



Budget Request Form FY2013

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 daily administrative responsibilities without encountering continual interruptions from phone traffic and assisting walk-in customers. This will also allow for the 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
Total Estimated Cost	
Wages and Benefits	\$7,204.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	<i>\$0.00</i>
TOTAL SSFAB INCREASE REQUEST	\$7,204.00

SSFAB Comments/Notes: