

**UPFB FY 25-26 New Funding Appropriation Proposal**

*[Name of unit]*

*[Submitter name, title of submitter, and PSU Email]*

*Delete the following points below after reading:*

1. *New Funding Appropriation proposals are for units that do not currently receive funding from the Student-Initiated Fee.*
2. *There is a 20-page limit on the proposal.*
3. *The inclusion of addenda or supplemental materials will not count towards this limit.*
4. *In addition, we encourage you to review the example of a completed funding proposal posted on the website for further guidance.*

**Introduction**

Provide a narrative of your unit’s presence within the Penn State student body at University Park. To supplement the University Park Fee Board’s (UPFB) understanding of your unit’s engagement, summarize your unit’s operations and their direct correlation to the co-curricular benefit of students. Utilize the following subheadings to guide your response and include additional context if necessary:

History

[Provide detailed information regarding the history of your unit’s services and programs. Include all relevant information on your unit’s engagement, size, and connection to the student body and co-curricular experience.]

Background Information

[Provide an overview your unit’s driving missions and values and a detailed reasoning for your proposal.]

**Alignment with Student Fee Board Values**

[Provide explanation on how your unit will incorporate the following Student Fee Board values in your short and long-term operations to the best of your ability. We acknowledge not all units can tie all values to their operations. Please address each value that you determine to be applicable to your unit with at least 2-3 sentences.]

[Utilize the values below to guide you as you write your paragraph(s) and delete after.]

**Student Fee Board Values**

At the core of the Penn State Student Fee Board is a steadfast commitment to a set of guiding values, each shaping our approach to administering the Student-Initiated Fee at Penn State. The Penn State Student Fee Board prioritizes:

1. Accessibility: ensuring every student has equal access to opportunities and resources.
2. Accountability: managing funds with utmost integrity and acknowledging the trust placed in us by the student community.
3. Justice: promoting social equity and contributing to a respectful and inclusive campus culture.
4. Sustainability: emphasizing ecological health and a vibrant community through sustainable practices.
5. Transparency: ensuring open communication and active student engagement throughout the fee appropriations process.

**Quantifiable Impact of Services**

The UPFB’s distribution of annual funding is contingent on each unit’s ability to impact the student body through services and programs. A factor of the UPFB’s assessment includes the levels of collaboration between various units and programs. When applicable, provide qualitative data on student utilization for the unit and its services or programming. Write N/A accompanied with a brief explanation if it is not applicable to your proposal. The UPFB understands the importance of customizing subjective metrics for each office, aligning them closely with the unique objectives and missions they serve. For instance, units that provide case management can record student in-take numbers. Conversely, ticket subsidy programs can provide student utilization metrics.

Answer to the best of your ability, and please utilize the following subheadings to guide your response and include additional context if necessary:

Collaboration and Cost-Sharing

[Describe efforts you have taken or will take to pursue cost-sharing, efficacy and optimized use of Student-Initiated Fee monies. This would include collaborating with relevant student organizations, the Student Programming Association, and other units. A factor of the UPFB’s assessment includes the levels of collaboration among various units and programs. This includes understanding the dynamics of cost-sharing and the pursuit of joint initiatives, ensuring resource optimization.]

Marketing and Outreach

[Detail the outreach efforts, such as marketing materials, surveys or digital interactions, to approach engagement with the student body. More simply, you list examples of social media, Listerv, or other outreach efforts.]

Surveys, Data, and Metrics

[Provide general survey data, utilizatons rates, and other information illustrating why your unit's current and forecasted needs or engagement efforts justifies usage of the Student Fee. In addition, please include any metric tools or methods that your unit implements to track the engagement and feasibility of services and programs.]

Testimonials

[If applicable, provide any student, staff, or other leadership endorsements that justify the importance of your unit’s operations.]

**Utilization of Funding for Previous FY**

Provide a detailed insight into how your unit’s present funding is being utilized. Include budget processes that are already being followed and strategies to ensure fiscal responsibility and stewardship of funds. In addition, include those who oversee the unit’s funding (e.g., Associated Student Activities overseeing SPA, Homecoming, etc.). Utilize the following subheadings to guide your response and include additional context if necessary:

Current Funding

[Provide insight into how your unit currently recieves funding. Include details on previous fee proposals, if applicable, and data on all other funding sources for your unit. In addition, explain any previous experience or past requests through the UPFB].

Current Student Staff and Salaried Positions

[If applicable, provide information about all student staff and/or salaried positions funded by your unit and their demonstrated addition to your unit's services and programs. Include applicable historical data on wages and salaries from the past year. Aggregate information should be provided in this section. Please do not identify specific individuals and their salary/wage.]

Current Signature Services or Programs

[Provide an overview of your unit’s leading services and programs. Describe the importance of these services and programs and their representation of your unit’s driving missions and vales.]

Organizational Structure

[Provide an overview of your unit’s organization structure, alongside short supplemental information on who would utilize the funding. An organizational chart suffices.]

**FY 25-26 Proposed Funding Narrative**

Provide a detailed narrativeas to how your unit will utilize UPFB funding if approved for FY 25-26. The UPFB will critically evaluate your proposal and review the explanations of the budgetary components.

Utilize the following subheadings to guide your response and include additional context if necessary:

Anticipated Impact of New Funding

[Provide an anticapted summary of how your unit’s requested funds will enhance the student experience beyond the current impact of the unit’s services and programs.]

Specific Goals of Proposed FY 25-26 Funding

[Provide detail on the goals you hope to attain as a result of your approved funding request. Include all new services and programs your unit envisions to execute (estimated expenses associated with these activities can be listed in Proposed Budget and Timeline section below)].

Justification of the Proposal

[Provide a detailed explanation of your unit’s need for funding, including any relevant information that may illustrate this need].

**Proposed Budget and Timeline**

Outline your unit’s total budget for FY 25-26, specifying which services and programs you would like to support with funds from the Student Initiated Fee. Include separate budget sections for the fall semester, spring semester, and summer. These budgets should include the breakdown of the appropriation and how it will be distributed. If possible, the anticipated timeline of use of funds also needs to be included. It is understood by the board that there cannot be a timeline provided for all requests, however, any information that can be provided will be of assisstance. The budget should also show the breakdown and utilization of dollars using total dollar amounts; **do not try to break this number down into a “per student” figure** that would detail what each student would contribute to the funding. It is recommended that you refer to the New Fee Funding Proposal example located on the website.

You may also refer to the table below for a better understanding:

|  |  |
| --- | --- |
| **Do** | **Don’t** |
| Example Distribution of Request:    Online Student Resources: $50,000  Student Staff Wages: $20,000  Salaries and Fringe Benefits: $200,000 (3 full-time positions)  Facilities Upgrades: $30,000  Programming Event 1: $10,000  Speaker 1: $5,000  Promotional and Marketing Materials: $5,000    Total Request: $320,000 | Example Distribution of Request:    Online Student Resources: $1.00  Student Staff Wages: $0.30  Salaries and Fringe Benefits: $2.00 (3 full-time positions)  Programming Event 1: $0.20  Programming Event 2: $0.60  Speaker 1: $0.10  Promotion Materials: $0.10    Total Request: $4.30 per student |

**Budget Model Applicability**

The Student Needs-Based Budget Model, designed by the UPFB to address its current financial challenges, emphasizes data-driven budgeting, collaboration, and transparency to ensure responsible financial management and optimal resource utilization. The approach is student-centric, focusing on aligning funding decisions with the Student Fee Board’s values and student needs. The model aims to transcend traditional budget constraints, emphasizing student support services and programs with a quantitative, metrics-driven component for objectivity and fiscal responsibility. It is grounded in guiding values such as transparency, simplicity, innovation, responsiveness, and collaboration. The model also aligns with the UPFB's mission and vision, emphasizing the importance of long-term solutions and sustainable financial planning for the collective welfare of the university community.

Alignment with Budget Model Strategic Priorities

The budget model prioritizes funding strategic investments in four critical areas: fulfilling critical staffing needs and raising student staff compensation, upgrading campus facilities and infrastructure, and transforming programming funds for more impactful campus activities. These priorities are designed to respond to the student community's immediate needs and to prepare for future challenges, ensuring the university environment is supportive and conducive to student success by funding critical priorities.

In order, and when applicable, please briefly describe how your funding proposal aligns with the components of the UPFB’s strategic funding priorities listed below. Write N/A for the strategic priorities not applicable to your proposal.

1. Addressing Critical Staffing Needs

[Please briefly describe your staffing need(s) and how your funding proposal addresses deficits in staff to provde quality support to students through salaried positions or student staff. Write N/A if not applicable to your proposal.]

1. Increasing Student Wages

[Please briefly describe how your funding proposal supports increases to student staff wages. Write N/A if not applicable to your proposal.]

1. Enhancing Student Spaces through Facilities and Infrastructure Development

[Please briefly describe how your funding proposal supports facilities and infrastructure development for student spaces. Write N/A if not applicable to your proposal.]

1. Transforming Programming Funds for Impactful, Collaborative Campus Activites

[Please briefly describe how your funding proposal aims to responsibly and collaboratively utilize programming funds. In addition, specifically highlight information related to the current/anticipated involvement of students and current cost-sharing collaborative efforts/anticipated efforts for programming. Write N/A if not applicable to your proposal.]

**Alignment with Budget Model Goals**

The goals of this budget model focus on securing necessities for all students; ensuring a sustainable future; strengthening campus infrastructure and facilities; promoting diversity, equity, inclusion and belonging; and enhancing recreation and entertainment opportunities. Each goal is carefully designed to contribute to a supportive, enriching, and inclusive university environment, catering to both the immediate and long-term needs of the student body. Your proposal should align with at least one of the goals listed below.

Securing Basic Needs for All Students

[Please briefly describe how your funding proposal aims to foster a supportive and caring environment with robust support systems ensuring that every student has a stable foundation upon which they can build their academic and personal lives (e.g., proposals related to food, housing, health, and other basic needs). Write N/A if not applicable to your proposal.]

Ensuring a Sustainable Future at Penn State

[Please briefly describe how your funding proposal aims to incorporate facets environmental sustainability (e.g., initiatives or efforts to reduce the campus's carbon footprint to integrating sustainability into daily operations and through student-driven initiatives). Write N/A if not applicable to your proposal.]

Strengthening Infrastructure and Facilities

[Please briefly describe how your funding proposal aims to invest in student-facing physical spaces (e.g., new buildings, room renovations, and facility upgrades. Write N/A if not applicable to your proposal.]

Enhancing Recreation and Entertainment

[Please briefly describe how your funding proposal enhances recreation and entertainment for students to ensures that they have access to spaces and programs that contribute to their physical, mental, and emotional well-being (e.g., sports facilities, performing arts and cultural centers, and concerts.) Write N/A if not applicable to your proposal.]

Promoting Diversity, Equity, Inclusion, and Belonging

[Please briefly describe how your funding proposal promotes an inclusive and equitable student community by supporting cultural understanding, equity in opportunities, and a sense of belonging for students from historically underrepresented communities and students who hold different perspectives. Write N/A if not applicable to your proposal.]

Encouraging Collaborative Student Programming and Involvement

[Please briefly describe how your funding proposal aims to foster active student participation in your proposed programs and initiatives (e.g., student-led clubs, organizations, events, leadership and professional development, etc.). Write N/A if not applicable to your proposal.]

**Future Considerations**

[Describe any special circumstances /considerations that may impact future fundings requests differently after this fee cycle. For example, if you are aware of a funding source (i.e., grant money) that will not be available after this fiscal year, please make note.]

**Conclusion**  
[Provide a summary of the main benefits of your unit’s services, programs, etc. Explain why the Student Initiated Fee is an appropriate funding mechanism and detail how receiving Student Initiated Fee funding will positively impact students.]  
   
**Appendix (If Necessary)**  
Attach any additional data that coudd help the Fee Board evaluate the funding request at the end of the proposal.