Student Services Fee Application for Funding

Contact Person: Clara Gonzalez

Department: Military & Veteran Affairs/Student Services

Phone: (520) 626-2422 or (520) 458-8278, ext. 2167

Email address: clarag@email.arizona.edu

Project Name: ‘Treats for Vets’

Project Type: Student Services/Military Support

Funding Requested: $500.00 per major semester: fall & spring ($1000.00 per academic year)

Start Date: August 1, 2013 (fall)

End Date: Continuous

Student Priorities Addressed: Purchase ‘school spirit’ supplies, i.e. notebooks, pens, pencils, lanyards, etc. as welcoming giveaways during our new student VA orientations.

New project: Yes  
If yes, multi-year justification: Yes

Is Service Fee monies sole funding: Yes, effective the fall 2013 term.

Will it continue without SSF funding?  Most likely not.

If Yes, how: N/A
If No, Why: During past orientations, the Continuing Education Department donated all of the materials (from polo shirts to book bags) used as giveaways. However, due to the federal budget crisis, said department is no longer able to purchase marketing items. Therefore, I will not be able to solicit giveaways for my veteran students.

Director of Project and contact information: Clara Gonzalez

Please include with this application a budget or business plan, to include a timeline for spending.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>QUANTITY</th>
<th>REQUESTED FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various (school spirit school supply items)</td>
<td>Varied (items to be purchased at UAS bookstores or wherever UA items are sold at an affordable price.)</td>
<td>On-going.</td>
<td>$500.00 per semester ($1000.00 during academic year - continuous)</td>
</tr>
</tbody>
</table>
Student Services Fee Application for Funding

Contact Person: Inger McGee

Department: TEDV - Elementary Education Program

Phone: 458-8278 X 2162

Email address: mcgee1@email.arizona.edu

Project Name: Elementary Education Senior Capstone Celebration

Project Type: The program is in place. We are looking to fund a light meal with this event. The event is described below:
This is a culminating activity for students in the elementary education program. It is tied to our seminar course where students develop an inquiry-based quasi research type project in their student teaching classroom and share their projects at a Capstone Celebration. This display of projects involves students from all UAS campuses at on location (as many as 30-40 students) conducting a poster presentation of their project. Invited to this presentation are students (those going into the capstone the next semester are required to attend), elementary education program faculty, university mentors hired to observe our student teachers in the field and provide project input, classroom teachers from the community that take our student teachers into their classrooms.

As stated above, we have the event in place. We are looking for funding for a lunch or other light meal. We have had students bring food in the past but this presents a problem with travel and the fact that these students are presenting. We want them to be focused on their project presentations, not worrying about food-how to transport, where to store, how to keep at temperature, etc. Besides this is a celebration for the students, honoring and celebrating their work so it would be nice to have a meal for them. It would also bring together our students and faculty in one location and allow faculty, upcoming students, and classroom teachers our students have been placed within the community to see the high caliber of work coming from elementary education students at UA South.
Funding Requested: $600

Start Date: Dec. 2013 (Fall seminar students have their capstone in late Nov/early Dec and spring students in late April/early May. We have this event every semester but the actual date is generally not determined until the semester begins because it is based on number of students and other program activities that must occur that semester as well)

End Date: April 2014 (see explanation above)

Student Priorities Addressed: Students are recognized for their work and achievement in the program. They are able to showcase their best work to their peers, faculty, and the classroom teachers they have worked with in the community. Students celebrate with a light meal in their honor

New project: yes If yes, multi-year justification: We graduate students in spring and fall and thus have a capstone seminar to correspond to that cycle.

Is Service Fee monies sole funding: yes

Will it continue without SSF funding? If Yes, how:

If No, Why: We don't have the funding

Director of Project and contact information: Inger Mcgee, mcgeei@email.arizona.edu, 520-458-8278 X 2162

Please include with this application a budget or business plan, to include a timeline for spending. I have attached two estimates- These are possibilities and not our only choices. If we did not have someone cater, we would also need to include the cost of utensils and food ware (cups, plates, etc). We would purchase for fall seminar, generally in Nov/Dec and spring, generally in Apr/may
La Casita
465 E Fry Blvd
Sierra Vista, AZ 85635
520-226-4305
www.lacasitarestaurantandcatering.com

<table>
<thead>
<tr>
<th>Date</th>
<th>Your Order #</th>
<th>Our Order #</th>
<th>Sales Rep.</th>
<th>FOB</th>
<th>Ship Via</th>
<th>Terms</th>
<th>Tax ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9/2013</td>
<td></td>
<td></td>
<td>Leanne</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Units</th>
<th>Description</th>
<th>Discount %</th>
<th>Taxable</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Cheese enchilada, mini beef chimi, chicken taquito, chips and</td>
<td></td>
<td></td>
<td>7.50</td>
<td>450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>guacamole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plates and utensils included</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Soda, water</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact:

REMITTANCE
Customer ID:
Date:
Amount Due:
Amount Enclosed:
## safeway deli

2190 E Fry Blvd  
sierra vista, az 85635  
520-459-4204 x3  
www.safeway.com

<table>
<thead>
<tr>
<th>Date</th>
<th>Your Order #</th>
<th>Our Order #</th>
<th>Sales Rep</th>
<th>FOB</th>
<th>Ship Via</th>
<th>Terms</th>
<th>Tax ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9/2013</td>
<td></td>
<td></td>
<td>Benny</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Units</th>
<th>Description</th>
<th>Discount %</th>
<th>Taxable</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>20</td>
<td>La Petite Croissant Tray</td>
<td></td>
<td></td>
<td>54.99</td>
<td>164.97</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>20</td>
<td>Dell Salad Favorites</td>
<td></td>
<td></td>
<td>44.99</td>
<td>134.97</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>20</td>
<td>Love those Veggies</td>
<td></td>
<td></td>
<td>44.99</td>
<td>88.96</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>20</td>
<td>Fresh Fruit</td>
<td></td>
<td></td>
<td>54.99</td>
<td>109.98</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Soda, water, plates, utensils</td>
<td></td>
<td></td>
<td>40.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

contact:

**remittance**

- **customer ID:**
- **date:**
- **amount due:**
- **amount enclosed:**

subtotal $538.90

- **tax:**
- **gratuity (18%):**
- **miscellaneous:**

balance due
Student Services Fee Application for Funding

Contact Person: Christopher Downer
Email address: cdowner@email.arizona.edu
Department: MACS
Phone: (520)249-7099
Project Name: Various; please see attached proposal
Project Type: Student/Community Outreach, development and recruitment
Funding Requested: $3,600.00
Start Date: October – May 2013
Student Priorities Addressed: Yes, please see proposal
New project:
If yes, multi-year justification:
Is Service Fee monies sole funding: No, MACS is prepared to assist in funding of our proposed initiatives.

Will it continue without SSF funding? Yes, however, with much greater limitation on our current MACS budget.
If Yes, how: Current MACS budget and fundraising activities, for example through raffles, and donations from local businesses.

Director of Project and contact information: Christopher Downer, President
MACS Contact: chris.downer@cox.net
MACS Mission

The Math and Computer Science club of UA South and Cochise College have a mission of promoting studies in the fields of Math and Computer Science, both by making efforts to support current students at all academic levels, as well as by encouraging prospective students to enter one or both of these fields of study. We primarily seek to do this by creating a supportive community full of valuable resources for those studying these challenging subjects.

Club Meetings

In order to maintain contact amongst our members, and to assess the effectiveness of club endeavors, we plan to hold club meetings at least once per month, for participation from all members. SSF funding would be very valuable at these meetings to provide the refreshments, which would encourage a larger level of participation of both current members as well as prospective new members. We typically must hold meetings around dinnertime due to the number of non-traditional students that are members of our club, so providing food also prevents our members from missing a meal due to the meeting.

Math Bee

MACS held a successful Math Bee event in March 2013 in which students competed in answering math related questions. The event brought many MACS students and their families together, encouraging a valuable sense of community that encourages not only the success of our current students, but also the positive perceptions of prospective students about studies in Math and CS. This event was also a successful fundraiser as it concluded our annual fall raffle that allows us to provide books scholarships to our students. We would like to repeat the success of this event again in October 2013, and could very much use the support of SSF funds in order to provide food and drinks. Competition and participation in this event is not limited to students only in Math/CS majors.
End-of-Semester Holiday Party (December)
   At the end of each semester we like to have a special club meeting that celebrates all the efforts we have put in to our education that term. We do this by getting together for a holiday party. Although this event is typically a potluck, the MACS club provides certain foods (the meat, drinks, and chips in particular). It would help the club greatly for SSF to provide funding for these foods.

End-of-Semester Observatory Barbeque (MAY)
   At the end of each semester we like to have a special club meeting that celebrates all the efforts we have put in to our education that term. We do this by getting together at the UA Observatory for a special barbeque and potluck. Although this event is typically a potluck, the MACS club provides certain foods (the meat, drinks, and chips in particular). It would help the club greatly for SSF to provide funding for these foods.

Math and Science Experience – Alice Project
   In April, thirteen hundred 4th through 8th Grade students, from throughout Cochise County, are going to be on the Cochise College Sierra Vista campus for a day to participate in various activities of S.T.E.M. The goal is to get kids interested and excited about these areas of study. Last year, MACS got involved, using the Alice programming language to encourage these kids to think about being future UA South students. We had a great time participating, and felt we left a good impression on the students. SSF funding would ensure another success by providing refreshments and stipends for a presenter and student helpers.

Total Amount Requested for Fall 2013 and Spring 2014: $3,600.00

Club Meetings(10 total): $500.00
   $50 for refreshments for each of the 10 meetings

Math Bee (Fall 2013): $1,100.00
$800 for UA SV participant winners
$300 for refreshments

End-of-Semester Holiday Party: $150.00
$150 for refreshments

End-of-Semester Observatory Barbeque: $150.00
$150 for refreshments

Math and Science Experience – Alice Project: $700.00
$500 for UASV Student Assistant stipends
$200 for Refreshments

MACS Book Scholarships: $1000
To be dispersed amongst MACS UASV club members based on merit and need

Thank you very much for your consideration,

Yuki Brown
MACS Treasurer

Christopher Downer
MACS President
Student Services Fee Application for Funding

Contact Person: Amanda Fosmire
Department: Student Advising and Psychology
Phone: (520) 603-2692
Email address: acfosmire@email.arizona.edu
Project Name: Pilot of Transfer Assistant Program
Project Type: Employment
Funding Requested: $1952
Start Date: 8/26/2013
End Date: 12/11/2013
Student Priorities Addressed:
See proposal.

New project: Yes  If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding?
If Yes, how:

If No, Why:
If the pilot is successful we hope that Student Services will support this activity out of their budget.

Director of Project and contact information: Dr. Lunsford, x 2134,
lglunsfo@email.arizona.edu

Please include with this application a budget or business plan, to include a timeline for spending.
UAS Transfer Assistant Proposal

Amanda Fosmire
Excellence in Advising Transfer Students: Student Fee Proposal

Program Description

I propose to pilot a UA Sierra Vista Student Transfer Advisor program. As part of the pilot I would enroll in an independent study, supervised by Dr. Lunsford, to assess and establish best practices for transfer student advising at a multi-campus branch institution. The outcome of this pilot program may improve how we serve our transfer students and contribute generally to have a better understanding of transfer students’ specific needs.

I propose to serve in this role at Pima East and Tech Park and via Skype to other campuses with my responsibilities to include:

- Develop, maintain and update Transfer Student Center Resource information. Become the “expert” on designated college cluster (know academic advisor, college resources, faculty members, programs, etc.)
- Seek out information and resources of value and interest to transfer students.
- Meet with and conduct presentations to new and prospective transfer students.
- Greet and welcome prospective and new transfer students.
- Phone and email contact with prospective and newly admitted transfer students.
- Represent transfer students on committees or student panels as needed.
- Provide administrative and front desk support related to transfer students.
- Develop workshops, online and in person to meet new transfer student needs.

Compelling Need

A transfer assistant specifically working with University of Arizona South students is an important resource to building the campus’ community. There are many students who do not know what the program offers and how beneficial it is to their transfer success. I found myself struggling to find a pathway towards a university that would work with my schedule and specific needs while I was transferring from Pima Community College. I felt alone in trying to tackle all the different challenges in the transition experience. This position will bridge an important gap from Community College to University. A transfer assistant will provide assistance to those who will be navigating a new path in the college experience. I also believe that this position will provide an important educational experience for me. This position will create a much needed opportunity to identify what practices will be most beneficial for future classes of new UAS students.

Estimated Budget

The proposed budget is to support my work for one semester. It would be ideal to run the project the entire year but I have listed a budget for the fall semester.

- $1,600............ 10.00 per hour/10 hours per week. 16-week semester.
- $352............. ERE
- $1,952............. Total
Goal Setting Plan

Goals
The goal of this proposal would be to pilot how we can use a student to serve a multi-campus transfer student population. Specifically the four anticipated goals are to:

1. Develop online and face to face resources for transfer students.
2. Develop a training resource for future student transfer advisors.
3. Develop and assess a transfer student inventory to identify and support student needs (part of the independent study).
4. Write a paper with best practices that is based on the literature on transfer student advising (part of the independent study).

Measurement of Goals

Goal 1- Completed by September 15, 2013
Goal 2- Completed by October 15, 2013
Goal 3- Pilot by November 15, 2013
Goal 4- Completed by December 1, 2013
Student Services Fee Application for Funding
Contact Person: Ada Parra and Inger McGee

Department: Gamma Beta Phi

Phone: 520-439-6881

Email address: aparra@email.arizona.edu and mcgeeI@email.arizona.edu

Project Name: Fall 2013 and Spring 2014 Recruitment Events and Community Service Projects

Project Type: Club

Funding Requested: $835

Start Date: August 2013

End Date: May 2014

Student Priorities Addressed: Recruitment events will recognize UA South students at all three campuses for their academic achievements. Invitations will be sent to all eligible students. Gamma Beta Phi members represent our local communities and need support to continue to fund our community service projects.

New project: Yes If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No
If Yes, how:

If No, Why: Gamma Beta Phi does not have the funds to host recruitment events and needs support to continue providing service in our local communities.

Director of Project and contact information: Ada Parra an Inger McGee

Please include with this application a budget or business plan, to include a timeline for spending. Please see below

Recruiting Supplies Needed
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBP Buttons</td>
<td>100</td>
<td>$100</td>
</tr>
<tr>
<td>GBP Pencils</td>
<td>144</td>
<td>$35</td>
</tr>
<tr>
<td>Stationery &amp; Envelopes</td>
<td>100</td>
<td>$30</td>
</tr>
<tr>
<td>Postage</td>
<td>100</td>
<td>$45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$210</strong></td>
</tr>
</tbody>
</table>

**Fall and Spring Recruiting Events for all sites** *(September and February)* *(Sierra Vista, Douglas, and Tech Park Campuses)*

**Goal:** Welcome members and recruit new members to join GBP

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester: Food: pizza, drinks, dessert</td>
<td>$75 for each campus (3)</td>
<td>$225</td>
</tr>
<tr>
<td>Spring Semester: Food: pizza, drinks, dessert</td>
<td>$75 for each campus(3)</td>
<td>$225</td>
</tr>
<tr>
<td>Cups, plates, napkins, forks, plastic tablecloths, decorations</td>
<td></td>
<td>$25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$475</strong></td>
</tr>
</tbody>
</table>

**Student/Community Service Projects**

**Goal:** provide service to our local communities

**Salsa Festival:** Proceeds benefit Cochise Education Foundation. GBP members make salsa and volunteer their time at the event. Support needed to purchase ingredients to make 5 gallons of salsa. *(September)*

Cost: **$30**

**Community Events:** GBP members create activities and volunteer their time at school/community events *(i.e., math & science, arts & literacy)* in Sierra Vista and Douglas. Funds needed to purchase materials/supplies for activities. *(November)*

Cost: **$70**

**Total:** **$100**

**Officer Recognition**

**Goal:** recognize GBP officers for their hard work recognize GBP officers for their hard work and efforts to lead and organize members in accomplishing the society’s goals.

Cost:

Purchase 5 plaques to give to officers during the GBP Induction ceremony *(October)*

Cost: **$50**
Student Services Fee Application for Funding

Contact Person: Ben Packer – Director of Student Services

Department: Student Services

Phone: 520-458-8278 x2138

Email address: packer@email.arizona.edu

Project Name: Academic Excellence Banquet

Project Type: Event

Funding Requested: $2,000

Start Date: March 2013

End Date: March 2013

Student Priorities Addressed: Acknowledges scholarships recipients and others who excelled academically

New project: Yes

If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? Probably not
If Yes, how:

If No, Why: Due to funding policies, costs associated with this even would have to come out of an unrestricted account. Funds in that account are limited.

Director of Project and contact information: Ben Packer

Please include with this application a budget or business plan, to include a timeline for spending.
April 3, 2013

Dear SSF Committee:

The mission of UA South is to provide accessible and affordable degree options for students. We celebrate this access mission regularly. It is a pleasure to see students who may not have otherwise had the opportunity to pursue a degree cross the stage at graduation and accept their diplomas.

Though our access mission drives much of what we do, there is need to acknowledge and celebrate academic excellence as well. As a whole, students at UA South are hardworking, creative, and bright. Many of them juggle professional, academic, and family responsibilities in order to pursue their degree. Thus, the fact that many demonstrate academic excellence is even more noteworthy. This proposal represents an effort to support, distinguish, and congratulate students in their pursuit of academic excellence.

The UA South administration would hold a formal banquet in the spring for students whose GPA warrants academic distinction and for fall and spring scholarship recipients. These students and their spouses or significant others would be invited. Also invited would be certain UA South administrators, Program Directors, local media representatives, the UA South Foundation, scholarship donors, and representatives from partner community colleges. The event would provide a formal dinner, speeches, and presentations, mostly by students who have been selected for demonstrating academic excellence in various forms.

The budget for the event would be as follows:

Estimated attendance: 150  
Dinner cost per attendee: $10  
Facility cost and setup, Invitations, and Certificates: $500  
**Total Estimated Expense: $2,000**

Please consider this proposal. This would be a great way to demonstrate the institutions commitment to not only access but to academic excellence.

Sincerely,

Ben Packer  
Director of Student Services
Student Services Fee Application for Funding

Contact Person: Ben Packer – Director of Student Services

Department: Student Services

Phone: 520-458-8278 x2138

Email address: packer@email.arizona.edu

Project Name: UA South Tutoring – Summer II and Fall 2013

Project Type: Student Academic Support

Funding Requested: $5,400

Start Date: July 1, 2013

End Date: December 31, 2013

Student Priorities Addressed: Academic Support

New project: No

If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No

If Yes, how:

If No, Why: The administration is still assessing the full need for tutoring, it’s important the project be seeded by SSF. Next year, when we’ve seen the need for tutoring, I recommend proposing a cost share between SSF and admin. funds.

Director of Project and contact information: Ben Packer

Please include with this application a budget or business plan, to include a timeline for spending.
Dear SSF Committee:

This spring, we ran a pilot wherein Cochise College tutoring was made available to UA South students. These tutoring services were a part of a comprehensive tutoring package that was communicated to UAS students. In that package, UA South students had tutoring options that included in-person tutoring at the Cochise College Sierra Vista tutoring labs and tutoring provided in-person and online through the Think Tank on the UA Main Campus.

The SSF Committee approved a $3,000 allocation to Cochise College for this tutoring support. Funds were transferred to Cochise College in January, 2013. The time covered by the pilot runs January through June, 2013. By the end of March, eight different UA South students had used the professional tutors provided by Cochise College for a total of 117 hours. Taking into account the remainder of spring semester, as well as the first summer term, it is estimated that UA South students will receive 250 total hours of tutoring through Cochise College as part of the pilot. Professional tutors at Cochise are paid $18 per hour. This brings the estimated value for the tutoring provided in the pilot to $4,500, 50% more than was allocated. By this measure, the pilot was a success.

Tracking the use of tutoring by individual students, we noticed that two students received tutoring several times a week. In order to contain costs in the future, after this semester individual students will be restricted to a total of two hours of tutoring per week. Had this restriction been in place this semester, the estimated total value of tutoring received would have dropped to roughly $3,000.

Going forward, the Cochise College tutoring coordinators are beginning to meet with UA South Program Directors and Faculty of targeted classes. So far, these connections have been made with Inger McGee, Program Director for Elementary Education, and Kyle DiRoberto, Program Director for English. In addition, the math coordinator has connected with faculty for RNCV 314 and 316 to provide support to these two classes required of all BAS students. These connections will help tutoring coordinators match services to the curriculum of specific courses. They will also result in UA South instructors incorporating tutoring more substantially into their classes. Because of these efforts and the natural growth that will occur through word of mouth and the acculturation of tutoring support, we anticipate significant growth in the coming year.

**Estimated Value of Tutoring for Spring-Summer 2013 Pilot (based on data collected through March)**

- 225 hours writing tutoring: $4,050
- 25 hours math tutoring (RNCV 314—Math for Applied Science offered Summer I): $450

**Estimated Tutoring for Summer-Fall 2013 Proposal**

- 250 hours writing tutoring: $4,500
- 50 hours math tutoring: $900

**Total Proposed (at $18/hr for tutoring): $5,400**

Sincerely,

Ben Packer
Director of Student Services

---

Feedback from students who were tutored during the pilot:

“I LOVED the tutoring service at Cochise College. They were extremely helpful. They really helped me with a format that I was unfamiliar with (as well as other things). I don't know what I would of done, if I had not received their help. So Yes, the tutoring service is worth the investment.”

“I really love going there because they are friendly and very helpful. I am doing well in my classes because I have been going there. I appreciated that the fee is paid by every student enrolling in UA South programs. I hope to go to the tutoring center until I graduate.”
Student Services Fee Application for Funding

Contact Person: Sarah Wieland

Department: Student Services

Phone: 520-458-8278 x. 2218

Email address: swieland@email.arizona.edu

Project Name: Career Services Opt-In Fee

Project Type: Student Services

Funding Requested: $3000

Start Date: August 2013

End Date: August 2014

Student Priorities Addressed: Career Counseling Services, Career Related Resources, Job Search Resources

New project: Yes

If yes, multi-year justification: This project will be a pilot. Usage of these services by UA South students will be monitored and reported by UA Career Services. After one year, usage will be evaluated to determine whether to continue funding for the services. A continued funding proposal would be submitted to the Student Services Fee committee at that time.

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No

If No, Why: If these services are not utilized by students, continued funding will not be necessary.

Director of Project: Ben Packer packer@email.arizona.edu

Please include with this application a budget or business plan, to include a timeline for spending.
Student Services Fee Committee
1140 N Colombo Ave
Sierra Vista, AZ 85635

Re: Student Services Fee Proposal – Career Services Fee

Dear Student Services Fee Committee:

The University of Arizona Career Services office has recently implemented a yearly $5 opt-in fee to access the full scope of Career Services available. Opting in provides a “One Stop Shop” with resources and tools that will help students maximize their efforts and achieve their career goals. Such fee based services include the Arizona Career Information System, Resume Builder, Career Beam, iChat appointments with Career Counselors, Wildcat JobLink, Interview Stream, and online career assessment programs. Without opting-in, students are limited to the services they can receive from Career Services.

The following website outlines the benefits of opting-into the Career Services program: http://career.arizona.edu/student/opt-in-with-career-services/what%27s-covered-by-the-user-fee-

The University of Arizona South Student Services proposes that this $5 yearly fee be covered for all UA South students so that all students can partake in Career Services benefits.

Budget:

Anticipating growth in student enrollments and accounting for students newly admitted in the Spring semester, approximately 600 graduate and undergraduate UA South students would be eligible for this project, requiring $3000 to cover the Career Services Fee for all students. These fees will need to be paid prior to August 26th, 2013 for students to receive the full benefits for the 2013-14 academic year.

Assessment:

Usage of these services by UA South students will be monitored and reported by Career Services. After one year, usage will be evaluated to determine whether to continue funding for the services. A continued funding proposal would be submitted to the Student Services Fee committee at that time.

Thank you for your consideration of this proposal to offer expanded Career Services to all UA South students.

Sincerely,

Sarah Wieland
Academic Advising Coordinator, Student Services
The University of Arizona South
Student Services Fee Application for Funding

Contact Person: Clara Gonzalez

Department: Military & Veteran Affairs/Student Services

Phone: (520) 626-2422 or (520) 458-8278, ext. 2167

Email address: clarag@email.arizona.edu

Project Name: "Veteran Graduation Stole"

Project Type: Student Services/Military Support

Funding Requested: $1,000.00 per year (amount might vary every year depending on the number of graduating vets, and the supply of stoles we have in stock).

Start Date: Spring 2014

End Date: Continuous

Student Priorities Addressed: Community awareness of Military presence in our campus(es); show our graduating Vets how much they're valued and appreciated. Token of gratitude for all the sacrifices they have made.

New project: Yes If yes, multi-year justification: Yes

Is Service Fee monies sole funding: Yes, effective for Spring 2014 commencement activities. This year's stoles were purchased by UA South administration.
Will it continue without SSF funding?  Most likely not.

If Yes, how: N/A

If No, Why: Main Campus Veteran students have to purchase their own stoles (at $30.00). This year, UA South administration purchased approximately $1000.00 worth of stoles which will be awarded to each graduating Veteran student, free of charge, effective this spring (2013). In order to ensure that we will always be able to purchase stoles for our graduating Veterans, a different source of funding must be secured.

Director of Project and contact information: Clara Gonzalez

Please include with this application a budget or business plan, to include a timeline for spending.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>QUANTITY</th>
<th>REQUESTED FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran Stoles</td>
<td>$20.00 per stole</td>
<td>On-going. (Continue to purchase stoles to add to existing supply.)</td>
<td>$1000.00 (continuous)</td>
</tr>
</tbody>
</table>
Student Services Fee Application for Funding

Contact Person: Melissa Ramirez

Department: University of Arizona Douglas

Phone: 520-439-6880

Email address: jmramirez@email.arizona.edu

Project Name: Student Worker for UA Douglas

Project Type:

Funding Requested: $13,200.00

Start Date: July 1, 2013

End Date: June 30, 2014

Student Priorities Addressed: Yes – see proposal

New project: No

If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No
If Yes, how:

If No, Why: There is currently no budget for additional staff

Director of Project and contact information: Ben Packer, Student Services Director. SV: 520-458-8278 x 2138- email: packer@email.arizona.edu

Please include with this application a budget or business plan, to include a timeline for spending.
SSF Proposal Douglas Student Office Assistant FY 13-14

UA Douglas located on the Cochise College Douglas Campus currently serves over 30 enrolled UA Students. Our office conducts Student Services functions such as Advising, Recruitment, Retention, Marketing, UA and Cochise College Student Support, as well as classroom/faculty support.

The Student Office Assistant is involved in the following distinct activities:

1. General Office Tasks – Answering phone, filing, copying, scanning, data input, and general document creation.

2. Recruitment – Classroom visits and various recruitment events throughout the year including Meet Your Major with Cochise College.

3. Marketing – Basic information flyer creation.

4. Events – Planning, coordination and hosting of events. Assist in the pre and post event activities such as setting up tables and clean-up.

Eighty to ninety percent of the Student Office Assistant duties include assisting the Student Services Coordinator with the above duties and activities. This position provides a wide range of vital support for our Douglas office. With only one Coordinator/Advisor on site, a Student Office Assistant is essential to sustaining our operations.

Our UA Douglas Office Short Term Objectives (within the next three years) are to increase UA Student Enrollment to 60 students and increase the activity in all of the above listed areas. Its Long term objectives are: to maintain the level of student enrollment achieved and to eventually replicate student enrollment numbers from past years of 100 students. To implement these objectives UA Douglas needs the support of a Student Office Assistant.

Below is the projected total hours needed for the UA Douglas Student Office Assistant, based on previous and future need and an average work week of 16-26 hours per week, with longer work days depending on office demand.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Hours</th>
<th>Rate/hour</th>
<th>Total $</th>
<th>ERE $</th>
<th>Subtotal</th>
<th>Total Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer and Fall 2013</td>
<td>424</td>
<td>10.00</td>
<td>$4,240.00</td>
<td>508.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring and Summer</td>
<td>750</td>
<td>10.00</td>
<td>$7,500.00</td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Blended rates</strong></td>
<td><strong>1,174</strong></td>
<td></td>
<td><strong>$11,740.00</strong></td>
<td><strong>$1,408.80</strong></td>
<td><strong>$13,148.80</strong></td>
<td><strong>$13,200.00</strong></td>
</tr>
</tbody>
</table>

Please review the above proposal, and of course feel free to ask for any additional information or explanations you may want.

I look forward to your decision.

Sincerely,

Melissa Ramirez, Student Services Coordinator
Student Services Fee Application for Funding

Contact Person: Joseph “Ike” Dent, Manager

Department: Media Technology Office

Phone:  Ike (520) 266-3053,

Email address: dent@email.arizona.edu

Project Name: Student Office Assistant

Project Type: Campus Support

Funding Requested: $12,308.00

Start Date: 7/1/2013  
End Date: 6/30/2014

Student Priorities Addressed: The student employee is assigned to manage the daily operations of the front office, to include coordinate room scheduling, equipment request, and work orders for all UA South sites. Minor technical duties are also a part of their duties, such as university ID and connecting Interactive video conference rooms to various locations for classroom instructions and scheduled meetings.

New project: No.

If yes, multi-year justification: 

Is Service Fee monies sole funding: Currently Yes.

Will it continue without SSF funding?  Yes and No.

If Yes, how: Only if state funding is available. If not, the duties of this position will be absorbed by existing technical personnel within the department.

Director of Project and contact information:  Joseph “Ike” Dent

Please include with this application a budget or business plan, to include a timeline for spending.

~~~ See Attachments ~~~
MEMORANDUM

4/4/2013

FM: Joseph “Ike” Dent, Manager, Media Tech Office, UA South

TO: Funding Committee, Student Service Fees, UA South

Esther Henley, Coordinator, SSF, UA South

Re: Continued Funding Request

This letter is to request continued funding support for the current student worker hired as an Office Assistant in the Media Technology Office. The amount of $12,308.00 is being requested to support employment from July 1, 2013 through June 30, 2014.

The Media Technology Office is a year round multimedia support center that provides an array of media services for the UA South and UA community. Our major services include classroom maintenance and academic support, classroom modification for major equipment installation, video and photography production, equipment repairs, software install and training.

The current work duties will remain the same, such as managing the operation of the front office, coordinate ITV room scheduling, administer work assigned to technicians located in the Sierra Vista, Douglas, Nogales and Tech Park offices, process purchase documents, and university ID cards. They will also assist with new student orientations that are conducted through the summer and at the beginning of each new semester.

The service of the student worker has been a missing valuable tool in our office. The management of office paperwork, phone support, and coordinating foot traffic has been an essential need. Since employed, the student worker has been trained to operate several pieces of tech equipment to assist our administrative and academic community.

To summarize, the requested SSF fees are essentially needed to continue the services we provide in our office to our academic (students/faculty) community, the administration as well as providing financial security and professional growth to the student worker.

Please contact me if you need additional information.

~~Students First~~
Student Services Fee Application for Funding

Contact Person: Joseph “Ike” Dent, ASUAS Advisor  
Alexis Easlick, ASUAS President

Department: Associated Students of the University of Arizona South, (ASUAS)

Phone: Ike (520) 266-3053, Alexis (520) 255-0640

Email address: dent@email.arizona.edu, aeaslick@email.arizona.edu

Project Name: ASUAS FY’14 Operational Budget

Project Type: Operation – support UA South student run administrative, office and club activities that exist throughout 5 locations in 3 counties.

Funding Requested: $18,800.00 (annual)

Start Date: 7/1/2013

End Date: 6/30/2014

Student Priorities Addressed: Since the existence of UA South, student support has been limited. Funding elements in place for student located at UA Main do not reach students that fall under outreach or the UA South umbrella. ASUAS will like t

New project: As stated, this request will support current and new student operations within the UA South umbrella, such as, student advocacy, new and existing club activities, campus events, student leadership training, along the support of various developing committees and action groups.

If yes, multi-year justification: The requested fund amount is being sought for is for part of an annual operation.
Is Service Fee monies sole funding: No. ASUAS recently prepared a budget proposal that identify essential needs to support student run activities. Therefore, aside from SSF, funding sources are being sought from other university channels.

Will it continue without SSF funding? Yes.
If Yes, how: As in the past, support for UA South will need to continue. If SSF funds should discontinue, other measures such as scaling down, or seeking other means to support student run projects.

Director of Project and contact information: ASUAS Advisor and current ASUAS SG President.

Please include with this application a budget or business plan, to include a timeline for spending.

~~~ See Attachments ~~~
MEMORANDUM

4/4/2013

FM: Joseph "Ike" Dent, Advisor, ASUAS, UA South
    Alexis Easlick, President, ASUAS, UA South

TO: Funding Committee, Student Service Fees, UA South
    Esther Henley, Coordinator, SSF, UA South

Re: Funding Request

The Associated Students of the University of Arizona South (ASUAS) would like to request SSF funds in the amount of $18,800. The funds will be in support of cost to support UA South student run activities throughout 3 counties and 5 offices.

Since the formation of ASUAS in 1995, the activities were always minimum due to the absence of a budget to support student needs. Since 2003, stipends were obtained through the local administration to provide pay for student employees, hired to manage activities for students. Additional monies were sought from the university bookstore, to provide an annual operation budget. For the past 10 years, the amount of these funds, for the most part remain the same and continue to be the lowest in the state among our fellow universities and their branch campus student offices.

The requested funds will be used solely to support developing student activities that continue develop in Sierra Vista as well as our neighboring locations. Such activities will be to support new and existing clubs, student advocacy groups, to employ an active student senate, and student council members. Associated costs are structured in our proposal to run ASUAS daily operations, professional leadership training, seminars, and project development from student committees.

Finally, campus run activities is also budgeted within this request. Funds to support the actual ASUAS officer stipends will be negotiated and sought from other support channels.

Please contact us if you need additional information.

~~Students First~~
Associated Students of the University of Arizona South

FY’14 Budget Request

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Rainy Day Fund</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>02 Equipment Expenses</td>
<td>$500.00</td>
</tr>
<tr>
<td>03 Operating Expenses</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>04 New Clubs</td>
<td>$300.00</td>
</tr>
<tr>
<td>05 Continuing Clubs</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>06 Professional Development</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>07 Student Advocacy/Training</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>08 Campus Events Sponsored by ASUAS</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>09 Payroll</td>
<td>$22,160.00</td>
</tr>
</tbody>
</table>

Total $40,960.00

Note: This annual budget request is taken from actual expenditures and researched forecasts. Any rollover funds should be used to improve student life on campus and encourage the active on-campus participation of the students. This request also reflects students located on remote sites, as well as the anticipated growth of UA South to rural areas.
01 - Rainy Day Funds

It is important for each new administration to have the opportunity to support those issues and goals that they set for themselves and feel best reflect their collective interests. The rest of the budget lines requested reflect necessary and expected expenditures without excess or fluff. Therefore, it is essential to build into the budget the finances necessary to allow for the support of the new administrations goals.

$2,000

02 - Equipment Expenses

This budget line accounts for the purchase of any necessary equipment that ASUAS may need to enable students to develop and promote activities for the UA South campus and the community in general. The requested budget reflects these needs.

$500.00

03 - Operating Expenses

This budget line covers the necessary operational expenses involved with running the ASUAS office. It includes copier, nametags, business cards, office supplies etc. As well, the ASUAS office will support the clubs by allowing them 200 copies per month, and $50 worth of mailings per semester.

$2,500.00

04 - New Clubs

New clubs receive $150.00 from ASUAS to purchase supplies, advertising materials, a banner or table runner, and any other equipment required for the operation of the club. This budget line represents $150.00 each for the first 3 new clubs to request funs.

$300.00

05 - Continuing Clubs

Amount provided for $500 per club for the entire academic school year. Clubs have to provide a realistic head count and feedback to the Executive Board. Not more than half of the funds are to be used in the first semester.

$1,000.00
06 – Professional Development

This budget line represents the need to give our degree-seeking students the opportunities to be active participants in conferences. The Executive Officer will strongly recommend that conference attendees share the information they learn from the conference with the students at UA South. There shall be a funding cap of $150.00 per student for academic conferences, with a maximum of 3 students per event who are presenting. If it is a non-academic conference, there shall be a funding cap of $100.00 per student with a maximum of two students presenting. All professional development requests must be accompanied by a letter of recommendation from a professor.

$3,000.00

07 – Student Advocacy / Training

These funds are to be used only for officers of ASUAS to hold or attend training workshops and conferences to enhance leadership at UA South campus. These funds may also be used to hold an ASUAS retreat.

$1,000.00

08 – Campus Events Sponsored by ASUAS

This budget line reflects the need for ASUAS to provide events and to promote campus development and student life. Funds in this line are to be used by ASUAS to conduct for events such as the Welcome Back Bash, Student Spring Fest, Commencement Social and misc. events.

$8,500.00

<table>
<thead>
<tr>
<th>Event</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Back Bash</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Annual Dean's Breakfast</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Student Spring Back Fest</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Commencement Social</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Misc. Events</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

TOTAL $8,500.00
09- Payroll

The payroll provides a stipend for five Executive officers to include 6 Student Council Members. A further breakdown of costs:

**Adjustment Request**

<table>
<thead>
<tr>
<th>Position</th>
<th>Stipend</th>
<th>Payments</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>$1,500.00</td>
<td>4</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Admin VP</td>
<td>$1,000.00</td>
<td>4</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Exec VP</td>
<td>$1,000.00</td>
<td>4</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Admin Asst</td>
<td>$625.00</td>
<td>4</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$625.00</td>
<td>4</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

Student Council (6) 10.00/hr (6 hrs ea/event) (6)Work Sessions $2,160.00

Total $22,160.00

*Current Stipends*

<table>
<thead>
<tr>
<th>Position</th>
<th>Stipend</th>
<th>Payments</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>$500.00</td>
<td>4</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Admin VP</td>
<td>$375.00</td>
<td>4</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Exec VP</td>
<td>$375.00</td>
<td>4</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Admin Asst</td>
<td>$250.00</td>
<td>4</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$250.00</td>
<td>4</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

*Note: Current stipends have been provided by the administration since 2001.*

**Total Annual Budget Request – $40,960.00**
Student Services Fee Application for Funding

Contact Person: Michelle Menninger

Department: Student Services

Phone: 520-458-8278 x 2212

Email address: mmuas@email.arizona.edu

Project Name: Student Stipends

Project Type: Student Services

Funding Requested: $30,000

Start Date: August 2013

End Date: December 2013

Student Priorities Addressed: Educational Financial Assistance

New project: No

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No

If No, Why: There is no current budget that would allow for this initiative to continue for multiple years, so, Student Services is required to request funds to fulfill this need every semester.

Director of Project and contact information: packer@email.arizona.edu

Please include with this application a budget or business plan, to include a timeline for spending.
Student Services Fee Committee  
1140 N Colombo Ave  
Sierra Vista, AZ 85635

Re: Student Services Fee Proposal – Student Stipend

Dear Student Services Fee Committee:

The most recent results from a UA South Student Services Fee survey indicates that students would prefer their fee be used, above all else, for stipends. In spring 2013, students were awarded stipends that totaled $20,000 under the same proposal of Student Stipends. With these funds, the Student Services Department successfully awarded 9 student stipends after receiving the largest number of applications from students at all UA South Locations.

The Student Services Department is proposing the use of SSF Fees for the fall 2013 semester in the amount of $30,000.

Budget:
This amount will provide crucial financial assistance for deserving UA South students. We recommend that we base the stipends on the following parameters:
- $15000 – Merit Based: Based on GPA, academic qualifications and scholarship applications.
- $15000 – Need Based: Based on financial need and scholarship application.

Administration of the stipend would be as follows:
1. Student will submit an application and essay within the allotted timeframe.
2. The UA South Scholarship Committee will score the essay, looking for demonstrated financial need. They Need Based essay prompt would be something like “Awarding of the UA South student stipend is based on a combination of student merit and need. Please explain, in less than X words, why you need this scholarship and how your need sets you apart from other UA South Students.”
3. GPA and Essay will be put in a Rubric and applicant scores will be totaled using each committee member’s final score.
4. Students will be notified by the SSF Coordinator and fund will be disbursed by Student Services.

Student Services proposes that there be 5 scholarships for each scholarship type, each in the amount of $3000.00 that will be disbursed during the fall semester.
- Merit: 5 x $3000 = $15000
- Need: 5 x $3000 = $15000

Thank you for your consideration of this proposal to continue supporting students with Student Stipends.

Sincerely,

Michelle Menninger, M.Ed.
Student Services Coordinator Student Services
The University of Arizona South