

11-12-2012

2012-2013 Student Fee Review Board Funding Request Application

ASUNM

Caroline Muraida

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November 12, 2012

Dear Prospective SFRB Applicants,

Please review the [Board of Regents Policy 4.7](#), [University Business Policies and Procedure Manual 1310](#), and all instructions provided in the application, fill out the application, and submit **both an electronic copy and 15 three-hole punched hard copies to the ASUNM (Associated Students of the University of New Mexico) office at the address listed below by Monday, December 17, 2012 at 5:00pm.**

Before proceeding with the application, read carefully the instructions on page 3, noting particularly the itemized budget and source of funding requirement. Applications that do not provide an itemized budget of how SFRB funds will be used will be considered incomplete and may be rejected on those grounds. The SFRB will not recognize applications that reflect estimated salary increases based on projected or anticipated legislative action from the 2013 New Mexico State Legislative Session.

When returning the completed documents to the ASUNM office, **remember to submit an electronic copy of the application and budget (saved on a CD) and submit 15 double-sided, three-hole punched hard copies**, as the application cannot be processed prior to receipt of both the electronic and hard copies.

SFRB applications will be reviewed by the Board members and made available for general student input (via the SFRB website) on December 20, 2012. The Board will be hosting the departmental hearings January 10, January 11, and January 12. The date and time of your department's hearing will be posted no later than December 22—please make sure to note your preference regarding the day of your hearing. The hearing schedule will be posted on the SFRB website and an email will be sent to the contact listed on each application. It is strongly encouraged to have student-decision makers in your department lead your SFRB hearing presentation.

As you complete the application keep in mind that the student activity fee is used to support a variety of student activities that enhance the academic and intellectual environment at UNM by encouraging, contributing to, or providing appropriate services which create a more complete environment for students at UNM.

Questions relating to applications can be directed to the Board at the below address or telephone. Furthermore locations of meetings will be published on the SFRB website.

Thank you for your interest in participating in this year's SFRB process. We are looking forward to a productive year.

If you have any questions, please do not hesitate to contact me.

Sincerely,
Caroline Muraida
Student Fee Review Board Chair
ASUNM President
asunmprz@unm.edu
(505) 277-5028

2012-2013 Student Fee Review Board
Funding Request Application

Name of Department

Dean/Director

Title

Campus Address

Campus Phone

E-mail Address

\$ _____

Amount requested per Full Time Enrollment (FTE)

(As a guideline, this year's FTE is 23,470. Amount above x FTE = Total estimated allocation.)

CERTIFICATION

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board.

Submitted By (Print Name)

Department Head Signature

Date

Please submit an electronic version of this form via email to sfrb@unm.edu and a hard copy original of this form plus 15 copies to the ASUNM Office, SUB # 1016.

By December 17, 2012, 5:00 PM.

***Late applications will not be accepted.**

Instructions for 2012-2013 SFRB Funding Request Package

- 1) Fill out the attached funding request application and budget summary spreadsheet. Please ensure completion of entire application.
- 2) If you have previously received SFRB funds, review the attached letter sent to your department/program on behalf of last year’s SFRB and make sure to address these recommendations in your application.
- 3) Complete the funding request questions below in a concise and organized manner. All questions must be addressed in the order they are presented below. If a question is not applicable to your department/program, please insert “not applicable” in response to the question, and comment on why it is not applicable.
- 4) Include itemized budget information for the entire department on the budget form, not just the programs proposed to be supported by SFRB funds. *See below.
- 5) **Please ensure the following:**
 - a. **Application is typed**
 - b. **Each question is written out with its answer beneath it.**
 - c. **Pages are numbered.**
 - d. **Three holes are punched on the left side of application.**
 - e. **Application is not bound or covered**
 - f. **Application is copied double-sided**
 - g. **Submit the original and 15 copies of the application**
 - h. **Submit an electronic copy (via email to sfrb@unm.edu) of the application and budget saved under the name of the organization as PDF files. Please put the name your organization in the subject line.**
- 6) The entire application is completed, this includes comprehensive budget for the entire department. The budget must include all funding sources (ex: I&G, Grants, Department, etc.) and specify which items will be funded by SFRB funds. Thank you.

SFRB Timeline

Applications available	Monday, November 12, 2012
Dept. Workshop	Thursday, November 29, 2012, 9:00am
Dept. Workshop	Friday, November 30, 2012, 11:00am
Application Deadline	Monday, December 17, 2012 5:00pm ASUNM Office
Hearings	Thursday, January 10, 2013-10:00-5:00pm
Hearings	Friday, January 11, 2013-10:00-5:00pm
Hearings	Saturday, January 12, 2013-10:00-5:00pm
Deliberations	Tentative: Saturday, January 19, 2013 9:00-5:00pm
Deliberations	Tentative: Sunday, January 20, 2013 :00-5:00pm
Recommendations due to SBLT	Friday, March 1, 2013

Note: Chartered Student Organizations are NOT eligible for SFRB funding
***new applicants and/or those that did not receive funding last year do not need to complete items 5, 15, and 16**

SFRB Funding Request Questions

Introduction

- 1) Provide a description of the services provided by your department/program, and how they support the mission of the University.
- 2) Provide a brief description of the history and future plans of your department/program. Please briefly describe services offered that are unique to the University.

SFRB Budget Overview

- 3) Specifically state which line items will be covered and to what extent by SFRB funds. What is the anticipated impact on the student population?
- 4) What budgetary increases or decreases from other funding sources (i.e. not SFRB funding) do you anticipate compared to your budget from last year? Please explain.
- 5) Describe in specific detail any increase in SFRB funding being requested and how that increase in your department/program will directly impact the UNM student population.

Relationship to and Cooperation with the UNM Community

- 6) How does your department/program collaborate with other departments/programs?
- 7) Describe improvements your department/program has implemented in the last year to improve services and accessibility of the service you provide.
- 8) What role does your department/program play in student recruitment, retention, and graduation?

Student Involvement

- 9) How are students involved in the decision making process of your department/program?
- 10) How do you plan to increase student participation in your department/program and improve service and accessibility to the students of UNM?
- 11) Describe your program's level of participation.
 - a) How many students are actively involved in your department/program? Please provide a brief example.
 - b) How many students are impacted by your department/program? Please provide a brief example.
- 12) How many students do you employ, including graduate assistants, interns, etc?

Self-Evaluation

- 13) Describe in detail the systems in place for tracking the UNM student population and non-UNM student populations served by your department/program. This includes how you track the students you serve on a repeat basis and the students that are served just once. Comment on the system's effectiveness, changes made this year, and plans needed for improvement. (Note: We realize that tracking systems will vary across departments/programs.)
- 14) What methods have been used in evaluating your department/program (for example, surveys, focus groups, interviews), and have these methods proved to be effective?

Use and Effects of Funds and Action on Prior Recommendations

- 15) State your objectives for the funding you received through the previous SFRB process. Describe how you met those objectives, and if you did not, please explain why.
- a) Provide a short outline of each program/project SFRB funds are used for. How long has each program/project been in operation? What are the outcomes of each program/project?
- 16) Specifically address and comment on each recommendation made to your departments/program by last year's SFRB.
- Note:** If you do not have the letter from last year's SFRB process that included recommendations, please contact the ASUNM office at 277-5528 for a copy.

Summary

- 17) Provide any other information or a narrative that will assist the SFRB in making a decision to grant your department/program funding.

***new applicants and/or those that did not receive funding last year do not need to complete items 5, 15, and 16**

Note: Please be sure to focus on the programs and services that are funded by SFRB funds. It is always a pleasure to hear about all the great things departments are doing, but the focus of the application should be on SFRB funded programs and services.

Please remember that a completed application consists of a signature from your Department Head, as well as a comprehensive, itemized budget for your entire department, including all funding sources. Your application will be considered incomplete if it is missing either of these components.

Instructions for completing Budget Summary sheet for Student Fee Review Board Funding

1. All applicants must provide a detailed revenue and expense report for 2011-2012 and a year to date report for 2012-2013. These reports should show all revenue sources and should report a summary of expenses incurred. You are free to format your report as is most convenient for you.
2. For all applicants your department will fit into one of the two categories listed below. Fill out the attached budget summary form (the excel spreadsheet) according to the category that corresponds to your departmental budget.

a. Groups that include Student Fee funding with the departmental general operating budget.

Column A should equal your entire departmental budget for the fiscal year 2012-2013.

Column B should be left blank.

Column C should indicate how the SFRB funds were budgeted for the fiscal year 2012-2013.

Column D should equal your entire proposed departmental budget for the fiscal year 2013-2014.

Column E should be left blank.

Column F should indicate how the requested SFRB funds would be budgeted for the fiscal year 2013-2014 (Please provide a specific breakdown of where and how SFRB funds will be spent).

b. Departments that have a separate departmental operating budgets from budgets for SFRB funding.

Column A should be left blank

Column B should equal the entire departmental budget for fiscal year 2012-2013.

Column C should indicate how the funds provided by the SFRB were budgeted for the fiscal year 2012-2013.

Column D should be left blank

Column E should equal the proposed departmental budget for fiscal year 2013-2014.

Column F should indicate how the funds requested from the SFRB would be budgeted for the fiscal year 2013-2013 (Please provide a specific breakdown of where and how SFRB funds will be spent).

*Please note these instructions correlate with the spreadsheet attached to this application (if you have a hard copy) or the excel spreadsheet (if you are using an electronic copy of the application). Thank you for including all necessary information.