

Student Activity and Service Fee Advisory Committee
Fact Sheet

ORGANIZATION: UConn Stamford Student Government Association

A. Organization Contact Information

1. Address: One University Place, Stamford, CT 06901
2. Phone: 203.251.8545
3. Fax: 203.251.9598
4. Website: www.sga.stamford.uconn.edu

B. History/Mission of Organization

History: The Student Government Association has been in existence since 1963. A group of students formed the association, established a constitution, and elected officials in order to be the liaison between students and the administration. Since 1963, the association has grown from a 9-member organization to a thriving group that plans and organizes programming and events for students and helps to better our Stamford campus.

The SGA provides programming and events through the use of the Students Activity fee each semester. In addition, we reserve 30% of the Student Activity Fees for registered student organizations in order for them to provide additional programming to the campus.

Mission Statement: The SGA exists for the following purposes:

1. To represent the interests of the student body to the administration of the campus.
2. To represent the interests of the student body to the community.
3. To supervise all student activities that are funded by The Association.
4. To promote cooperation between all University of Connecticut campuses.
5. To hold events and organize activities that will benefit The Association.
6. To act in a way that represents The Association as a whole.
7. To develop and fund extracurricular programming for the campus.

C. Student Fees – dollar amount students pay per year

Each semester students pay \$40 which comes to \$80 per year.

D. Eligible Participants – what students may participate in your activities?

Any matriculated undergraduate, Activity Fee Paying Student, with a cumulative and semester GPA of at least 2.0 or higher, may be voted in, and become a part of the organization.

Events are open to the entire campus community; however they are primarily focused towards undergraduate students.

E. Governance (please identify the governance structure of your organization and identify those who are students and those who are not students)

1. Executive Officers

- President: Shahanara Shahjahan
- Vice- President: Andersen Hite
- Chief Financial Officer: Delvin Yousif
- Chief Administrative Officer: Katelyn Teixeira
- Student Affairs Officer: Spencer Manevich

2. Committee Directors

Campus Recreation:

- Phederine Lyra (Fall 2016-Spring 2017)
- Jude Gonzalez (Fall 2016-Spring 2017)

Activities Directors

- Edna Navarro (Fall 2016)
- Abeer Al-Hamwy (Fall 2016-Spring 2017)
- Fernando Valdovinos (Spring 2017)

3. Paid Positions

It is important for the Student Activity and Service Fee Advisory Committee to understand who is being paid (if anyone), review the rationale behind these payments, how the rates are determined, and what internal oversight exists within the organization to oversee these payments.

If you pay student officers or other student positions and/or any member of your Board of Directors (whether they are students or community members), please complete the following information.

Student Officers (elected positions) paid (please list the titles):

The following positions are Paid Positions: President, Vice-President, Chief Financial Officer, Chief Administrative Officer and Student Affairs Officer.

- Each officer is paid a maximum of \$200/semester.
- Each officer is individually evaluated on her/his performance at the end of the semester through a survey that is distributed and mandated to the entire organization.
- After deliberating, the senate will then decide on a wage amount (if any) for the office by a vote.
- This has been a practice of the organization for at least the past ten years. This stipend encourages student leaders in the organization to take on the additional responsibilities. In addition, it also encourages each officer to conduct her/himself in a professional manner.

Appointed student positions paid (please list):

The following positions are Appointed Paid Positions: Director of Campus Recreation Committee, and Director of Activities Committee.

- Committees are usually lead by two Directors.
- Directors are paid a maximum average of \$100 each/semester.
- Each Director is individually evaluated on his/her performance at the end of the semester through a survey that is distributed and mandated to the entire organization.
- Through deliberation, the senate decides on a wage amount (if any) for individual directors through a vote.
- This practice was implemented two years ago through much thought. Directors are very valuable to our organization because they are the ones in charge of making sure that our campus is teeming with student activity and programming. For this reason, we came to an agreement that providing Directors with a stipend as well, serves as encouragement to the student leaders to take on the responsibilities of their position and to conduct themselves professionally—taking pride in their work.

Regional Campus Student Activity Fund Budget Narrative Questions

Please answer the following questions in support of your budget proposal:

1. How are you **spending your funds** now? Briefly describe the programs and services provided.

The Stamford SGA spends its funds primarily on programming for the student body. Out of the total fees collected: 30% is designated for Registered Student Organization programming and events. From the remaining funds, approximately 65% is used by SGA for campus programming and the residual funds, approximately 5% is used for operational costs.

SGA Programming Highlights

Campus Activities Committee

The Campus Activities committee utilizes the SGA budget to create programming for the student body. The activities committee has the responsibility to organize large-scale events that benefit the student body by providing opportunities for campus engagement and entertainment. Please review the attached spreadsheet, Appendix A, for Campus Activities programming highlights of the Fall semester.

For Spring 2017, the Campus Activities committee will continue to repeat a few events that have been successful in the past. One event this committee is looking forward to is Carnival Day. In Fall 2015, many students enjoyed Carnival Day, and with the weather being nicer in the Spring, this committee believes it will have a great turn out.

Campus Recreation Committee

The primary focus of the Campus Recreation committee has been to provide off-campus programming to the student body. Please review the attached spreadsheet, Appendix A, for Campus Recreation programming highlights of the Fall semester.

For Spring 2017, the Campus Recreation committee will continue to do Movie Night, Laser Tag and 6-Flags. Escape Room is an event we first planned in Spring 2017. It's a physical adventure game that combines elements of team-building, brain busting, and psychological training. Due to its growing popularity, students were eager to fill up the limited seats for the game. For that reason, this committee is looking forward to planning Escape Room again.

Student Affairs Committee

The Student Affairs committee serves as the voice of the students. Each semester it works to provide opportunities for students to connect and communicate with campus administration. This committee works in polling and advocating for the student concerns. This committee is also responsible for the coordination of the New York Times Student

Readership program, which provides 50 copies of the New York Times to students four days each week during the academic semesters. Please review the attached spreadsheet, Appendix 1, for the Student Affairs programming highlight for Finals Breakfast. This committee's Spring budget will continue to fund the New York Times Student Readership program, Survey Monkey, and Finals Breakfast.

Fall 2016 Semester Welcome Week

Every year, we have the privilege of welcoming to our campus freshman and returning students. We like to celebrate their return with many fun activities that get them excited to be a part of our community. This fall, we had to allocate an extra \$1500 to accommodate for the events we wanted to do. A total of \$12,500 was spent for Welcome Week. Please review the attached spreadsheet, Appendix A, for Fall 2016 Welcome Week programming highlights.

Spring 2015 Welcome Back Week

This spring we decided to plan one less event than what we usually plan during Welcome Back Week. Due to being on a smaller budget, we wanted to go bigger with our events. We scaled the week down to two events and included our Club Fair to be a part of the week. Our Club Fair is run and organized by Student Activities. We are planning events that will be engaging to the Student Body. During this Welcome Back Week, we are not only getting students excited about their semester, but showing them how they may get involved.

Registered Student Organization Programming Highlights:

- 1UPL
- Creative Writing Group
- Delta Phi Epsilon
- Economics Club
- Financial Management Club
- Forest Music Club
- Global Affairs Club
- Human Resource Management Club
- Huskies in Christ
- Marketing Club
- Modest Anime Club
- Outlets
- Psychology Club
- Rational Association of Free Thinkers
- SPECTRUM
- Stamford Campus Catholics
- Stamford Campus Sports Club
- Student Veterans of UConn Stamford
- UConn Stamford Billiards Club
- UConn Stamford Board and Card Game Club
- UConn Stamford Debate Club
- UConn Stamford Marketing Club
- UConn Stamford Photography Club
- Video Game Club
- Zero Tolerance

All registered student organizations may petition the SGA for funding various events. Per the SGA constitution, 30% of the student fees are set aside for the first eight weeks of each semester. This totals approximately 10,500/semester.

These funds are allocated on a first come first serve basis; provided that the event is an appropriate expense, and that the event is open to the student body at large. Of the 25 registered student organizations, only 8 requested funding support for their programs/events in the fall semester. Funding ranged from \$100 to \$2,500 per program/event depending on the proposed programs.

SGA has purchased equipment for registered student organizations. The Board and Card Game Club is an active group that meets multiple times a week. Board games were purchased for that club. The Outlets is a club that organizes a theatre showcase once a semester on campus. Staging equipment, props, and materials needed for their showcase were purchased. A significant purchase of equipment and games was made for the Video Game Club. All games and equipment's are locked up in the Club Room and accessible for club meetings and programming events only. Please review the attached spreadsheet, Appendix A, for registered student organization programming highlights of the Fall semester.

- 2. Please explain any significant changes in your budget/spending plan for the FY16 (July 1, 2015-June 30, 2016) and for FY17 (July 1, 2016-June 30, 2017) fiscal years.***

We have noticed that more students are taking advantage of the NY Times readership program. Contractual agreements has increased significantly due to more programming. We added a few new programs and increased budgets for current programs such as Welcome Week and programming with Party People. There has been less co-sponsors with registered student organizations, primarily because the Stamford Campus Sports Club did not host a ski trip. We purchased sofas in FY 17 and pool tables in FY 16. We are considering an increase to the Committee director stipends. Due to resident halls opening in FY 17 we are expecting changes in enrollment. On the budget projection spreadsheet we've included an anticipated increase in fee revenue due to projected higher enrollment, though we have no concrete estimate on what the increase will be at the moment.

- 3. Do you anticipate any changes in income from other sources (non-student fee) during the FY16, FY17 and FY18 fiscal years? If so, briefly explain.***

N/A

- 4. What are the current and projected levels of your reserves/fund balances? If you have a fund balance, please describe the use/purpose of these resources.***

We anticipate the need to replace the chairs in SGA and the Club Room which will cost approximately \$5000. If we do decide to go through with this project, we will most likely have to spend into our reserves.

5. ***Please describe the organizational priorities you address in your proposed FY18 budget. Are there any concerns or issues the Committee should be aware of when reviewing your budget?***

Our main priority is meeting the needs of our student body. To do this, we need to be mindful of the following:

- We need to increase the amount of programming we provide to our student body, in order to keep up with the demands of our growing population.
 - University is planning to grow our enrollment, however no specific projections have been announced. Our budget projection spreadsheet anticipates a 5% increase in enrollment over the next two years.
 - The cost of programming is increasing. Therefore, we need bigger budgets for the events that we plan.
 - We need to replace the chairs in SGA and Club Room.
6. ***Relative to your fund balance (if you have one), what do you anticipate your accounts payable (items to pay for) and accounts receivable (money to collect) will be over the last two months of the fiscal year (May and June)?***

During May/June there is no expected accounts receivable other than our monthly student fee transfer. Accounts payable will be primarily to pay for programs and events that occurred late in the spring semester (New York Times Subscription bill, etc.). Two expenses that will occur after the semester has ended are the Six Flags trip and the SGA officer/directors transition retreat.

7. ***Please describe how students (number and/or percentage of total student population) utilize your services and/or participate in your programs? Do faculty/staff (number/percentage) benefit? Do members of the local community (number/percentage) benefit?***

All SGA and Registered Student Organization programming is geared to benefit the students and their interests. We market the event to our student body. Some events are held in public areas of the campus, which makes it difficult to differentiate between undergraduate students, graduate students, faculty, staff, and the general public. The majority of our attendees are undergraduate students.

On occasion, we are joined by members of the community; however the majority of our events are attended by members of the UConn Stamford student body. We are able to keep track of attendance through our One Card Swipe System. At each event, students must swipe in with their Student ID card. This system allows us to see who is attending our events; whether they're undergraduate, graduate, non-fee paying student or a faculty member.

8. ***When was an audit last performed by the University's Office of Audit, Compliance and Ethics? Please list the date the final Audit report was submitted to you, the list of any***

financially related Recommendations, and a status report on the actions taken to comply with the Recommendation(s).

Our last report was submitted on September 28, 2007

A recommendation from our previous audit was to improve our web presence. We have fulfilled our goal of having our site live by May 2015. A few advantages of our website is to:

- Allow students to join SGA
- Access weekly minutes from General Senate Meeting
- Display upcoming campus events
- Display upcoming Generate Senate Meeting agenda
- Create voting polls
- Allow access to important campus related links
- Submit student concerns

9. Is there any additional information that the committee should be aware of in reviewing your budget proposal?

With the addition of a residence hall in the Fall of 2017 we will have to keep up with the demand of students. We should be aware and plan for some changes in attendance and demand for certain programs. This change will affect our campus culture in many ways. Amongst that change, the Student Government Association will have the obligation of planning effective programming that will reach a different student population. As there will be an increase to our residential component, we will make sure to not lose sight of commuter students.

University of Connecticut
Student Activity and Service Fee Advisory Committee
Activity Fee Budget Update & Projection Form - Fiscal Year 2016-2019

Organization: Stanford BGA

Contact Person: Deb In Young/Cayle Roster

Phone: 863.291.4045/293.291.8289

	FY18 Actual	FY17 Original	FY17 UPDATED	FY18 Original	FY18 UPDATED	FY19 PROJECTED
Sub code Description	Amount	Amount	Amount	Amount	Amount	Amount
Revenues:						
501 Donations	\$ 360	\$ 750	\$ 0	\$ 750	\$ 750	\$ 750
502 Dues			0			
512 Advertising			0			
513 Awards and Prizes			0			
515 Contractual Services	500	525	0	525		
516 Co-Sponsorships	8,973	6,000	0	6,000	2,000	2,000
517 Food Sales			0			
518 Merchandise Sales		10	346	10		
519 Participation Fees	6,160	2,500	5,495	2,500	6,000	6,500
522 Registration Fees			0			
523 Rental			0			
524 Travel			26			
530 Penalties and Fees			0			
531 Miscellaneous			26			
532 Prior Year Income			0			
533 Change Fund Returns			0			
540 Business Taxes (Tier III/Univ.)			0			
546 Interest (Univ.)	127	100	117	100	120	120
547 Student Fees (Tier III/Univ.)	98,696	96,000	98,117	96,000	103,023	108,174
Total Revenues:	\$ 114,813	\$ 105,885	\$ 104,126	\$ 105,885	\$ 111,893	\$ 117,544
Expenditures:						
601 Donations	\$ 360	\$ 750	\$ 0	\$ 750	\$ 750	\$ 750
602 Dues			0			
603 Gifts	3,521	3,000	4,300	3,000	5,000	5,000
604 Photocopying			0			
605 Postage			0			
606 Printing			0			
607 Promotional Items	1,668	2,500	2,400	2,500	2,500	2,500
608 Refreshments - Organization	602	1,000	700	1,000	750	750
609 Subscriptions	58	54	56	54	58	58
610 Supplies - Organization	476	1,500	1,372	1,500	1,500	1,500
611 Telephone			0			
612 Advertising			0			
613 Awards and Prizes	696	500	490	500	500	500
615 Contractual Services	18,706	20,000	25,747	20,000	25,000	25,000
616 Co-Sponsorships	37,424	28,800	24,837	28,800	30,907	32,452
617 Cost of Goods Sold - Food Sales		50	0	50		
618 Cost of Goods Sold - Merchandise Sales			0			
619 Participation Fees	6,253	7,000	7,991	7,000	8,000	8,000
620 Refreshments - Events/Programs	21,330	20,000	18,392	20,000	18,500	19,300
621 Supplies - Events/Programs	5,819	7,000	6,192	7,000	6,250	6,500
622 Registration Fees			0			
623 Rental	5,291	6,000	5,803	6,000	6,000	6,000
624 Travel	3,594	3,000	3,790	3,000	4,000	4,000
625 Equipment	289	900	4,515	900	4,000	1,000
626 Equipment - Capital	6,650		0			
627 Insurance			0			
628 Repairs and Maintenance		1,000	0	1,000	1,000	1,000
629 Utilities			0			
630 Penalties and Fees			0			
631 Miscellaneous			0			
632 Prior Year Expenses			0			
633 Change Funds			0			
640 Business Taxes (Tier III/Univ.)			0			
641 Employee Benefits (Tier III)			0			
642 Wages - Student (Tier III)	2,800	2,800	2,800	2,800	3,200	3,200
643 Wages - Non-Student (Tier III)			0			
644 Wage Taxes - Student (Tier III)	31	31	0	31	30	30
645 Wage Taxes - Non-Student (Tier III)			0			
Total Expenditures:	\$ 115,568	\$ 105,885	\$ 109,383	\$ 105,885	\$ 117,945	\$ 117,540
Revenues Less Expenditures:	\$ (755)	\$ 0	\$ (5,257)	\$ 0	\$ (6,052)	\$ 4
Use of Surplus:	\$ 752	\$ 0	\$ 5,257	\$ 0	\$ 6,052	\$ 0
Total (Must be equal to or greater than zero.):	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 4
Fund Balance At Beginning Of Year:	\$ 40,674	\$ 29,054	\$ 39,921	\$ 29,054	\$ 34,664	\$ 28,613
Fund Balance At Year End:	\$ 39,921	\$ 29,054	\$ 34,664	\$ 29,054	\$ 28,613	\$ 28,617

Appendix A: Event Cost/Attendance Summary Fall 2016

FALL 2016 Summary	Funds Used	# fee paying participants	# Total participants	% Fee benefiting fee payin	\$ benefiting fee paying	% non-fee paying	\$ non-fee paying
TOTAL	32 \$	2279	2848	80%	30,421.22	20%	7,596.63
Club Summary:	16 \$	833	1101	76%	5,367.79	24%	1,726.97
SGA Summary	16 \$	1446	1747	83%	25,593.72	17%	5,329.37

Sponsoring SGA Committee	Program/Event Title:	Event Date	SGA Subsidy/budget	# fee paying participants	# Total participants	% Fee benefiting fee payin	\$ benefiting fee paying	% non-fee paying	\$ non-fee paying
Welcome Week	Stuff-A-Husky	8/29/2016	2,627.23	176	210	84%	2,201.87	16%	425.36
Welcome Week	Tie Dye Tuesday	8/30/2016	2,768.18	110	171	64%	1,780.70	36%	987.48
Welcome Week	Husky Street Fair	8/31/2016	4,307.77	204	276	74%	3,184.00	26%	1,123.77
Welcome Week	Movie Night: Central Intelligence club fair	9/1/2016	3,321.85	74	87	85%	2,825.48	15%	496.37
Welcome Week	Laser Tag	9/7/2016	-	115	155	74%	-	26%	-
Campus Rec. Activities	Mini Golf	9/15/2016	1,020.00	59	62	95%	970.65	5%	49.35
Campus Rec. Activities	pinots palette painting party	9/21/2016	1,968.90	124	146	85%	1,672.22	15%	296.68
Campus Rec. Activities	Broadway Aladdin	10/6/2016	1,517.87	23	25	92%	1,396.44	8%	121.43
Campus Rec. Activities	Lake Compoince	10/8/2016	1,540.10	32	32	100%	1,540.10	0%	-
Campus Rec. Activities	halloween fest	10/29/2016	2,430.64	39	40	98%	2,369.87	3%	60.77
Campus Rec. Activities	Bowlmor	10/31/2016	1,419.55	138	152	91%	1,288.80	9%	130.75
Campus Rec. Activities	thanksgiving dinner	11/10/2016	1,995.00	59	61	97%	1,929.59	3%	65.41
Campus Rec. Activities	Movie Night - Dr. Strange	11/14/2016	2,484.96	91	99	92%	2,284.16	8%	200.80
Student Affairs Activities	Finals Breakfast	11/17/2016	1,095.80	64	67	96%	1,046.73	4%	49.07
Student Affairs Activities	winter ball	12/12/2016	1,600.00	138	164	84%	1,346.34	16%	253.66
Student Affairs Activities	CANCELED		825.24	0	0	0%	-	100%	825.24

Sponsoring Org.	Program/Event Title:	Event Date	SGA Subsidy/budget	# fee paying participants	# Total participants	% Fee Paying	\$ Fee Paying	% Guests	\$ Guests
Stamford Campus Sports Club	Backyard Games	10/11/2016	700.00	98	114	86%	601.75	14%	98.25
Economics Club	The Business of Amateurs	10/12/2016	648.00	39	47	83%	537.70	17%	110.30
Marketing Club	Guest Speaker	10/13/2016	139.50	42	42	100%	139.50	0%	-
Economics Club	Monetary Policy Talk	10/17/2016	151.50	9	16	56%	85.22	44%	66.28
Video Game Club	Halloween Event	10/31/2016	322.72	84	90	93%	301.21	7%	21.51
Stamford Campus Sports Club	Smashing Pumpkins	11/1/2016	253.00	39	40	98%	246.68	3%	6.33
Stamford Campus Sports Club	8i - Annual Basketball Tournament	11/4/2016	288.00	42	44	95%	274.91	5%	13.09
Psychology Club	Sex in the Digital Age	11/10/2016	221.25	27	27	100%	221.25	0%	-
Debate Club	Voices of the People	11/15/2016	-	15	18	83%	-	17%	-
Huskies in Christ	Words of Truth Showcase Fl. Zabbai	11/16/2016	458.34	52	77	68%	309.53	32%	148.81
1 UPL	Launch Party	11/28/2016	91.95	27	29	93%	85.61	7%	6.34
Stamford Campus Sports Club	Soccer Tournament	12/1/2016	640.00	62	69	90%	575.07	10%	64.93
Debate Club	Debate on Terrorism & Religion	12/6/2016	277.75	70	77	91%	252.50	9%	25.25
Stamford Campus Sports Club	Rockn' Jump	12/20/2016	540.00	30	30	100%	540.00	0%	-
The Outlets	Fall Theatre Showcase	12/1/16-12/2/16	1,921.23	57	211	27%	519.01	73%	1,402.22
Stamford Campus Sports Club	Trail mix	12/13/16-12/14/16	441.52	140	170	82%	363.60	18%	77.92