0. Review of Direct Student Funding Process

This fall, Student Council and the Student Activity Finance Board will consider the Student Activity Fee that will be charged both semesters of the 2016-2017 academic year, and the requests that will comprise it. It is important to remember that the funding and budgets for the upcoming year (15-16) have already been set.

The DSF Committee has restructured for the upcoming year, and the committee members are now “Subject Matter Experts” (SMEs) in certain organizations, meaning all organizations have an individual first point of contact, besides the DSF and SAFB chairs, to assist with the student funding process.


The new fiscal year for the university began on July 1st, 2015. This means it is time to start compiling your final actual expenses from the closing academic year (14-15), and to estimate how your expenses will work out compared to your budget for the upcoming year (15-16). These two data points give context to your updated application.

Please update the request document you submitted last year with the actual expenses for 14-15, estimated expenses for 15-16, and requested funding for 16-17. Your contact on the Direct Student Funding Committee can help with any questions related to refreshing your application.

2. Prepare Funding Request for the 2016-2017 Academic Year

Please update the request document you submitted last year with the actual expenses for 14-15, estimated expenses for 15-16, and requested funding for 16-17. Your contact on the Direct Student Funding Committee can help with any questions related to refreshing your application.

3. Submit Application to Student Council Office

Please submit both a paper request to the Student Council Office in 232 Havener, and submit an electronic copy to stsafb@mst.edu

Submit Request to Student Council Office & Email:
September 25th, 2015, 4pm
4. Review Application with DSF Chairperson

After your request is received, a link will be provided to a Google Calendar appointment listing, which will allow you to agree on an appointment with the DSF committee chairperson to review your submitted request. These meetings will take place the fourth week of classes. You can contact their chair at gdcwd5@mst.edu to schedule an appointment manually.

Meet with DSF Chairperson Geoffrey Cline during:
Sixth week of Classes, September 28th through October 2nd, 2015

5. Attend DSF Open Forum

SAFB will present their recommendations on the submitted requests during the SAFB DSF Open Forum. A presence at the event is strongly recommended to answer questions asked, and to learn of the recommendation on your request. SAFB will consider concerns voiced, and take them into consideration. The presentation will move through the activities of each request, and will present the detailed budget line items as needed. Your contact on the board will present SAFB’s justification for the recommendation, and the DSF chairperson will oversee the open forum. You will have the opportunity to respond to questions raised using the open forum format.

Attend DSF Open Forum:
St. Pat’s Ballroom, Tuesday October 13th, 6:30pm, 2015

6. Student Council Vote

After the DSF Open Forum, SAFB will present their updated recommendations at the next student council meeting. This presentation will focus on the changes made in response to the DSF Open Forum. At this point, the Missouri S&T Student Council will consider amendments to the Student Activity Fee before moving to a final vote. You will be contact if this date is updated.

Attend Student Council Student Activity Fee Vote:
Carver Turner Room, Tuesday October 27th, 6:30pm, 2015

7. Conclusion

The decision of Student Council will be forwarded to the Dean of Students, who will further the process.

If you have any questions about this process, do not hesitate to contact the Student Activity Finance Board at safb@mst.edu

Thank You!