM	
12-031	10/24/2011	Oper - Special Events	Flyers for Homecoming Tailgate	\$135.23	BW	PM	
Total				\$11,155.13			

<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
\$11,155.13	63.02%	\$17,700.00	\$0.00	\$8,544.87

Notes

Office Expenses

RFE Number:	Date Requested:	Budget Category:	Items Purchased:	Purchase Amount:	Requested By:	Approved By:
N/A	FY2012	Oper - Office Expenses	Copy Services (EST.)	\$3,336.00	TB	TB
N/A	FY2012	Oper - Office Expenses	Phone Services (EST.) (205.03/mo)	\$2,460.36	TB	TB
12-007	16-Aug-11	Oper - Office Expenses	Software Suite Licences and disc for Admin and V	\$688.49	TB	PM
12-008	16-Aug-11	Oper - Office Expenses	Color copier overages	\$304.18	TB	PM
12-015	12-Sep-11	Oper - Office Expenses	250 business cards each for 7 executive board me	\$196.00	TB	PM
12-016	12-Sep-11	Oper - Office Expenses	Supplies for Office	\$301.53	TB	PM
12-024	29-Sep-11	Oper - Office Expenses	Parking for Furniture Installers	\$6.00	TB	PM

Total

\$7,292.54

<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
\$7,292.54	42.65%	\$17,100.00	\$0.00	\$9,807.46

Summer Conference							
<u>RF# Number:</u>	<u>Date Requested:</u>	<u>Budget Category:</u>	<u>Items Purchased:</u>	<u>Purchase Amount:</u>	<u>Requested By:</u>	<u>Approved By:</u>	
12-004	1-Aug-11	Oper - Retreat	Technology equipment for SGA Retreat	\$35.00	EL	TB	
12-005	3-Aug-11	Oper - Retreat	Food for Retreat	\$883.28	TB	PM	
12-010	5-Aug-11	Oper - Retreat	Team building game props for SGA Retrea	\$5.40	JD	PM	

Total	\$923.68
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<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
\$923.68	92.37%	\$1,000.00	\$0.00	\$76.32

Blue Books & Scantrons

RFE Number: Date Requested: Budget Category: Items Purchased: Purchase Amount: Requested By: Approved By:

Total

\$0.00

Actual
\$0.00

% of Budget (0) Used
0.00%

Budget (0)
\$6,300.00

Budget (1)
\$0.00

Variance
\$6,300.00

Travel

<u>RFE Number:</u>	<u>Date Requested:</u>	<u>Budget Category:</u>	<u>Items Purchased:</u>	<u>Purchase Amount:</u>
12-003	30-Jun-11	Oper - Travel	SAC Retreat Registration for SGA President	\$150.00
12-009	4-Aug-11	Oper - Travel	Travel reimbursement for gas and food for SGA Pres for SAC	\$90.00

Total \$240.00

<u>Actual</u>	<u>% of Budget (0)</u>	<u>Budget (0)</u>	<u>Budget (1)</u>
\$240.00	<u>Used</u> 18.18%	\$1,320.00	\$0.00

Senate Budget

REF Number:	Date Requested:	Budget Category:	Items Purchased:	Purchase Amount:	Requested By:	Approved By:
12-001	18-Jun-11	Oper - Senate Budget	Name Tags	\$360.00	TB	PM
12-019	26-Sep-11	Oper - Senate Budget	Technology equipment for SGA Senate meet	\$45.00	TB	PM
12-021	26-Sep-11	Oper - Senate Budget	SGA Polos x50	\$675.00	TB	PM
12-026	19-Oct-11	Oper - Senate Budget	4 name tags	\$40.00	TB	PM

Total \$1,120.00

<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
\$1,120.00	56.00%	\$2,000.00	\$0.00	\$880.00

Notes

SJB Budget

RFE Number: Date Requested: Budget Category: Items Purchased: Purchase Amount: Requested By: Approved By:

Total \$0.00

<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
\$0.00	#REF!	#REF!		\$0.00

Notes

Pending Accounts

RFE Number: Date Requested: Budget Category: Items Purchased: Purchase Amount: Requested By: Approved By:

Total					\$0.00
	<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
	\$0.00	0.00%	\$3,300.00	\$0.00	\$3,300.00

Mid Year Fee Allocation

RFE Number: Date Requested: Budget Category: Items Purchased: Purchase Amount: Requested By: Approved By:

Total

\$0.00

<u>Actual</u>	<u>% of Budget (0) Used</u>	<u>Budget (0)</u>	<u>Budget (1)</u>	<u>Variance</u>
\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00

Notes

Election Commission

RFE Number: Date Requested: Budget Category: Items Purchased: Purchase Amount: Requested By: Approved By:

Total

\$0.00

Actual	% of Budget (0) Used	Budget (0)	Budget (1)	Variance
\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00

Notes

Request for Expenditures

RFE Number	Date Requested	Budget Category	Items Purchased	Purchase Amount	Requested By
N/A	FY2012	Oper - Office Expenses	Copy Services (EST.)	\$3,338.00	TB
N/A	FY2012	Oper - Office Expenses	Phone Services (EST.) (205.03/mo)	\$2,460.36	TB
12-001	16-Jun-11	Oper - Senate Budget	Name Tags	\$360.00	TB
12-002	16-Jun-11	Oper - Public Relations	Printing for SGA Fact Sheets	\$135.00	JA
12-003	30-Jun-11	Oper - Travel	SAC Retreat Registration for SGA President	\$150.00	TB
12-004	1-Aug-11	Oper - Retreat	Technology equipment for SGA Retreat	\$35.00	EL
12-005	3-Aug-11	Oper - Retreat	Food for Retreat	\$883.28	TB
12-006	15-Aug-11	Oper - Co-Sponsorships	Peerless Perfection - Reservation of space in Dahlberg Hall	\$375.00	BW
12-007	16-Aug-11	Oper - Office Expenses	Adobe Software Suite Licences and disc for Admin and VP of PR	\$688.49	TB
12-008	16-Aug-11	Oper - Office Expenses	Color copier overages	\$304.16	TB
12-009	4-Aug-11	Oper - Travel	Travel reimbursement for gas and food for SGA Pres for SAC Conference	\$60.00	JD
12-010	5-Aug-11	Oper - Retreat	Team building game props for SGA Retreat activities	\$5.40	JD
12-011	23-Aug-11	Oper - Co-Sponsorships	Peerless Perfection - Easel, flyers and poster	\$219.00	BW
12-012	8-Sep-11	Oper - Special Events	Tents, tables, chairs, etc., for Homecoming Tailgate	\$2,850.90	BW
12-013	8-Sep-11	Oper - Special Events	Face painting services for Homecoming Tailgate	\$263.00	BW
12-014	10-Sep-11	Oper - Co-Sponsorships	Printing for P2 step show	\$110.00	BW
12-015	12-Sep-11	Oper - Office Expenses	250 business cards each for 7 executive board members and 1 staff	\$186.00	TB
12-016	12-Sep-11	Oper - Office Expenses	Supplies for Office	\$301.53	TB
12-017	22-Sep-11	Oper - Public Relations	Print work for t-shirt exchange	\$141.00	TB
12-018	22-Sep-11	Oper - Special Events	SGA Homecoming t-shirts	\$2,300.00	BW
12-019	26-Sep-11	Oper - Senate Budget	Technology equipment for SGA Senate meeting	\$45.00	TB
12-020	26-Sep-11	Oper - Special Events	Catering for the SGA Homecoming Tailgate	\$4,776.00	BW
12-021	26-Sep-11	Oper - Senate Budget	SGA Polos x50	\$675.00	TB
12-022	26-Sep-11	Oper - Public Relations	SGA T-Shirt Exchange shirts x502	\$462.50	TB
12-023	29-Sep-11	Oper - Special Events	Golf Cart for Parade for Homecoming	\$30.00	BW
12-024	29-Sep-11	Oper - Office Expenses	Parking for Furniture Installers	\$6.00	TB
12-025	7-Oct-11	Oper - Public Relations	Promotional Items: Gum packs, drawstring bags, hand sanitizer	\$4,732.35	TB
12-028	19-Oct-11	Oper - Senate Budget	4 name tags	\$40.00	TB
12-027	13-Sep-11	Oper - Special Events	Band for Homecoming Tailgate	\$1,000.00	BW
12-028	5-Oct-11	Oper - Public Relations	SGA Photoshoot	\$300.00	TB
12-029	13-Oct-11	Oper - Public Relations	Collegiate Readership Posters (2)	\$102.50	TB
12-030	18-Oct-11	Oper - Public Relations	\$10 Service Charge for Plaza Table	\$10.00	TB
12-031	24-Oct-11	Oper - Special Events	Flyers for Homecoming Tailgate	\$135.23	BW
12-032	25-Oct-11	Oper - Public Relations	SGA umbrellas, lanyards, ID wallets - promotional items for students	\$2,710.18	TB

Total

\$30,028.88

Actual	% of Budget (0) Used	Budget (0)	Budget (1)	Variance
\$30,028.88	39.92%	\$75,220.00	\$0.00	\$45,191.12

**Student Activity Fee Committee
College and Fee Council Training
October 28, 2011**

Colleges

- You will be notified of your FY'2013 allocation amount by the end of fall semester 2011.
- Create a goal statement, establish meeting protocols to review and evaluate funding requests, and create a timeline for your process.
- Funding must be allocated in accordance with the Student Activity Fee Guidelines and Student Activity Fee Overview documents.
- The Committee allocating the funding must be majority students. Student members must be enrolled at the time of appointment and remain enrolled while serving on the Committee as required by the *GSU Student Code of Conduct*.
- Create a letter summarizing your process or procedures (e.g. names committee members, classification of committee members (staff or student), time of process, methods used to advertise fund availability, allocation amounts, and process used to notify student organizations of their funding allocations. Identify all personal services (student assistant wages, GRA, stipends, etc). This letter will be addressed to the Chair of the Student Activity Fee Committee and distributed to the committee during the Fee Council Presentations in the spring.



ANDREW YOUNG SCHOOL

OF POLICY STUDIES

October 27, 2011

Allocation of FY'12 Budget:

The Andrew Young School was awarded a combined \$16,157 for clubs in four different departments, but as you know, the two Health & Human Service departments of Criminal Justice and Social Work were permitted to maintain their separate budgets upon the merge with AYS. As a result, we ultimately had two different processes for award allocation this year.

- **Social Work & Criminal Justice (\$8,213):**

The Student Services Committee of the College of Health & Human Sciences met in February 2011 and they allocated funds to Bridge Builders, Criminal Justice Student Association, and Social Work Association. The committee consisted of 7 members (2 staff, 3 graduate students, 2 undergraduate students). The committee recommended the following budgetary distributions:

Criminal Justice Student Association:	\$2,566
Bridge Builders:	\$2,340
Social Work Club:	\$3,307

- **Public Management and Policy & Economics (\$7,944):**

The two AYS departments were awarded \$7,944 for FY'12. When this award was made in Spring 2011, there were 4 clubs in AYS (Nonprofit Leadership Alliance, PMAP Community Network, Economics Club, and Graduate Student Association). Last year's awarding process to clubs involved clubs submitting, as needed, requests for funding on a case by case basis, which were voted upon by the Fee Council (which consisted of 2 student members from each student organization, and the faculty advisor from each group). However, as the new school year started, two additional student clubs were approved for membership (National Association of Business Economics and the Planning & Economic Development Club), so we started the new year with 6 student organizations. As a result, each club was asked to submit a budget proposal for the academic year, and the Fee Council members voted on these allotments. As a result, the clubs were awarded the following amounts:

Economics Club:	\$ 950
Graduate Student Association:	\$1,065
NABE:	\$ 500
Nonprofit Leadership Alliance:	\$2,580
PMAP Community Network:	\$1,400
Planning & Economic Development:	\$ 500
Joint Funding Pool – for school wide club events:	\$949

Funding Allocations/Expenditures to Date:

- **Bridge Builders/Social Work Club** – student members from both of these clubs have registered for and are currently attending two different professional conferences (Council on Social Work Education and the National Association of Social Workers). Over 56 students were supported to attend these two different events. The clubs also purchased t-shirts for the student members to wear at the conference to show GSU pride.
- **Graduate Student Association (Economics)** – the GSA has held two professional development workshops where students worked on Microeconomics comprehensive exam preparation and also Job Market Review sessions, where faculty provided guidance to PhD students getting ready to enter the job market. The GSA and the Economics club also partnered to hold their annual Economics department picnic at Indian Creek – where faculty, students, and families were invited.

- **Criminal Justice Student Association** – The CJSA has hosted two incredible guest speakers, one from the Georgia House of Representatives and the other Judge William S. Duffey. The group also sponsored a movie/discussion/speaker event focused on the death penalty.
- **Nonprofit Leadership Alliance** – this group’s membership rate has risen from approximately 80 members to over 115 active members this Fall. Each club meeting hosts an employer/lecturer who instructs on nonprofit leadership competencies, and meetings to date have covered the topics of Diversity Awareness, Marketing/PR/Community Outreach, Fundraising-Major Gifts, Board Development, and student roundtable events discussing internship development/maximization. The club must purchase additional t-shirts to continue their branding as they attend community service and fundraising events. 18 students will also be travelling to Kansas City, MO in January to attend the Alliance Management Institute.
- **PMAP Community Network** – PMAP CN has hosted two events to date, one which was a career panel of local government officials speaking about career and hiring opportunities in local government, and the other meeting hosted an open forum on how to establish a student advisory board in the PMAP department to enhance student life activities within the discipline. The club will finish the semester by hosting one more employer panel which will focus on “marketable skills” in the work place and how to maximize opportunities while still being a student.
- **Planning & Economic Development Club** – this group just gained approval as a club this semester, so they have only had one meeting where AYS students were invited to learn about the club and to talk about programming for the year. This is a great cross disciplinary group (PMAP and Economics), so we look forward to their Spring programming.

New AYS Fee Council:

For future funding proposals, the AYS Fee Council will be comprised of one student rep from each organization (9 organizations = 9 student members) and the faculty advisor from all groups (7 advisors). The Committee will email each student club leadership board about the funding process for FY’13, and will conduct an information session on how to build/propose an annual budget. Each student organization will be provided with a deadline date to submit their budget proposal to the committee. The committee will meet and evaluate each proposal based on the proposed criteria: number of students in each club, expected growth in FY ’13, nature of the funding requests, details on how funds were spent in FY’12 (if applicable), and the reasonableness of the request.

New Programming – Augmented Funding:

- **AYS Coming Out Event** - Since the merge this year between PMAP/Economics and Criminal Justice/Social Work, the AYS school has yet to have the opportunity to hold an event where students from all four departments are welcomed/celebrated as the NEW Andrew Young School. The various clubs would like to host an event where the dean can welcome the students, faculty/students can interact, and discussion can begin to move a new AYS identity forward for all four departments/schools. **Total cost: \$500.**
- **Poster Presentation/Case Study Competitions:** The three clubs in the PMAP department are very eager to launch poster presentation competitions – encouraging students from all concentrations to move forward on their entrepreneurial ideas, and to invite equivalent student groups from Georgia Tech and UGA to also compete. Funding would be used to help sponsor the cost of the poster presentation printing (around \$150 per poster/per student group) as well as light refreshments during the course of the ½ day event. Employers within local/state/federal/nonprofit agencies would be invited to serve as judges. Potential total cost: 10 student groups presenting (\$150 x 10), plus \$500 to cover parking for employers, award certificates/plaques, and light refreshments. **Total cost: \$2,000.**
- **National Conference Registration Fees:** The Nonprofit Leadership Alliance will be sending approximately 18 students (who are majors from all GSU schools) to the Alliance Management Institute, and while they anticipate using their current funding allotment to pay for rented passenger vans to drive members to Kansas City, they still have to cover all of their housing/meals (\$250) and their registration fees (\$300 per member) which combined approximates over to over \$550 per student. The NLA club has been engaged in fundraising activities all year, but to date, the most these efforts have been able to provide to each attendee is \$100 per student. We would like to help fund registration fees for these students in their entirety. **Total cost: 18x\$200 = \$3,600.**

- **Access and Excel Training Workshops** – while GSU has recently made an agreement with DANA to deliver on-line training in these software programs, a lot of our students are nontraditional students, as well as “hands on” learners, and we are getting a lot of requests for help in gaining skills in spreadsheets and databases. AYS has both the computer facilities to host these workshops, and students within our programs who could teach these workshops, but we would like to be able to offer a stipend to the student/instructor to teach these. All student groups have voiced these “skill” concerns – so we know students are the ones requesting these workshops, which are not part of our curriculum. **Total cost: \$100 per workshop x 6 workshops = \$600.**
- **Fund a new club Phi Alpha Honor Society** - which is an honors club in social work, where membership is restricted to both undergraduate and graduate level social work students. **Total cost: \$500.**
- **Conference Registration for BSW Students** - If existing funds are available we would like to send additional students to the Baccalaureate Social Work Program Directors Conference in March, which will be held here in Atlanta. **Total Cost: \$150 per student x 10 students = \$1,500.**
- **Nonprofit Leadership Alliance Mini-Conference on Fundraising** – the NLA group would like to host a full-day, on-campus conference for both NLA and non-NLA students interested in learning more about fundraising (grant writing, major gifts, development, annual giving, and software programs used to manage fundraising efforts). NLA would like to purchase plaques of appreciation for the employers who will instruct these workshops and also offer lunch to all program participants since the event will be a full-day event. **Total cost: \$500.**

Fee Council Presentations/Training
Friday October 28, 2011 3:10pm
Lucerne Suite-2nd floor GSU Student Center

Request:

We would like for you to provide the committee with the following information:

1. A general description of how your college allocated its ongoing FY'2012 funding (RCB - \$66,076).
2. Your description should include your fee council selection process, list of fee council membership (student majority), the method used to notify student organizations of funding availability, and the criteria used to fund student activities.

Answer:

Chartered RCB Student Organizations are notified via email of the allocation amount awarded to the college and are encouraged to submit a budget if they are interested in being considered for funding.

The student fee council is selected based on nominations from the faculty advisors. The nominated students are emailed requesting their schedule availability. A student fee council meeting is scheduled based on the mutual availability of the majority of the council members and/or a stand in. Prior to the meeting, each student council member receives a copy of all the budgets that were submitted for their review.

The amount funded to each individual organization is solely decided by the student council. The council is encouraged to use the past performance of an organization to decide how much they will be allotted. The performance criterion includes the responsible usage of the funds with regard to increasing their membership, advancing their organizations vision, increasing their visibility on campus, their ability to network with other organizations in RCB with mutual interests and connecting with members of the National organizations for mentoring and networking opportunities usually in a conference setting.

Funding is also based on how much of the prior years' funding was used and the specific use of any increased amount being requested. A possible reduction in funding would result if the organization did not use all of their prior years funding.

First year funding requests are usually allotted between \$500 and \$1000 to give the organization the opportunity to demonstrate how responsibly they use their funds to benefit their organization and the university.

Once the individual allocations are agreed upon an email is sent out to each organization letting them know the amount they have been allotted. Shortly after the announcement, a mandatory meeting is held to explain the fee allocation spending and reimbursement procedures based on the Student Activity Fee Overview and the USG Business Procedures Manual

Request:

3. Detailed information on what new programs or activities your college would propose to initiate, if you were to receive additional funding.

During this meeting the committee will also conduct fee council training on the FY'2013 funding process.

2012 RCB Student Activity Fee Council

Association	Student
*AIESEC/Assoc. Economic & Bus. Stu.	Nabilah Islam
*AIS/(CIS)	Palak Gupta
*Alpha Kappa Psi	Elena Mills-Robinson
American Marketing Association	Austin McGuffie
*Anderson Tax/Tau Alpha Chi	Seul Lee
*ASCEND /Asian Pacific Island Assoc. Accounting & Finance	Ashley Shepard / Angela Lim
* ALPFA/ Assoc of Latino FIN/ACCT-	Abdel Martinez
*Beta Alpha Psi	Brianna Von Plinsky
*Finance Society	Patrice Johnson
* Future Healthcare Executives	Phillip Rucker
*Global Soap Project	Myeia Bautista
*Graduate Business Association (GBA)	Robert Carroll
*Graduate RMI Association	Lin Cao
*International Business Alliance	Muhammad Durrani
*MRMG Student Association	Michael Magnan
*NABA/National Assoc. Black Acnts.	Emmanuel Amosu
NSMH/National Soc. Minorities in Hosp.	Adeola Sokunbi
Phi Chi Theta	Rhone, Kacyia-V President
Robinson PhD. Fellows	Sumantra Sarkar
REC Student Real Estate Club	Kelly Heaphy-VP
Entrepreneur Club	Dorie Jackson
Sport Management and Admin. Club	Kendra Bayne / Matt Blaska
Toby McChesney	
Colleen Joyce	
Ralph Kahlan	

Robinson Student Activity Fee Allocations - Historic FY 2002 - FY 2012

Student Organization	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
American Marketing Assoc (AMA)	1700	1700		930	1334	1580	1650	2200	1530	5800	2500
Anderson Tax/ (Tau Alpha Chi)	4150	2200	1630	1500	1500	1700	1700	1700	1465	1800	1600
Beta Alpha Psi (BAP)	1204	600	1565	2200	2364	2614	2655	3413	2944	8600	8600
National Association of Black Accountants (NABA)	2000	2000	624	800	1000	1000	1000	2700	2329	5130	6300
Robinson PH.D. Fellows	2950	2950	2000	1350	1350	1400	1400	1200	1035	1620	1620
Graduate Business Association (GBA)	2000	2000	5450	6000	6000	6500	6700	8599	7417	9000	7600
Future Healthcare Executives (FHE)	3050	2250	1630	1500		1167	1400	1890	1630	7852	5800
Human Resources	1000	1000	1000	1000	1000	1167	1200	1620	800	0	0
International Business Association (IBA)	3900	2000	2803	1717	1717	1950	2100	2848	2456	2600	2300
Phi Chi Theta	1650	1650	234	300	500	1500	1700	2290	1975	1500	1940
New Requests for FY04											
The Finance Society			2448	800	1000	1167	1000	1800	2500	3825	5600
National Society of Minorities in Hospitality *(NSMH-1)			510	1085		500	500	1000	863	1500	2500
New Requests for FY05											
Student Real Estate Club				500	1000	1167	1000	1500	1293	1500	1000
New Requests for FY 06											
Black MBA Student Association					1170	1420	1300	1750	1509	0	0
New Requests - FY 07											
Net Impact						500	450	600	623	1100	0
CIS Society							1100	1480	1277	0	0
New Requests FY 2008-09											
Assoc of Latino Professionals/Finance & Accounting (ALPFA)								500	1000	2000	2466
Asian & Pacific Islanders - Accounting & Finance/ASCEND								500	1000	2000	2000
Graduate Risk Management /Insurance (GRMI)								500	1000	1000	1000
New Requests FY 2010-2011											
AIESEC-Association for Economic & Business Students (Acronym is French)									1000	1660	
AIS (New CIS)									5540	2890	
Alpha Kappa Psi									2688	5000	
Mathematical Risk Management Student Assoc (MFRMGSA)									1000	1000	
Women of Robinson									1000	0	
New Requests FY 2011-2012											
Entrepreneur Club										900	
Disney Program										0	
Global Soap Project										900	
Sport Management and Administration Club										900	
University Speakers Association										0	
Allocation Totals											
	26604	20350	21321	21392	20895	27042	28096	38090	34646	68055	66076

2011-2012 Student Activity Fee Allocation Committee Meeting
Thursday March 10, 2011
9:00 AM

Student Organization	# Active Members	Undergrad/ Graduate/Both	2012 Budget Requested	2012 Budget Allocated
AIESEC GSU	30		\$1,860.00	\$1,660.00
* AIS	62		\$3,890.00	\$2,890.00
Alpha Kappa Psi	50	Both	\$8,500.00	\$5,000.00
American Marketing Association AMA			\$4,643.00	\$2,500.00
Anderson Tax/Tau Alpha Chi	27	Both	\$1,800.00	\$1,600.00
* Asian Pacific Island Assoc-Accounting & Finance- ASCEND	40		\$2,250.00	\$2,000.00
Assoc of Latino - Finance & Accounting- ALPFA	20		\$4,000.00	\$2,466.00
Beta Alpha Psi	120		\$20,300.00	\$8,600.00
Finance Society	110		\$10,000.00	\$5,600.00
Future Healthcare Executives	42		\$10,000.00	\$5,800.00
Global Soap Project	30		\$1,700.00	\$900.00
Graduate Business Association GBA	300	Graduates	\$10,500.00	\$7,600.00
* Graduate Risk Management/Insurance Association GRMA	11	Graduates	\$1,000.00	\$1,000.00
International Business Alliance IBA	18	Graduates	\$3,300.00	\$2,300.00
* Mathematical Risk Management Graduate Student Association MRMGSA	All Students in Program	Graduates	\$1,975.00	\$1,000.00
National Association of Black Accountants (NABA)	45		\$14,890.00	\$6,300.00
National Society for Minorities in Hospitality (NSMH)	12		\$4,000.00	\$2,500.00
Phi Chi Theta	8	Both	\$4,500.00	\$1,940.00
Robinson PhD. Fellows	93	PhD's Only	\$1,620.00	\$1,620.00
* Student Real Estate Club (REC)	30		\$1,875.00	\$1,000.00
The Entrepreneurship Club at GSU			\$14,800.00	\$900.00
Sport Management and Administration Club	45		\$3,400.00	\$900.00
Totals			\$130,803.00	\$66,076.00
Approved SAFC Allocation Amount \$66,076.00				

* Denotes Association Not Represented at Meeting.



October 28, 2011

To: Dr. Rebecca Stout, Ph.D.
Dean of Students and Associate Vice President for Student Affairs

Fr: Ms. Elisa Tate, Associate to the Dean, College of Education
Dr. Mary Shoffner, Chair, Student Affairs Committee

Re: FY2012 College of Education Student Activity Fee Allocation Process

The College of Education Student Activity Fee Committee is a sub-committee of the College of Education Student Affairs Committee. This committee provides oversight to the disbursement of the student activity fee.

The COE SAFC is comprised of the presidents of the COE chartered student organizations, and supervised by the Associate to the Dean, Ms. Elisa Tate and the Chair of the Student Affairs Committee, Dr. Mary Shoffner.

The College of Education is pleased that the Student Activity Fee Committee has approved the FY 2012 allocation for the College of Education in the amount of \$30,346. We are hopeful that the committee will support additional funding as outlined in this correspondence to satisfy the demand of our students for the FY12 academic year. Of this amount, 60% of the funds will be allocated for fall semester and the remaining 40% will be allocated for spring semester.

This correspondence will outline the process used by the COE to notify and allocate funding for student travel and chartered student organizations.

Notification of FY2012 funding

On Monday, March 15, 2011, an announcement was sent to the six (6) COE academic department chairs and business managers, the Student Affairs Committee (each department in the college has a faculty member on this committee to distribute information to students), and the presidents and faculty advisors for the chartered student organizations. The announcement included notification of the funding amount, the process to apply for funds, the web address to download the applicable forms, the application deadline and a list of university and college chartered student organizations. All were asked to distribute and advertise the funding information to all students and chartered student groups. Additionally, all COE students were sent a separate notification with detailed instructions outlining the process to apply for funding.

The COE student activity fee information and application forms are accessible on the COE website. The address is: http://education.gsu.edu/oa/student_org.html.

The previous process for awarding funds on a first-come, first-served basis has changed to an open application process to allow for a more equitable distribution of funds across the college.

In 2011-2012, all COE student organizations will again be funded upon application. Student professional travel will again be limited to students who are members of a COE student organization, and who are presenting at a professional conference.

Allocation Process

- Student travel and organization budget requests were submitted for approval through April 14, 2011.
- All requests were routed through the academic departments for verification of chartered organization membership, signatures of faculty advisor/department chair, and then submitted (by the department business manager) to Ms. Elisa Tate, Associate to the Dean, by the April 14, deadline.
- After the application deadline, Ms. Tate distributed a spreadsheet with all requests to the members of the COE SAFC to review.
- The COE SAFC met on Monday, May 2, at 10:00 a.m. in room 1025 COE to establish the award limits and to approve requests. All requests were considered with \$25,497.00 allocated. The list was presented to the Student Advisory Committee for final approval.
- The final approved list was sent to the applicable department chairs, business managers and faculty advisors to inform students/organizations of approved requests and amounts awarded.
- Department business managers processed all paperwork through SAED, the SAF budget account.
- **A call for applications for the remaining \$4,849 was announced on October 6, 2011 using the process outlined above.**
- **A meeting has been scheduled for November 18, 2011 with the presidents of the chartered student organizations, the chair of the Student Affairs Committee and the Dean's office liaison to review and approve the requests received.**
- **41 applications have been received in the amount of \$33,111.70. This far exceeds the remaining \$4,849 from the FY12 allocation.**

We are most appreciative of the funds made available to students and hope the committee will consider providing additional funds to satisfy the demand as provided. We are hopeful that this process meets the approval of the committee.

Please contact me if you need clarification of the process outlined above or if you have any questions.



**College of Arts and Sciences Fee Council Presentation for FY2012
October 28, 2011**

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

Advertising Methods:

- In April of each year, Organization Advisors, Department Chairs and Business Managers will be notified via email of the deadline to submit budget requests for the up and coming fiscal year. The email will include the budget request form. Also, the application process is available on our College of Arts and Sciences, Spectrum Plus Talk website, please see **Attachment A** for the College's Student Activity Process as it appears on our website.
<http://casinet.gsu.edu/spectrumplustalk/Admin/StudentActivityFees/tabid/126/Default.aspx>
- Budget requests are due on the 1st (first) business day of May each year. Late applications will only be accepted with an appropriate justification.
- Each organization applying must be a chartered organization at Georgia State University to be eligible to receive funds of any kind from the College of Arts and Sciences or the University. No unchartered organization will receive funding.
- All budget request forms submitted by the deadline will be reviewed by the College of Arts & Sciences Student Activity Fee Committee, which is a student majority committee also comprising of college faculty.

The following are our committee members:

Chair:

Annette Cash	Modern Classical Languages
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Faculty:

Peter Swanson	Modern Classical Languages
William Walthall	Biology

Students:

Jacob Moore	Accounting
Yennhi Luu	Philosophy
Kamaria Miller	Political Science
Phillip Shobo	Philosophy
Zachary Watts	Modern Classical Language

- The committee's job is to receive a copy and review budget requests and delegate funds to organizations by July of that year.

The following are the criteria the committee used to allocate funds to each organization.

- Student Organizations need to fund at least some part of their activities through fundraising, dues, or other forms of income not directly related to the University.
- Student Organizations need to have continuing and, preferably, growing memberships. The Student Organizations must show that a majority of their members are active in organizational events

- The committee looks for genuine student enriching activities in the previous and upcoming year. It is a very serious matter when previous year's funding is spent on activities that the Student Activity Fee Committee does not find 'enriching' (multiple parties, mixers, gratuitous amounts of food,) etc.
- Leftover funding from previous fiscal year allocations is unacceptable.

Process used to notify student organizations of their funding allocations:

- In July, the Organization Advisor, Department Chair and Business Manager will be notified by email of the award allocated to the organization. The funds will also be transferred to the particular organizations Georgia State University student activity fee account which will be accessible to the student organization leaders.
- Throughout the year the Advisor, Department Chair, and Business Manager will be reminded that the funds need to be expended by the fiscal year end, the following June. 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 received funding allocations for FY 2012. Our student activity fee process will start for FY 2013, in May of 2012.

Attachment A

COLLEGE OF ARTS AND SCIENCES STUDENT ACTIVITY FEE PROCESS

- In April of each year, Organization Advisors, Department Chairs and Business Managers will be notified via email of the deadline to submit budget requests for the up and coming fiscal year. The email will include the budget request form.
- Budget requests are due on the 1st (first) business day of May each year. Late applications will only be accepted with an appropriate justification.
- Each organization applying must be a chartered organization at Georgia State University to be eligible to receive funds of any kind from the College of Arts and Sciences or the University. No unchartered organization will receive funding.
- All budget request forms submitted by the deadline will be reviewed by the College of Arts & Sciences Student Activity Fee Committee, which is a student majority committee also comprising of college faculty. Students interested in being a part of the committee should contact the College of Arts & Sciences Dean's Office for information.
- The committee's job is to receive a copy and review budget requests and delegate funds to organizations by July of that year.
- In July, the Organization Advisor, Department Chair and Business Manager will be notified of the award allocated to the organization. The funds will also be transferred to the particular organizations Georgia State University student activity fee account which will be accessible to the student organization leaders.
- Throughout the year the Advisor, Department Chair, and Business Manager will be reminded that the funds need to be expended by the fiscal year end, the following June. This is very important and should be kept in mind throughout the fiscal year.

Please also review the updated set of guidelines by which the Student Activity Fee Committee distributes said funds, as well as some limitations and prohibitions.

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.

On a final note, the money that is distributed yearly to the Student Organizations from the College of Arts & Sciences Student Activity Fee Committee comes directly from the mandatory fees paid by the student body.

College of Arts & Sciences Administrative Services Financial Support
Suite 620 General Classroom Building
www.cas.gsu.edu/as_finance

Attachment B

College of Arts & Sciences FY2012 Student Activity Fee Allocations 10/28/2011

Name	Department	Speedtype	FY2012 Budget Request	FY2012 Budget Allocation	# of Members
American Institute of Professional Geologists (AIPG)	Geosciences	SAIPG	2,950.00	1,200.00	36
American Undergraduate Dental Association	Biology	SAADA	26,300.00	4,800.00	53
American Medical Student Association (AMSA)	Biology	SAAMA	6,590.00	3,250.00	463
Anthropology Club	Anthropology	SAANT	1,681.00	1,500.00	52
Applied Linguistics Graduate Student Association	AP/ESL	SAESL	1,700.00	800.00	67
Asian Studies Club at Georgia State	Political Science	SAASC	900.00	800.00	10
Association for Computing Machinery	Computer Science	SAACM	3,000.00	2,500.00	59
Association for Georgia State University Historians	History	SAHIS	3,750.00	1,700.00	84
Astronomy Club	Physics and Astronomy	SAAST	2,499.00	2,000.00	24
Atlanta Herpetology Club	Neuroscience Institute	SAAHC	3,800.00	1,000.00	90
Beta Beta Beta Biological Honor Society and Biology Club	Biology	SATBB	4,000.00	2,000.00	80
Biology Graduate Student Association	Biology	SAGSA	12,400.00	5,000.00	415
Center for Ethics Student Forum	Philosophy	SACFE	3,000.00	1,200.00	39
Chemistry Graduate Student Association	Chemistry	SAGRA	5,750.00	4,000.00	135
COAS Honors Night & Graduate Rec. Ceremonies	Dean's Office	SAHON	18,000.00	12,000.00	
Collegiate Music Educators National Conference (CMENC)	Music	SACME	600.00	600.00	35
Collegiate Neuroscience Society	Biology	SACNS	500.00	300.00	31
Communication Graduate Student Organization	Communication	SACGS	8,200.00	4,000.00	156
Computer Science Club	Computer Science	SACSC	2,250.00	1,000.00	62
Council for Middle Eastern Studies	Middle East Institute	SAMES	2,000.00	2,000.00	8
Faces of Feminism	Women's Studies	SAFEM	12,000.00	4,600.00	83
Freshman Sophomore Political Science Honor's Society	Political Science	SAPHS	1,900.00	1,700.00	110
Gamers Revolution (Game Design Club)	Computer Science	SAGDC	1,300.00	1,000.00	17
Gamma Theta Upsilon	Geosciences	SAGMA	3,020.00	1,200.00	19
Georgia Association of Student Psychologists	Psychology	SAASP	1,000.00	300.00	100
Georgia State University Chemistry Club	Chemistry	SACHM	3,000.00	1,500.00	203
Georgia State University Spanish Club	MCL	SAFSC	725.00	725.00	49
Geosciences Club	Geography	SAGED	2,240.00	2,000.00	58
German Language Club	MCL	SAFGC	600.00	500.00	162
Graduate English Association	English	SAGEA	7,300.00	3,500.00	35
GSU Chapter of Psi Chi	Psychology	SAPCI	4,500.00	3,000.00	169
GSU Student Branch of IEEE	Computer Science	SAIEEE	2,800.00	1,000.00	104
I Giovani Colti	MCL	SAFIC	10,000.00	4,000.00	220
Journalism History Society	Communication	SAJOU	2,090.00	2,000.00	258
Middle East Socio-Political Association	Political Science	SAMEP	1,700.00	1,500.00	28
Neuroscience Graduate Student Association	Neuroscience Institute	SANGA	1,680.00	800.00	51
Phi Alpha Theta, Mu Tau Chapter	History	SAPAT	1,000.00	1,000.00	32
Phi Sigma tau	Philosophy	SAPST	2,400.00	1,000.00	32
Pi Sigma Alpha Nu Phi-Pi Sigma Alpha	Political Science	SAPASA	1,400.00	1,400.00	48
Physics Graduate Student Association	Physics and Astronomy	SAGPA	2,500.00	1,200.00	23
Political Science Graduate Student Association	Political Science	SAPSG	4,000.00	2,500.00	78
Pre Law club at Georgia State University	Political Science	SAPLW	1,500.00	800.00	56
Religious Studies Student Forum	Religious Studies	SARSF	7,000.00	2,500.00	60
Sankofa Society	African-American Studies	SASAN	1,500.00	1,500.00	24
Sigma Tau Delta, International English Honor Society, Omea Iota Chapter at Georgia State University	English	SASTD	4,300.00	2,500.00	56
Society of Composers	School of Music	SACOM	1,000.00	1,000.00	27
Society of Physics Students	Physics and Astronomy	SASPS	6,100.00	3,600.00	49
Sociology Club	Sociology	SAAKD	1,000.00	1,000.00	25
Students Promoting Engagement through Activism and Knowledge (SPEAK)	Women's Studies	SAWSG	8,000.00	2,500.00	21
The French Club	MCL	SALCF	500.00	500.00	95
The Mathematics and Statistics club at GSU	Mathematics and Statistics	SAMSC	2,270.00	1,500.00	234
The Philosophy Forum	Philosophy	SAPHF	6,760.00	4,200.00	75
Undergraduate Linguistics Society	AP/ESL	SALSQ	600.00	600.00	26
Women Computing in Atlanta (WeCAN)	Computer Science	SAWCA	4,000.00	1,000.00	21
Young Democrats of Georgia State University	Political Science	SADEM	1,000.00	1,000.00	70
Total			\$222,555.00	\$ 112,275.00	

	\$113,848.00
	\$112,275.00
Balance of student activities budget will be used during the year for student activities.	\$1,573.00
Kick Off Meeting Refreshments	\$ 108.00
Balance as of 10/28	\$1,465.00
Pending expenditures	
Spring Meeting	\$200.00
Student Activity Fee Committee Information Session	\$500.00
Honors Recognition Ceremony	\$200.00
Supplies	\$565.00
	\$1,465.00

**College of Law Student Activity Fee
Allocation of \$5,456 for Fiscal Year 2012**

**Presentation to Student Activity Fee Committee
October 28, 2011**

Honors Day is the one opportunity each year for the entire College of Law community to assemble and honor our students for their accomplishments. Students are honored for achievements ranging from academic excellence in particular courses; to demonstrating a commitment to social justice; to service to the College of Law's Tax Clinic; to outstanding performance on Moot Court competition teams, Student Trial Lawyers Association mock trial teams, and Law Review. Two particularly important awards are the ALI-ABA Scholarship & Leadership Award and the Georgia State University Public Service Award. The event is a wonderful morale booster for students at the College of Law.

The 2012 Honors Day Lunch (scheduled for April 9, 2012) will cost about \$4000. Most of the cost is for food, and the remaining expenditures are for supplies and printing the program and a large sign announcing the Lunch. The allocation of \$5,456 covers the cost of this important event. The \$1,456 not used for Honors Day will likely be used to defray some of the travel costs for College of Law students competing in some student-organization-focused Moot Court competitions. These competitions do not fall under the umbrella of the College's Moot Court Board, and the funding these students receive from the SBA is never enough to cover all of their expenses.

**Student Activity Fee Committee
College and Fee Council Training
October 28, 2011**

International Student Association Council (ISAC)

- You will be notified of your FY'2013 allocation amount by the end of fall semester 2011.
- Create a goal statement, establish meeting protocols to review and evaluate funding requests, and create a timeline for your process.
- Funding must be allocated in accordance with the Student Activity Fee Guidelines and Student Activity Fee Overview documents.
- The Fee Council allocating the funding must be majority students. Student members must be enrolled at the time of appointment and remain enrolled while serving on the Fee Council as required by the *GSU Student Code of Conduct*.
- Create a letter summarizing your process or procedures (e.g. names committee members, classification of committee members (staff or student), time of process, methods used to advertise fund availability, allocation amounts, and process used to notify student organizations of their funding allocations. Identify all personal services (student assistant wages, GRA, stipends, etc). This letter will be addressed to the Chair of the Student Activity Fee Committee and distributed to the committee during the Fee Council Presentations in the spring.



October 28, 2011

RE: Student Activity Fee Committee College and Fee Council Training

Dear Student Activity Fee Committee Chair,

This letter is to present you with a goal statement and funding protocols of International Student Associations Council (ISAC).

Thank you for your time and continuous support.

On behalf of ISAC executive board

Sincerely

Lenka Hadamova

International Student Advisor

ISAC Advisor

lenkah@gsu.edu, 404-413-2070

Goal Statement for ISAC:

As reflected in the ISAC Constitution:

"ISAC will represent the international students enrolled at Georgia State University and provide a forum to voice needs and concerns of the international students to International Programs and to the Georgia State University administration. ISAC will provide culturally sensitive programming, which recognizes, supports, and celebrates the diversity of the students and their perspectives. ISAC will plan and sponsor events that unite and educate all students, the Georgia State University community and the Atlanta area regarding the importance and existence of cultural diversity. ISAC will offer leadership training for members of each association under the umbrella of ISAC."

Current Budget: \$42,562.00,

GSU Speedtype: SAIPR

Fee Council Selection process (Executive Board of ISAC), Membership

- There are three ISAC officers: President, Vice President and Secretary/Treasurer. The officers are elected for a one-year term effective summer semester. Elections for the officers are held before the last day of classes of the spring semester. Only active member associations can partake in this election.
- ISAC currently includes 16 international student groups (complete list is included on pg 6).
- Approximately 1000 students are members of ISAC groups in total, though each association's

membership varies from 12 members to 300.

- Members are international students, first or second-generation Americans, and any student interested in the various cultures represented by the ISAC groups.

Funding Protocols:

- ISAC has an annual budget that is allotted from the student activity fees.
- The annual budget is divided between the various activities including but not limited to ISAC retreats, International Student Orientation, budgets of member associations, and activities planned by ISAC or that involve the international students.
- Budgets of member associations are discussed during summer semester by newly elected ISAC executive board and allocation are announced during the Fall ISAC retreat (September), where each organization in attendance presents proposed activities/events for the upcoming academic year.

Funding Criteria: ISAC Organization Responsibilities:

- Each association must attend ISAC meetings regularly but is allotted no more than two absences in order to be eligible for ISAC budget. In case of absences, the organization loses its budget allocation privilege and must present event budget proposal during ISAC general meeting, where ISAC executive board and ISAC members decide by a direct vote if and how much funds will be allocated.
- Each association must host at least one cultural event a year.
- Each association must participate in International Education Week and International Spring Festival. Participation includes but is not limited to planning or partaking in an event. It does not include viewing the event.

Services Provided to Students:

- Both membership and programs are open to all students.
- The entire campus receives free services and programming from ISAC. The most at any single event has been 1,500.
- The main services provided to students by ISAC include:
 - Culturally diverse campus programming.
 - Helping new international students get adjusted to life at State, in Atlanta, and in the U.S.A. ISAC groups provide airport pickup, help find off-campus housing, and orient new students to their new life here.
 - Provide a 'home-away-from-home' for international students where they can share and celebrate their culture.

Additional Funding Ideas:

- International Spring Festival Talent Show in Rialto **\$7,000.00**
- Co-Sponsor Educational trips for international students to Charleston, Savannah and Asheville **\$1,000.00**
- International Speaker on Campus during International Spring Festival – in collaboration with Spotlight and Campus Events **\$2,000.00**

Total Additional Funding requested: \$10,000.00

ISAC Summary of Activities/Events – 2011/2012

On Campus Programming - \$20,500

DATE	FALL SEMESTER EVENTS	DESCRIPTION	EXPECTED ATTENDANCE	ESTIMATED COST
09/01/2011	Latin American Students Association (LASA) welcome back BBQ	Annual back to school/welcome to LASA BBQ! Join us for dancing, food, fun	100	\$ 150.00
9/15/2011	Fiesta Latina	Share the Hispanic culture and celebrate Hispanic Heritage Month.	150	\$ 150.00
9/22/2011	African Student Association (ASA) Social Mixer	ASA's an POLS's presentation of their events and programs for the academic year	200	\$ 500.00
9/25/2011	Mid-Autumn Moon Festival	The Hong-Kong Students Association invites you to discover this popular harvest festival celebrated by Chinese and Vietnamese people.	75	\$ 500.00
09/30/2011	All Ah We is One	Cultural Explosion through dance show	200	\$ 300.00
10/06/2011	How Good is Sex	Event organized by Haitian Student Association (to promote sexual education and HIV awareness among students)	200	\$ 200.00
10/13/2011	'So You Think You Are African King or Queen'	Event organized by African Student Association to encourage discussion about African stereotypes.	100	\$ 50.00
10/29/2011	Diwali Hungama	Indian festival of Lights	250	\$ 1,200.00
10/25/2011	International Halloween	Traditions around the world, music, dance & costumes	250	\$ 1,600.00
11/08/2011	International Education Week: Holiday of the World	Co-sponsored event	300	\$ 200.00
11/10/2011	Taste of Africa	Annual Celebration of African culture (Cultural Exhibition, food tasting, dance, musing, country presentations)	300	\$ 1,500.00
11/16/2011	Taste of the Caribbean	Annual Celebration of Caribbean culture (Cultural Exhibition, food tasting, dance, musing, country presentations)	300	\$ 1,000.00
11/16/2011	International Education Week: Crossing Paths, Crossing Cultures Ceremony	Cosponsored event – photo competition, cultural performance	500	\$ 500.00
11/19/2010	International Education Week: Thanksgiving Feast	Cosponsored event: Cultural lunch and learn) showcasing Thanksgiving traditions around the world	150	\$ 500.00
	Total Fall Semester			\$ 8350.00

DATE	SPRING SEMESTER EVENTS	DESCRIPTION	EXPECTED ATTENDANCE	ESTIMATED COST
1/24/2012	Civil Rights Around the World	MLK Lunch and Learn	200	\$ 800.00
Jan/2012	MLK Convocation	Cosponsored event	600	\$ 200.00
Feb/ 2012	Bob Marley Day	Traditional Rhythms of Caribbean Reggae	500	\$ 250.00
03/15/2011	ASA Cultural Speaker	Panel Discussion	200	\$ 400.00
03/12/2012	ASA Week – Dynamics of Africa	Panel Discussion	200	\$ 200.00
03/30/2012-04/06/2012	International Spring Festival	Week Showcasing all the International Organizations on Campus		\$ 8,000.00
03/31/2012	Mr. & Ms International	International Pageant & Talent Show	300	\$ -
04/02/2012	Lunch & Learn	Showcasing a country through cultural presentation	100	\$ -
04/05/2012	International Spring Festival: Market Place	Showcasing Internationals Students at GSU (Cultural Exhibition)	+1000	\$ -
04/05/2012	International Spring Festival: Salsa Night	Learning cultures through dance	250	\$ -
04/07/2012	International Spring Festival: African Students Association Fashion Show	Annual Fashion and cultural display	+600	\$ -
Apr/2012	Caribbean Week	Caribbean Night	300	\$ 1000.00
Apr/2012	Caribbean Students Association Dance and music in the plaza	Caribbean Students Association Dance and music in the plaza	+1000	\$ 300.00
Apr/2012	ISAC Award Ceremony	Annual ISAC award ceremony & banquet	300	\$ 1000.00
	Total Spring Semester			\$ 12,150.00
	Grand total for Organization Programming for Academic year 2010-2011			\$ 20,500.00

Other - \$5,000

Personal Services	ESTIMATED COST
ISAC Secretary/Treasurer (student assistant/Graduate Administrative Assistant) <u>ISAC Student Assistant Responsibilities:</u> <ul style="list-style-type: none"> ▪ <i>Keep calendar - include all ISAC room reservations, flags request, major ISAC events, assoc. event</i> ▪ <i>Send weekly email to ISAC presidents on the current calendar of events</i> ▪ <i>Keep inventory of office supplies. Order supplies on a timely basis for events</i> ▪ <i>Make ISAC flyers, posters, spreadsheets as needed</i> ▪ <i>Keep the presidents roster current with the correct phone and email info</i> ▪ <i>Receive, process, and reimburse presidents for SA fee budget reimbursements</i> ▪ <i>File all ISAC materials concerning budgets, charters, and event flyers in their 'books'</i> ▪ <i>Keep an accounting ledger for each association, ISAC in general, and the ISAC discretionary fund</i> 	\$3,000.00
Supplies <ul style="list-style-type: none"> ▪ <i>paper, display boards, association notebooks, postage, printer cartridge, copy services etc.</i> 	\$2,000.00
TOTAL	\$5,000.00

Off Campus Travel & Leadership training - \$17,010.00

Conference/Leadership training/Trip name and description	ESTIMATED COST
ISAC Fall Retreat <ul style="list-style-type: none"> ▪ <i>3 days, 2 overnight, organized and led by advisor to Winshape Wilderness at Berry College – Rome, GA</i> 	\$4,000.00
Leadership Conclave <ul style="list-style-type: none"> ▪ <i>ISAC sponsors 2 members from each organization to attend this on-campus leadership opportunity</i> 	\$160.00
ISAC Spring Retreat (one full day at Indian Creek Lodge) <ul style="list-style-type: none"> ▪ <i>Leadership training and program planning for spring semester</i> 	\$550.00
Georgia International Leadership Conference (3 days, 2 overnight conf. for int'l and study abroad student leaders from across the state)	\$1,300.00
Registration Fees for Various Int'l Student Conferences Participation varies each year. Examples are: <ul style="list-style-type: none"> ▪ <i>Campus Progress Conference in Washington, DC</i> ▪ <i>South Asian Student Assoc. Conference</i> ▪ <i>Nat'l Korean American Student Conference</i> ▪ <i>Int'l African Student Association Conference</i> ▪ <i>Annual Haitian Summit/Conference</i> 	\$3,000.00
ISAC Educational Trip (can be one or two days – locations in past have been Savannah, Washington D.C., Asheville, State Fair in Perry, Charleston, or to experience farm life in TN) *most often educational tours, ISAC sponsors about ½ ex	\$8,000.00
TOTAL	\$17,010.00



**INTERNATIONAL STUDENT ASSOCIATIONS COUNCIL
(ISAC)**

404-413-2070
252 Sparks Hall
gsu.isac@gmail.com

ISAC EXECUTIVE BOARD 2011-2012:

President:	Adaku EGWUONWU
Vice President:	Alaye FEGHABO
Secretary/Treasurer:	Claudia RIVERA
Advisor:	Lenka HADAMOVA

INTERNATIONAL STUDENT ASSOCIATIONS UNDER ISAC 2011-2012

1.	African Student Association	ASA
2.	Caribbean Student Association	CaribSA
3.	Chinese Student Union	CSU
4.	Ethiopian Student Association	ESA
5.	Filipino Student Association	FSA
6.	Haitian Student Association	HSA
7.	Hong Kong Student Association	HKSA
8.	Indian Cultural Exchange	ICE
9.	Indian Student Association	ISA
10.	Korean Undergraduate Student Association	KUSA
11.	Latin American Student Association	LASA
12.	Progressive Organization of Liberian Students	POLS
13.	Saudi Students Association	SSA
14.	Taiwan Student Association	TSA
15.	Turkish Cultural and Student Association	TCSA
16.	Vietnamese Student Association	VSA

**Student Activity Fee Committee
College and Fee Council Training
October 28, 2011**

Media Fee Council (Committee on Student Communication)

- You will be notified of your FY'2013 allocation amount by the end of fall semester 2011.
- Create a goal statement, establish meeting protocols to review and evaluate funding requests, and create a timeline for your process.
- Funding must be allocated in accordance with the Student Activity Fee Guidelines and Student Activity Fee Overview documents.
- The Fee Council allocating the funding must be majority students. Student members must be enrolled at the time of appointment and remain enrolled while serving on the Fee Council as required by the *GSU Student Code of Conduct*.
- Create a budget to be approved by the SAFC. Include the funding amounts for each account: GSTV, WRAS, Signal and New South.
- The budgets for the Signal and New South should include projected revenue estimates for FY'12.
- Create a letter summarizing your process or procedures (e.g. names committee members, classification of committee members (staff or student), and time of process. Identify all personal services (student assistant wages, GRA, stipends, etc). This letter will be addressed to the Chair of the Student Activity Fee Committee and distributed to the committee during the Fee Council Presentations in the spring.

Mailing Address:
P.O. Box 3973
Atlanta, GA 30302-3973

In person:
360 Student Center
Atlanta, GA 30303

Phone: 404/413-1860
Fax: 404/413-1868



To: Student Activity Fee Committee

From: Dr. Richard Heller
Chair, Committee on Student Communication (CSC)

Date: 10/28/11

Re: Media Fee Council Mid-Year Budget Update

The CSC serves as the Media Fee Council for the four student-run media organizations: GSTV (Student television station), New South literary journal, The Signal newspaper and WRAS – Atlanta (radio station). The attached budget summary outlines the detail of the fee allocations and revenue for each of the four media groups.

For FY12, each Media Organization proposed continued funding for media operations. Listed below are some of the highlights of this year's media organization success.

- 1. The Signal:** The pilot program to compensate student writers/photographers who submit articles and pictures to the Signal for inclusion in each edition was formally adopted and funded through the Signal Budget. This program has continued to increase the number of submissions and the quality of the articles.

Last year's Signal was nominated for the Pacemaker Award in the four year-weekly category. The Pacemaker awards are the top national honors for Collegiate newspapers.
- 2. New South:** New South continues to produce an outstanding literary journal. Volume 4, Number 2 was published in late Spring.

The Underground, a literary review of the works of GSU undergraduates, debuted last year. Established as a pilot program, Volume 1, Issue 1 & 2 were published in the Spring and Summer. Continued support for The Underground was included in the New South budget allocation for FY 12.
- 3. GSTV:** The creation of the GSTV part time Technical Adviser last year provided additional support for the GSTV student staff. This position was included in the GSTV annual budget this year. Chris Escobar was selected to serve in that position beginning this Fall. GSTV is relaunching an updated website in two weeks.
- 4. WRAS:** WRAS continues to broadcast outstanding programming 24/7. Each year the Committee on Student Communications selects an independent committee to review one of the four media organizations. This is the 4th year of that process and WRAS will be under review.

Student University Center
Student Media Operating PROPOSED Budget for FY 12

Media Expenses Summary (Original)

	Signal SASIG	GSTV SAGST	New South SAREV	Central Media Support SACEN	WRAS Ops.	<i>Extended Totals</i>
FEE SUPPORT:	0	100,803	48,722	5,538	63,600	218,663
REVENUE:	85,150		3,000	0	0	88,150
TOTAL FUNDING:	<u>85,150</u>	<u>100,803</u>	<u>51,722</u>	<u>5,538</u>	<u>63,600</u>	<u>306,813</u>
EXPENDITURES:						
Student Salaries	64,372	38,478	26,200	1,000	49,600	179,650
Temp Salaries		31,750				31,750
Travel	2,900	2,525	3,450		6,500	15,375
Supplies & Materials	17,878	28,050	22,072	4,538	7,500	80,038
Total Expenses:	<u>85,150</u>	<u>100,803</u>	<u>51,722</u>	<u>5,538</u>	<u>63,600</u>	<u>306,813</u>

Note: Registration is charged to supplies as opposed to Travel

**Student Activity Fee Committee
College and Fee Council Training
October 28, 2011**

Diversity Fee Council

- You will be notified of your FY'2013 allocation amount by the end of fall semester 2011.
- Create a goal statement, establish meeting protocols to review and evaluate funding requests, and create a timeline for your process.
- Funding must be allocated in accordance with the Diversity Fee Council Guidelines and Student Activity Fee Overview documents.
- Student members are appointed by the SGA President and non-student members are appointed by the Student Activity Fee Committee Chair. The Fee Council allocating the funding must be majority students. Student members must be enrolled at the time of appointment and remain enrolled while serving on the Fee Council as required by the *GSU Student Code of Conduct*.
- Create a letter summarizing your process or procedures (e.g. names committee members, classification of committee members (staff or student), time of process, methods used to advertise fund availability, allocation amounts, and process used to notify student organizations of their funding allocations. Identify all personal services (student assistant wages, GRA, stipends, etc). This letter will be addressed to the Chair of the Student Activity Fee Committee and distributed to the committee during the Fee Council Presentations in the spring.

Diversity Fee Council Allocations for Fiscal Year 2012
Approved October 7, 2011

Packet Page Number	Account Name	FY2012 Original Request	FY 2012 Final Allocation
1	Alliance for Sexual and Gender Diversity	\$11,000	\$5,897
9	Black Grad Student Assc (formally Minority Graduate Student Alliance)	\$5,875	\$1,420
15	Black Out	\$1,750	\$1,440
19	Black Student Alliance	\$8,650	\$6,110
25	Campus Crusade for Christ	\$2,670	\$1,431
29	Campus Ministry International	\$1,000	\$654
33	Catholic Student Association	\$9,400	\$2,583
39	Chabad @ GSU	\$12,550	\$1,950
45	Conscious Collective	\$8,100	\$3,007
51	Council of Interfaith Concerns	\$7,450	\$4,182
57	Hillel @ GSU	\$10,825	\$2,749
65	InterVarsity Christian Fellowship (formally Greek InterVarsity)	\$8,000	\$2,402
71	Latino Leadership Council	\$5,800	\$1,179
77	Muslim Students Association	\$7,543	\$3,563
83	NAACP	\$10,425	\$2,904
89	Nat'l Black Law Students Association (formally Future Black Law)	\$1,480	\$636
95	Office of International Affairs, Study Abroad Programs	\$6,500	\$4,902
101	Project Nur	\$710	\$651
105	Salsa Club @ GSU	\$5,574	\$2,020
109	Softer Touch	\$2,750	\$2,000
115	Tighter Grip	\$8,080	\$3,650
121	Vineyard of Praise Gospel Choir	\$3,150	\$2,220
	TOTALS	\$139,282	\$57,550
	Diversity FY 2012 Allocation	\$57,550	\$57,550
	(Over)/Under Budget	(\$81,732)	\$0

Diversity Fee Council Allocations for Fiscal Year 2009, 2010, 2011, & 2012

Account Name	FY 2009 Allocation	FY 2010 Allocation	FY 2011 Allocation	FY 2012 Final Allocation Fall 2011
Alliance for Sexual and Gender Diversity	\$3,000	\$3,805	\$6,506	\$5,897
Anointed Expressions	\$700	\$940		
Arab Society		\$1,261		
Baptist Collegiate Ministries	\$2,100	\$2,500	\$2,250	
Black Grad Student Assc (formally Minority Graduate Student Alliance)	\$1,000	\$1,803	\$1,463	\$1,420
Black Out		\$1,940	\$1,375	\$1,440
Black Student Alliance	\$7,000	\$7,000	\$6,538	\$6,110
B.O.M.B Campus Ministries		\$400		
Campus Crusade for Christ		\$700		\$1,431
Campus Ministry International				\$654
Catholic Student Association		\$1,817	\$2,792	\$2,583
Chabad @ GSU	\$4,667			\$1,950
Conscious Collective	\$5,000	\$4,496	\$4,017	\$3,007
Council of Interfaith Concerns	\$5,175	\$4,547	\$4,652	\$4,182
Grad Pride	\$900	\$750		
Hillel @ GSU		\$3,900		\$2,749
Impact			\$2,270	
Inroads Student Association		\$397		
International Day at the Commons	\$3,000			
InterVarsity Christian Fellowship (formally Greek InterVarsity)		\$640	\$1,588	\$2,402
Latino Leadership Council		\$0	\$833	\$1,179
Minority Pre-Med/Dental	\$1,667	\$1,211	\$1,458	
Model African Union			\$2,200	
Muslim Students Association	\$2,167	\$2,626	\$2,194	\$3,563
NAACP	\$4,562	\$4,036	\$3,654	\$2,904
Nat'l Black Law Students Association (formally Future Black Law)			\$675	\$636
National Council of Negro Women (NCNW)	\$2,333		\$1,367	
Neo Underground Railroad Conductors (NURC)	\$2,000			
Office of International Affairs, Study Abroad Programs	\$5,000		\$5,961	\$4,902
Project Nur				\$651
Salsa Club @ GSU				\$2,020
Softer Touch	\$2,750	\$1,767		\$2,000
Souled Out		\$945	\$1,124	
Tau Alpha Omega	\$1,000			
Tighter Grip	\$1,500	\$2,685	\$2,566	\$3,650
Vineyard of Praise Gospel Choir (formerly Voices of Praise)	\$1,905	\$1,417	\$2,067	\$2,220
W.E.B Du Bois Society at GSU	\$2,287	\$1,081		
Wesley Foundation	\$2,100	\$2,068		
Diversity Allocations	\$61,813	\$54,732	\$57,550	\$57,550

Note: During FY 2009, 2010, 2011 International Student Association Council (ISAC) was apart of the Diversity Fee Council. They were allocated \$44,233 in FY 2009, \$38,595 in FY 2010, and \$42,562 in FY 2011.

Undergraduate and Graduate Catalogs

1000 University Information

Georgia State University is the embodiment of an idea: A great university is accessible, responsive, and relevant. This combination provides Georgia State students with many advantages.

Accessibility at Georgia State has many aspects. One is **physical accessibility**. The compact central campus in downtown Atlanta is within walking distance of thousands of offices and downtown living spaces and is but a short distance from major thoroughfares, interstates, and the many MARTA rapid-transit routes that feed the center of the city. The Georgia State MARTA station is adjacent to a campus at the very heart of the cultural, financial, legal, government, health-care, retail, and convention centers of Atlanta.

The downtown location provides a special advantage for students pursuing internships, which often lead to full-time careers upon graduation.

Georgia State is **financially accessible**. The university offers a first-rate education in a very broad spectrum of disciplines at very competitive fees, an excellent value in today's educational marketplace. More than \$277 million in scholarships, financial aid, and work-study programs is provided annually.

The university is **responsive** to students' career goals, providing over 250 undergraduate and graduate degree programs in 62 fields of study through its college-level units: the College of Arts and Sciences, the J. Mack Robinson College of Business, the College of Education, the School of Health Professions, the College of Law, the School of Nursing, the Andrew Young School of Policy Studies, and the Institute of Public Health. Each term, courses are taught day and evening, and students may study full or part time. Many programs may be entered any term of the year.

Georgia State's degree programs are highly respected and well recognized for their quality. Furthermore, they are **relevant** to the practical needs of both the student and the community. Most were designed with the input of community and industry advisory groups: ***A Georgia State University education is authentic preparation for success in today's world.***

Georgia State — a premier urban research institution — is the second largest of Georgia's 80 accredited institutions of higher learning and enrolls some 31,000 students each fall — 10 percent of all students in higher education in the state. Students come from nearly every county in Georgia, every state in the union, and over 150 other nations. Georgia State has a racially diverse student body with 45 percent being white, 33 percent black, 13 percent Asian/Pacific Islander, 3 percent mixed race, 0.3 percent American Indian, and 6% unreported. Seven percent of Georgia State students define their ethnicity as Hispanic.