



THE UNIVERSITY OF  
**MEMPHIS**

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**TO:** Candy Justice  
Helmsman

**FROM:** Student Activity Fee Allocation Committee  
Stephen H. Petersen, Chair *SHP*

**RE:** Funding Request for 2012-2013

**DATE:** May 9, 2012

We have been notified that Vice President Bingham and President Raines have approved the recommendations of the Student Activity Fee Allocation Committee. Your allocation is noted on the enclosed sheet and is for the 2012-2013 school year. Any comments or recommendations from the committee are also noted on the enclosed form. The committee worked hard to assure that their recommendations were within the spirit and mission of the Activity Fee, and to assure that the allocations would serve a broad range of students and student interests.

In past years, some organizations or departments receiving funds have been unable to fully utilize their allocation. To this end, the Student Activity Fee Allocation Committee is asking that all areas receiving an allocation provide a brief report on their progress. **This report will be due to the committee by October 12, 2012.** Any organization or department that fails to demonstrate adequate plans for the use of their allocated funds may have all or a portion of their allocation revoked and made available for redistribution to other groups.

Should additional funds become available next fall (due to higher than expected enrollments), the Student Activity Fee Allocation Committee will once again hold supplemental hearings in mid-October. More information about the next round of proposal submissions will be available shortly after the start of the fall semester.

The committee is asking that all funded programs, events, equipment purchases or other projects be acknowledged in such a way as to reflect that funding was provided by the Student Activity Fee. It is important that students know and understand that their Activity Fee money is being put to good use and the committee asks that you find an appropriate way to recognize the support received from these funds.

Should you have questions or desire clarification on any of the above, or if you have questions regarding any information on the enclosed Funding Recommendation, please direct your inquiries to the committee c/o the Dean of Students Office in UC 359.

# Student Activity Fee Allocation Committee

## Funding Recommendation

**Requesting Organization /Department:** Helmsman

**Amount Requested:** \$ 80,000.00

**Amount Allocated:** \$ 50,000.00

### **Comments / Feedback from Committee:**

Total requests for funding from the Student Activity Fee were almost \$2 million, but the projection of available funds for 2012-2013 is only \$1.5 million. Therefore, almost all funding allocations had to be reduced below the requested amounts.

The committee requests that the masthead of the Helmsman be changed to provide an accurate statement regarding the support received from the Student Activity Fee. The current language indicates that the funds from the SAF are used only to provide students with extra copies of the paper.

The committee also requests that the Helmsman develop a mission statement which clarifies/confirms the paper's alignment with the intended purposes of the Student Activity Fee.

In addition, the committee recommends the Helmsman monitor the number of papers left in distribution boxes in order to determine that only the needed number of papers is printed since the number of printed papers impacts cost.

### **REMINDERS:**

- All funds noted above are one-time allocations. Organizations/departments may always apply for renewal or continuation funding each year, but proposals are reviewed and judged on their merits and awarded based on the criteria established by the Student Fee Allocation process. The fact that an organization/department receives funding one year does not automatically assure that it will receive funding the following year.
- No later than October 12, 2012 all organizations/departments are to provide an update on progress made toward the completion of their proposed activities. Areas that do not show progress toward the intended use of allocated funds may have those funds withdrawn (all or in part) for redistribution to other groups.
- All funded activities, programs, equipment purchases or other projects must be acknowledged in such a way as to indicate that they have been funded by the Student Activity Fee.