

Student Activity and Service Fee Advisory Committee
Fact Sheet

ORGANIZATION:

A. **Organization Contact Information**

1. **Address:** 1798 Asylum Avenue
2. **Phone number:** 860-570-9137
3. **Fax number:** 860-570-9401
4. **Web address:** <http://www.ssw.uconn.edu/students>

B. **History/Mission of Organization**

1. **History**

Since 1976 the School of Social Work Student Organization now known as the Graduate Student Organization (GSO) has existed to augment the students' academic experience. The GSO serves as the umbrella organization for the student sub-organizations, concentrations, and representatives to various school-wide committees. As a way to help build student community, GSO provides and approves funding for educational and/or social events.

The Graduate Student Organization serves as the channel through which students' voice their concerns. Students are encouraged to bring issues to the meetings where they may: a) be given clarification through discussion with other students or the Associate Dean for Academic Affairs or MSW Program Director, b) be directed to a pre-existing committee appropriate for handling the concern, and/or c) formulate an alternative action plan to solve the issue.

2. **Mission Statement**

The University of Connecticut School of Social Work Graduate Student Organization (GSO) exists to create and strengthen a beneficial environment for its members, matriculated students. The GSO observes and celebrates diversity in all forms through educational and social programs, community service projects and advocacy opportunities. In accordance with the UConn School of Social Work's mission, the organization's function is to augment the students' academic

experience. In pursuit of this mission, GSO models its business in accordance with the National Association of Social Workers Code of Ethics.

C. Student Fees – dollar amount students pay per year

Each matriculated student pays \$50 per year.

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

The Graduate Student Organization is composed of all matriculated students at the School of Social Work. Those students who choose to be active in GSO may serve as officers and/or members of the umbrella organization, the sub-organizations, concentration committees, or other various school-wide committees.

The level of student involvement varies from year to year but the strength of its active members generally determines the agenda for the year.

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

Co-Chairs, Secretary and Treasurer – all positions are held by matriculated students.

2. Board of Directors

Not applicable.

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):

- Method of payment (hourly wages, semester stipend, etc) for each position

The Graduate Student Organization's secretary is provided a salary of \$150 each for the fall and spring.

The Graduate Student Organization's treasurer is provided a salary of \$150 each for the fall and spring.

- Rate of payment for each position

The rate of payment for both positions is \$10 for a 15 week semester.

- History and Rationale for payment for each position

The Graduate Student Organization decided that the secretary should receive a stipend since it is expected that she/he record and produce a report of the minutes. This is a position that has been historically paid.

Since 2006, the GSO voted to have the treasurer receive a stipend. The treasurer approves expenditures, signs checks and works closely with the bookkeeper to keep abreast of the GSO budget. She/he also assists sub-organizations and concentration committees with their budgets as needed.

Each position is evaluated toward the end of the semester to ensure the secretary and treasurer have fulfilled their responsibilities prior to receiving the stipend.

The Executive Committee will be examining if the rate is still appropriate for what is required of the positions and if a sliding fee should be implemented with a minimum and maximum amount earned based on performance.

Appointed student positions paid (please list): Not applicable.

- Method of payment (hourly wages, semester stipend, etc) for each position
- Rate of payment for each position

- History and Rationale for payment for each position

Board of Director Positions paid (please list): Not applicable.

- Method of payment (hourly wages, semester stipend, etc) for each position
- Rate of payment for each position
- History and Rationale for payment for each position

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.

As a result of a student survey last year which indicated that the decline in student participation in programs/events is related to students managing multi-responsibilities and having time constraints, the new leaders of the School of Social Work Graduate Student Organization (GSO) have been working diligently to offer smaller events throughout the semester to bring greater visibility of its existence to MSW students. As a result, an effort has been made to purchase many give away items such as stress balls, water bottles, granola bars, etc. that promoted self-care which students enjoyed receiving. These have been disseminated at different times throughout the semester, such as during mid-term and finals time and at MSW Student Appreciation events. One of the main annual events GSO decided to continue this year was its annual Meet & Greet Reception which was held in late summer before incoming students started the fall semester. This event was well attended and the incoming students benefitted from being able to meet other new students and learn about the experiences from current students.

Other events included PRIDE sponsoring Lunch and Learns, GSO collaborating with other groups to do an on-campus voter registration, and OBSWS conducting a community voter registration. In addition, GSO continued to fulfill its mission of community service. PRIDE participated in the AIDS Walk/Run, GSO participated in the A21 Walk for Freedom and LASO held a toy drive for children living in domestic violence shelters. GSO also has events planned for the spring in addition to the sub-organization and concentration committees.

Overall, the general expenses range from purchasing food, refreshments, supplies, give away items, and compensating the secretary and treasurer for fulfilling their responsibilities. The GSO secretary and treasurer are compensated each semester. The secretary produces and disseminates the meeting minutes and the treasurer is authorized to approve expenditures and sign checks. She also assists the sub-organizations /concentration committees with their budget as needed and prepares the monthly expenditure report.

2. Please explain any **significant changes in your budget/spending plan** for the FY17 (July 1, 2016-June 30, 2017), and for FY18 (July 1, 2017-June 30, 2018) fiscal years.

There are no significant changes or spending plans for FY 17 or projected for FY 18 fiscal year. We had just over \$11,000 left as of 6/30/15. As of 6/30/16 it was just under \$11,000.

3. Do you anticipate any **changes in income from other sources** (non-student fee) during the FY17, FY18 and FY 19 fiscal years? If so, briefly explain.

We do not anticipate any changes in income from other sources over the next few years.

officers and student representatives approving events and disbursements. Properly authorized documentation was available for all expenditures tested. The GSO has a presence on the campus website, which includes general information about the organization, its mission and goals, the sub-organizations it funds as well as a calendar of sponsored events.

There were no recommendations.

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

As the GSO advisor, I continue to commend the efforts of student leaders who dedicate their time and energy to represent the Graduate Student Organization in a professional capacity. They work hard to enhance the experience of their peers by engaging them in creative and thoughtful ways. Their contributions to the school community do not go unnoticed and they are highly respected by the school's administration.

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

Organization: School of Social Work
 Contact Person: Bruce Parkhurst
 Phone: 860-870-9147

		FY16 Actual	FY17 Original	FY17 UPDATED	FY18 Original	FY18 UPDATED	FY19 PROJECTED
	Sub code Description	Amount	Amount	Amount	Amount	Amount	Amount
Revenues:	501 Donations	\$	\$	\$	\$	\$	\$
	502 Dues						
	512 Advertising						
	513 Awards and Prizes						
	515 Contractual Services						
	516 Co-Sponsorships						
	517 Food Sales						
	518 Merchandise Sales						
	519 Participation Fees						
	522 Registration Fees						
	523 Rental						
	524 Travel						
	530 Penalties and Fees						
	531 Miscellaneous						
	532 Prior Year Income						
	533 Change Fund Returns						
	540 Business Taxes (Tier III/Univ.)						
	546 Interest (Univ.)						
	547 Student Fees (Tier III/Univ.)	16,165	20,000	16,463	20,000	17,000	17,500
Total Revenues:		\$ 16,165	\$ 20,000	\$ 16,463	\$ 20,000	\$ 17,000	\$ 17,500
Expenditures:	601 Donations	\$	\$	\$	\$	\$	\$
	602 Dues						
	603 Gifts		1,000		1,000		
	604 Photocopying						
	605 Postage						
	606 Printing						
	607 Promotional Items	58	1,200	3,500	1,200	3,000	3,000
	608 Refreshments - Organization	1,103	1,800	1,000	1,900	2,000	2,250
	609 Subscriptions						
	610 Supplies - Organization		100	100	100	100	100
	611 Telephone						
	612 Advertising						
	613 Awards and Prizes		100		100		
	615 Contractual Services	350	1,500	500	1,500	1,000	1,000
	616 Co-Sponsorships	4,907	7,500	5,000	7,500	6,000	6,250
	617 Cost of Goods Sold - Food Sales						
	618 Cost of Goods Sold - Merchandise Sales						
	619 Participation Fees						
	620 Refreshments - Events/Programs	6,015	6,500	5,000	6,500	6,000	6,250
	621 Supplies - Events/Programs		500		500		
	622 Registration Fees						
	623 Rental	4,150	2,000	2,000	2,000	1,000	1,000
	624 Travel		100		100	100	100
	625 Equipment						
	626 Equipment - Capital						
	627 Insurance						
	628 Repairs and Maintenance						
	629 Utilities						
	630 Penalties and Fees						
	631 Miscellaneous						
	632 Prior Year Expenses						
	633 Change Funds						
	640 Business Taxes (Tier III/Univ.)						
	641 Employee Benefits (Tier III)						
	642 Wages - Student (Tier III)	600	600	600	600	600	600
	643 Wages - Non-Student (Tier III)						
	644 Wage Taxes - Student (Tier III)	7	7		7		
	645 Wage Taxes - Non-Student (Tier III)						
Total Expenditures:		\$ 17,409	\$ 22,907	\$ 17,700	\$ 23,007	\$ 19,800	\$ 20,550
Revenues Less Expenditures:		\$ (1,244)	\$ (2,907)	\$ (1,238)	\$ (3,007)	\$ (2,800)	\$ (3,050)
Use of Surplus:		\$ 1,244	\$ 2,907	\$ 1,238	\$ 3,007	\$ 2,800	\$ 3,050
Total (Must be equal to or greater than zero.):		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Fund Balance At Beginning Of Year:		\$ 11,923	\$ 8,016	\$ 10,679	\$ 5,109	\$ 9,441	\$ 6,641
Fund Balance At Year End:		\$ 10,679	\$ 5,109	\$ 9,441	\$ 2,102	\$ 6,641	\$ 3,591