TO: Associated Students (A.S.) Budget Applicants

FROM: Lizbeth Cano-Sanchez, A.S. President

RE: 2020-21 A.S. Budget Request

The link to the A.S. Budget application is available here via InfoReady.

All applications must be submitted via InfoReady no later than 11:59pm on Sunday, February 28, 2020. The entire budget process timeline is here.

The A.S. budget is based on the number of fee-paying students. HSU has been experiencing a drop in enrollment the past few years; and this trend has been projected to continue dropping at an estimated rate of 10-14%(which could equate to approximately $50,000 less available for next year). Keep these parameters in mind and incorporate the applicable “Important Notes” listed below as you develop your request.

Important Notes:

1. Associated Students funds are intended for the following:
   a. Programs of cultural and educational enrichment and community service.
   b. Recreational and social activities.
   c. Support of student unions.
   d. Scholarships, stipends, and grants-in-aid for only currently admitted students in accordance with provisions of Section 42500, subdivision (d).
   e. Tutorial programs.
   f. Athletic programs, both intramural and intercollegiate.
   g. Student publications.
   h. Assistance to recognized student organizations.
   i. Student travel insurance.
   j. Administration of student fee program.
   k. Student government-scholarship stipends, grants-in-aid, and reimbursements to student officers for service to student government. Before such scholarship stipends, grants-in-aid, and reimbursements are established by a student body association, the principle of establishing such payments shall be approved by a student referendum.
   l. Student employment to provide payment for services in connection with the general administration of student fee.
   m. Augmentation of counseling services, including draft information, to be performed by the campus. Such counseling may also include counseling on legal matters to the
extent of helping the student to determine whether he should retain legal counsel, and of referring him to legal counsel through a bar association, legal aid foundation or similar body.

n. Transportation services.

o. Child day care centers for children of students and employees of the campus.

2. The Application asks the following questions:
   a. 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?
   b. What is the Program/Service history and mission statement?
   c. Describe the impact on the program should it not receive A.S funds, or if the amount granted is less than requested?
   d. What are your proposed goals and how will you measure them?
   e. How many participants and/or volunteers did your program/service have during the academic year?
   f. What area(s) of your budget is the greatest priority for funding? Why?

3. The end of the InfoReady Application asks applicants to download, edit and attach the A.S Budget Application Sheet. Here is a How-To to for use while completing the spreadsheet portion of the application: 20.21 Budget Application How-to.docx

4. Student Wages: To ensure that events have enough paid student staff time to plan, execute and analyze a successful event, the student wages will now be requested in association for each event and other needs (i.e. office hours). Use the second tab of the A.S Budget Application Sheet called Position Descriptions to outline all the different types of positions you are requesting. This tab is not connected to the Budget Sheet tab; it is designed as a worksheet to assist you in determining the amount needed for each position.

5. Position Descriptions: Provide a brief description for each position requested in the Position Descriptions tab in the A.S Budget Application Sheet. Descriptions should include the general duties and responsibilities required of each position. Director positions are intended for students to serve in leadership roles within an A.S. Program.

6. If your funded area would like to utilize the Summer Bridge Program, please note that in the Student Wage line-item summary box (as there are additional employee costs to include for summer employment).
7. All A.S. funded areas with Student Wages will need to factor in the minimum wage requirements:

   a. $13.00 for 2020
   b. $14.00 for 2021
   c. The next pay increase will be $15.00 in 2022; and then increase via an index each year after that.

8. If the Board of Finance (BoF) has specific questions, attendance at the Budget Hearing will be strongly encouraged. Your Budget Administrator or other designated person(s) will be requested to attend at a specific time on March 7th (this date is tentative - we will update you ASAP).

   The purpose of your attendance at the budget hearing is to provide the BoF with any further clarification necessary before making a recommendation to the A.S. Board of Directors. You will be notified of the time of your hearing during the week of March 1st.

   The BoF will present a recommended budget to the A.S. Board of Directors on Friday, March 13, 2020. Applicants will also receive a copy of the BoF recommendation at that time. The A.S. Board of Directors will discuss the BoF Recommended Budget on Friday, March 27th.

   If an applicant decides to appeal the BoF budget recommendation, submit your appeal request to the A.S. Executive Director by Monday, March 23, no later than 10AM.

   Following that will be the A.S. Board of Directors meeting to present your appeal happening Friday, April 10th at 5:00pm.

If you need assistance completing this application, preparing your budget, or have questions about the process, please do not hesitate to contact the A.S. Office:

   ● The A.S. Business Office Coordinator, Kendra Higgins (x3771), kendra.higgins@humboldt.edu https://kendrahiggins.youcanbook.me to get specific data about your current year budget OR

   ● The A.S. Executive Director, Jenessa Lund (x5410) jenessa.lund@humboldt.edu regarding general application questions. If your question is urgent, please text Jenessa at 707-845-8084.

Thank you!