



## Budget Request Form FY2012

*Department should complete one form for each individual request*

**Department:** Student Activities

**Program, Service, or Operation Requested**

*Student Development Specialist II (shared position between StuAct and Greek Life) – ½ funded by Greek Life*

SSFAB Use Only	
YES	NO

**General Description:**

*As part of Student Activities’ partnership with Greek Life, a shared SDS II position would allow a single position to support needs in both departments. 50% of this shared position would reside with the Recognition/Risk Management area of Student Activities. This individual’s primary focus for Recognition/Risk Management would include review and consultation of pre-event planning forms, organizational constitutions, camps and enrichment programs, and New Student Organization (NSO) applications. Additionally, they would serve as a facilitator for the Officer Orientation Seminars.*

*Their primary focus for Greek Life would be to serve as a governing council advisor and as a risk management specialist for all member chapters of the council. This position will work specifically with event planning, safety, and accountability for Greek organizations.*

*Greek Life will provide half of the funding for this position. Student Activities is requesting SSFAB funding to cover the other half of this position which would total \$22,610 including salary and benefits.*

**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.)?***

A 50% SDS II would provide needed support to the Recognition/Risk Management area as the number of students and items for review continue to rise. In one year alone (FY09 to FY10), the number of pre-event planning forms received and reviewed increased by 386 forms or 36%, the number of contract reviews increased by 79%, and organization incident reporting increased by 82%. We do not anticipate that these numbers will decrease with the addition of services such as the pre-event planning portal that is currently being developed by the division. With another available reviewer, students should see an increase in the availability of staff and a more timely response to a growing number of pre-event planning forms, constitution reviews, and NSO applications. This will also allow for more intentional conversations with students regarding the appropriate planning of their events, activities, and operations.

Greek Life students will see increased availability of their council advisors because councils will no longer have to share staff members who are already seeing increased demands on their time. A dedicated advisor will

allow for greater assistance with chapter issues, and increased services in event planning education and resources.

A shared position between these two departments will further highlight the division's priority of collaboration, communication, cooperation, and coordination, and it will provide more available services to students who need the assistance.

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

No other sources of funding are currently available to provide full or partial support for this position.

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

With StuAct Online, we have the ability to track completion rates regarding the review and/or approval of items such as pre-event planning forms, constitutions, NSO reviews, off-campus banking exemptions, GPR exemptions, etc. We would continue to use these tools to determine if the addition of this staff member is helping to reduce the amount of time that is currently being taken to process and/or approve items under their review. Additionally, we will utilize user feedback to gauge improvements to services.

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	
Salary and Benefits 1/2 SDS II	<b>\$22,610.00</b>
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$22,610.00</b>

*SSFAB Comments/Notes:*

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