The following is a summary of the College of Arts and Sciences, Student Activity Fee Process:

**Advertising Methods:**
- In January 2016, the organizations Advisors, Department Chairs and Business Managers were notified via email of the deadline to submit budget requests for the upcoming fiscal year. This email also included the link to submit their online budget request application. The application process is also available on our College of Arts and Sciences, Spectrum Plus Talk website. Attachment A list the details of our process.
- All budget request forms submitted by the deadline were reviewed by the College of Arts & Sciences Student Activity Fee Committee, which currently consist of 13 students and 2 faculty members. In February 2016, invitations were sent to the organizations advisors and presidents requesting student volunteers to serve on the committee.

**The committee members are:**

**Chair:**
Annette Cash

**Faculty:**
William Walthall

**Students:**
Dan Melvin Robert Abitz
Olga Glebova
Michael Cao Hung Vo
Anjelica Ashley Guerrier
Tolu Funso
Olesya Sarajlic
Morgan Smith
Jessica Andrea Adiyiah
Katelyn Cassidy Downey
Don Ruwan Sampath Gamage
Lauren R. Roberts
Bailey Rose-Marie Fairbanks
Arielle Brianna Melville

- The committee reviewed all budget requests and delegate funds to organizations in March 2016.
The following criteria’s were used when allocating funds to organizations.

- Student organizations should fund some part of their activities through fundraising, dues, or other forms of income not directly related to the University.
- Student organizations should have a continuing and, preferably, growing memberships. The student organization must show that a majority of their members are active in organizational events.
- The committee looks for genuine student enrichment activities in the previous and upcoming year.
- Organizations applying must be chartered with Georgia State University. Unchartered organizations will not receive funding.
- New organizations are given a set amount of $500.

Process used to notify student organizations of their funding allocations:

- In April, the Organization Advisors, Department Chairs, and Business Managers are notified via email of the awarded allocation to their organizations. The funds are transferred to the organizations GSU student activity fee account and made accessible to the student organization leaders by the first business day of July. If your organization is not chartered at that time funds will be held until your charter status is updated.
- Throughout the year the Advisors, Business Managers, and Organization Leaders will be reminded that all funds should be expensed or encumbered by May 15th. If funds are not encumbered a detailed written plan showing how funds will be utilized must be submitted.
  This is very important and should be kept in mind throughout the fiscal year.

Listing of student organizations who applied for funding and their allocation amount.

- Attachment B provides a list of the student organizations who received funding allocations for FY 2017 and the number of active members.

The FY2017 Student Activity Fee Committee comprised of a panel of 13 students from the College of Arts & Sciences and two faculty advisors, met on March 22, 2016 to review budget request and award funds to 65 organizations. Although the organizations request totaled $228,746 committee members worked through the difficult task to distribute the $129,297 awarded.
The College of Arts & Sciences student activity organizations are currently operating with reduced budgets, awarding less than 50% of the total amount requested. This often results in students using their personal funds for organization activities. An increase in funding would allow the college to address the immediate needs of 65 organizations, bringing awareness to campus student body and setting a president throughout the university system. An increase will also allow students to attend off campus functions representing GSU. A decrease in funding will result in severe cuts to organizations. Student activities will be limited to the campus and travel expenditures will be drastically cut, reducing the Universities representation at major events and conferences.