Direct Student Funding
Fall 2015 Overview

0. Review of Direct Student Funding Process

Student Organizations that have received Direct Student Funding from the Student Activity fee within the last two years are automatically able to submit a request for the next year. This fall, Student Council 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 begins 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 application, and shows compliance with the budget set.

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 previous and current years will be the first two columns in the new template, followed by the request. The new template & instructions are available on OrgSync under files.

2. Determine Budget Request & Activities

As part of the new template, grouping budget line items into activities is required. An activity is a grouping of budget line items that lead to a specific campus outcome. Consider the purpose and goals of your organization, and let that inform the structure of your budget. Your SME from the DSF committee can assist your organization with building your request.

Organizations with an OrgSync portal will submit their completed request based on the new template using the Forms tab on their portal. It will be titled “Direct Student Funding Request Submission”.

Submit Request Online, OrgSync Form Closes: September 25th, 2015, midnight
3. **Review Application with DSF Chairperson**

The OrgSync submission form will contain a link to a Google Calendar appointment listing, which will allow you to book 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 safb@mst.edu if necessary.

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

4. **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 SME 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*

5. **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.

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

6. **Conclusion**

Pending approval by University administration, the funds generated by the Student Activity Fee for 2016-2017 will be available shortly after July 1st, 2016.

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

Thank You!