

**Student Activity and Service Fee Submission Form  
for  
Trustee Organizations (all campuses)**

Welcome to the 2023-24 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

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Display Name

NetID

Boudah, Zachary

zjb20003

Email

zachary.boudah@uconn.edu

Your Organization:

ASG Avery Point

Organization Website

[Click to visit](#)

Organization Social Media Information

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<https://www.instagram.com/uconnaverypointthings2do/>

Please provide your Organization's Mission and a brief history

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The Associated Student Government (ASG) is the primary voice of the undergraduate student body at UConn's Avery Point Campus. We are primarily responsible for stewarding a budget funded by Student Activity Fees and providing advocacy for all community members. Historically, the ASG has operated as the central hub of event planning. This remains true to this day: by the end of this semester, the ASG alone would have held over thirty-five independent events. In recent years, we have expanded our advocacy branch by updating our Constitution and By-Laws, campaigning for more recognition by the University Administration, and proposing amendments to fix fundamentally unfair University Senate By-Laws. Our mission is to advance the social, academic, and personal growth of all Avery Point students by building an inclusive, vibrant, and empowering campus culture.

Please upload a PDF of your current Organizational Chart.

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[ASG-Organizational-Chart-2023-1-2048x1583.jpg](#)

What are your organization's current goals and how do they align with your mission?

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Currently, our goals are to spend down the remaining carry-over funds by providing larger, more substantial events and to advocate for more regional campus representation in the University Administration. At the core of our mission is the quality of student life – without our events, Avery Point commuters would be without the majority of co-curricular programming. But as the COVID-19 pandemic put a stop to almost all of our spending, we have continued to spend down excess funds to reach a balanced budget. This semester, we have taken the most extreme measure yet by approving a Spring budget wherein our spending outpaces our income by 213%. We also believe that expanding our

voice within the University's decision-making process is vital to the success of our students. Life at Avery Point is not life at Storrs, Hartford, Stamford, or Waterbury—we have a unique campus with a unique culture. We know that the only individuals who can properly advocate for our affairs are ourselves.

## Activity Participation and Alignment

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1) Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your organization.

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The programs and services we offer range from small-scale DIY events to bus trips to New York City. In a given semester, we will provide anywhere from 5-10 simple, traditional events such as Stuff-A-Husky and Mason Jar Floats. At the same time, we will organize trips to see Broadway shows, professional sporting events, etc. We are also responsible for multiple medium-sized events that are open to the student body, like a Trivia or Paint night. We also partner with local organizations like Mystic Aquarium, who we partner with to bring African penguins on campus and to host our End of Year Celebration. Overall, we offer a wide range of programs to engage students on campus. Recently, the ASG has begun preparation for larger service-oriented programs including a Disability Awareness Campaign, a Spring Sex Week, and an initiative to put safe-sex supplies in every bathroom on campus. However, we have already been making strides in this aspect. In the Fall of 2022, we held a Sex Week for the first time – this Fall, we partnered with our campus GSA to program a Pride Week. Further, we have already been stocking bathrooms with safe sex supplies this semester!

Who is eligible to participate in your activities?

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Undergraduate students of a specific campus

## Financials

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Please note that items 3-5 should total 100%

2) For what purpose do you spend any portion of your budget on the operations of your organization?

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We do not spend any portion of our budget on the operations of our organization. Not a single member of our organization is financially compensated for their efforts – further, our members cover all of their expenses pertaining to services, subscriptions, and technology. From time to time, we may purchase a piece of equipment that will be used to produce content or for an event, but they are not essential to the operation of our organization.

3) What percentage of your budget is to support your organization's operations?

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0

Does your Organization pay any elected or appointed student leaders?

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No

Does your Organization pay for any non-student staff?

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No

4) What percentage of your budget is for programs and services for students sponsored by your organization (do not include expenses that are for members only)?

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- a) How do you determine if these programs and services meet your organizational goal/priorities?
  - b) How do you know if the program, and services you provide meet the needs/expectations of your constituents?
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To determine whether or not we want to spend funding on any particular project, the proposal goes through multiple channels. Most often, ideas for events or services are raised in one of our committee meetings. From there, the ones that the committee members determine are worthwhile travel to the ASG General Meeting, where the majority of elected members must vote in favor of the motion to allocate funds. This process is standard for our expenditures and at multiple points, we pause to consider the following: How many people will benefit from this spending? How much are we spending per person? Will this expense truly enhance the lives of our constituents? These a general, vague questions we consider before each and every expenditure.

To know if our programs meet the needs of our constituents: we ask them! We always have our members on the ground at our events to gauge the value they provide to our constituents. We may also send a post-event survey to students to get a deeper sense of what we are doing well and what we could do to improve. By keeping an ear to the ground at all times, the ASG is in touch with the day-to-day needs of students on our campus.

- 5) For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?
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- 6) Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2023, when compared to the previous year's budget and this year's original budget.
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The ASG has, historically, struggled to pay down the accumulated funds in our account. To remedy this, the ASG came together to approve a spending plan of over \$50,000 for the 2023-2024 academic year. The goal here is to reduce our excess funding to as close to \$10,000 as possible (this is the ideal cushion amount we wish to carry over) by the end of the Spring semester. To meet this goal, we approved a budget that simultaneously increases the number of events we are holding and the overall impact that they may have. For example, we are spending more money on classic giveaway events than we typically do. Further, we are striving to bring in more contracted performers than in previous years.

## Revenue

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- 7) What is the current Fee amount per semester/year?
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35

Storrs Undergraduate [Fees](#)  
Regional Undergraduate [Fees](#)  
GSS Graduate [Fees](#)  
Law Graduate [Fees](#)  
SSW Graduate [Fees](#)

- 8) Does your organization receive income from any source other than student fees?
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No

## Expenses

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9) What are the top organization operational expenditures?

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We do not have any operational expenditures.

11) What are the top organization expenditures for programs and services that you fund?

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Catering and promotional supplies.

10) How are these expenses similar to or different from the previous year?

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We do not have any operational expenditures.

12) How are these expenses similar to or different from the previous year?

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Overall, there is little difference. The cost of food, which we try to supply for as many events as possible, continues to be a large recurring expense. During the Fall 2023 semester, we spent a little less than we did in the Fall of 2022, but the amount is not highly significant. As it applies to promotional supplies, which we use to give unique swag to students, we have spent over twice the amount we did in the previous year. This is explained by our plan to spend more funds on tangible give-away items for our students.

13) What are the top expenditures for Tier II organizations (if applicable) that you fund?

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General supplies. This applies to decorations and promotional items that our Tier II organizations request. They use these supplies to hold on-campus events and intra-club activities.

14) How are these expenses similar to or different from the previous year?

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Generally, catering is the largest expense for our Tier II organizations. However, there has not been as large a demand for food this Fall as there has been for supplies.

## Future Year Spending Plans

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15) What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years?

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The primary priority is to spend our excess funds. As seen in our projected budgets, we are actively working to return our fund balance to an adequate level of cushion. We are working diligently to return student activity fee funding to our students.

16) Is your Organization seeking a fee increase?

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No

## Fund Balance

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17) If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

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\$10,000. Because our budget is so small, we are comfortable with such a small amount of cushion. Because our funding trickles in over the course of the year and we tend to front-load our expensive events, having a solid budget to draw from as we enter the semester is crucial to ensuring we can pay for what we have in store for students.

18) If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

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As discussed, we are aiming to bring down our fund balance to meet our ideal level by spending roughly \$20,000 over what we receive for income. The largest expenses that make up this difference include a \$5,000 budget for our annual Mystic Aquarium End of Year Banquet, a \$5,000 budget for a Spring trip to Broadway, a \$4,000 budget for Stuff-A-Husky events, and more.

Include what your projected balance will be at the end of this year as well as the next two projected years.

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At the end of this year, our projected balance will be \$16,345.63. At the end of FY24, our projected fund balance will be \$10,000. At the end of FY25, our projected fund balance will be \$10,000.

Other

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Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

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Nothing at this time.

Financials

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Please upload the SASFAC Excel Sheet

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[SAFSAC 2023-2024 Submission Associated Student Government of Avery Point Submission.xlsx](#)

Advisor & FO Review and Commentary

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1.  Is the financial document (specifically the columns 'FY23 Actuals' and 'FY24 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

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Additional Documentation Upload

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[ASG Weekly Meeting 11\\_27\\_23.docx.pdf](#)

Yes

2.  Do you have comments regarding the FY25 Updated or FY26 Projected Budgets?

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No

3. Please provide a narrative on the advising and compliance discussions you have had to date with the Org leadership regarding their finances.

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I meet twice a week with the ASG president on proper use of the funds and procedures required for spending funds. The full ASG is educated on the proper use of student fee funds and how to properly managed said funds.

Advisor/FO signature

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Electronically Signed by Paterson, Randall (randall.paterson@uconn.edu) - December 14, 2023 at 4:22 PM (UTC)

### Organization Review and Vote

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You've got through and made any necessary edits:

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Yes

Date of formal Organization Budget approval

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November 27, 2023

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

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[ASG Weekly Meeting 11\\_27\\_23.docx \(1\).pdf](#)

## Form Submission - Proposer

Submitted for Approval | Proposer

Boudah, Zachary - December 4, 2023 at 5:31 PM (UTC)

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Task

Task Completed

Paterson, Randall - December 14, 2023 at 4:23 PM (UTC)

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Task

Task Completed

Boudah, Zachary - December 14, 2023 at 4:25 PM (UTC)

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Notification

Notification Sent

Clokey, David - December 14, 2023 at 4:25 PM (UTC)

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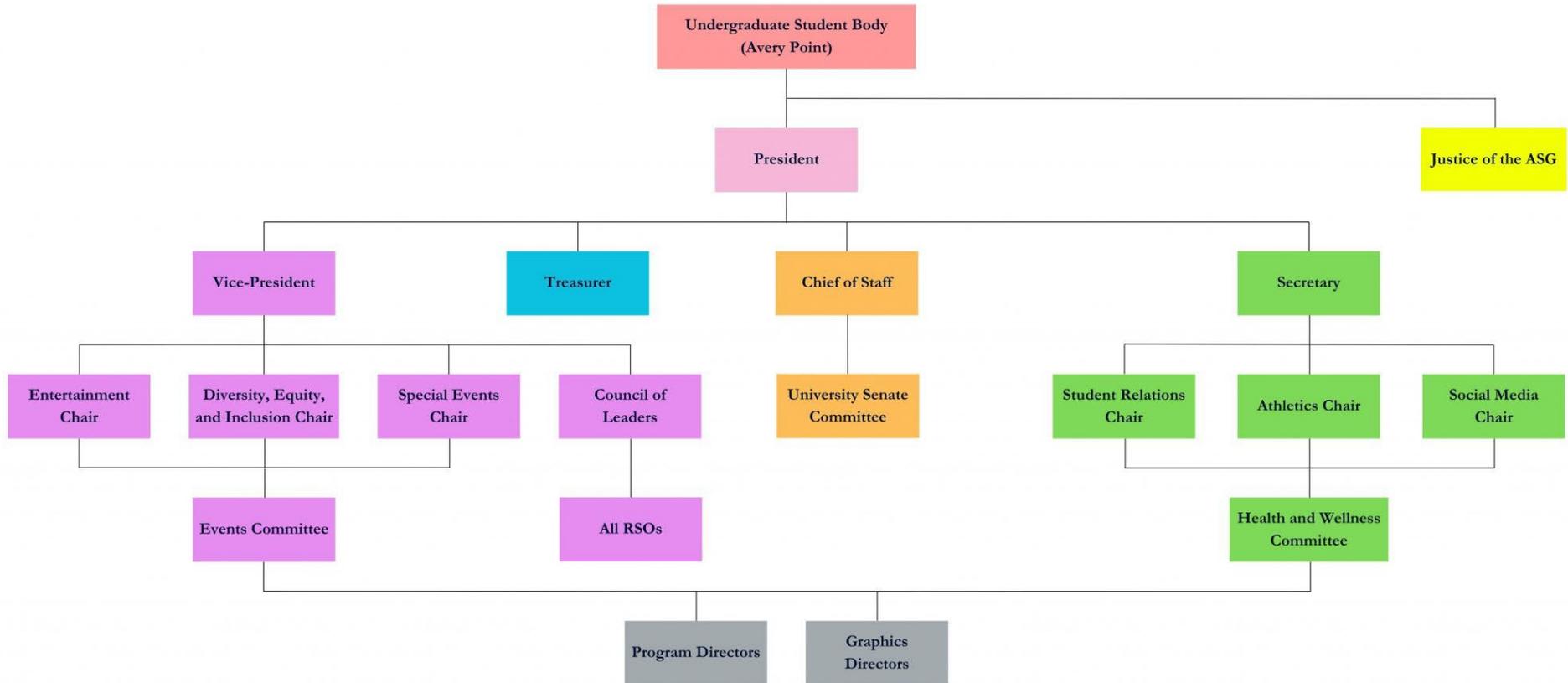
Notification

Generating PDF

O'Brien, Krista

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# Organizational Chart of the University of Connecticut Avery Point Associated Student Government



Code Description		FY23 Actual Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Original Amount	FY25 Updated Amount	FY26 Projected Amount
R e v e n u e s	501.1 General Donations						
	501.2 Foundation Donations						
	501.3 Benefit Fundraiser Donations						
	502 Dues						
	512 Advertising						
	513 Awards and Prizes						
	514 Vendor Commissions						
	515 Contractual Services						
	516 Co-Sponsorship						
	520.1 Admissions Sales						
	520.2 Food Sales						
	520.3 Merchandise Sales						
	520.4 Participation Sales	\$ 5,089.22		\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
	520.5 Services Sales						
	522 Registration/Entry Fees						
	523 Rental						
	524 Travel						
	530 Penalties and Fines						
	531 Miscellaneous Revenue						
	533 Change Fund Returns						
540 Business Taxes							
546 Interest							
547 Student Fees	\$ 28,061.38	\$ 30,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	
<b>Total Revenues</b>		<b>\$ 33,150.60</b>	<b>\$ 30,000.00</b>	<b>\$ 31,000.00</b>	<b>\$ 29,500.00</b>	<b>\$ 29,500.00</b>	<b>\$ 29,500.00</b>
E x p e n d i t u r e s	601 Donations	\$ -					
	602 Dues	\$ -					
	603 Gifts	\$ -					
	604 Photocopying	\$ -					
	605 Postage	\$ -					
	606 Printing	\$ 184.64					
	607 Promotional Items	\$ 2,756.74	\$ 2,000.00	\$ 2,000.00			
	608.1 Refreshments - Organization	\$ 859.77	\$ 300.00	\$ 800.00	\$ 500.00	\$ 500.00	\$ 500.00
	608.2 Refreshments - Events/Programs	\$ 9,662.08	\$ 3,000.00	\$ 8,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
	609 Subscriptions	\$ -					
	610.1 Supplies - Organization	\$ -	\$ 1,800.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	610.2 Supplies - Events/Programs	\$ 9,339.54		\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
	611 Telephone	\$ -					
	612 Advertising	\$ -					
	613 Awards and Prizes	\$ -					
	615.1 Contractual Services - Organization	\$ -					
	615.2 Contractual Services - Events/Programs	\$ 6,425.00	\$ 16,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	616 Co-Sponsorships	\$ -	\$ 2,000.00				
	617.1 Cost of Food Sold	\$ -					
	617.2 Cost of Merchandise Sold	\$ -					
	617.3 Cost of Participation	\$ 8,505.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	617.4 Cost of Services Sold	\$ -					
	622.1 Registration Fees	\$ 3,415.70	\$ 1,100.00				
	622.2 Entry Fees	\$ -					
	623 Rental	\$ 4,236.32		\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	624 Travel	\$ 6,515.80	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	625 Equipment/Durable Goods	\$ 406.96	\$ 500.00				
	626 Equipment - Capital	\$ -					
	627 Insurance	\$ -					
	628 Repairs and Maintenance	\$ 67.25		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	629 Utilities	\$ -					
	630 Penalties and Fines	\$ -					
	631 Miscellaneous Expenses	\$ 110.46					
	633 Change Funds	\$ -					
	640 Business Taxes	\$ -					
642 Wages - Student	\$ -						
643 Wages - Non-Student	\$ -						
645 Wage Taxes - Non-Student	\$ -						
<b>Total Expenditures</b>		<b>\$ 52,485.26</b>	<b>\$ 33,700.00</b>	<b>\$ 37,900.00</b>	<b>\$ 28,600.00</b>	<b>\$ 28,600.00</b>	<b>\$ 28,600.00</b>
<b>Revenues-Expenditures = Change in Fund Balance</b>		<b>\$ (19,334.66)</b>	<b>\$ (3,700.00)</b>	<b>\$ (6,900.00)</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>
<b>Fund Balance at Start of Year</b>		<b>\$ 39,895.53</b>	<b>\$ 36,519.00</b>	<b>\$ 20,560.87</b>	<b>\$ 32,819.00</b>	<b>\$ 13,660.87</b>	<b>\$ 14,560.87</b>
<b>Fund Balance at End of Year</b>		<b>\$ 20,560.87</b>	<b>\$ 32,819.00</b>	<b>\$ 13,660.87</b>	<b>\$ 33,719.00</b>	<b>\$ 14,560.87</b>	<b>\$ 15,460.87</b>

**WebEx Link**

Date: 11/27/23

Time: 5 PM

- I. Call to order
  - A. Called to order by President at 5:02 PM
- II. Attendance
  - A. Present: Zachary Boudah, Lauren Presti, Madison Andrus, Tyler Sowers, Evan Childs, Elizabeth Morse, William Benoit, Rahsan Grant, Katherine Pavlou
  - B. Absent: Ava Gauthier (*excused*), Evan Keith (*excused*)
- III. Approval of previous meeting minutes
  - A. Motion to approve meeting minutes from 11/13/23
    1. All in favor: unanimous
    2. All opposed:
    3. Result: passes
- IV. Reports
  - A. President
    1. Apology
      - a) I just wanted to express my sincere apologies for overstepping my role and stating my opinion on a motion during the budget hearing. My role is to be neutral and going forward I will continue to do my best to live up to this.
    2. Retreat Recap
      - a) The ASG retreat was, in my opinion, a great success. We had a wonderful time answering SAFSAC questions and planning out the Spring Event Calendar. Although we *may* have gone overboard on food and I made a series of administrative mistakes, I think it worked out in the end.
      - b) Discussion:
        - (1) Chief of Staff Sowers asked if we could pass around our thank you letters for Project Oceanology and Paul's Pasta for people to sign.
        - (2) President agreed.
    3. SAFSAC
      - a) As far as the SAFSAC proposal goes, we will be voting to approve the submission *tonight*. The finalized submission is a product of all of the amazing feedback submitted to me by Katie and the rest of the Executive Board, as well as the team who attended the retreat.
    4. University Senate

- a) On Sunday, I was able to finalize the five major proposals to re-write the University By-Laws. In cooperation with student leaders across the University, we made minor adjustments to ensure all interests were accounted for and the package is now on its way to the Senate Executive Committee and, hopefully, will be approved by the Senate itself in early December.
5. Delegation of Various Roles
  - a) As you all know, the role of President has become increasingly intensive under my first and second administrations. As a result, our effectiveness has been threatened by my apparent inability to delegate some responsibilities. To mitigate this, I have created a spreadsheet, [which is attached here](#). In it, you can find *ideal* and *actual* representations of who should be responsible for doing what. For the Spring, I will be spending a good deal of time getting everyone accustomed to fulfilling the duties that *should* be theirs and not mine. This spreadsheet is fluid and will certainly change with time as we think of new responsibilities to add!
6. Appointment of Strategic Advisors
  - a) I have finalized my appointees to the Ad hoc Presidential Advisory Committee:
    - (1) Kamala Chuss shall be appointed Strategic Advisor to the President for Marine Sciences Student Affairs
    - (2) Seth Kintner shall be appointed Strategic Advisor to the President for English Student Affairs
    - (3) Meghan Allmendinger shall be appointed Strategic Advisor to the President for Maritime Studies Student Affairs
    - (4) Kelly Sauter shall be appointed Strategic Advisor to the President for Veterans Student Affairs
    - (5) Christian Hricko shall be appointed Strategic Advisor to the President for First-Year Student Affairs
    - (6) Josemanuel Castillo shall be appointed Strategic Advisor to the President for Split-Campus Student Affairs
  - b) [You can view the appointment legislation attached here.](#)
7. Gingerbread House Competition
  - a) On Wednesday the 6th at 12 PM, we will be hosting the annual Gingerbread House Building Competition. Traditionally, ASG has a team that competes. Who would like to take the lead on this?
  - b) Discussion:
    - (1) Social Media Chair and Secretary volunteer to lead the team.

B. Vice-President

1. Spring Event Calendar

- a) On the Canva Things2Do calendar, we need someone with access to enter the names of all of the events that we penciled in during the retreat. We are absolutely not asking that you make a design, please leave that to Advisor Paterson. Like the other dates already penciled in, please leave the name of the event on the planned date.
- b) Discussion:
  - (1) None.

C. Treasurer

D. Secretary

1. Spring Schedules
2. Proposed Spring Meeting Times
  - a) Weekly: 4-5 PM on Mondays
  - b) Executive Board: 3:15 PM on Wednesdays
  - c) Health & Wellness: 1-2 PM on Tuesdays
  - d) Events Committee: 1-2 PM on Thursdays
  - e) University Senate: 10-11 AM on Wednesdays

V. Voting items

- A. Motion to approve the proposed Student Activity and Service Fee Submission Form for the 2023-2024 academic year.
  1. Discussion
    - a) None.
  2. All in favor: unanimous vote
  3. All opposed:
  4. All abstaining:
  5. Result: passes

VI. Discussion

- A. President wants the team to know that he is likely to miss next week's meeting for the University Senate.
- B. Chief of Staff Sowers also announces he plans to attend the Senate meeting if the By-Law review is on the agenda.

VII. Adjournment

- A. Meeting adjourned at 5:17 PM by President

Approved,

x 

Zachary Joseph Boudah

Undergraduate Student Body President

**University of Connecticut,  
Avery Point Campus**