Instructionally Related Activities Committee
Humboldt State University
Wednesday, May 6, 2015
Nelson Hall East Room 120
8:00 a.m.
Minutes #8

Call to Order

Jerry Dinzes, Associated Students President, called the meeting to order at 8:00 a.m., on Wednesday, May 6, 2015 in Nelson Hall East 120.

Roll Call

Members Present:	Jerry Dinzes, Juan Cervantes, Holly Largent, Steven Nguyen, Dr. Ken Ayoob, Brian Kyte, George Wrenn, Joan Tyson
Members Absent:	Lisa Rae Robison, Dr. Peg Blake, Ana Cortes

Approval of Agenda

1. Approval of Agenda #8 dated May 6, 2015 – Action Item

MOTION: LARGENT/KYTE move to approve Agenda #8 dated May 6, 2015

APPROVED

Chair's Report

No report.

Public Comment

There was no public comment.

Approval of Minutes

2. Approval of Minutes #7 dated April 20, 2015 – Action Item

MOTION: AYOOB/LARGENT move to approve Minutes #7 dated April 20, 2015

APPROVED

Old Business

A. Reserves Request - $4,000 for Campus Sexual Assault Bystander Program

Dinzes reminded the committee spending a certain amount out of the IRA reserves had been previously discussed. Cervantes stated he has been working with the Campus Sexual Assault Prevention Program to formulate how they could qualify as an IRA program. Cervantes apologized that he is bringing this topic to the committee last minute and he understands if the committee has reservations regarding the program.

Dinzes provided that the approval of this request would increase the percent of expenditure from Reserves to about 37%, and the committee had a goal of spending not to exceed 30% of the Reserves. Two different budget options are presented to the committee today in the agenda. Dinzes asked Cervantes how many classes the Campus Sexual Assault Bystander Program would fund; Cervantes replied two. Ayoob is concerned that the program did not file an application for funds on the same timeline as all the other programs who applied. Cervantes responded that the program was not aware of the IRA funding opportunity previously in the semester. Ayoob added that the IRA funding deadlines were announced to Department Chairs; the Chair of Critical Race, Gender and Sexuality Studies would have heard about the funding.

Wrenn asked how the program justifies the large amount of funding they are requesting for t-shirts. Cervantes said the t-shirts would serve as publicity to spread the word to students. Dinzes added that if a student goes to the program training then they will get a t-shirt. Ayoob stated that publicity would be an inappropriate word to use in this case, and awareness would be best.

MOTION: AYOOB/CERVANTES move to include the Reserves Request of $4,000 for the Campus Sexual Assault Bystander Program into the 2015-16 Recommended Budget. APPROVED

B. Approval of the 2015-16 recommended budget and budget language. Option 1 (white copy) or Option 2 (pink copy) – Action Item

MOTION: LARGENT/KYTE move to approve Option 2 (pink copy) of the 2015-16 recommended budget and budget language. APPROVED

Changes that have been made to the recommended budget since the last IRA Committee meeting were highlighted. Amounts were subject to change from that meeting. The committee proceeded to approve the following amounts.

Forestry Conclave CA: Recommended $8,583 APPROVED
Forestry Conclave West-Regional: Recommended $18,000 APPROVED

Lumberjack Newspaper: Recommended $37,500 APPROVED
Model United Nations Far West: Recommended $11,410 APPROVED
Model United Nations New York: Recommended $6,000 APPROVED
Music: Recommended $95,000 APPROVED
Outdoor Leadership Assist: Recommended $0 APPROVED
Range Plant ID Team: Recommended $6,000 APPROVED
Scientific Diving/Reef Check: Recommended $8,070 APPROVED
SAF Quiz Bowl Team: Recommended $6,000 APPROVED
Theatre – Student Production: Recommended $73,500 APPROVED
The recommendation is to combine the Film Festival publicity budget request into the Student Production budget in the amount of $1,500.
Theatre - ACDA: Recommended $7,220 APPROVED
Toyon: Recommended $3,600 APPROVED
Wildlife Conclave National: Recommended $13,950 APPROVED
The recommendation of $13,950 is $930 per student for 15 travelers.
Wildlife Conclave Regional: Recommended $15,000 APPROVED
The recommendation is $1,000 per student for 15 student travelers.
Special Projects: Recommended $11,500 APPROVED
*$11,500 includes the $4,000 for funding a Campus Sexual Assault Bystander Program. It was determined that this program should be included in the list of IRA programs and not as a Special Project.
Unallocated: Recommended $10,024

Kyte expressed concern with a funding cap per student and what if an entire program couldn't travel due to lack funds. Kyte asked if research was done on cost of getting to some of these locations. Kyte wanted to know how the committee can decrease the request if that is the cost of the cheapest travel available. Wrenn agreed, using Model United Nations New York as an example, the program might not be able to travel at all with the recommended limit. Ayoob stated there will always be a discrepancy with some programs having higher per student costs than others.

MOTION: AYOOB/CERVANTES move to suspend the IRA Reserves Policy in order to expend more than 30% but no more than 40% of the IRA Reserves in the 2015-16 year.
APPROVED

The committee agreed that the IRA Chair in conjunction with A.S. General Manager, would determine the exact percentage from reserves based on the budgetary allocations.

C. Review and approval of the IRA Unallocated requests – Action Item

MOTION: AYOOB/WRENN move to approve the IRA Unallocated requests and allocate the full 50% matching funds for all four requests. APPROVED

The unallocated request spreadsheet was reviewed with the committee. The IRA unallocated balance only has enough funds to allocate about 30% matching funds. Ayoob said that there will be unspent IRA funds at year end, so the committee could comfortably fund the request at the full 50% matching amount. The amounts allocated are as follows:
HSU Climbing Team $2,730
HSU Women's Rugby $1,929
HSU Men's Volleyball $3,951
HSU Women's Ultimate $1,868
Total $10,178

D. Review of the IRA Committee Standing Rules – Action Item

MOTION: CERVANTES/AYOOB move to review the IRA Committee Standing Rules.
APPROVED

Cervantes supplied a DRAFT IRA Committee Standing Rules that he suggested the committee adopt.

MOTION: AYOOB/CERVANTES move to adopt the revised version of the IRA Committee Standing Rules. APPROVED AS AMMENDED

Ayoob suggested striking the following language from Item A of Business: *In order to avoid abuse of process*. Ayoob also suggested striking out *to transact business* from item B of Voting and Voting by Proxy.

Announcements

There were no announcements.

Adjournment

Dinzes adjourned the meeting without objection at 8:57 a.m.

Recorded by:

Rachel Brownell
AS Office Coordinator

Approved by:

Juan Cervantes, 2015-16 Associated Students President
for Jerry Dinzes, 2014-15 Associated Students President

EDUCATION CODE
SECTION 89230

89230. "Instructionally related activities" means those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings.

Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities.

Instructionally related activities include, but are not limited to, all of the following:

(a) Intercollegiate athletics: costs that are necessary for a basic competitive program including equipment and supplies and scheduled travel, not provided by the state. Athletic grants should not be included.

(b) Radio, television, film: costs related to the provisions of basic "hands-on" experience not provided by the state. Purchase or rental of films as instructional aids shall not be included.

(c) Music and dance performance: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.

(d) Theatre and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance, but in production, direction, set design, and other elements considered a part of professional training in these fields.

(e) Art exhibits: support for student art shows given in connection with degree programs.

(f) Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain shall not be included.

(g) Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.

(h) Other activities: activities associated with other instructional areas that are consistent with purposes included in the above may be added as they are identified.

Pursuant to this section and other provisions of this code, the Chancellor of the California State University shall develop a program of fiscal support and shall consult with the California State Student Association, the Academic Senate, and the Chancellor's Council of Presidents regarding the program.

This section shall not become operative unless funds are appropriated to meet the instructionally related needs of the campuses of the California State University.

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

(213) 590-5501

Date: December 30, 1983

To: Presidents

From: W. Ann Reynolds
Chancellor

Subject: Instructionally Related Activities Fee – Executive Order No. 429

I am transmitting to you five copies of Executive Order No. 429 which revises Executive Order No. 290. Executive Order No. 290 implemented action taken by the Board of Trustees at the January 25, 1978 meeting. (See RFIN 1-78-1, part of which is codified in Section 41800.2 of Title 5.) Also enclosed is coded memorandum EP&R 83-58, which with BA 82-38 sets forth the procedures for administration of the fee and hence replaces BA 78-13/EP&R 78-15. Please note that this coded memorandum requires filing of campus procedures by March 1, 1984.

Executive Order 290 required that its provisions and implementing procedures be reviewed by the Chancellor no later than fall 1981, and a report thereon be provided to the Board of Trustees. A committee, which included faculty, student, and administrative representation, was appointed to perform the review.

The committee submitted its report in November 1981, and the report was sent to the Trustees. That review centered on administrative and procedural concerns. A second review phase, also conducted by a broadly representative committee, addressed programmatic issues. The revisions embodied in the attached documents reflect the committee recommendations and remove provisions applicable only to years preceding 1981. The only substantive revision in the Executive Order occurs in paragraph number 7.

As before, funds generated by this fee or from the General Fund appropriation may not be used for any kind of grants-in-aid.

Fiscal procedures associated with the IRA fee are described in BA 82-38.

Distribution: Vice Presidents for Academic Affairs
Vice Presidents for Administration
Deans of Students
Business Managers
Chairs of Campus Academic Senates
Associated Students Presidents
Legislative Analyst
CSSA Liaison Office
Chancellor's Office Staff

Please address questions concerning this Executive Order or the accompanying coded memorandum to the Chancellor with copies to the Assistant Vice Chancellor, Budget Planning and Administration, and the Assistant Vice Chancellor, Educational Programs and Resources. The campus President is responsible for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

WAR:md

Attachments

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 429

Title: Instructionally Related Activities Fee

Effective Date: December 30, 1983

Supersedes: Executive Order No. 290

This Executive Order is issued pursuant to action of the Board of Trustees in RFIN 1-78-1, part of which is codified in Title 5, California Administrative Code, Section 41800.2. The following procedures shall govern implementation of the Instructionally Related Activities Fee in accordance with guidelines adopted by the Board of Trustees.

1. Upon a timely request therefor by the campus President, the Chancellor shall establish an Instructionally Related Activities (IRA) fee for the campus.

2. When so established, the fee shall be assessed of all regularly enrolled students. The fee shall be waived in cases where the Student Services fee is waived.

3. All funds collected by the campus shall be allocated to that campus and used solely for the support of instructionally related activities as defined in Education Code Section 89230 and by systemwide policy.

4. Income from the IRA fee as distinguished from other revenues shall not be expended on matters which are tuitional. Thus such income shall not be used to support faculty positions.

5. The level of the fee shall be established for each campus by the Chancellor upon recommendation of the campus President.

6. An advisory committee on instructionally related activities shall be formed on each campus to advise the campus President regarding both the level of the fee and allocation of fee revenue. The President shall establish the advisory committee with the number of students equaling the number of faculty and administrators combined. Faculty and administrators shall be appointed by the campus President after appropriate consultation. Student members shall be appointed by the President of the Associated Students according to established campus procedures. The President of the Associated Students or designee, as one of the student representatives, shall serve as Chair. On those campuses lacking an Associated Students' organization, procedures shall be developed by the campus President to provide for elected student representatives to serve on the advisory committee.

7. Should the campus wish to increase the fee beyond $10 per academic year, a student referendum, called by the advisory committee, shall be held. The referendum shall be advisory to the committee and the campus President. It shall apply to the next budget cycle. An advisory initiative, on the ballot of a duly conducted student election, that addresses a change in the IRA fee level shall be regarded as meeting the requirement for a student referendum.

8. The Associated Students are not expected to provide support for instructionally related activities on a regular basis. Any contracts between the Associated Students and the campus concerning such funding should be considered in light of the Instructionally Related Activities

fee. It is understood, however, that the Associated Students may, at their discretion, support individual instructionally related projects.

9. When an IRA fee is implemented for a campus, the cost of insurance for extramural athletic activities formerly borne by the Associated Students of that campus (Education Code, Section 32220 *et seq.*; RFIN 61-3, October 6, 1961) shall be paid from the fee revenue.

10. Should any major change in instructionally related activities programming occur, the Chancellor, upon recommendation of the campus President, may reduce the fee to an appropriate support level.

11. Procedures for the collection and allocation of the IRA fee shall be developed by the Chancellor and issued by coded memorandum.

W. Ann Reynolds, Chancellor

Date: December 30, 1983

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590- 5708

Code: EP&R 83-58

Date: December 30, 1983

To: Presidents

Response Required
Campus Procedures
per Item II-H By
March 1, 1984

From: William B. Vandament
Acting Provost and Vice Chancellor
for Academic Affairs

Subject: Administrative Procedures: Instructionally Related Activities Fee

These procedures are issued in accordance with E.O. 429.

I. Objectives

The Instructionally Related Activities Fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution.

The objectives of the Fee were:

A. To ensure stable and adequate funding for instructionally related activities as defined herein.

B. To reduce the demand on Associated Student Body funds for instructionally related activities so that the Student Body Fee can be used to underwrite authorized programs and services based on student priorities.

C. To supplement General Fund appropriated instructionally related activity funds.

(Continued)

Distribution:

Vice Presidents for Academic Affairs
Vice Presidents for Administration
Deans of Students
Business Managers
Chairs of Campus Academic Senates
Associated Student Presidents
Legislative Analyst
CSSA Liaison Office
Chancellor's Office Staff

II. Definition*

"Instructionally related activities" are those activities and laboratory experiences listed below which are at least partially sponsored by an academic discipline or department and which are, in the judgment of the president, integrally related to its formal instructional offerings.

Activities which are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related.

Instructionally related activities include, but are not limited to, the following categories. Inclusion of a particular activity on this list or in Education Code Section 89230 does not require a campus to fund that activity.

A. Intercollegiate athletics: costs which are necessary for a basic competitive program, including equipment and supplies and scheduled travel, not now provided by the state. Athletic grants should not be included.

B. Radio, television, film: costs related to the provisions of basic "hands-on" experience not now provided by the state. Purchase or rental of films as instructional aids shall not be included.

C. Music and dance performance: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.

D. Drama and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance but production, direction, set design and other elements considered a part of professional training in these fields.

*This definition of instructionally related activities is consistent with that contained in Education Code Section 89230. However, that code section legally applies only to instructionally related activities funds appropriated by the Legislature.

E. Art exhibits: support for student art shows given in connection with degree programs.

F. Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain should not be included.

G. Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.

H. Other activities: activities associated with other instructional areas which are consistent with purposes included in the above may be added as they are identified and approved by the campus President. Already identified and approved systemwide are:

(1) Model United Nations activities;

(2) Agricultural judging.

Each campus shall develop and promulgate explicit procedures for evaluating and documenting the eligibility of activities for IRA fee funding. The procedures shall be consistent with the definition of an IRA and distinct from procedures for determining the level of funding of eligible activities. A copy of the campus procedures for determining eligibility shall be filed with the Assistant Vice Chancellor, Educational Programs and Resources.

III. Fiscal Procedures

Applicable fiscal procedures are described in BA 82-38.

IV. Change in Level of Fee

A request to the Chancellor by the campus President to raise or lower the level of the IRA fee shall be

accompanied by the following information:

A. Budget information in the form given in the attachment. "Proposed" columns shall be included for each year for which a fee change is recommended.

B. Brief statement of the reasons for augmenting or reducing the fee.

C. Report of the campus IRA Fee Advisory Committee recommendation.

D. Information about the advisory referendum (required if the request is to raise the fee level to an amount greater than $10 per academic year):

1. Date(s) held

2. Text of the referendum

3. Number of students eligible to vote

4. Number of students voting

5. Number of voters approving the fee change

6. Number of voters opposing the fee change.

WV:sp

Attachment

Humboldt State University

Instructionally Related Activity
Spending Requirements

Governed by Education Code Section 89230, the Instructionally Related Activity fee supports a variety of campus programs which provide essential educational experiences for students in areas such as radio and television, newspaper and magazine publications, forensics, music and dramatic performances, concerts, marching bands, intercollegiate athletics and art exhibits.

Other miscellaneous revenues may be deposited into the IRA fund. However, be advised that the spending restrictions of the IRA fund will govern the use of those funds.

For your reference, the following is the California Education Code Section 89230 citation.

"Instructionally related activities" means those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings.

Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities.

Instructionally related activities include, but are not limited to, all of the following:

(a) Intercollegiate athletics: costs that are necessary for a basic competitive program including equipment and supplies and scheduled travel, not provided by the state. Athletic grants should not be included.

(b) Radio, television, film: costs related to the provisions of basic "hands-on" experience not provided by the state. Purchase or rental of films as instructional aids shall not be included.

(c) Music and dance performance: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.

(d) Theatre and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance, but in production, direction, set design, and other elements considered a part of professional training in these fields.

(e) Art exhibits: support for student art shows given in connection with degree programs.

(f) Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience

basic to journalism and literary training. Additional publications designed primarily to inform or entertain shall not be included.

(g) Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.

(h) Other activities: activities associated with other instructional areas that are consistent with purposes included in the above may be added as they are identified.

Pursuant to this section and other provisions of this code, the Chancellor of the California State University shall develop a program of fiscal support and shall consult with the California State Student Association, the Academic Senate, and the Chancellor's Council of Presidents regarding the program.

This section shall not become operative unless funds are appropriated to meet the instructionally related needs of the campuses of the California State University."

Further, the CSU State University Administrative Manual (SUAM) Section 3726.14.03 states that:

"IRA Fee Funds will be used solely for the support of IRA. Income from the IRA Fee, as distinguished from other revenues, shall not be expended on matters which are tuitional, i.e., will not be used to fund faculty positions, nor will it be used for grants-in-aid."

Instructionally Related Activities (IRA)
Funding Guidelines

1. *Guidelines for determining IRA funding*

The IRA fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution.

Activities eligible for IRA funding are limited to those which:

- Are discipline / departmentally-based and sponsored
- Are integrally related to its formal instructional offerings
- Are intensive, structured activities
- Reflect active rather than passive student involvement
- Are considered to be essential to a quality educational program and an important instructional experience
- Demonstrate skills derived from intensive coursework involvement

The guidelines presented will therefore exclude funding of the following:

- Instructional activities such as field trips, student research projects, course offerings solely tailored to meet IRA requirements, etc.

2. *General Requirements:*

- Students must be regularly matriculated, currently enrolled in any HSU course to receive IRA funds. Non-Students will not be funded.
- Activities (competition and production) to be considered for IRA funding should be the result of a class or classes that are structured with the specific objectives of creating the activity. Exceptions to the course requirement may be made at the discretion of the IRA Committee and approved by the President.
- National or regional competitions that are contingent on qualifying are not funded in the initial budget process. Funding requests for these additional activities may be submitted to the Associated Students Business Office upon qualifying. The IRA Committee will review these requests at the end of each semester.
- Activity must occur during the fiscal year for which the funds were allocated. Activities that occur outside of the fiscal year will not be funded.
- No salaries or wages will be funded.
- Only actual participation in an activity will be funded.
- Per Diem: IRA per diem will fund up to $60.00 for each night away. There is no split identified for per diem. This is the full amount for food and lodging. Faculty will not be funded for per diem trips.

- Travel: All IRA trips must follow the HSU Field Trip Policy. IRA does not have its own travel policy; University policy only applies. Your HSU department coordinator is responsible for generating the trip requests. Once generated, field trip waiver forms will be created in your students' Student Center. They must "sign" the waiver prior to departing on the trip(s).

It is expected that IRA programs will request funds for the most reasonable and economical form of transportation. If the IRA program uses a more expensive form of transportation it will be reimbursed at the amount required for a less expensive mode of travel.

Vehicles: IRA will fund the rental vehicles and reimbursement for actual gas purchases supported by receipts. You are expected to refuel gas tanks prior to returning rental vehicles to Plant Operations. The vendor usually charges more for fuel. Personal vehicles will only be reimbursed for actual gas expenses supported by receipts.

Bus Driver Program Information: The use of any University bus or 15-passenger van includes a driver provided by Plant Operations. This amount will be included in the chargeback/invoice from Plant Operations and is an allowable IRA expense. Contact Plant Operations for driver hourly rate and mileage rate information.

Occasionally IRA programs may need to hire or charter vehicles from private companies. In these situations, the IRA program has the flexibility to hire vehicles where cost may exceed that of state transportation.

- No equipment will be purchased with IRA funds.
- Definition of equipment: Items over $300.00 or which last over 2 years.

3. Evaluation Criteria:

- Educational benefits of the program
- Identification of student learning outcomes for participants
- Benefits to student community
- Number of students benefiting indirectly
- Number of students participating
- Overall cultural value to the University
- Overall educational value to the University
- Importance to the University as a whole
- Ratio of past and current student participants to the program cost
- Costs in comparison to comparable programs at HSU
- Willingness to attempt to generate income to help support the activity
- Appropriateness of IRA Fee support as opposed to General Fund support
- Maximization of program revenue
- Other sources of funding received by the program area
- Innovation and new ideas
- Continuity
- Cost/benefit ratio

4. *Definitions:*

Transportation:

a) car rental, bus / driver rental, charter bus, train, gas
b) airline tickets
c) bus drivers (for 15-passenger van and HSU bus)
d) parking, tolls

Per Diem:

a) $60.00 per student per night out for food and lodging. There is no split identified for per diem.

Supplies and Services:

a) Supplies that support the IRA activity and whose useful life is limited primarily to the activity itself (i.e. sheet music, film, production, programs, costumes, props).
b) Printing of brochures, programs, publications, posters, announcements, newspaper.
c) Applicable individual fees required in order to participate in an IRA event/program. (i.e. individual insurance premiums, individual fees)

Registration:

a) Conference, Conclave, Competition, Team, School fees.

Publicity:

a) Photocopying, costs for designing and printing brochures, posters, flyers, forms, and other materials related to the specific promotion of the class activity.

5. *Travel:*

a) IRA Programs must follow HSU Field Trip Policy.
b) Travel Expense Report and Per Diem Signature Form (both available on the A.S. website) must include dates of travel, destination, mode of travel.

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) COMMITTEE STANDING RULES

I. MEETINGS

A. The Committee will meet as needed. All meetings will be convened according to the availability of member schedules.
B. All meetings are open to the public and students are encouraged to attend.

II. MEMBERSHIP

A. Voting membership of the committee shall consist of the President of the Associated Students (or designee); A. S. Administrative Vice President (or designee); two students appointed by the A. S. President; one student appointed by the A. S. Administrative Vice President; five faculty members or administrators appointed by the University President.
B. Chair – The Associated Students Council President (or designee) shall chair the IRA Committee.

III. QUORUM

A. Quorum for the committee shall be a minimum of six members present to transact business. The Chair is counted in computing a quorum.

   It is the duty of the Chair to declare that business may not be transacted any time it is apparent that a quorum is not present.

IV. BUSINESS

A. Parliamentary procedure shall be used in conducting meetings of the Instructionally Related Activities Fee Committee. The Chair, with a 2/3 approval of committee members, may suspend the rules of Parliamentary Procedure. Any such suspension will be duly noted in the minutes of the meeting.
B. An opportunity for Public Comment shall be provided for members of the public to directly address the IRA Committee on any action item on the agenda. Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the agenda.

V. VOTING AND VOTING BY PROXY

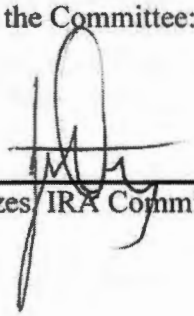
A. Committee members may proxy their vote by submitting a letter of intent to the Chair via email.
B. A student voting majority is required.
C. A proxy will not be counted toward the six member minimum for establishing or maintaining quorum. Proxies will be counted in establishing whether a voting majority of students is present.

D. Committee members may proxy votes to other committee members. Students may only proxy their vote to other students on the committee.
E. For purposes of computing a majority or two-thirds approval, only yes and no votes shall be taken into account.
F. Committee members may send representatives to meetings; however, members may not proxy their vote to representatives

VI. ADOPTION

A. These standing rules shall be adopted by a majority vote of the Instructionally Related Activities Fee Committee and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the committee.

Approved by the Committee: May 6, 2015



Jerry G. Dinzes, IRA Committee Chair

2015-16 INSTRUCTIONALLY RELATED ACTIVITIES
BUDGET REQUEST

Name of IRA Program:

Course Title and Number:

Faculty Program Director:

College and Department:

Campus Phone: **Email Address:**

1. Please describe the nature and objective of your activity and how it qualifies as an Instructionally Related Activity (IRA). Use the attached examples of evaluation criteria, reference in #3 provided by the IRA Committee.
Address the issue of how the course/activity relates to the larger curriculum (i.e. general education, majors, minors, electives). What are the students expected to learn by the end of this course activity that they did not know before? Are there any special requirements for participating in this activity? Please be as clear and concise as possible in your response.

2. How does your program meet all the General Requirements listed in #2 of the IRA Funding Guidelines?
If the IRA Program no longer has a course title and number, please explain why it should still be eligible for IRA funding.

What is the instructor's level of participation in this IRA funded course and activity?

I have reviewed this Instructionally Related Activities Budget Request in its entirety:

IRA Program Director Name:

IRA Program Director Signature:

Department Chair Name:

Department Chair Signature:

Instructionally Related Activities
Request Spreadsheet
2015-16

NAME OF IRA PROGRAM HERE

Line Item	Identify Priority: 1 = highest priority	Category (see definitions)	Total Funds Needed	Amount Requested from IRA	Difference	Other Source of Revenue			Explanation/break down of line items; if this line item includes per diem, what is the date(s) of the events? (add attachment if necessary)	# of students directly served per year
						University / Associated Students	Fundraised	Student Contribution		
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
TOTALS			0	0	0	0	0	0		
TOTAL REVENUE	0									
TOTAL EXPENSE	0									
REVENUE OVER EXPENSE	0									

2014-15 IRA Allocation	2015-16 IRA Allocation Request	Difference
	0	0

If your 2015-16 budget request is different than the current year please explain:

COURSE(S) TITLE AND NUMBER SPECIFIC TO 2015-16 IRA BUDGET REQUEST

Course Title	Course No.	No. of Units	No. *of* Students Granted Credit		Dept. Chair Signature *for* Verification		
			Spring '14 Term	Fall '14 Term			

May 12, 2015

TO: Dr. Lisa A. Rossbacher, President

FROM: Joan Tyson, Associated Students General Manager

RE: 2015-16 Instructionally Related Activities (IRA) Recommended Budget

Enclosed for your approval is the 2015-16 Instructionally Related Activities (IRA) budget and budget language as recommended by the IRA Committee. This budget is based on our current fee structure which is $32.16 per student Fall and Spring semesters. Also included in the budget is an allocation from the IRA Reserve in the amount of $125,000. The current balance in reserves is approximately $327,000 and the Committee is intentionally spending it down. Based on an annualized headcount target of 8,273 fee paying students, our total budget for the year is $644,000.

There are some changes in the 2015-16 budget language and budget from the current year. Among them are as follows:

- Campus Sexual Assault Prevention Program is a new IRA Program. The $4,000 allocation will be used for sexual assault bystander training supplies to support students enrolled in WS 320 and other related classes to partner with CHECK IT. The program will develop and implement a comprehensive outreach plan that mobilizes our campus community to embrace norms of respect, interrupt moments of harm, and support survivors. Students will participate in intensive structured activities through their active design and implementation of the campaign.

- Leadership in Volunteer Organizations (Youth Educational Services) was allocated additional funds to partially assist with Live Scanning fees these students incur in order to participate. Live Scanning fees is a new line-item that has not been funded in the past.

- Lumberjack Newspaper was allocated additional funds for the printing of *El Lenador*, a bilingual Spanish-English newspaper.

- Model United Nations-New York is a new IRA Program. These funds will take the top 8 students to the national Model United Nations conference in New York. The national conference is a unique opportunity for our students that transcends the Far West experience. The national conference in New York is the top Model United Nations

conference in the world, with more than 1,000 students participating from more than 100 universities in more than 50 countries.

- Modern Hispanic Theater (SPAN 344) is a bi-annual program that is a semester long culminating performance activity in which students have a chance to perform a play in Spanish. This is a central oral practice for the students, who are advanced language learners.

- Music was allocated additional funds for their joint musical with Theatre, Film and Dance during the 2015-16 academic year. The joint musical production takes place every other year.

- Scientific Diving and Reefcheck California is a new IRA Program. The funding is for per diem and transportation for a trip to the University of Southern California's Wrigley Institute for Environmental Studies on Catalina Island for students enrolled in PE 471 Scientific Diving and PE 472 Leadership Diving courses. This activity represents the culminating experience for students completing the Scientific Diving Minor offered through the Kinesiology and Recreation Administration department. The data gathered by HSU students is submitted to Reefcheck's Nearshore Ecosystem Database for use by the community, management authorities, students, and researchers.

- Sports Clubs was allocated additional funds to partially assist with costs of secondary insurance for sport clubs athletes. Insurance is a new line-item that has not been funded in the past.

- Textbooks on Reserve was allocated $7,500 as a Special Project. This program does not fall into traditional IRA guidelines, but the IRA Committee approved a onetime IRA Resrves allocation for the purchase of textbooks on reserves at their March 27, 2015 meeting. It is also recommended to the 2015-16 IRA Committee that continued funding be allocated for this program based on a positive impact report from the Library Dean.

We look forward to your approval of the Instructionally Related Activities 2015-16 budget. If you have any questions, please feel free to contact me at extension 5410 or joan.tyson@humboldt.edu.

Recommend Approval:

5-14-15

Peg Blake date
Vice President Enrollment Mgt. & Student Affairs

Approved:

5-15-15

Lisa A. Rossbacher date
President

cc: Jerry G. Dinzes, AS President

INSTRUCTIONALLY RELATED ACTIVITIES (IRA)
2015-16 FISCAL YEAR APPROVED BUDGET

PROGRAM NAME	*Budget 2014-15*	*Request 2015-16*	*Approved 2015-16*
ART GALLERIES	$55,120	$60,080	**$55,120**
Supplies & Services for exhibitions			$55,120
		TOTAL	$55,120
BROADCAST NEWS	$1,500	$1,500	**$1,500**
Supplies & Services for course production			$1,500
		TOTAL	$1,500
CAMPUS CENTER APPROPRIATE TECH.	$7,400	$7,400	**$7,400**
Supplies & Services course materials			$7,400
		TOTAL	$7,400
CAMPUS FOOD SECURITY PROGRAM	$22,120	$21,620	**$21,620**
Supplies & Services for program			$21,620
		TOTAL	$21,620
CAMPUS SEXUAL ASSAULT PREVENTION PROG	$0	$12,035	**$4,000**
Supplies & Services for program			$4,000
		TOTAL	$4,000
BUDGET LANGUAGE			
Funds will be use for Sexual Assault Bystander Training.			
FORENSICS	$36,735	$36,975	**$36,975**
Registration			$6,980
Per Diem			$18,360
Transportation			$11,635
		TOTAL	$36,975
FORESTRY CONCLAVE-CALIFORNIA	$8,710	$8,583	**$8,583**
Registration/Per Diem/Transportation			$8,583
Per Diem (included above)			$0
Transportation (included above)			$0
		TOTAL	$8,583
BUDGET LANGUAGE			
Funds allotted for 3 nights/24 students/$357 per student. If less than 24 students participate, funds will be reduced proportionately. Destination: Swanton Ranch near Cal Poly, SLO.			

PROGRAM NAME	*Budget 2014-15*	*Request 2015-16*	*Approved 2015-16*
FORESTRY CONCLAVE-WEST REGION	$12,000	$22,850	**$18,000**
Registration/Per Diem/Transportation			$18,000
Per Diem (included above)			$0
Transportation (included above)			$0
		TOTAL	$18,000

BUDGET LANGUAGE

Funds allotted for 8 nights/24 students/$750 per student. If less than 24 students participate, funds will be reduced proportionately. Destination: Missoula, MT.

KRFH RADIO	$9,600	$10,000	**$9,600**
Supplies & Services for course production			$9,600
		TOTAL	$9,600

BUDGET LANGUAGE

Funds shall not be used for field trips.

LEADERSHIP IN VOL. ORGS.	$2,694	$8,315	**$5,315**
Per Diem			$4,123
Transportation			$192
Supplies & Services for Live Scanning for volunteers			$1,000
		TOTAL	$5,315

BUDGET LANGUAGE

Live Scanning funds will be allocated on a matching basis on an amount not to exceed 25% of the total expenditure as demonstrated by an invoice. Program nolonger a class; received an exception 2013-14.

LUMBERJACK NEWSPAPER	$32,500	$39,000	**$37,500**
Supplies & Services for printing			$37,500
		TOTAL	$37,500

BUDGET LANGUAGE

Funds allocated for El Lenador printing costs; $5,000.

MARCHING LUMBERJACKS	$29,047	$29,230	**$29,230**
Per Diem			$15,930
Transportation			$13,300
		TOTAL	$29,230

MODEL UNITED NATIONS-FAR WEST	$11,700	$11,860	**$11,410**
Registration			$1,920
Per Diem			$7,680
Transportation			$1,810
Supplies & Services for conference materials			$0
		TOTAL	$11,410

BUDGET LANGUAGE

Funds allotted for 4 nights/32 students/$355 per student. If less than 32 students participate, funds will be reduced proportionately. Destination: San Francisco, CA.

PROGRAM NAME	*Budget 2014-15*	*Request 2015-16*	*Approved 2015-16*
MODEL UNITED NATIONS-NEW YORK	$0	$10,720	**$6,000**
Registration			$1,280
Per Diem/Transportation			$4,720
Transportation (included above)			$0
		TOTAL	$6,000
BUDGET LANGUAGE			
Funds allotted for 6 nights/8 students/$750 per student. If less than 8 students participate, funds will be reduced proportionately. Destination: New York City, New York.			
MOD HISPANIC THEATER WORKSHOP	$0	$2,100	**$2,100**
Publicity			$300
Supplies & Services for course production			$1,800
		TOTAL	$2,100
MUSIC	$97,260	$99,061	**$95,000**
Registration			$1,240
Per Diem			$22,200
Transportation			$21,136
Publicity			$5,690
Supplies & Services course production			$48,795
		TOTAL	$99,061
BUDGET LANGUAGE			
Program granted flexibility to distribute funds for programatic needs within IRA guidelines up to $95,000.			
MUSIC-JOINT MUSICAL PRODUCTION	$0	$14,145	**$14,145**
Supplies & Services for course production			$14,145
		TOTAL	$14,145
OSPREY	$10,500	$10,500	**$10,500**
Supplies & Services for printing			$10,500
		TOTAL	$10,500
OUTDOOR LEADERSHIP ASSIST	$0	$4,425	**$0**
Per Diem			$0
Transportation			$0
		TOTAL	$0
BUDGET LANGUAGE			
Committee determined program did not meet IRA guidelines.			
RANGE PLANT ID TEAM	$5,390	$7,275	**$6,000**
Registration			$1,200
Per Diem/Transportation			$4,800
Transportation (included above)			$0
		TOTAL	$6,000

PROGRAM NAME	*Budget 2014-15*	*Request 2015-16*	*Approved 2015-16*

BUDGET LANGUAGE

Funds allotted for 5 nights/8 students/$750 per student. If less than 8 students participate, funds will be reduced proportionately. Destination: Corpus Christi, TX.

SCIENTIFIC DIVING/REEFCHECK	$0	$11,242	**$8,070**
Per Diem			$6,120
Transportation			$1,950
Supplies and Services			$0
		TOTAL	$8,070

BUDGET LANGUAGE-SCIENTIFIC DIVING/REEF CHECK

Funds allotted for 3 nights/34 students/$240 per student. If less than 34 students participate, funds will be reduced proportionately. Destination: Wrigley Institute, Catalina Island.

SAF QUIZ BOWL TEAM	$6,580	$7,350	**$6,000**
Registration			$1,050
Per Diem/Transportation			$4,950
Transportation (included above)			$0
		TOTAL	$6,000

BUDGET LANGUAGE

Funds allotted for 5 nights/6 students/$1,000 per student. If less than 6 students participate, funds will be reduced proportionately. Destination: Baton Rouge, LA.

SOCIAL WORK LOBBY DAYS	$8,600	$7,515	**$7,515**
Registration			$2,150
Per Diem			$3,000
Transportation			$2,365
		TOTAL	$7,515

BUDGET LANGUAGE

Funds allotted for 2 nights/25 students/$300 per student. If less than 25 students participate, funds will be reduced proportionately. Destination: Sacramento, CA.

SPORT CLUBS	$43,000	$52,000	**$48,000**
Registration			$8,000
Transportation			$33,000
Supplies & Services for athletic training materials			$2,000
Insurance			$5,000
		TOTAL	$48,000

BUDGET LANGUAGE

Insurance funds will be allocated on a matching basis on an amount not to exceed 25% of the total expenditure as demonstrated by an invoice. Program no longer a class; received an exception October 2012.

TELEVISION NEWS WORKSHOP	$2,500	$2,500	**$2,500**
Supplies & Services for course production			$2,500
		TOTAL	$2,500

PROGRAM NAME	*Budget 2014-15*	*Request 2015-16*	*Approved 2015-16*
THEATRE-STUDENT PRODUCTIONS	$72,000	$72,000	**$73,500**
Publicity			$4,500
Supplies & Services for course production			$69,000
		TOTAL	$73,500

BUDGET LANGUAGE

Allocation includes Film Festival Publicity; $1,500.

THEATRE-ACDA	$7,220	$7,220	**$7,220**
Per Diem			$4,320
Transportation			$2,900
		TOTAL	$7,220

BUDGET LANGUAGE

Funds allotted for 6 nights/12 students/$601 per student. If less than 12 students participate, funds will be reduced proportionately. Destination: to be determined. Same # student travelers.
Program has been granted flexibility to apply IRA funds towards alternate tours including festivals, conferences, performances in schools and public venues within California.

THEATRE-KCACTF	$12,600	$23,040	**$14,400**
Per Diem/Transportation			$14,400
Transportation (included above)			$0
		TOTAL	$14,400

BUDGET LANGUAGE

Funds allotted for 6 nights/24 students/$600 per student. If less than 24 students participate, funds will be reduced proportionately. Destination: Denver, CO.

THEATRE-USITT	$10,100	$0	**$0**
Transportation			$0
Per Diem			$0
		TOTAL	$0

BUDGET LANGUAGE

Program did not submit a 2015-16 budget request.

TOYON	$3,500	$3,600	**$3,600**
Supplies & Services for printing			$3,600
		TOTAL	$3,600

WILDLIFE CONCLAVE-NATIONAL	$13,950	$15,450	**$13,950**
Registration			$3,300
Per Diem/Transportion			$10,650
Transportation (included above)			$0
		TOTAL	$13,950

BUDGET LANGUAGE-NATIONAL

Funds allotted for 6 nights/15 students/$930 per student. If less than 15 students participate, funds will be reduced proportionately. Destination: Winnipeg, Manitoba, Canada.

PROGRAM NAME	*Budget 2013-14*	*Request 2015-16*	*Approved 2015-16*
WILDLIFE CONCLAVE-REGIONAL	$15,917	$16,577	**$15,000**
Registration			$1,125
Per Diem/Transportation			$13,875
Transportation (included above)			$0
		TOTAL	$15,000

BUDGET LANGUAGE- WILDLIFE CONCLAVE REGIONAL

Funds allotted for 6 nights/15 students/$1,000 per student. If less than 15 students participate, funds will be reduced proportionately. Destination: Laramie, WY.

SPECIAL PROJECTS			
Textbooks on Reserve	$0	$7,500	**$7,500**
		TOTAL	$7,500

BUDGET LANGUAGE- SPECIAL PROJECTS

IRA Committee approved a onetime IRA Reserves allocation of $7,500 for the purchase of textbooks on reserves at the library at their March 27, 2015 meeting. It is also recommended to the 2015-16 IRA Committee that continued funding be allocated to the library for textbooks on reserve based on a positive impact report from the Library Dean.

UNALLOCATED	$15,034	$15,000	**$15,641**
		TOTAL	$15,641

BUDGET LANGUAGE

Requests for unallocated funds will be reviewed at the end of each semester unless an extenuating circumstance can be demonstrated by the program that it should be considered sooner as determined by the Chair.

Assistance will be considered in the areas of allowable IRA expenditures including transportation, per diem, supplies and services, registration, and publicity. Funds will be allocated on a matching basis on an amount not to exceed 50% of the total expenditures as demonstrated by receipts. This maximum amount requirement may be amended by a two-thirds (2/3) majority of the IRA Committee.

BUSINESS/ADMIN SERVICES	$37,723	$41,106	**$41,106**
TOTAL	***$591,000***	***$699,774***	***$644,000***
REVENUE (FEES & RESERVE ALLOCATION)	***$591,000***	***$644,000***	***$644,000***
OVER/SHORT	***$0***	***-$55,774***	***$0***

IRA FEE REVENUE ASSUMPTIONS PROVIDED BY UNIVERSITY BUDGET OFFICE:

	Fall	Spring	Annual Total
2015-16 Enrollment Forecast			
Headcount	8,563	7,983	8,273
Revenue Budget	$269,000	$250,000	$519,000
Allocation from IRA Reserves			$125,000
			$644,000
IRA Fee Per Student	$32.16	$32.16	$64.32

NOTE

$16,700 "Spoken for Amount" to be for set-aside for Theatre, $8,100 and Music $8,600 due to lost revenue from gate receipts in exchange for free student admission to events per fee referendum effective Fall, 1998. These amounts have been included in each programs allocation.

Instructionally Related Activities (IRA) Fee

Subject: Reserve Policy

Purpose: To provide a guideline for the expenditure and annual review of the IRA Reserve fund level for adequacy.

New/Revised: May 4, 2009

I. Fund Designation

The IRA Reserve is the "savings account" for IRA Programs to be used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Appropriations to Reserves – Excess student fee revenues and unspent budget allocation.

The IRA Committee shall review all requests for expenditures. Approval by a majority of the IRA Committee shall be required for approval and recommendation to the University President.

Allocations from the IRA reserves shall also require approval of the University President.

II. IRA Reserve Balance

It is the intention that IRA fees be expended in the year in which they are collected and that large reserves are not accumulated. It is the goal of the IRA Committee that the balance in the IRA reserve should be approximately 10% of the total projected budget amount available for allocation. Annually, at the first meeting of the fiscal year, the IRA Committee shall review its reserve policy and funding levels for adequacy and determine what action, if any, needs to occur.

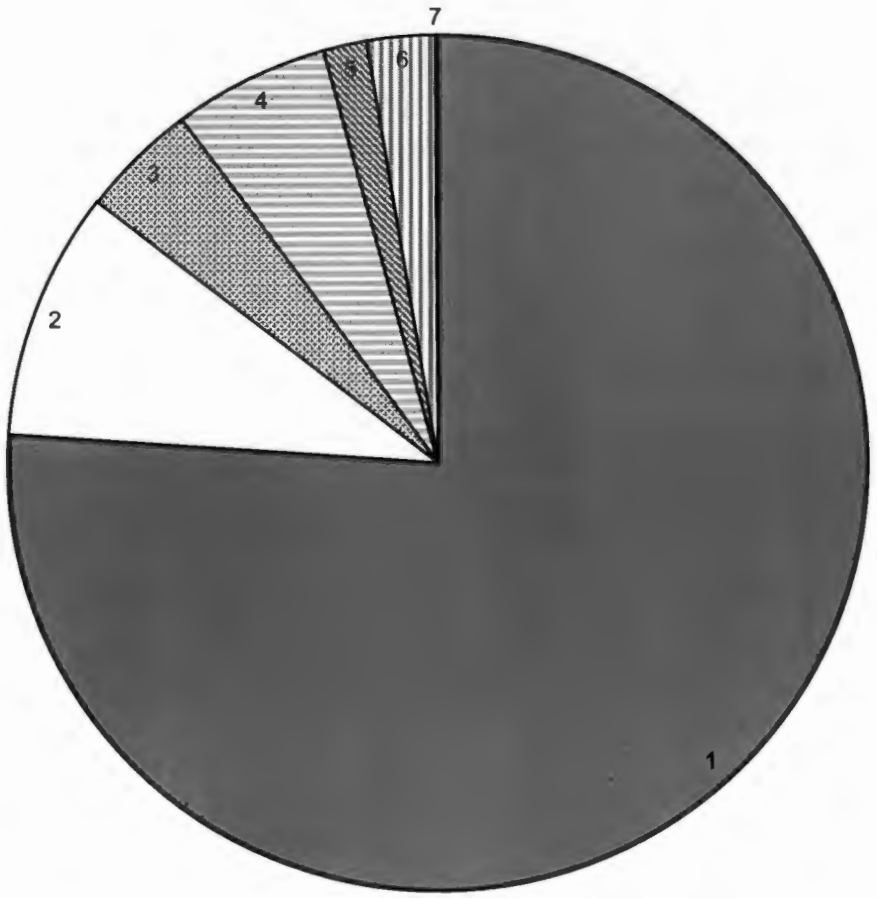
NOTE: The current balance in the IRA trust account is approximately $300,000. No more than 30% of the IRA Reserve shall be expended within a single year to meet the 10% goal. It is projected that it could take up to 5 years to spend the reserve down to meet this goal. This requirement may be amended by a two-thirds (2/3) majority of the IRA Committee.

2015-16 HSU Student Fees

Undergraduate - full time (6.1 or more units)

Fall and Spring Semesters

	LEGEND	
1	Tuition Fee	$5,472
2	Instructionally Related Activity	$674
	a. IRA Fee: $64.32	
	b. HEIF: $26.82	
	c. JackPass: $58.04	
	d. Athletics: $524.82	
3	Material, Services & Facilities	$316
4	Student Health	$420
5	Associated Students Fee	$117
6	University Center Fee	$185
7	Health Facilities Fee	$6
	Mandatory Fall/Spring Fees	**$7,190**
	Optional Student Involvement and Representation Fee	$4



December 9, 2015 IRA Unallocated Request

Unallocated $ 15,641

IRA REQUEST	Cycling 3392	Wildlife 1622	Total IRA Funds Requested	$ 5,014
Expense Details				
Registration	660	0		
Per Diem	1200	722		
Transportation	4924	0		
Publicity	0	0		
Supplies/Services	0	0		
Insurance	0	900		
Total Expenses	**6784**	**1622**		
Revenue Details				
Fundraised	0	0		
Student Contribution	3392	0		
Sponsorship Funds	0	0		
IRA Requested Funds	3392	1622		
TOTAL	**6784**	**1622**		
Date of Travel	**10/21-25/15**	**10/16-22/15**		
Student Travelers	**4**	**15**		
Nights Out	**5**	**6**		
Destination	**Snowshoe, WV**	**Winnipeg, CAN**		

12/1/2015 1:20 PM

MEMORANDUM

HSU CYCLING

TO: IRA COMMITTEE, JOAN TYSON, ASSOCIATED STUDENTS

FROM: RYAN WIEGMAN
HSU Cycling Club President
Rpw79@humboldt.edu
(707)-326-0574

SUBJECT: REQUEST FOR UNALLOCATED FUNDS

DATE: OCTOBER 14, 2015

CC: JAN HENRY, HSU SPORT CLUBS DIRECTOR

In the fall of 2014, the Humboldt State Cycling team embarked on an unforgettable experience at Beech Mountain, North Carolina to compete in the USA Cycling Colligate Mountain Bike National Championships. After driving through the night and flying cross-country, with layovers, the team arrived in full force ready to race. The team had to battle the unfamiliar terrain, but with the support of everybody on the team, managed to finish 9th overall in the Division II ranking. The HSU cycling team also won first place for the Western Collegiate Cycling Conference. This year we are striving to achieve those same standings, and are sending four of our top riders to compete at Snowshoe, West Virginia for the Collegiate Mountain Bike National Championships the weekend of October 23-26.

The HSU Cycling club is one of the most active clubs on campus, traveling to races on the weekends in both the fall and spring semesters. The fall semester is dedicated to mountain biking, and the spring to road biking. The club receives a budget granted at the beginning of the academic year. The budget is divided equally for mountain biking and road biking season. This aids in reimbursement for race fees and travel, which adds up, given that we are the furthest distance from all of the hosted races in our conference. This year the club was granted $4200 in total. With $2100 devoted to the mountain bike race season, we have already used half of this as of October competing in University of Reno's races and Stanford's race. On average, the club spends almost $900 per race weekend taking in account race and travel fees. Additional expenses are derived from our fundraising account, which consists solely of money that members have earned for the club and will be depended on when the allocated money from our university is depleted. Sources of income for our fundraising account include holding an annual fundraising event, hosting a mountain bike race in an academic year, selling merchandise, and acquiring sponsorships from local businesses. With the support from the community and fellow racers in the conference, we hope to make a strong precedence at this year's collegiate national championship race.

The team is beyond excited to make an appearance at nationals this year and the success of previous years has inspired the team with unmistakable school spirit. Originally a daunting undertaking, the race in West Virginia is an aspiring opportunity to confirm the skill and devotion of the HSU cycling team.

REQUEST FOR IRA UNALLOCATED FUNDS
BUDGET DRAFT

NAME OF I.R.A. PROGRAM: HSU Cycling

CONTACT PERSON: Ryan Wiegman

Phone: (707) 326-0574

Email: rpw79@humboldt.edu

I. Income. List I.R.A. Subsidy requested and other potential sources of income.

1	*Requested I.R.A. Unallocated Funds*	$3,699.67
2	Student Contribution - fundraising	$3,699.67
3		
4		
5		
6		
7		
	Total Income:	$7,399.34

II. Expenditures. List items such as transportation, perdiem, supplies & services, registration and publicity

1	Airfare / Bike transport	$4,142.60
2	Lodging	$1,813.68
3	Vehicle Rental	$460.00
4	Race Entry Fees	$660.00
5	Total Fuel	$213.10
6	Parking Services	$108.00
7	Printing	$1.96
	Total Expenditures:	$7,399.34

For each expenditure listed above, provide a detailed justification on the attached Budget Justification

REVIEWED BY:

Jan Henry

IRA PROGRAM ADVISOR NAME

Jan Henry

SIGNATURE

Dave Nakamura

DEPARTMENT CHAIR NAME

SIGNATURE

REQUEST FOR IRA UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important: Please provide a detailed description for each income and expenditure item included on the IRA Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Airfare / Bike transport $4142.60

Explanation: Bo flying out of Oakland Airport to BWI. Ali, Sara, and Tyler are flying out of Sanfransisco to Clarksburg, West Virgina. All bikes have been shiped through UPS.

Line Item: Lodging $1813.68

Explanation: This includes lodging for Ali, Sara, and Tylers hotel for the layover and their lodging at snowshoe, West Virginia. Also, this total includes Bo's lodging at Snowshoe. The dates for all lodging range from 10/21/2015 - 10/25/2015

Line Item: Vehicle Rental $460.00

Explanation: Rental van from Clarksburg airport to Snowshoe. Includes reservation and daily fees. Estimated from previous year.

Line Item: Race Entry Fees $660.00

Explanation: $100 for each DH races, $65 for each SD race. 4 racers traveling. All four riders are entering in both events.

Line Item: Total Fuel $213.10

Explanation: Rental truck in WV with an estimated MPG of 22 miles and a state average cost of gas to be $3.30. Team member's Truck to SFO with an estimated MPG of 19 miles and a CA average gas price of $3.80. All average gas prices were taken from the US Energy Information Administration.

Line Item: Parking Services $108.00

Explanation: Long term parking rates in a designated long term lot is maximum if $18 per 24 hours. Car will be parked for 6 days.

Expenditure	Cost	
Airfare	$ 2,280.00	Round trip flights for all students. Bo = Oakland to BWI. Sara, Tyler, Ali =
Bike Transport (flight additional baggage)	$ 1,862.60	Packaged bicycle carry on, estimated $150 per bike over 50 lbs
Lodging	$ 1,813.68	Lodging including layover hotels and all stay at Snowshoe, West Virginia
Rental Van	$ 460.00	Rental van from Clarksburg airport to Snowshoe. Includes reservation a
Entry Fees	$ 660.00	$100.00 for each DH event and $65.00 for DS. All four students will com
Fuel	$ 116.80	Gas to and from SFO in a truck estimated to get 19 miles to the gallon. to SFO and back is 584 miles.
Fuel	$ 192.60	Gas from Clarksburg to Snowshoe Mountain and back in a van estimate calculation. Round trip mileage to Snowshoe Mountain and back to Clar
Parking Fees	$ 108.00	Long term parking rates in a designated long term lot is a maximum of $
SUM	$ 7,493.68	

Rider	Bikes	XC	STXC	DH	DS
Ali Osgood	1			$ 100.00	$ 65.00
Tyler Green	1			$ 100.00	$ 65.00
Sara Schnieder	2			$ 100.00	$ 65.00
Bo Hellams	1			$ 100.00	$ 65.00
SUM	5	$ 660.00			

Notes

: Sanfransisco to Washington DC then DC to Clarksburg, West Virginia.
ı. Arrive Wed 10/20, depart Mon 10/26
nd daily fees. Estimated from the previous year.
ıpete in both events.
Average CA gas price taken from the EIA were used in this calculation. Round trip mileage
d to get 22 miles to the gallon. Average NC gas price taken from the EIA were used in this 'ksburg is 321 miles.
518 per 24 hour period. The car will be parked for 6 days.

Gas Cost Calculator				
Region	US	CA	WV	Round Trip Total
Gas Price (dollar per gallon)	-	$ 3.80	$ 3.30	
Gas Mileage (mpg)	-	19	22	
Distance (miles)	-	292	321	
Cost	-	$ 116.80	$ 96.30	$ 213.10

HUMBOLDT STATE UNIVERSITY
Department of Wildlife

Joan Tyson
Re: Application for IRA Unallocated Funds
Associated Students
Office of General Manager
1 Harpst Street
Arcata, California, 95521

November 6, 2015

Dear Committee,

On behalf of the Wildlife Conclave IRA program, I am writing to request IRA unallocated funds for the Fall semester 2015. The Wildlife Conclave group traveled to the Wildlife Society (TWS) Conference in Winnipeg, Manitoba, Canada (October 16 – October 22, 2015) to participate in the 2015 National TWS Quiz Bowl. The Humboldt State University Wildlife Quiz Bowl team won the tournament beating Lakehead University in the final match 141 to 30. HSU students also won four prizes in the Wildlife Photography contest and four students also presented research posters in the Students' Research in Progress poster session. The opportunity for the students to attend the conference and to represent HSU at a national championship is truly a great experience.

Wildlife Conclave has travelled all across the United States in the past attending both national and student conferences, but this Fall 2015 trip represents the first time they have travelled internationally. As such, we were not aware of the additional travel costs of international travel, namely that each student would be required to purchase travel insurance through the CSU Foreign Travel Insurance Program ($60/students * 15 students = total cost of $900). To cover these costs, we asked the student group Conservation Unlimited (CU) to cover this cost and are requesting $900 to reimburse CU for this unexpected cost.

In addition to this unexpected travel costs, we also experiences a shortage of per diem. Due to flights costing significantly more than we expected (average of $509.35, total cost $7640.28) and approved IRA allocation to this item was only $5250.00 (thus $350/student ticket), we had to use per diem ($2390.58 of the allocated $5400) to cover this extra cost of transportation. Because of this, we did not have enough funds to fully pay the hotel for 15 students. The hotel costs were $3281.55 and we only had $2559.72 and were thus short $721.55. Thus we are requesting funds to cover this extra per diem cost.

Thank you for your time and consideration.

Sincerely,

Barbara Clucas
Research Associate

1 Harpst Street • Arcata, California 95521 • 707.826.5651 • barbara.clucas@humboldt.edu

REQUEST FOR IRA UNALLOCATED FUNDS
BUDGET DRAFT

NAME OF I.R.A. PROGRAM: Wildlife Conclave

CONTACT PERSON: Barbara Clucas

Phone: 707-826-5651

Email: barbara.clucas@humboldt.edu

I. Income. List I.R.A. Subsidy requested and other potential sources of income.

1	*Requested I.R.A. Unallocated Funds*	1621.55
2		
3		
4		
5		
6		
7		
	Total Income:	1621.55

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	Unexpected Travel Cost	900
2	Per diem	721.55
3		
4		
5		
6		
7		
	Total Expenditures:	1621.55

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Barbara Clucas
IRA PROGRAM ADVISOR NAME

SIGNATURE

Micaela Gunther
DEPARTMENT CHAIR NAME

SIGNATURE

REQUEST FOR IRA UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important: Please provide a detailed description for each income and expenditure item included on the IRA Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: 1. Unexpected Travel Costs ($60/student * 15 students = $900)

Explanation: When the budget for the Fall 2015 Wildlife Conclave trip was submitted in spring 2015, we were not aware that we would need to get travel insurance for all the students. The TWS conference was in Canada and this is the first time we have traveled internationally. Therefore, this was an unexpected cost. We had to ask the student group Conservation Unlimited (CU) to cover this cost and would like to reimburse CU for this unexpected cost.

Line Item: 2. Per Diem ($721.55)

Explanation: Due to flights costing significantly more than we expected (average of $509.35, total cost $7640.28) and approved IRA allocation to this item was only $5250.00 (thus $350/student ticket), we had to use per diem ($2390.58 of the allocated $5400) to cover this extra cost of transportation. Because of this, we did not have enough funds to fully pay the hotel for 15 students. The hotel costs were $3281.55 and we only had $2559.72 and were thus short $721.55. Thus we are requesting funds to cover this extra per diem cost.

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation: