



## Budget Request Form FY2012

*Department should complete one form for each individual request*

**Department:** Student Activities

**Program, Service, or Operation Requested**

*Career Ladder Progression SDS II to SDS III*

SSFAB Use Only	
YES	NO

**General Description:**

*In keeping with the university's career ladder for the Student Development specialist (SDS), we are requesting these funds to support the career ladder progression for a staff member who will be eligible in FY 2012.*

**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.)?***

University supported career ladder for SDS positions – these staff adjustments will help us to retain quality staff to better advise our student organizations with acquired expertise and knowledge.

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

Internal reallocations are not feasible due to other department commitments and recent budget reductions.

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

Staff evaluation ratings and retention.

**Funding Description:**

			Dollar Amount
<b>Total Estimated Cost</b>			
Salary and Benefits			\$4,184.00
Increase in Professional Development			\$200.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>			
<b>TOTAL SSFAB INCREASE REQUEST</b>			<b>\$4,384.00</b>

SSFAB Comments/Notes: