



Budget Request Form FY2013

Department should complete one form for each individual request

Department: Memorial Student Center

Program, Service, or Operation Requested

Campus Lost and Found

SSFAB Use Only	
YES	NO

General Description:

As the Official Host Organization of Texas A&M University, MSC Hospitality is responsible for managing and running the campus lost and found. As such, we collect, inventory, label, and store each lost item that we receive from across campus. In any given year, we can receive over 3000 lost items ranging from cell phones, water bottles, umbrellas, and even laptop computers. Once we have held an unclaimed item for 90 days, we are able to host a public auction to sell our remaining inventory. We host 2-3 auctions each year. The proceeds from these sales allow us to purchase supplies needed for this service as well as to support other programs and services offered by MSC Hospitality that impact the TAMU campus and community such as our annual Halloween Party, Campus Tours, Bonfire Remembrance Day, Bonfire Memorial Tours, and once we return to the Memorial Student Center, our Holiday programs.

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.)?

Since MSC Hospitality maintains the campus lost and found for all faculty, staff, students and guests of Texas A&M, we have been given designated space in the MSC to allow us to improve our service. Since we have space allocated to store and organize lost items, MSC Hospitality members will be in this room 5 days/week (10 hours total) to assist customers in claiming their lost items. MSC student workers will also have a presence in this space for an additional 10 hours/week and their wages will be the responsibility of MSC Hospitality. As such, we are requesting funds to support these wages in order to provide a premier service that no other university offers.

At the recommendation of the Lost and Found Task Force, MSC Hospitality purchased software that will allow us to maintain an online database that will be accessible to anyone looking for lost items. The funds we are requesting will allow us to maintain this software to create a more efficient and effective inventory control, as well as allow us to return the items to the owners more effectively.

The remaining portion of this this request will be used to purchase supplies to maintain the lost and found space such as labels, printer paper, markers, bags, and other items needed to keep the space organized.

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

The Memorial Student Center is covering the \$20,000 needed to install all shelving, cabinets, and technical infrastructure for the Lost and Found room. MSC Hospitality does profit from the *Lost and Found Auctions*; however, this money goes directly to the support of campus programs and services that impact our student body (see above). We anticipate a decrease in sales from the auctions due to a higher rate of returns from our new and improved system and high profile location in the MSC for people to claim their lost items.

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

With the purchase of the software system (Returnity), we will be able to track the number of items returned each year. Moreover, we currently have a campus wide survey distributed through Student Life Studies for us to gain knowledge on ways to improve our service. We will continue to assess this service to ensure that we meet the needs of all customers.

Funding Description:

	Dollar Amount
Total Estimated Cost	\$3,400.00
Returnity Software Maintenance	\$200.00
Office Supplies	\$300.00
MSC Student Worker Wages	\$2,900.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	<i>\$900.00</i>
TOTAL SSFAB INCREASE REQUEST	\$2,500.00

SSFAB Comments/Notes:

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