

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

FROM: Student Fee Advisory Committee

DATE: October 4, 2021

RE: Student Fee Request Application & Process Guidelines

It is time for us to begin the process of allocating the Student Service Fees for the 2022-2023 academic year. Each year a committee of students, faculty, and staff take on the difficult task of allocating this fee among many requests. Our task is to fairly allocate the funds available, which requires a great deal of time and effort. To assist us in this endeavor, we ask that you please be diligent and take time to read each bullet point and very thoughtfully fill out the attached forms. Thank you for your dedication to enhancing the quality of student life at WT.

Here are some things you need to know as you prepare:

- All your forms are due back by Wednesday, November 24, 2021 by 5 pm. You must have your packet in by this time in order for your application to be considered for funding.
- 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.
- **Do not use a previous year's version of the form.**
- Applications need to be returned by email. It should include two attachments – Your Student Service Fee Application Narrative, and your Budget Worksheet.
 - SSF Application Narrative – Please name your document to identify the department requesting the funding, and submit as a PDF or a Word document.
 - Budget Worksheet – Please send back as an excel spreadsheet named to identify the department requesting the funding.
- The worksheet is locked so that only the grey fields can be entered. If for some reason you need more lines, contact Tammy DeSpain tdespain@wtamu.edu
- The process to request money from Student Service Fees for Travel 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. Line 31 on the first worksheet will pull the number directly from the total line on the Travel Detail worksheet. Travel requests will be compiled

and considered separately by the committee. Once this process is complete, the approved money will be put back onto your request or kept to be used to travel with in the 2022/2023 Academic year (SEES Division offices only).

- The Benefits Worksheet is for your use to determine how to fill in the Salaries section of the Budget Worksheet. DO NOT SUBMIT IT BACK.
- 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. The committee members are:

Mike Knox, VPSEES and Chair
Bradley Behrmann, Faculty
Dane Glenn, Staff
Dr. Jeffrey Babb, Faculty
Josh Worten, Student
Cari Neeley, Ex-Officio Staff

Bryan Garcia, Student
Hannah Scarborough, Student
Emma Weinheimer, Student
Jake Cannon, Student
Tammy DeSpain, Ex-Officio Staff

- You will have limited opportunity to speak directly to the committee on behalf of the requesting organization at the beginning of each meeting. Committee members may contact you prior to the committee meetings if they need more information or clarification about your request.

Thank you for your assistance and cooperation with this part of the University's budget process. We are committed to making informed and prudent decisions on behalf of all students paying this fee.

3 attachments: Student Services Fee Application Narrative
Budget Worksheet
Benefit Worksheet