SAFAB
Student Affairs Fee Advisory Board

Budget Request Form FY2016
Department should complete one form for each individual request

Department: MSC Student Programs Customer Service Area

Program, Service, or Operation Requested
TAMU Lost and Found Service for students and guests

SAFAB Use Only	
YES	NO

General Description:
Funding needed to cover the wages for student employees processing lost items. Student workers staff the TAMU Lost and Found Area; Monday – Friday; 9:00 a.m.-2:00 p.m.; Fall, Spring and Summer Semesters. Daily operations of MSC Lost and Found area include: receive items, identify and contact owner when possible, record and photograph item into Returnity (a lost and found software), label item with Returnity tag, shelve item in appropriate storage location, assist students and guests with finding of lost items, and disposition of old items.

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?
The MSC Student Programs along with help from MSC Hospitality are running the official campus lost and found area because it is important to the students of Texas A&M. The students lose everything from keys, phones, wallets, computers, books, jackets, water bottles, and jewelry and we have even had quite a few aggie rings come across our desk. Taking into consideration the incoming freshmen class gets larger each year, we conclude the need to be able to staff and store lost and found items will grow each year.

Is it part of your strategic plan? What will be the impact if it is not funded?
The Lost and Found area provides a service to TAMU students, guests, and former students. If not funded, it will take longer to sort, log, and attempt to return items to their rightful owners, and items will mound up quickly given current resource limitations.

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How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
Because of heightened concern for student security we are no longer able to auction items that could potentially put students at risk (e.g. flash drives, electronics, etc.) Due to the loss of income from these items we need funds to help support the student worker wages needed to run the lost and found area.

What sort of input did you receive (student, faculty, staff, other) to determine this need?
Returnity software records indicate that 11,872 items were logged into the Returnity system over the course of 2012-13. A report for 2013-2014 indicated that 16,006 items had been logged over this past year; therefore, we know the work load is ever increasing.

What actions have you implemented internally to address the identified need?
We cannot redirect current staff to manage the load without risking other mission critical duties.
We have volunteer support from MSC Hospitality but they are beyond their capacity.

Generally, what assessment tools will you use to evaluate this program/service?
We are able to survey users and volunteers of Lost and Found to identify our success as a service. The Returnity system keeps track of items returned so we can monitor and be aware of the number of items returned to owners.

Funding Description:

	Dollar Amount
Total Estimated Cost	
Spring 13 wks x 5 hrs/day @ $7.25/hr	2,356.25
Fall 16 wks x 5 hrs/day @ $7.25/hr	2,900.00
Summer 13 wks x 5 hrs/day @ $7.25/hr	2,356.25
Less Estimated Partial/Matching Funds (if applicable)	
TOTAL UAF INCREASE REQUEST	**$7,612.50**

SAFAB Comments/Notes:

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