

SAFAB Use Only	
YES	NO



Student Affairs Fee  
Advisory Board  
DIVISION OF STUDENT AFFAIRS

## Instructions for FY 2022 Form

*Data can be entered into text fields and Word tables on each form.*

### Funding Request Form FY 2022

*This form is to be completed for each UAF increase request and attached with the Annual Report/Cover Sheet described above.*

- **Department**—Enter your department name.
- **Program, Service, or Operation Requested**—Please provide a one-line title to reference the request for funds being made.
- **General Description**—Please provide additional information and a brief description of the increase request; make sure not to overlap with the additional questions described below.
- **Request Type**—Indicate the type of increase request being made from the following:
  - *Full*—Indicates that UAF will fund the entire program or service being requested
  - *Increase*—Indicates a request for an increase in UAF for an ongoing program or service that is already supported at a lesser level
  - *Partial*—Choose partial if other sources of funding or revenue (such as state funds/grants, ticket sales, service fees, membership dues, etc) will be used in conjunction with UAF to fund the program or service.
  - *Matching*—Encourages departments in seeking additional outside funds from fundraising and sponsorship initiatives. The amount requested represents the maximum amount of funds that SAFAB will match. Funds must be generated by the department through fundraising, reserves, sponsorship, or other means. Current funding and funding from state or other internal sources are not eligible for this type of request.
  - *One-Time*—Indicates a request for one-time funds from Division reserves
- **General Questions**—Please answer the listed questions. Additional pages may be attached if more space is needed; however, responses are encouraged to be brief.
- **Total Estimated Cost**— This section will show the total cost of request, any funding identified to offset the cost, and the amount that is being requested from SAFAB. Please break down the items requested into general terms and categories with a total for each category. Avoid over-generalizations but keep in mind that SAFAB does not need specific line-item budgets either.
  - *Funding Description* - Brief description of the items/categories for which funding is requested
  - *Amount* – Total amount of each of the items/categories listed
  - *Less Estimated Partial Funds* – Total for other sources of funding being used to offset the overall cost of the proposal.
  - *Total Increase Requested* – Amount being requested from SAFAB for FY2022. This is the number SAFAB will use in its deliberations. It should equal the sum of the line items less any matching/partial funding being considered.



## Funding Request Form FY2022

*Department should complete one form for each individual request*

**Department:**

Becky Gates Children's Center

**Program, Service or Operation Requested:**

Purchase and installation of 2 Procure Touch computers.

**General Description:**

The Becky Gates Children's Center uses Procure Solutions for our child care management software. The Procure Touch is an all-in-one flat screen computer with built in ID pad and chip card reader. The space-saving design and built-in wireless capability allows for the placement of our check-in system where we need it.

**Request Type:**

Full       Increase       One-Time       Partial/Matching

**Type of Funds Requested:**

UAF       Other

**General Questions**

***How does this address an important need and/or positively impact students?***

The front desk student workers are responsible for maintaining student data in our database system (Procure). This includes ensuring parents are signing-in/out their child at the computer stations in the front lobby. The computers we are currently using are past their prime; out of date processor and expired warranties. This often causes problems. When the computer stations do not work, then the student worker has to manually enter what time the students enter and leave the building. That is a lot of work when there are 165 children. According to the front desk student workers, upgrading to the Procure Touch system allows us to move the large computers to create much needed work stations for all staff. The front desk also said, the Procure Touch system gives more space for physical distancing and privacy; smaller devices means less to sanitize; increased likelihood parents will remember to check-in/out their children due to it being on the wall at eye-level, rather than at the child's eye-level.

***What department/Division strategic plan item does this support?***

Enrich Student Experience – Increased the number of opportunities for students to engage in high-impact, transformational learning experiences. Provide innovative programs and services that meet the needs of an increasingly diverse student population.

Contribute to Student Success – Equipping students with the skills and competencies desired by employers and ensure they are highly sought after for jobs and participation in significant areas upon graduation.

Develop Global Leaders – Enhance, create, and foster environments and communities in which students find places to belong.

Ensure Future Effectiveness – Maximize shared resources and provide with the tools, and resources needed to provide quality programs.

***Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.***

Currently the front desk student workers have to go from room to room to collect attendance data to match what is in our Procure system. 30-40% of the parents fail to sign-in/out their child on a daily basis, and the student workers have to input the data they collect from the classrooms. In addition, the current computers are old and need to be upgraded. Lastly, the computer stations are at a child’s eye-level, and easily accessible by children. The Procure Touch can be installed on the wall at an adult’s eye-level.

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

The front desk student workers perform audits to ensure all children are successfully checked-in/out by parents. They verbally remind parents of this task if they see them skip this process.

***If funding is granted, what metrics will you use to evaluate success of this program/service/operation?***

100% utilization rate –parents using Procure Touch to check-in/out their child every day.

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

At this time, we are in the process of rebuilding our reserves.

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
2 Procure Touch computers	\$2,590.00
Procure Touch installation	\$1,677.46
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	\$0
<b>TOTAL INCREASE REQUESTED</b>	<b>\$4,267.46</b>