

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

Welcome to the 2024-25 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name

O'Brien, Krista

NetID

kam10016

Email

krista.obrien@uconn.edu

Your Organization: *

Organization Website *

Organization Social Media Information * ?

Please provide your Organization's Mission and a brief history *

Please upload a PDF of your current Organizational Chart. *

Select a File

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

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. *

Who is eligible to participate in your activities? *

please check all that apply

- ☐ Undergraduate students of a specific campus
- ☐ All undergraduate students across all campuses
- ☐ Graduate students of a specific program(s)
- ☐ All graduate students across all campuses
- ☐ Faculty/Staff
- ☐ Community Members/Guests

Discard

Save

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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? * ?

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

Does your Organization pay any elected or appointed student leaders? *

- ☒ Yes
☐ No

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

Does your Organization pay for any non-student staff? *

- ☒ Yes
☐ No

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

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)? *

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? *


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

6) Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2024, when compared to the previous year's budget and this year's original budget. *

Revenue

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

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
☐ No

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. *

Expenses

9) What are the top organization operational expenditures? *

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

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

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

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

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

Future Year Spending Plans

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

16) Is your Organization seeking a fee increase? *

☒ Yes

☐ No

What dollar amount are you requesting per semester/year? *

What is the rationale for the requested increase (i.e., for what is the additional revenue to be spent?). Please be sure to represent this in the Proposed Budget. *

What steps have you taken to reduce expenses and what was the outcome? *

What steps have you taken to increase revenue and what was the outcome? *

What will the outcome/consequence be if you do not receive the fee increase? *

What (if any) are the timing anomalies with regard to the reported income/expenditures? * ?

The Student Activity and Service Fee Advisory Committee will be in touch about additional steps and documentation that your Organization will need to provide along with this packet as a result of seeking a fee increase.

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? *

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? *

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

Other

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

Financials

Please upload the Fee Increase SASFAC Excel Sheet *

Select a File