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TO: Administrators of Student Fee-Funded Accounts

Those interested in applying for Student Fee Funds

FROM: Student Fee Advisory Committee

DATE: October 9, 2019

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 2020-21 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 fundingfor 2020-2021 are due by 5 p.m., November 27, 2019. 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 09/01/2019 in the bottom section. In the narrative please give a detailed explanation as to why there is a balance (question 6). I will be checking and adjusting each request 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](mailto: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 2020-21 narrative.doc], BUDGET WORKSHEET [Insert Program Name – e.g. Buff Branding Budget 2020-21.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).
* The Benefit Worksheet is for your use to determine how to fill in the Salaries section of the Budget Worksheet. DO NOT SUBMIT IT BACK TO US.
* 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:

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| --- | --- |
| Mike Knox, VPSA/Chair  Dr. Elizabeth Clark, Faculty  Dr. Jeffry Babb, Faculty  Michelle Vinyard, Staff  Colton Bourquin, Student  Collin Cameron, Student | Anthony Durante, Student  Scout Odegaard, Student  Payton Williams, Student  Cari Neeley, Ex-Officio/Staff  Shelly McCune, Ex-Officio/Staff |

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