



Associated Students

2019-2020

Budget Application

2019-2020 BUDGET PROCESS TIMELINE for
ASSOCIATED STUDENTS (A.S.) OF HUMBOLDT STATE UNIVERSITY

Date	Task/Event	Location
by Thursday, January 3	A.S. Budget Request forms distributed to A.S. Programs	Via Gmail & Google Drive
Thursday, January 24 (10:00 AM - 11:00 AM)	A.S. Administrative Vice President & A.S. Executive Director available to meet with A.S. Program Budget Administrators to review materials and answer questions.	A.S. Office (2 nd floor UC)
Wednesday, February 6 (Due by NOON)	A.S. Budget Requests due by noon into the A.S. Office. (Requests will be distributed to A.S. Board of Finance for review)	A.S. Office (2 nd floor UC)
Monday, February 18	A.S. Board of Finance will discuss A.S. Budget Requests and determine which A.S. Programs to invite to the budget hearing. (A.S. Programs will be asked to participate in a hearing if the A.S. Board of Finance has specific questions about the program's budget request)	Nelson Hall East 120
by Wednesday, February 20	Budget hearing schedule sent out to selected A.S. Programs.	Via Gmail
Saturday, February 23	A.S. Board of Finance conducts budget hearings – These are not program presentations. The hearings are designed to give the A.S. Board of Finance an opportunity to critically analyze the budget requests and ask specific questions of the A.S. Program.	University Center South Lounge
Monday, March 4	A.S. Board of Finance will approve their 2019-2020 A.S. Budget recommendations to the A.S. Board of Directors – all A.S. Programs will receive a copy of the recommended budget.	Nelson Hall East 120
Monday, March 11	A.S. Board of Directors will discuss the 2019-2020 A.S. Recommended Budget.	University Center Banquet Room (UC 131)
Monday, March 25	A.S. Board of Directors continue reviewing the A.S. 2019-2020 Recommended Budget and determine if there are any A.S. Programs that will be asked to appear at the next A.S. Board of Directors meeting (A.S. Programs will not be called in if the A.S. Board of Directors does not have any questions)	University Center Banquet Room (UC 131)
by Friday, March 29 NOON	Deadline to contact the Executive Director's Office if A.S. Program(s) choose to appeal the A.S. Recommended Budget.	Via Gmail or in person at A.S. Office
Monday, April 8	Any A.S. Program appealing their recommended budget allocation is required to appear before the A.S. Board of Directors to present their appeal. If any A.S. Programs were selected for questions on March 25, they will be heard during this meeting. Depending on available time, the A.S. 2019-2020 Budget may be approved at this meeting or at the next A.S. Board of Directors meeting on Monday, April 15	University Center Banquet Room (UC 131)
Monday, April 15	If not approved at the April 8 th A.S. Board of Directors meeting, the A.S. Board of Directors will approve the A.S. Budget on this date.	University Center Banquet Room (UC 131)
Prior to Monday, May 6	University President receives and reviews the Associated Students Budget according to Executive Order 369	

Orange and red need Program attention - See next page for full color key

January

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

February







M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

March

M	T	W	T	F	S	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

April

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Color Key	
	Non-mandatory meeting with Programs; opportunity for Programs to receive guidance on applications
	Deadlines for Programs
	Board of Finance Meeting (no Program members required)
	Board of Directors Meeting (no Program members required)
	Board of Finance Budget Hearing – Invited Programs will attend to answer questions
	Board of Directors Meeting where Programs might be present if 1. The Board invited them to answer questions or 2. The Program requested an Appeal

A.S. Program Name

Revenue

Source of Revenue	2018-19 Budget	2019-20 Proposed Budget
A.S. Subsidy		
Potential Funding Sources Total:		

Expenditures

Item Description	2018-19 Budget	2018-19 Actuals	2019-20 Proposed Budget
Expenditures Total:			

Name of A.S. Program: _____

GENERAL NARRATIVE

- I. A.S. PROGRAM INFORMATION** - Per the A.S. Code, A.S. Board of Directors shall allocate A.S. fees in accordance with their Mission Statement (see [link](#)). To enable them to perform this task as effectively as possible, please provide the following information:

A. Brief history of your program:

B. Provide your program's mission statement here:

C. How does your program's mission match the A.S. mission?

Name of A.S. Program: _____

II. PROGRAM GOALS & PARTICIPATION

A. Fall 2017 - Spring 2018 Fiscal Year Participation¹ – Review last year’s program goals and list program activities to reach goals. (*Please note:* We are interested in 2016-17 figures so we can evaluate an entire year of information.)

Name of Program/Service/Activity	Month (If Applicable)	Number of Students Served
Example: Fall Study Lounge	December	1,000

Total Number of Students Served _____ 1,000

B. How many volunteers did your program have during the 2017 -18 academic year? _____

¹ **PARTICIPATION:** Review your program records and provide a list of programs, services, or activities offered which indicates student response. The list should minimally include a breakdown of the name of the program/service/activity, numbers of students participating or served, (i.e. Student Access Gallery - list of shows and number of artists; CCAT - list of events and number of persons involved, lending library usage, online services; Women’s Center - list of programs and number in attendance, resource room usage; Club and Program Support - number of student benefiting from number of club travel funds; A.S. Presents - list of programs and number in attendance) and any other information that indicates student involvement and satisfaction.

Name of A.S. Program: _____

C. Fall 2018 Participation² – List program activities to reach goals to date.

Name of Program/Service/Activity	Month (If Applicable)	Number of Students Served
Example: Fall Study Lounge	December	1,000

Total Number of Students Served _____ 1,000

D. Current Year Goals - What are your goals for 2018-19? How is the program achieving those goals?

Goal 1. _____

Goal 2. _____

Goal 3. _____

² See footnote 1 on prior page.

Name of A.S. Program: _____

E. Significant program changes - Highlight significant changes in this year's program activities from last year's program.

1. _____

2. _____

3. _____

4. _____

Name of A.S. Program: _____

F. Proposed Goals – What are your goals for 2019-20 and how do you plan to reach them in terms of program activities?

Goal 1. _____

Goal 2. _____

Goal 3. _____

Name of A.S. Program: _____

IV. PRIORITIES:

A. What area(s) of your budget is the greatest priority for funding? Why?

B. What area(s) of your budget have you identified to be the lowest priority should we be unable to provide the total funding you have requested?

C. Describe the impact on the program should it not receive A.S. funds, or if the amount granted is less than requested?

D. A.S. recommends all A.S. programs to make environmentally responsible purchases; how is your program being environmentally responsible?

E. A.S. recommends all A.S. programs to make environmentally responsible purchases; how is your program being socially responsible?

Name of A.S. Program: _____

V. POTENTIAL FUNDING SOURCES **TOTAL AMOUNT:** _____

We are also interested if your program receives any other funding sources. This includes fund raising, I.R.A., and trust fund accounts. Please provide the types of expenditures (i.e. salaries, supplies, telephones).

FUNDING SOURCE: _____ **AMOUNT:** _____

A. _____

B. _____

C. _____

D. _____

IV. SIGNATURES

Budget Administrator Name Signature Date

Phone Number E-Mail

Program Advisor Name Signature Date

Phone Number E-Mail

Name of A.S. Program: _____

STUDENT STAFF POSITION FORM

Please provide a brief description for each Director, Co-Director, Specialist/Coordinator, and/or student staff position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Director positions are intended for students serving in leadership roles within AS Programs. Pay close attention to director budget language regarding these positions in the memo and in the following instructions. Also included shall be the projected number of hours of work per week and pay rate for the Fall and Spring.

IMPORTANT: THE STATE OF CALIFORNIA MINIMUM WAGE WILL INCREASE TO \$12 ON JANUARY 1, 2019 AND TO \$13 ON JANUARY 1, 2020. DON'T FORGET TO CALCULATE THE INCREASE FOR HOURLY POSITIONS.

DIRECTORS — paid hourly: For director positions, semesterly amounts are as follow. The same person cannot receive payment for more than one director position within each program without prior approval from the A.S. Board of Finance. Please use the following information to guide you while filling out the requested information on the next page.

- Program Director \$1,632 for fall semester, \$1,768 for spring semester
A Program Director is generally the student who has overall administrative responsibility for a program. A Program Director usually works 8-9 hours a week during the academic year.
- Co-Director \$1,248 for fall semester, \$1,352 for spring semester
Co-Directors generally share the oversight of a program based on a description of duties. A Co-Director generally works 6-7 hours a week during the academic year.
- Specialist/Coordinator \$768 for fall semester, \$832 for spring semester
Specialists/Coordinators are all other positions within your program (i.e. Fiscal Coordinator, Project Manager, Groundskeeper, Compost Labor, Gardener, Gym Supervisor, Lifeguard, and/or Clerical Assistants). Depending on their duties, a Specialist usually works 4 or more hours a week during the academic year.

These are semesterly amounts, payable half each semester unless otherwise approved by the A.S. Executive Director.

Additionally, please create an organizational chart for your program's positions and attach two copies: one with just titles/positions, another copy with Spring 2019 member names attached to positions filled in. Be sure to use include all paid positions, the advisor, and connect them with chain of command within your program, and specify who the primary contact(s) with the A.S. Office and A.S. Business Office. Consider if volunteer positions should be included on your organizational chart. If you would like to know more about this recommendation, please contact Casey Park, A.S. Board Coordinator, at Casey.Park@humboldt.edu.

Associated Students would also like all programs to consider reviewing their director position's succession plan. Having at least one director position start in the spring semester and finish at the end of the fall semester may improve institution memory and they can help new fall semester staff members learn their duties. If you would like to know more about this recommendation, please contact Jenessa Lund, A.S. Executive Director, at Jenessa.lund@humboldt.edu.

Name of A.S. Program: _____

Position 1. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 2. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 3. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: _____

Position 4. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 5. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 6. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: _____

Position 7. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 8. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 9. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: _____

Position 10. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 11. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 12. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: _____

Budget Justification

Instructions: Please fill out all required sections. This includes a proposed budget and summary for each item. The summary should include the reason for the expenditure(s) and specific quotes, if applicable. The Board of Finance wants complete numerical detail on how you arrived at the number within each line-item--not just how you intend to spend it. If the proposed budget is higher, please provide a justification for the increase.

Student Wage Reimbursement Note: If your program has a Director, Co-Directors, Assistant Director(s), and/or other student staff positions, please complete the Student Staff Position Form.

Department Code	Department Description	Program Code	Program Description

Account Code	Account Description	Class Code	Class Description	2018-19 Budget	2018-19 Actuals	2019-20 Proposed Budget
601893	STUDENT WAGES REIMBURSEMENT					

Summary:

If proposed budget is higher than last year, please explain:

2018-19 Budget Total	2018-19 Actuals	2019-20 Proposed Budget Total