



Budget Request Form FY2015

Department should complete one form for each individual request

Department: Memorial Student Center

Program, Service, or Operation Requested

Texas A&M University Lost and Found Service for TAMU students/guests

SAFAB Use Only	
YES	NO

General Description:

*Maintain Lost and Found Area Service Hours Monday – Friday 9-2 during Fall and Spring semesters.
 Maintain daily operations of MSC Lost and Found service: receive, identify owner if possible, contact owner by email, Facebook, phone if possible; photograph, log, and place item in appropriate storage location.
 Assist students/community guests in finding items.
 Log/Sort new items; disposition/box “auction ready” items (auction ready = 90 days old).
 Facilitate clearing/reformatting of USB cards, laptops, smart phones, through Dolt and return cleared items for Lost and Found Auction.
 MSC Hospitality students organize, set up, facilitate and run 3-4 auctions/year Oct. Feb. and May.*

Request Type: Full Increase One-Time Partial/Matching

Type of Funds Requested UAF Other

General Questions:

Why is this important to your department? How does this increase impact students, and what motivated this request?

Originally MSC Hospitality worked with the MSC Main Desk on the task of managing the campus wide lost and found. At that time, Main Desk staff managed the items while Hospitality ran the auctions. Later, Hospitality attempted to complete all of the related duties but challenges surfaced due to the transient nature of student volunteers. Due to the closing of the MSC Main Desk and Hotel the entire task of lost and found came to the MSC Student Programs to manage. We picked this effort up because of the significant service it provides to TAMU students.

Due to the magnitude of lost items we have concluded that the only way to manage this area properly is to have it staffed with student workers Monday – Friday 9 – 2.

We are also in need of additional storage to keep items ready for auction. As we package items ready for auction or return to owners, the items are currently being stored in any available space. These areas are not secure and they are visible to visitors.

Is it part of your strategic plan? What will be the impact if it is not funded?

Lost and Found provides a much needed service to TAMU students and guests alike. Furthermore, a lost and found is required by state law to be provided by the University and at this time we are designated by student rule to be that location. If not funded, it will take longer to sort, log, and attempt to return items to their rightful owners.

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

With negotiation, Hospitality could transfer to SPO a larger percent of Lost & Found Auction earnings, but these funds would be pulled away from other needed student programming.

What sort of input did you receive (student, faculty, staff, other) to determine this need?

The volume of lost items processed and the time spent by student workers in managing Lost and Found has been analyzed over several years. This analysis along with student polling supports the need for extended hours and increased security, in part due to a significant increase in volume.

Related to security, we received information from MSC Hospitality volunteers and SPO student workers about lack of storage for auction-ready items. The concern is that auction-ready items will be lost or damaged if not properly stored in the MSC. This situation could lead to misplaced items and reduce the efficiency of the program.

What actions have you implemented internally to address the identified need?

MSC Hospitality provides \$2,500 from auction proceeds to help with the student worker budget. The remaining revenue from auctions funds MSC Hospitality programming and volunteer efforts. Historically, revenue from auctions has been inconsistent. This inconsistency would place the payroll at risk if this became the sole source of funding.

Related to the storage of auction-ready items, we've attempted to maximize available storage for disposition-ready items prior to auction. This has proven to remain a challenge because of the limitations previously mentioned.

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

The Lost and Found database is capable of providing statistics about lost items verses items returned to owners. Records indicate that 11,872 items were logged over the course of last year. We were able to return 1317 items to their original owner, we returned 352 student ID cards to the TAMU card office, and we returned 349 TAMU keys to the TAMU key office. We will continue to monitor the effectiveness of this program with the Lost and Found software.

Also, we are able to survey users and volunteers of Lost and Found to identify our success as a service. We intend to continue to gauge our success compared to prior years. Already, we are more organized, we communicate better as a Lost and Found team, and we have a better system for coordinating volunteers.

Funding Description:

Total Estimated Cost	11,309.00
Returnity Software Renewal, Website, Support	450.00
Existing Hospitality Student Worker Wage	2,500.00
Auction Expenses	1,434.00
Office Supplies	500.00
Added Spring Semester Student Worker Budget	2,720.00
Added Fall Semester Student Worker Budget	2,900.00
Dedicated Lost and Found Storage for year	805.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	<i>4,884.00</i>
TOTAL UAF INCREASE REQUEST	6,425.00

SAFAB Comments/Notes: