

**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

Beaulieu, Amelia

age22005

Email

amelia.beaulieu@uconn.edu

Your Organization:

USG Hartford

Organization Website

[Click to visit](#)

Organization Social Media Information

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Instagram and TikTok: uconnhartford.usg

Please provide your Organization's Mission and a brief history

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The Undergraduate Student Government (USG) at the University of Connecticut, Hartford Campus, traces its roots back to 1974, undergoing various transformations and name changes over the last fifty years. Initially, from 1974 to 2004, when the Hartford Campus primarily offered general education courses for first- and second-year students, the USG functioned as a campus-wide programming board.

A pivotal shift occurred in 2004 when the Hartford Campus expanded its offerings to include four-year degree programs. This led to a surge in enrollment, particularly among upper-class students, and a corresponding increase in the number of student clubs and groups, now referred to as registration student organizations (RSOs).

In Fall 2017, the campus underwent a significant change by relocating from West Hartford to downtown Hartford. This move to a newly built urban campus, surrounded by prominent institutions like the Hartford Public Library, City Hall, and Wadsworth Atheneum, marked a transformative moment in the campus's evolution. The new setting generated excitement, instilled a visionary mission, and brought about an increased demand for resources due to higher student enrollments and elevated the amount of students involvement and engagement.

The USG's mission has adapted to these changes and challenges as it "is to enrich the lives of the undergraduate student body through advocacy and programming. We will strive to help student organizations reach their fullest potential. We will strive to enhance the educational, social, and cultural opportunities at the University of Connecticut-Hartford. We will strive to foster a culture of engagement, collaboration, and inclusiveness."

During the Fall 2023 semester, the USG funded more than six RSOs, and consists of about a hundred undergraduates actively participating in student clubs, which highlights the significant impact and reach of the organization on campus life.

Please upload a PDF of your current Organizational Chart.

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[USG Position Crash Course \(1\).pdf](#)

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

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Our organization's current goals are aligned with our mission statement; to enrich student life through advocacy and programming efforts. The first goal we stand by aims to provide diverse programming opportunities that cater to all interests and needs of our student body. These initiatives are programmed not only to enhance our educational experience but also create a vibrant campus community. Additionally, our focus is to provide networking opportunities, foster valuable connections, and strengthen the professional skills of our members. Through increased involvement, we seek to create a sense of community and belonging, ensuring that every student has the chance to actively participate in and benefit from our organization's offerings. By striving to achieve these goals, we actively work towards advocating for and enriching the overall student experience on campus.

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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USG has sponsored many events, all with the primary focus being multicultural awareness, advocacy efforts, and community building. Events may include out of state trips such as USG's Programming's NYC trips that occurred in both Spring '23 and Fall '23. Some of our RSO's have also taken the initiative to branch out, the World Culture Organization (WCO) hosted a Mock Quinceañera at the Storrs main campus in Fall '23, and the South Asian Student Association (SASA) hosted numerous artistic events during the past semesters.

Our emphasis on multicultural awareness has given rise to many events such as Diya painting, Iftarr nights, and Holi Festival celebration. To add on, USG hosted the following events/trips in Fall '23...

NYC trip (programming)  
Cultural festival (USG)  
Block party (USG)  
Sweatshirts (programming)  
Hydroflasks (programming)  
Beanies (programming)

Multicultural awareness  
- SASA/ Diya Painting Events  
- MSA/ Iftaar nights  
- SASA/ bollywood nights  
- WCO/ mock quinceanera  
- SASA/ henna nights  
- WCO/ holi festival event

### Advocacy efforts

- SWSA/ take back the hart protest
- MSA/ arabic class
- GSA/ community talks

### Community

- MSA/ ping-pong + paint nights
- MSA/ jeopardy get together
- WCO/ karaoke nights
- GSA/ six flags trip
- GSA/ just dance
- Breast cancer awareness (student affairs)

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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The allocation of budget to various aspects of an organization's operations serves specific purposes related to efficiency, productivity, and overall functionality. Spending a small percentage of the budget towards cleaning supplies is essential to maintain a hygienic and safe working environment. Additionally, allocating a slightly larger percentage of the budget to provide refreshments during training contributes to improved job performance, increased efficiency. It also makes members of our organization feel valued in a team setting. Lastly, the largest portion of our budget is spend on student payroll. Budgeting for salaries is a fundamental aspect of employee compensation. Adequate compensation not only motivates employees to perform well but also contributes to a positive organizational culture. Fair compensation can enhance employee loyalty, reduce turnover, and attract students who are committed to achieving the organization's goals.

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

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19.7

Does your Organization pay any elected or appointed student leaders?

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Yes

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

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President: \$20.09  
Treasurer: \$20.09  
Vice President: \$19.59  
Chief of Communications: \$19.59

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)?

54.9

- 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?

Our student Senate meets weekly to decide on whether to approve funding for programs and services requested from our committees. They weigh the cost, the number of students benefiting and whether or not the program/service connects to the group's mission statement. Executive board meetings are also held weekly, discussing issues not brought up in the senate.

We employ various strategies to assess the satisfaction of our constituents with the programs and services we offer. One key indicator is the campus's activity level on a given day versus during events, providing insight into the attendance of our initiatives. We also closely monitor public comments and complaints addressed during senate meetings, ensuring that concerns raised by constituents are actively acknowledged and resolved. Another indicator is the membership in our organization, as a growing number of members in the Undergraduate Student Government (USG) reflects an increased representation of student voices. Additionally, committee debriefs play a crucial role in evaluating the success of our events and services. By addressing concerns raised during these debriefs, we can adapt and improve our offerings, ensuring that they align with and meet the evolving needs and expectations of our constituents. Through these approaches, we continuously strive to enhance satisfaction to better serve the student body on the Hartford Campus.

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

25.4

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.

We removed spending limits on individual RSOs to allow for larger scale events to be funded from the 40% set aside for Tier II groups. We put the responsibility on the senate to approve requests that are deemed appropriate.

The Undergraduate Student Government placed a great emphasis on our Tier II registered student organizations so that students can take the lead on expressing their diversity and sharing that with their peers on campus.

Revenue

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

30

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?

No

## Expenses

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9) What are the top organization operational expenditures?

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Salaries, Training costs (refreshments), and Cleaning Supplies are the categories we spent a portion of our budget on.

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

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Refreshments for Programs/Events, Promotional times and Travel expenses have been our top three categories we spent most of our budget on.

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

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Refreshments and Supplies for programs and events, travel expenses, and Entry fee is what Tier II organizations mostly spent their budget on.

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

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The organizational expenses are similar because student payroll was our biggest expense although last year USG spent 83% more on supplies than we have thus far in the fiscal year.

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

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Similarities: one of the top expenses were refreshments for programs and events.  
Differences: We had a lot more off campus events that we spent our budget on. Therefore, this adds to travel expenses and entry fees to different attractions.

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

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Differences: No off campus events funded for Tier II organizations in previous years.  
Similarities: Refreshments for programs and events is still the biggest expense.

## 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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Our priorities are to provide students with more off-campus opportunities while increasing our on-campus events to prior semester levels. We also want to make our on campus events more engaging, as many of them in the past have been giveaways, and not focused on students interaction. We also are looking to increase our training of student leadership so that they can better execute their roles, especially for those who are in paid positions.

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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Our organization has determined that a fund balance of \$96,000 provides a significant cushion for any unforeseen expenses or needs that may arise in the upcoming semesters. Therefore, we do not anticipate setting aside additional funds for mandatory carry over.

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?

To bring down the fund balance to the ideal level, we have planned additional expenditures for the upcoming fiscal year. Recognizing that our recent focus has been on off-campus events rather than on-campus activities, we intend to diversify our programming efforts. By allocating budget towards both on and off campus events in the upcoming fiscal year, we aim to enhance the student experience through a more diverse range of activities. This planned shift provides a well-rounded and engaging experience for our constituents, as well as allows us to utilize the surplus funds effectively.

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

97,098/ 97,212/ 97,326

Other

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

Our advisor who we had worked with in years past left in May 2023, and our campus has been in the process of hiring a new advisor. We have yet to solidify this process as of January '24. Due to this, our executive board has had to take on additional responsibilities pertaining to advising and training.

Financials

Please upload the SASFAC Excel Sheet

[Student-Activity-Fee-Budget-Projection-Form \(1\) \(1\) \(1\).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?

Additional Documentation Upload

No Response

Yes

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

No

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

During this fiscal year, USG encountered significant challenges, including the absence of a permanent advisor. In my advising and compliance discussions with USG leadership, we focused on the complexities of the organization's finances, addressing obstacles faced throughout the year. Emphasizing careful budgeting, I highlighted the importance of allocating funds strategically to benefit constituents and align financial decisions with USG's overarching goals. Additionally, we stressed the need for accurate documentation, establishing good record-keeping practices for compliance and informed decision-making. Despite the challenges, our collaborative efforts aimed to lay the groundwork for a more stable and sustainable financial future for the organization, regardless of changes in leadership or advisory roles.

Advisor/FO signature

Electronically Signed by Nelson, Monique (monique.nelson@uconn.edu) - January 31, 2024 at 2:28 PM (America/New\_York)

Organization Review and Vote

You've got through and made any necessary edits:	Date of formal Organization Budget approval	Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.
Yes	January 30, 2024	<a href="#">1_30_24 Emergency Senate Minutes 1.pdf</a>

Form Submission - Proposer

Submitted for Approval | Proposer

Beaulieu, Amelia - January 30, 2024 at 4:21 PM (America/New\_York)

Task

Sent Back

Nelson, Monique - January 30, 2024 at 4:59 PM (America/New\_York)

There are a few grammatical errors that should be corrected before submission.

Form Submission - Proposer

Submitted for Approval | Proposer

Beaulieu, Amelia - January 30, 2024 at 7:08 PM (America/New\_York)

Task

Task Completed

Nelson, Monique - January 31, 2024 at 2:28 PM (America/New\_York)

Everything appears to be accurate.

Task

Task Completed

Beaulieu, Amelia - January 31, 2024 at 2:54 PM (America/New\_York)

Notification

Notification Sent

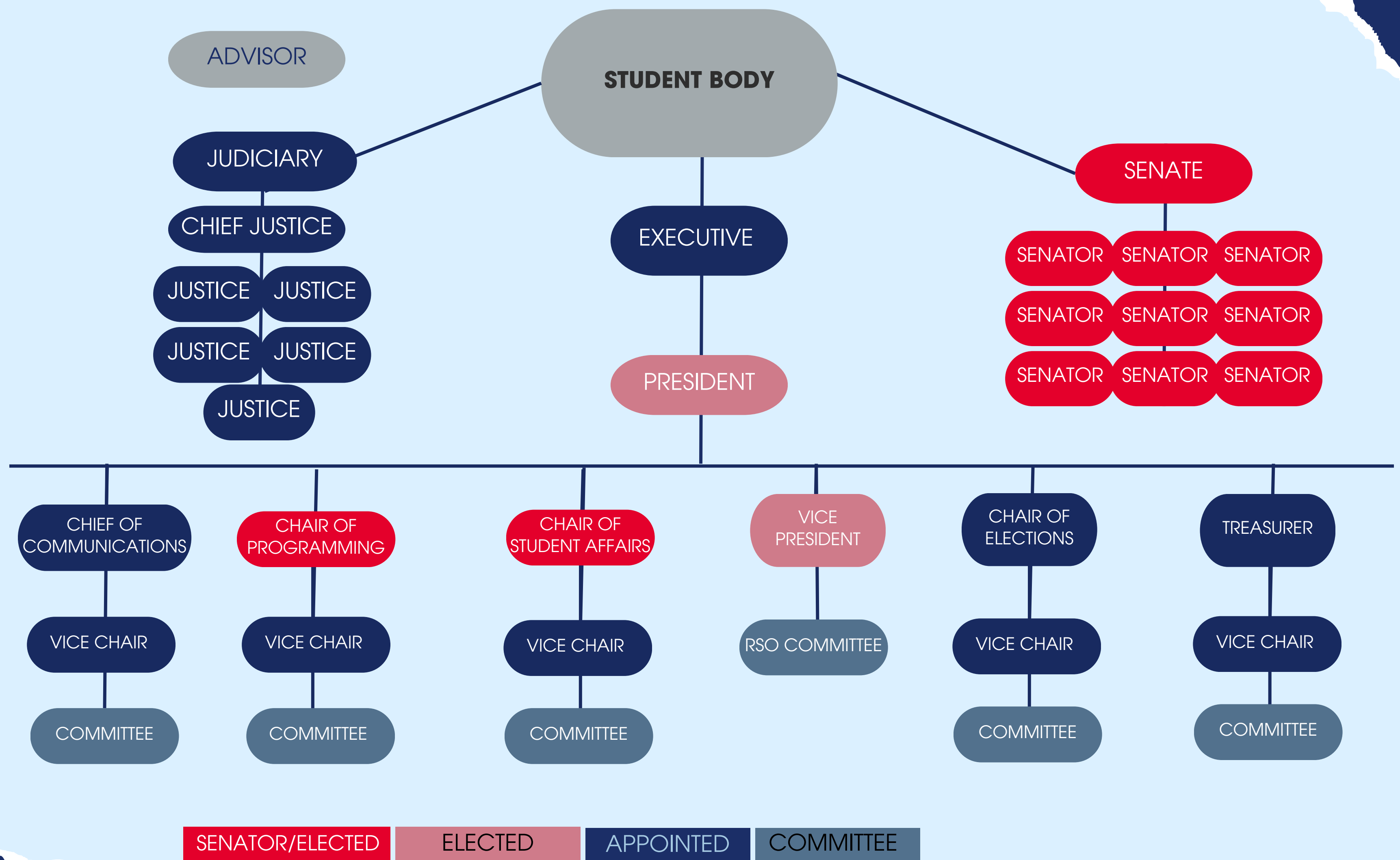
Clokey, David - January 31, 2024 at 2:54 PM (America/New\_York)

Notification

Generating PDF

O'Brien, Krista





Code Description		FY22 Actual Amount	FY23 Original Amount	FY23 Updated Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Projected Amount
Revenues	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						
	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			116,700	116,700	116,700	116,700
Total Revenues		-	-	116,700	116,700	116,700	116,700
Expenditures	601 Donations						
	602 Dues						
	603 Gifts				1,000		
	604 Photocopying						
	605 Postage						
	606 Printing			1,406		1,406	1,406
	607 Promotional Items			7,796	11,500	20,000	20,000
	608.1 Refreshments - Organization			217	4,000	1,000	1,000
	608.2 Refreshments - Events/Programs			19,618	4,000	30000	30000
	609 Subscriptions				1,000	-	-
	610.1 Supplies - Organization			79	2,000	700	700
	610.2 Supplies - Events/Programs			2,124	2,000	12,000	12,000
	611 Telephone						
	612 Advertising						
	613 Awards and Prizes			93		500	500
	615.1 Contractual Services - Organization				10,000	-	-
	615.2 Contractual Services - Events/Programs				29,700	-	-
	616 Co-Sponsorships				35,000	-	-
	617.1 Cost of Food Sold					-	-
	617.2 Cost of Merchandise Sold					-	-
	617.3 Cost of Participation					-	-
	617.4 Cost of Services Sold					-	-
	622.1 Registration Fees					-	-
	622.2 Entry Fees			6,753	1,500	13,000	13,000
	623 Rental						
	624 Travel			5,985	5,000	15,000	15,000
	625 Equipment/Durable Goods						
	626 Equipment - Capital						
	627 Insurance						
	628 Repairs and Maintenance						
	629 Utilities						
	630 Penalties and Fines						
	631 Miscellaneous Expenses						
	633 Change Funds						
	640 Business Taxes						
	642 Wages - Student			22,980	10,000	22,980	22,980
	643 Wages - Non-Student						
	645 Wage Taxes - Non-Student						
Total Expenditures		-	-	67,052	116,700	116,586	116,586
Revenues-Expenditures = Change in Fund Balance		-	-	49,648	-	114	114
Fund Balance at Start of Year			96,984	-	96,984	49,648	49,762
Fund Balance at End of Year		-	96,984	49,648	96,984	49,762	49,876

## UConn Hartford - Undergraduate Student Government (USG) Emergency Minutes

Tuesday, January 30th 2023 at 8pm - Online

<https://uconn-cmr.webex.com/uconn-cmr/j.php?MTID=m3365c8c3b3f97ebc7c5c8787ba6cc7fd>

### I. Call to Order

- A. Meeting call to order at 8:03pm

### II. Roll Call

- A. President Flores Diaz: present ▾
- B. Vice President Muntaha: present ▾
- C. Treasurer Beaulieu: present ▾
- D. Chief of Communications Persaud: absent ▾
- E. Chair of Programming McCarthy: present ▾
- F. Interim Chair of Student Affairs Bravo: absent ▾
- G. Staff Advisor Nelson: absent ▾


### III. Voting Members

- A. Majority: 3 ▾
  - 1. Sen. Bachan: present ▾
  - 2. Sen. Cristofaro: present ▾
  - 3. Sen. Ibrahim: present ▾
  - 4. Sen. McCarthy: present ▾
  - 5. Sen. C. Muñoz: present ▾
  - 6. Sen. W. Muñoz: absent ▾
- B. Guests
  - 1. Vice Chair of Communications Valenti

### IV. Public Comment

- A. Happy Birthday to Janet!

### V. Financial Standing

- A.  2023-2024 Budget Tracker
- B. \$98,881.20
  - 1. Excluding from what is coming in this Spring '24

### VI. Motions

- A. Approve the [Student Activity Budget Projection Form](#)
  - 1. VOTE RESULT: PASSED ▾
  - 2. Moved by: Sen. C. Munoz ▾, Seconded by: Sen. Bachan ▾
    - a) Sen. Bachan: yes ▾
    - b) Sen. Cristofaro: --- ▾ \*Stepped out
    - c) Sen. Ibrahim: yes ▾

- d) Sen. McCarthy: **yes** ▾
- e) Sen. C. Muñoz: **yes** ▾
- f) Sen. W. Muñoz: **absent** ▾

B. Approve SASFAC Submission Form for FY'23

- 1. **VOTE RESULT:** **PASSED** ▾
- 2. Moved by: **Sen. McCarthy** ▾, Seconded by: **Sen. Ibrahim** ▾
  - a) Sen. Bachan: **yes** ▾
  - b) Sen. Cristofaro: **---** ▾ \*Stepped out
  - c) Sen. Ibrahim: **yes** ▾
  - d) Sen. McCarthy: **yes** ▾
  - e) Sen. C. Muñoz: **yes** ▾
  - f) Sen. W. Muñoz: **absent** ▾
- 3. [\\*SASFAC Draft](#)

**VII. Adjournment**

- A. Meeting adjourned at 8:48pm