

UNIVERSITY of HOUSTON
Dean of Students Office • (713) 743-5470 fax; 743-5477

Interoffice Memorandum

TO: Student Service Fee Funded Units

FROM: Dr. William F. Munson; AVP for Student Development and Dean of Students

DATE: December 5, 2008

RE: **Student Service Fee Request Documents**

Attached, please find the following four Student Service Fee request documents for the FY2010 Student Fees Advisory Committee (SFAC) allocation process.

1. The FY2010 Program Questionnaire.
2. The FY2010 Budget Request & FY2009 One-Time Allocation Request Guidelines.
3. The Student Service Fee Request Spreadsheet for 2009-2010 and the associated spreadsheet instructions. **Please note that the spreadsheet and spreadsheet instructions have been slightly modified to allow for reporting which is consistent with the PeopleSoft program.** The spreadsheet for this year's process operates in Microsoft Excel and can be provided to you electronically via email or on a disk. Please contact me by phone at extension 35474 or via email at wmunson@uh.edu if you have not been provided a copy of the spreadsheet.

For the eleventh year, the SFAC will require academic/college-based units to submit requests through the Office of the Vice Chancellor/Vice President for Student Affairs. In general, academic/college based units are not eligible for Student Service Fee funding. At the conclusion of the FY99 Student Service Fee request process, Dr. Arthur Smith, Chancellor/President instructed the SFAC to secure clearance from the Vice Chancellor/Vice President for Student Affairs for requests originating in academic/college-based units prior to consideration by the committee. This step is to ensure that there is a review of the requests in relation to the statutory definition of student service. To facilitate this review, requests originating in academic/college-based units must be submitted to the Office of the Vice Chancellor/Vice President for Student Affairs by 5:00 p.m., Thursday, January 22, 2009 (also see "Requests From Academic/College Based Units," p.2., SFAC FY2010 Guidelines).

Applicants are encouraged to be brief. To this end, SFAC requests that you **limit the length of your request documents to no more than 30 pages.** If you wish to distribute additional information to the members of the committee, you may submit it to them under separate cover in care of the Dean of Students Office, or distribute the information to the members at the time of your unit's scheduled presentation.

Applicants should also be aware that SFAC is now requiring that unit requests be submitted in hard copy and electronic formats. Therefore, in addition to the hard copy requests, applicants should also submit electronic copies of all request documents (Questionnaire, Spreadsheet, One-time, Augmentation) in PDF format to the SFAC Chair, in care of the Dean of Students Office via my email address at wmunson@uh.edu. Electronic submissions will be posted to the SFAC web site to enhance the transparency of the process.

Please feel free to contact me if you have any questions regarding the attached items or the SFAC allocation process.

12/2008