



## Budget Request Form FY2012

Department should complete one form for each individual request

**Department:** Choral Activities

**Program, Service, or Operation Requested**

Wages for Student Workers (20 hours x 46 weeks)

SSFAB Use Only	
YES	NO

**General Description:**

To increase coverage at front desk for 20 hours of student workers

**Request Type:**     Full     Increase     One-Time     Partial/Matching

**General Questions:**

**How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?**

This will assist the Sr. Administrative Coordinator in the management of her day to work administratively instead of having incessant disruptions from phone traffic and assisting walk-in customers. This will also allow expansion of programs for students as she will be able to better serve as a secondary advisor to three student organizations. Additionally, she will be able to better manage the work flow and administration of the office with this release of front-desk duties. If granted, this position would provide a work opportunity for a student who attends Texas A&M.

**How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.**

This is recurring funding and no source of recurring is available for this purpose that would not endanger the service to students.

**Generally, what assessment tools will you use to evaluate this program/service?**

Ability for work of Sr. Administrative Coordinator to increase due to increased ability to manage office and workload and not handle all walk-in and phones.

**Funding Description:**

Funding for 20 hours of student worker time at minimum wage multiplied by 46 weeks.

	Dollar Amount
<b>Total Estimated Cost</b>	
Wages and Benefits	<b>\$7,204.00</b>
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	<i>\$0.00</i>
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$7,204.00</b>

SSFAB Comments/Notes: