TO: Administrators of Student Fee-Funded Accounts
             Those interested in applying for Student Fee Funds

FROM: Student Fee Advisory Committee

DATE: October 1, 2020

RE: Student Fee Request Application & Process Guidelines
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It is time for us to begin the process of allocating the Student Service Fees for the 2021-22 academic year. Each year a committee of students, faculty, and staff take on the difficult task of allocating this fee among many requests. Our goal is to fairly allocate the funds available, and in doing so, it requires a great deal of time and effort. To assist us in this endeavor, we ask that you please be diligent and take the time to read each bullet point and very thoughtfully fill out the attached forms. We thank you for your dedication to enhancing the quality of student life at WT.

Requests for Student Services Fee funding for 2021-2022 are due by 5 p.m., November 25, 2020. In order to receive full consideration, your application must be complete and submitted prior to this deadline.

- You are encouraged to be thorough in your response, as some members of the committee may not be familiar with your program or the services that you provide.

- Please be sure to include any opening balance as of 09/01/2020 in the bottom section. In the narrative, please give a detail explanation as to why there is a balance (question 6). Each request will be checking and adjusted and we will assume the balance has been taken into consideration when it was completed.

- Completed applications will only be accepted via email to Cari Neeley (cneeley@wtamu.edu). **Do not use a previous version of the form.**

- Your electronic submission, with the subject line FEE APPLICATION [Insert Program Name – e.g., Buff Branding Appl 2021-22 narrative.doc], BUDGET WORKSHEET [Insert Program Name – e.g. Buff Branding Budget 2021-22.xls] should be **two (2) attachments, renamed to identify it as yours and cannot exceed 6 pages** (12 pt font, Times Roman, .5 margins). These pages should include answers to all questions on the application and the Budget Worksheet.

- The worksheet is locked so that only the grey fields can be entered. If, for some reason you need more lines, contact Cari Neeley (cneeley@wtamu.edu).

- Travel money being requested from SSF money has changed. There is a new Travel Detail tab on the Budget worksheet if you plan to use SSF money to travel, you will have to fill this

worksheet out. The bottom Total Request will pull directly into the Budget worksheet. All travel requests will be deducted (automatically) from your total amount requested and put into a separate request for the committee to review. Once this process is complete, the approved money will be put either back onto your request or kept to be used to travel with in the 2020/2021 Academic year (SEES Division offices only).

- The Benefit Worksheet is for your use to determine how to fill in the Salaries section of the Budget Worksheet. <u>DO NOT SUBMIT IT BACK.</u>

- After your requests are received, they will be reviewed and considered by the Student Service Fee Committee at a series of meetings to be scheduled in the spring. Limited opportunity for you to speak directly to the committee on behalf of your organization and your request will be given at the beginning of each meeting. Committee members may contact you prior to the committee meetings if they need more information or clarification. Please make sure that the contact person listed is the most appropriate person to answer questions about your request. The committee members are:

Mike Knox, VPSA/Chair	Kyla (Kylie) Scott, Student
Dr. Elizabeth Clark, Faculty	Hadley White, Student
Dr. Jeffry Babb, Faculty	Payton Williams, Student
Michelle Vinyard, Staff	Cari Neeley, Ex-Officio/Staff
Seth (Phillip) Rodriguez, Student	Shelly McCune, Ex-Officio/Staff
Collin Cameron, Student	

We all thank you for your assistance and cooperation with part of the University's budget process. We commit to making informed and prudent decisions on behalf of all stakeholders.

3 attachments: Student Services Fee Application Narrative
      Budget Worksheet
      Benefit Estimate Planning Sheet