

ACTIVITIES FUNDING BOARD

SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY26

- 1. Provide a summary of your unit’s mission/purpose, how you accomplish your unit’s mission or purpose, and a justification of your unit’s student fee allocation in terms of the benefit to students.**

The Activities Funding Board was established to hear and vote upon funding requests for Registered Student Organizations. We are dedicated to supporting events, programs, and travel hosted by Registered Student Organizations at UHCL through approving funding requests that enhance the student experience. The Activities Funding Board is beneficial to students as we help organizations fund and enhance events that support the mission and vision of the Division of Student Affairs.

- 2. Provide an organization chart of your unit. Include all professional and student staff positions (with names), as well as vacancies. Make sure it is easily identifiable between professional and student staff on the chart.**

Position	Name
Advisor (Faculty Staff)	Audrey Pena
President (Student Staff)	Elise Saad
Vice President (Student Staff)	Samuel Adebisi
Communications Chair (Student Staff)	Hashim Abuain
Voting Member (Volunteer)	Jain Thekkumpuram
Voting Member (Volunteer)	Tony Raymond
Voting Member (Volunteer)	Sunny Rodrigues

- 3. Present your Budget Worksheet. You are required to show and outline ALL funding sources (i.e. student fees, central funding, grants, gifts, outside sales revenue, auxiliary income, etc.). Use this area to define each funding source, its intended purpose, and how you are utilizing said funds.**

Funding for AFB is received through student service fees to cover allocations to student organizations for events on campus and travel. AFB received one-time funds for student wages for the executive board. Our base budget is 22,500 provided for funding requests. We received \$13,043 for Student Wages for the Chair positions on the AFB.

- 4. Did you receive any new funding for FY24? If so, please explain how it is being used. If you receive any new one-time funding for FY25, please describe your plans to use those funds.**

Yes, in FY24 we received base funding of \$22,000 to support funding requests in the first year of establishment.

For FY25 AFB was awarded \$22,000 in base funding to support student organization funding requests for events, programs and travel that enhance the student experience and support DSA mission and values. \$13,043 was allotted in a one-time funding to cover student wages for AFB chair positions.

5. How does your unit support the mission of Student Affairs and contribute to the student experience on campus? Consider the utilization and impact of your unit's services.

The AFB directly supports the mission of Student Affairs and contributes to the student experiences by providing opportunities for students. This includes attending events, participating in leadership development, and community engagement. Our services contribute to the student experience by offering a variety of programs and events that enhance campus life and foster a sense of belonging. Student organizations can request up to \$2,000 per academic year.

6. What did you learn in your annual assessment that is impacting your programs and services now?

This year has been a foundational learning year for the Activities Funding Board. With a new team in place, including our advisor, we've focused on gathering accurate information and developing efficient processes to better serve registered student organizations. Our goal is to make the funding process as seamless and accessible as possible. By streamlining our forms and procedures, we aim to provide RSOs with a clear understanding of the requirements and support them in successfully securing funding. In the last year, most funds went unused. This created a priority for AFB to focus on removing barriers in securing funds for community events.

7. Describe any new programs and/or initiatives for the current year.

The AFB has implemented several initiatives to improve its effectiveness and better serve the needs of RSOs:

- **Regular Weekly Meetings:** We hold regular weekly meetings to facilitate more frequent communication and decision-making. In our weekly meetings, the most pressing topic is funding requests from registered student organizations. Through our conversations, AFB learns how we can further support our organizations by showing ease of requests and hearings, accessibility to funds, and more.
- **Dedicated Hearing Days:** Every other Friday is designated as a hearing day, providing a consistent schedule for RSOs to present their funding requests. These are also open to the UHCL community to show transparency of where funds are being allocated.
- **Infographics and Visuals:** We have developed informative infographics and visuals to simplify the AFB process and make it more accessible to students. This also helps in promoting our transparency and providing quick answers to questions organizations may have.
- **Tabling at Events:** We actively table at campus events to increase awareness of the AFB among students and RSOs. The purpose of tabling at events is to create awareness and highlight funding opportunities for student organizations. By doing this, we aim to ensure that RSOs are better informed about how they can access and apply for available funds, maximizing the impact of our resources.

- **Leadership Training and Workshops:** In the past, funds were not requested for leadership development, however this year is showing a need for it as RSO's are requesting funds in this category. We are hoping to offer opportunities for student leaders to develop essential skills, such as budgeting, communication, and project management.
- **Foster a Culture of Innovation:** We encourage RSOs to think creatively and explore new ideas. For example, Latinos Unidos recently requested funds to host an Appreciation Day for our UHCL Custodians. This event is hoping to become a tradition for Latino Unidos, and the exact type of creative events AFB is hoping to see with RSOs.
- **Track and Analyze Funding Outcomes:** We collect and analyze data on how AFB funding impacts the success and activities of RSOs, including event attendance, membership growth, and overall engagement. This data helps us assess the effectiveness of our budget allocations and identify areas where funds can be better utilized or reallocated in future cycles, ensuring that the available budget directly contributes to enhancing the student experience and organizational growth.

These initiatives are designed to enhance the AFB's responsiveness to RSOs, make the funding process more efficient and user-friendly, while increasing our visibility on campus.

8. What challenges or opportunities do you foresee for the current year and next year?

Challenges:

- **Budget Balancing:** As a new organization, the AFB will need to carefully balance its budget to ensure sustainable operations and adequate funding for RSOs.
- **Setting the Pace:** Establishing a consistent and efficient pace for the AFB's activities, including hearings, decision-making, and communication, will be crucial to its success.
- **Increased Utilization:** The AFB will need to actively promote its services and encourage more RSOs to take advantage of its funding opportunities.
- **Lack of Fundraising from organizations:** Some RSOs may rely too heavily on AFB funding and not prioritize fundraising efforts on their own. This can limit the AFB's ability to support all RSOs.
- **First Full Year of AFB as a New Organization:** This is the first full year that AFB is operating as a newly established organization with an entirely new staff. As we navigate building a cohesive team, we're also working to establish efficient processes and ensure all staff members are fully trained in AFB procedures and guidelines.
- **Getting RSOs Familiar with AFB and Our Processes:** As a new organization, one of our biggest challenges is raising awareness among RSOs about AFB's existence and the new funding processes we've implemented. Additionally, it's essential that organizations understand the strict guidelines they must follow when applying for funds, which requires extra communication and education to avoid confusion and ensure compliance.

Opportunities:

- **Fresh Start:** Being a new organization provides the AFB with an opportunity to establish a strong foundation and implement innovative practices.
- **Track Return on Investment (ROI) for Funded Events:** We aim to implement a post event overview tracking system to monitor the impact of AFB-funded events, such as attendance and engagement levels. This will help us assess which types of events and programs generate the most value for the student body, guiding future budget decisions. Funds can then be allocated more effectively based on which programs have the greatest positive outcomes
- **Growth and Development:** The AFB can focus on growing its membership, expanding its reach, and developing new programs and initiatives.
- **Increased Visibility:** By actively promoting its services and engaging with the campus community, the AFB can increase its visibility and attract more RSOs.
- **Increased Outreach and Training for RSOs:** We plan to expand our outreach efforts through workshops and one-on-one sessions that educate RSOs on how to apply for AFB funds and follow the guidelines. This will ensure that more student organizations are aware of available funding and can make use of the budget. With more RSOs accessing these funds, and presence of an advisor, we can ensure better allocation and use of the full budget moving forward.
- **Partnerships and Collaborations:** The AFB can explore opportunities to partner with other campus organizations and departments to create synergistic programs and initiatives.

By addressing these challenges and seizing these opportunities, the AFB can position itself as a valuable resource for RSOs and contribute to a vibrant and engaging campus community.

9. Did you have any Student Fee funds more than \$5,000.00 swept at the end of FY24? If so, describe how much and in which areas the funds came from.

Yes, AFB was started in the Spring semester, however due to staff turnover in the Office of Student Involvement and Leadership the Activities Funding Board was not installed until the summer. There were not many opportunities to communicate and fund organizations in the Spring and summer to award funding requests. In FY24, AFB had to return \$20,380 in unused funds, however, AFB is actively taking measures to ensure that allocated funds will be awarded and used for intended purposes in FY25.

10. Are you requesting any new one-time funding? Present your budget request for next year with appropriate justification. *Note that only one-time funding requests (no base requests) will be reviewed for FY26.

1. We are requesting \$13,043 in FY26 to support student leader wages for chair positions on the AFB. This is in-line with the 10-hour paid positions for UHCL University Sponsored Organizations for their executive boards.
2. AFB is requesting one-time funds in the amount of \$26,108 in FY26 to support funding requests. Per our Bylaws, AFB will request 1% of student service fee allocations annually to support student organization funding requests. The one-time request in addition to the base funding of \$22,500 equals one percent of student service fee allocations.
3. AFB is requesting \$2,250 (\$750 in FY25 and \$1,500 in FY26) for maintenance and operations. The AFB currently does not have a budget to support operating costs to cover office supplies, uniforms, marketing materials, or any other administrative needs as consistent with other University Sponsored Organizations. This requests provides a small amount of funds to cover operating costs in the

Spring, and additional funding for FY26.

11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY2026 budget and provide a line-item explanation of where budgetary cuts would be made.

In the event there will be a reduction of 5.0% (\$1,100) in the total FY26 budget, funds will be pulled from the amount AFB is able to award organizations. Registered may receive up to \$2,000 each year in approvals for funding requests that include events, programs, and travel. A reduction in the FY26 budget would mean that there is less money available to registered student organizations that support events to enhance the student experience.

