

**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

Display Name	NetID
Del Debbio, Anthony	ajd21024

Email

anthony.del_debbio@uconn.edu

Your Organization:

ASG Waterbury

Organization Website

[Click to visit](#)

Organization Social Media Information

Facebook: UConnWtbyASG Instagram: @waterburyuconnasg Snapchat: Asg.wuconn

Please provide your Organization's Mission and a brief history

The organization began in 1946 and has continued on.

The mission of Waterbury ASG is to provide a student government that represent the student body. In addition, it provides an effective means of communication between the student body, faculty, and administration. Waterbury ASG supervises all student activities (which are paid for by student fees), and ensures these activities are geared towards student interests. We aim to bring together the UConn Waterbury community through these events.

Please upload a PDF of your current Organizational Chart.

[Real-Organizational-Chart.pdf](#)

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

Our current goals are to help make the campus as welcoming as possible to all students. We believe that by hosting events such as the ones we have been doing, we are building an extraordinarily strong communal bond not only between the student population, but also between the students and all of the faculty as well.

Activity Participation and Alignment

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

We host events that require student population participation. We host events such as the "Find a Husky" where students go around campus looking for small laminated huskies to bring to a counter to redeem a prize. We also have holiday themed events that are more social gatherings for students. An example of this would be our Halloween or Thanksgiving events.

Who is eligible to participate in your activities?

Undergraduate students of a specific campus

Financials

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?

Any portion of the budget spent on the operations of the Associated Student Government is the creation, coordination, and execution of events and programs for the campus community.

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

5

Does your Organization pay any elected or appointed student leaders?

If so, please list and provide a brief explanation of student payroll.

Yes

The President: This position is in charge of leading the organization and ensuring meetings, events, and other initiatives take place. This position is paid for coordinating events and activities, and hosting meetings that cannot be done by a regular member of the organization.

Vice President: The Vice President's role is to ensure the organization runs properly when the President is unable to fulfill their role. Additionally, this position takes the meeting minutes if the Secretary is unable to fulfill their role. This position is paid for coordinating events and activities, and hosting meetings that cannot be done by a regular member of the organization.

Secretary: This position takes the minutes for the organization and, because the work is reviewed by auditors and, if there is a complaint by the Freedom of Information Commission, this position contains more liability than elected positions. This position is paid for coordinating events and activities, and taking meeting minutes that cannot be done by a regular member of the organization.

Treasurer: This position tracks budgets and helps coordinate payments when necessary. This posi-

tion's work may be reviewed by auditors and contains more liability than other elected positions. This position is paid for coordinating events and activities, and hosting meetings that cannot be done by a regular member of the organization.

Does your Organization pay for any non-student staff?

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)?

45

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?

To reiterate, our goal is to make the campus as welcoming as possible to all students and create a sense of community. This is mainly done by hosting events through the ASG as well as events run by clubs. We can tell if these programs meet our goals by attendance to the events. The more people go, the more they meet new people/reinforce existing friendships, and overall creating a more friendly environment on campus.

5) For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?

50

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.

The budget remains the same- our current goal is to dip into the savings we currently have, and keep that number floating between \$8,000-\$10,000

Revenue

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

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?

Yes

a) What are the sources of revenue you currently collect and how much is it that you receive?
b) Are these sources consistent or variable from year to year?
c) How is this revenue reflected in your organization's projected budget? Please explain.

We receive \$14,000 per year (\$7,000 per semester) from the Director's Office. There is continued communication with the office in case there are any changes.

Expenses

9) What are the top organization operational expenditures?

-Food/refreshments
-Supplies/materials
-Contractual services

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

All of these expenditures are the same as last year

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

-Food/refreshments
-Supplies/materials
-Contractual services

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

All of these expenditures are the same as last year

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

-Food/refreshments
-Supplies/materials
-Contractual services

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

All of these expenditures are the same as last year

Future Year Spending Plans

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

Our priority is to use all of our allotted yearly money, as well as spend enough to dip into our fund balance. We also are trying to maintain a reasonable sum as a backup/for emergencies.

16) Is your Organization seeking a fee increase?

No

Fund Balance

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?

We would like to keep around 8,000-10,000 as a reserve when we reach that point in our funding. We believe that having a decent sized buffer in place is most beneficial, because in the instance there is a large influx of students, there won't be a large strain/constraint on how much money we have.

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?

We predict that more clubs will be opening up, and that because of this there will be more funding requests. If this is not the case, we also plan to host more ASG hosted events to use the funds. Funding requests from Tier II clubs have increased since last year, though, and we encourage them to continue requesting funds.

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

2024: \$39,111 2025: \$21,061 2026: \$8,011

Other

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

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Financials

Please upload the SASFAC Excel Sheet

[SASFAC FY24 WorkBook ASG.xlsx](#)

Advisor & FO Review and Commentary

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?

Yes

Additional Documentation Upload

No Response

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

Yes

2.a. If yes, for what component(s) of the budget would you like to provide information?

The plan is to continue cutting into the fund balance to spend the money that has been building over the years. Though this plan calls for a larger budget, in a few years the budget will shrink drastically. To create a more gradual shrink of the yearly budgets, we may revisit FY25 and FY26 next SASFAC season.

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

With the current leadership, I have had multiple discussions regarding the fund balance, what it means, and why it is important to spend it. I have talked with them about the Student Activities Fee and how the current students should be benefiting from the money as much as they can, and it is their responsibility to uphold this. Additionally, we have discussed other pieces of the budget, such as the Campus Director's contribution, the affect of enrollment numbers, and what increasing the Student Activity Fee means, why it is done, and how that would affect the campus if pursued.

Advisor/FO signature

Electronically Signed by Emery, Nathan (nathan.emery@uconn.edu) - November 22, 2023 at 11:20 AM (America/New_York)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

Date of formal Organization Budget approval

November 30, 2023

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

[ASG Waterbury Meeting Minutes 11.30.23.pdf](#)

Form Submission - Proposer

Submitted for Approval | Proposer

Del Debbio, Anthony - November 17, 2023 at 1:58 PM (America/New_York)

Task

Task Completed

Emery, Nathan - November 22, 2023 at 11:20 AM (America/New_York)

Task

Task Completed

Del Debbio, Anthony - November 30, 2023 at 2:03 PM (America/New_York)

Complete

Notification

Notification Sent

Clokey, David - November 30, 2023 at 2:03 PM (America/New_York)

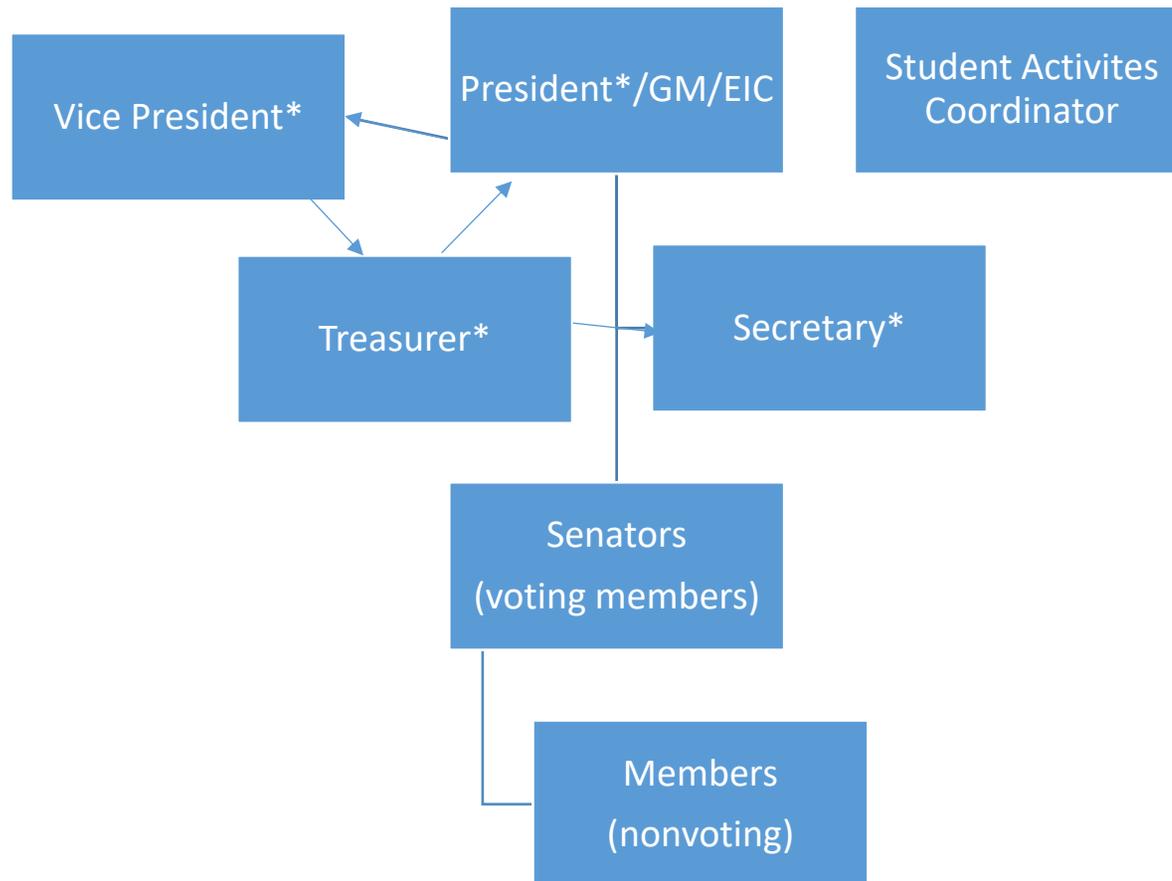
Notification

Notification Sent

O'Brien, Krista - November 30, 2023 at 2:03 PM (America/New_York)

Utilize Microsoft’s SmartArt graphics, or create a graphic in other format that allows for an outsider’s understanding of reporting structure (who supervises who, who is supervised by/reports to who). Add as many pages, groupings or levels as you need to accurately depict the organizational hierarchy. *indicates a SOLID equivalent position (need a President, VP, Treasurer, and Secretary).

Next, for each person, use the **Org Chart Excel Template** to indicate whether they are an approved signer (President and Treasurer are required signers), an authorized Time Approver, whether the position is volunteer or paid, and if so, how many hours/week and if they’re authorized to work over breaks.



ASG Waterbury Meeting Minutes

November 30, 2023 at 1:00-2:00 p.m.

Held: Student Services Conference Room

1. Current Budget
2. Old Business
3. New Business
4. Adjournment

Attendance

- Amy Cordova
- Anthony Del Debbio
- Suleymar Dominguez
- Erjona Zhuta
- Nathan Emery
- Joanna Szeto
- Katherine Garcia
- Erjona Zhuta
- Autumn Saluli

Called to order: 1:14pm by Amy Cordova

Old Business-

New Business-

- I. Associated Student Government is seeking **\$505.00** for cookies from Insomnia Cookies a Cookies and Cocoa event on 12.6.23.

Motioned by: Amy Cordova

Seconded by: Erjona Zhuta

Yes: All

No: None

Abstain: None

- II. Muslim Student Association is seeking **\$850.00** for food from Sultan's for an Islamic Trivia Event on 12.6.23.

Motioned by: Amy Cordova

Seconded by: Suleymar Dominguez

Yes: All

No: None

Abstain: None

- III. Muslim Student Association is seeking **\$5.00** for donuts from BJs for an Islamic Trivia Event on 12.6.23.

Motioned by: Amy Cordova

Seconded by: Erjona Zhuta

Yes: All

No: None

Abstain: None

- IV. Muslim Student Association is seeking **\$75.00** for gift cards from Amazon for winners of an Islamic Trivia Event on 12.6.23.

Motioned by: Amy Cordova

Seconded by: Autumn Saluli

Yes: All

No: None

Abstain: None

- V. Kpop Fusion Cub is seeking **\$360.00** for food and supplies from Amazon for an End of the Semester Ramen Party on 12.5.23.

Motioned by: Amy Cordova

Seconded by: Erjona Zhuta

Yes: All

No: None

Abstain: Suleymar Dominguez

- VI. Motion to approve the SASFAC ASG Operating Budget for FY25, and the projected budget for FY26.

Motioned by: Amy Cordova

Seconded by: Anthony Del Debbio

Yes: All

No: None

Abstain: None

Upcoming Events-

- I. New York Trip Recap- Groupchat needs to be done - (Next time group chat - meeting place)
- II. Ping Pong Tournament
- III. Insomnia Cookies
- IV. Winter Welcome
 - o Tuesday, January 16th: Welcome Back Bonfire & Hot Cocoa (First Day of Classes)
 1. Event Lead
 2. Location/Time (Reservation)
 3. Supplies (Quotes)
 4. Advertisement
 - o Wednesday, January 17th: Snowflake making & Gingerbread house contest - Suleymar Dominguez
 1. Event Lead
 2. Location/Time (Reservation)
 3. Supplies (Quotes)
 4. Advertisement
 - o Thursday, January 18th: Cookie Decorating - Erjona Zhuta
 1. Event Lead
 2. Location/Time (Reservation)
 3. Supplies (Quotes)
 4. Advertisement

Rainbow Spirit - Hairspray \$10 - Ticket - Headcount - collab with the drama club

Eboard members - meet in the winter to discuss before first day of school - Jan 16th, 17th, or 18th.

Meeting adjourned at: Amy Cordova by 1:58pm