



Budget Request Form FY2011

Department should complete one form for each individual request

Department: Student Organization Finance Center

Program, Service, or Operation Requested

New Graduate Assistant

| SSFAB Use Only | |
|----------------|----|
| YES | NO |
| | |

General Description:

We are requesting a Graduate Assistant not only to help with the Foundation reporting but also to help establish the Market Place system which will allow student organizations to set up store fronts to accept membership dues, sell inventory, and track those sales. This is the most frequent request received from students through the customer service assessment, suggestion box, and various other communications with student organizations. It is imperative that we pursue funding for this position.

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.)?

- Will give students a safer method of collecting payments and protecting credit card information.
- Will help student organizations maintain accurate financial and inventory records.
- Will better market student organization products to the public. Because this software system is used by the University, student organization storefronts will be visible alongside University programs.
- Currently most organization deposits are processed manually; the on-line software electronically deposits receipts into student organization SOFC accounts.
- Could possibly increase student organization revenue and potentially raise SOFC investment pool balances, therefore realizing additional operating revenue.

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

No other sources have been considered because we are primarily funded through Student Service Fees and Investment Income.

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

This method of collecting payments is more convenient and is safer. Once this system is fully operational, the SOFC will research the possibilities of student organizations having access to a debit card system. We will continue to monitor the number of transactions processed.

Funding Description:

| | |
|--|--------------------|
| Total Estimated Cost | |
| Salary | \$13,000.00 |
| Benefits | \$1,950.00 |
| | |
| <i>Less Estimated Partial/Matching Funds (if applicable)</i> | |
| TOTAL SSFAB INCREASE REQUEST | \$14,950.00 |

SSFAB Comments/Notes:

STUDENT | SERVICE | FEE | ADVISORY | BOARD