

Activities Funding Board

SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY27

Instructions: For each question/statement below, provide a clear and concise response (4 to 7 sentences). Note the special instructions for the following questions:

- For **Question #2**, attach/include an updated organizational chart for your unit with this document OR embed it in your response below.
- For **Question #3**, attach/include your Budget Worksheet AND provide a short list of funding sources, their intended purpose, and how you are utilizing the funds.

Questions and Statements

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 mission of the Activities Funding Board (AFB) is to support and enhance the student experience at the University of Houston by allocating student fees to recognized student organizations (RSOs). We accomplish this by reviewing funding requests and awarding funds for events, programs, and initiatives that contribute to a vibrant campus community. The AFB's student fee allocation is justified by the tangible benefits it provides to students, including opportunities for leadership development, the ability to create impactful events, and a more engaging student experience on campus.

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. (Will attach chart)**

Chair: Samuel Adebisi

Advisor: Nicole Michel

Vice Chair: VACANT

Communication Chair: Hashim Abuain

Voting members: Sunny Rodrigues, Shirley Alexander

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.**

See Attached.

The Activities Funding Board (AFB) receives funding through Student Service Fees in both base funding and one-time allocations.

For the **FY26 Base Budget**, AFB was allocated **\$22,500**. These funds are dedicated to fulfilling AFB's primary purpose of supporting UHCL's registered student organizations through funding requests for campus programs, events, and activities. By distributing these funds, AFB ensures that students have access to financial support that enhances involvement opportunities, fosters leadership, and strengthens campus community.

In addition to base funding, AFB received **one-time funding in the amount of \$14,543**. Of this, **\$13,043** was allocated to support **student wages for the AFB Board Members**, ensuring that the student leaders administering the funding process are compensated for their time and contributions. The remaining **\$1,500** was designated for **maintenance and operations**, which covers general supplies, materials, and office needs necessary for the board's daily functions. Together, these funding sources allow AFB to operate effectively, provide direct financial support to student organizations, and maintain the resources necessary to sustain its mission of empowering students to plan, lead, and engage in meaningful campus experiences.

4. **Did you receive any new funding for FY25? If so, please explain how it is being used. If you received any new one-time funding for FY26, please describe your plans to use those funds.**

For **FY25**, the **Activities Funding Board (AFB)** received **\$13,043 in one-time funds to support student wages for Board Members and \$750 for maintenance and operations**. The wage allocation ensured that the student leaders responsible for reviewing and allocating funding to organizations were appropriately compensated for their time and service. The maintenance and operations allocation supported general office supplies and materials necessary for AFB to function effectively.

For **FY26**, AFB received **\$13,043 in one-time funds for student wages and \$1,500 for maintenance and operations**. These funds continue to ensure that the AFB Board is equipped to manage funding requests and maintain the day-to-day needs of the board while supporting its mission of funding student organizations to enhance engagement opportunities on campus.

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 by fostering student engagement and creating a vibrant campus culture. By funding RSO events, we provide opportunities for students to develop their leadership skills, build a sense of community, and enhance their overall college experience. Our services are critical for ensuring that students have access to a wide variety of on-campus activities that enrich their time at the University.

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

Over the past year, the Activities Funding Board has supported a wide range of programs that brought our community together and elevated the student experience. A few highlights include:

- **Indian Student Association's Diwali Night** – more than **250 students** attended this vibrant cultural celebration.
- **Esports and Board Game Association's Gaming Competition** – drew over **200 students** for a major collaborative event.
- **Cookout Partnership with the Black Student Association and Latinos Unidos** – built cross-cultural connections and fostered collaboration among multiple organizations.
- **Custodial Appreciation Day hosted by Latinos Unidos** – engaged over **100 students** in showing gratitude to campus custodial staff, building community and appreciation.

These examples demonstrate how AFB-funded initiatives not only draw strong participation but also create meaningful opportunities for belonging, recognition, and engagement.

Through its outreach and interactions with student organization leaders, AFB has also learned that the primary need is for a streamlined and accessible funding process. Student leaders expressed that the previous system was sometimes difficult to navigate, particularly when completing funding requests and post-event requirements.

In response, AFB has **redesigned both the funding request and post-event requirement forms within the new HawkLink platform**. These changes have simplified the process and made it significantly more efficient for student organizations. To further support students, AFB has also begun **recording workshops** on topics such as the funding request process, vendor procedures, and post-event requirements. These resources will be made available to student leaders as a comprehensive reference, ensuring that they have on-demand support when completing funding-related tasks.

By listening to student feedback and acting on it, AFB is reducing barriers for student organizations and ensuring equitable access to funding opportunities that strengthen engagement and programming across campus.

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

Our two primary initiatives for the current year are centered on improving accessibility and efficiency. First, we have launched streamlined forms for funding requests and post-event requirements on Hawklink. This is a direct result of our annual assessment. Second, we are producing a series of **workshop recordings** that will serve as a permanent resource for student organizations. These workshops will demystify the funding and vendor processes and are designed to empower student leaders to secure funding with greater ease.

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

A primary challenge the Activities Funding Board (AFB) foresees is ensuring that all student organizations are fully aware of the funding opportunities available to them. While AFB provides significant resources to support student programming, outreach remains a key area for growth. The opportunity here is to strengthen marketing and communications strategies so that a broader range of student leaders engage with the process and take advantage of the funds available.

Another ongoing challenge lies in the vendor registration and reimbursement process. Delays in vendor approvals and incomplete reimbursement submissions create barriers for student organizations and can prevent funds from being fully utilized. This past year, funds were returned not because they were unallocated, but because approved requests were never completed by the organizations before the fiscal year closed. These unused funds could have otherwise been applied to support additional student programming.

Moving forward, AFB is working with campus partners to streamline vendor registration and is also implementing clearer completion deadlines for organizations to finalize their vendor and reimbursement steps. By requiring organizations to complete these processes in a timely manner, AFB can ensure that awarded funds are fully used to benefit students and that fewer dollars go unspent at year's end.

Together, these challenges present opportunities to make AFB's processes more efficient, transparent, and impactful, ultimately increasing access to funding and supporting a wider range of student experiences.

9. Did you have more than \$5,000.00 in Student Fee funds swept at the end of FY25? If so, describe how much and in which areas the funds came from.

Yes, the **Activities Funding Board (AFB)** had more than \$5,000 in Student Fee funds swept at the end of FY25. The total amount swept was **\$19,846**. This included **student wages that were not needed**, as the majority of the board members were paid through work-study, which left excess funds in the wage allocation. In addition, a portion of the sweep came from **unclaimed awarded funds**, where student organizations had been approved for funding but did not complete the vendor or reimbursement process. As a result, these funds were not spent before the fiscal year closed.

10. Are you requesting any new one-time funding for FY26 or FY27? Present your budget request with appropriate justification. *Note that only one-time funding requests (no base requests) may be reviewed for FY26 and FY27. (Will need more clarification on this)

Yes, the **Activities Funding Board (AFB)** is requesting new one-time funding for FY27 to increase the amount of money available for student organization funding requests and to support board operations.

Specifically, AFB is requesting **\$32,043 in one-time funds**. This request represents **1% of the total Student Service Fee allocation (approximately \$4 million)**, minus the **\$22,500 already provided in base funding** for student organization requests in the amount of \$17,500, while also including the allocations necessary for **student wages (\$13,043)** and **maintenance and operations (\$1,500)**.

This investment will ensure that AFB can continue to equitably fund student organizations while also maintaining the staffing and resources needed to administer the funding process. With more than 80 active organizations at UHCL, this additional support will directly enhance student programming, leadership development, and campus involvement opportunities.

11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY27 budget and provide a line-item explanation of where budgetary cuts would be made.

A 5.0% reduction in our total FY27 budget would amount to a reduction of **\$1,125** from the **\$22,500 base allocation for student organization funding requests**. This cut would have a direct impact on the amount of money available to support registered student organization (RSO) programs and events.

To accommodate this reduction, the **Activities Funding Board (AFB)** would be required to lower the overall pool of funding available for student organizations. While the intent would be to preserve support for large and high-demand initiatives, the reduction would ultimately mean that fewer student organizations would be funded overall.

By necessity, the line-item reduction would come from the **funding allocation pool (\$1,125)**, directly lowering the resources available for student-led programming.