1. All eligible departments requesting funding must save their on-line forms and attach all documentation for their proposals to ssfcommittee@shsu.edu no later than 5 p.m on Friday, February 12, 2016.

2. Please review the Legislative Notation for the Texas Education Code 54.503 for more regulations regarding the student service fee.

3. The committee will carefully consider proposals that benefit as many students as possible. Please clearly articulate the benefits to be derived and identify the constituencies to be served.

4. All department heads should submit one request that would include all areas under your supervision. Your budget should be itemized to indicate the specific areas requesting funding in your department. The Student Service Fee Advisory Committee is requesting this procedure in order to eliminate several persons waiting to present. However, you may have some of your staff present during the presentation to clarify any inquiries.

5. All departments must submit the Student Service Fee Request Form with a budget of how funds received last year have been used to date and a projected budget breakdown of expenditures for the 2016-2017 fiscal year.

6. All departments must submit the Current Year Budget Form which indicates a general overview of the funds received and how they have been used in the current year to date (2015-2016). You must include a copy of the FGIBDST for each account. (NOTE: for student organizations only, any questions regarding FGIBDST please contact the office of Student Activities.) Please document all travel expenses as a separate item.

7. All departments and organizations submitting proposals that include salaries for full-time or part-time staff should not include any raises at this time. Also, provide an organizational chart of your unit. Large units may need to have an overview chart and more specific charts for each program. If you have multiple staff in the same position (e.g. counselor, custodian, etc.) note this on your chart. Student employees may be cited on the chart but identified as student assistants.

8. All departments or organizations which include salaries, wages, or student wages in their proposals must be sure to include all fringe benefits in the separate categories on the Student Service Fee Request Form. Mr. Edgar Smith, Director of Budget, should be consulted for assistance in formulating these amounts. Mr. Smith may be reached at 294-2765 or e-mail at acc_ebs@shsu.edu.

9. All department and student organization representatives should call 294-3419, beginning at 8 a.m. on Wednesday, February 17, 2016 to schedule a time for their budget presentation.