1. Overview

The Student Activity Fee is charged once each semester during a specific academic year. The amount and breakdown of the fee is decided during the previous fall by Student Council, based on the recommendations of the Student Activity Finance Board. SAFB coordinates requests for funding and seeks student input.

A new template for organizations to submit their annual Direct Student Funding request has been prepared, with the goal of elevating student input while also clarifying the process for requesting organizations. The new template is available on OrgSync under Files.

The key element of the improved request template is that line items will now be categorized into activities. This change will clarify budgets with a focus on student impacts. Previously, requests focused on line items failed to give a sense of how funding for the organizations translated into campus outcomes. Now, budget requests will be broken down first into categories that reflect these outcomes, and then further into expense types.

The Student Activity Funding Board, and specifically the Direct Student Funding Committee, is excited to work with all campus organizations to roll out the improved budgeting structure.

2. What is an activity?

An activity is a grouping of budget line items that lead to a specific campus outcome. Activities might be different events hosted, committees, or another classification that suits your organization, but it is essential that each program lead into student population impact. These activities would preferably correspond to a PeopleSoft Class ChartField. General examples of Programs follow.

<table>
<thead>
<tr>
<th>Example Activity</th>
<th>ASUM-S&amp;T</th>
<th>Student Council</th>
<th>St. Pat’s</th>
<th>Student Union Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td>Policy Improvement Committee</td>
<td>Follies</td>
<td>Comedy</td>
<td></td>
</tr>
<tr>
<td>On Campus Political Engagement Events</td>
<td>Physical Improvement Committee</td>
<td>Snake Invasion</td>
<td>Concerts</td>
<td></td>
</tr>
<tr>
<td>State Legislature Intern Program</td>
<td>Public Relations Committee</td>
<td>Queens &amp; Knights</td>
<td>Light &amp; Sound</td>
<td></td>
</tr>
</tbody>
</table>
3. **Title Information**
- Request Title, Organization Name
- Date Prepared, Request Year
- Status Progression:
  - Draft, Official Request, SAFB Recommendation, Approved

4. **Overview of Activities**
- Class Code, if used
- Brief Title
- Description, explain student impact in approx. two lines

5. **Income Items**
- Class Code, if appropriate
- Brief Title
- Emphasis on subtotal for revenue generating programs, additional lines below as necessary

6. **Expense Items**
- Class Code, from Overview of Activities section
- Emphasis on subtotal for Program, with additional line items below
- Detailed Expense lines have PeopleSoft Account Code for expense detail where possible

7. **Annual Budget**
- Columns represent financial status of each academic year
- Status Progression:
  - Actual, Estimated, Request, Approved
- Use Actual for previous year, and Estimated for present

8. **Conclusion**
- Ensure all formulas and subtotal are correct
- Follow the Submission Instructions on your organization’s OrgSync portal
- The SAFB Code is the definitive source for policy
- If you have any questions about this information or the template, feel free to contact safb@mst.edu
- Thank You!