



Budget Request Form FY2016

Department should complete one form for each individual request

Department: Memorial Student Center

Program, Service, or Operation Requested

Funding to cover hotel costs for MSC Abbott Family Leadership Conference, Stark NE Trip, and MSC Spencer Leadership Conference

SAFAB Use Only	
YES	NO

General Description:

The MSC would like to request funding for additional hotel costs due to a change in the use of host families. MSC committees used to utilize host families for students to stay in their homes while traveling on MSC programs, saving thousands of dollars. Due to risks and an increasing litigious climate in higher education, the use of host families may no longer be an option which would increase program costs.

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?

Continuing to provide an excellent experience for students on MSC conferences and trips is critical to the MSC mission. MSC committees already fundraise to cover a majority of program costs so incorporating additional hotel costs would be challenging for them.

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

Yes, providing quality conferences and trips is part of the MSC strategic plan. If this request is not funded MSC committees will have to scale back the length of the conference/trip which would impact the overall experience.

How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
MSC committees already fundraise a portion of their program budget and seek out in kind donations for venues and meals.

What sort of input did you receive (student, faculty, staff, other) to determine this need?
On previous conference/trip surveys students indicated that the length of these programs had a great impact on the positive overall experience. Decreasing the number of days would negatively impact the experience.

What actions have you implemented internally to address the identified need?
Each group discussed at length the potential for scaling back the programs but feel it would take away from the experience.

Generally, what assessment tools will you use to evaluate this program/service?
Each trip conducts an annual assessment of the conference/trip and incorporates suggestions for improvement into the next conference/trip.

Funding Description:

	Dollar Amount
Total Estimated Cost	
MSC Abbott FLC - 11 rooms@\$120/night for 2 nights on 2 conferences	
MSC Spencer LC - 14 rooms@\$120/night for 2 nights	
MSC Stark NE Trip - Chicago (2 nights), Boston (2 nights)	
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL UAF INCREASE REQUEST	\$11,820.00

SAFAB Comments/Notes: