

STUDENT LIFE & SERVICES FEE EVENT PROPOSAL REQUESTS 2018-2019

Student Affairs departments and units are invited to submit proposals for events and programs to be funded by the Student Life & Services Fee in Fiscal Year 2018-2019. Requests should be submitted **via email** no later than **5 p.m. Friday, Dec. 1** to **Julie Dann**, Accounting Associate for the Student Life and Services Fee, at julie.dann@unf.edu. **Most recent Final Event Reports must be included for events previously funded. SLS Event Proposal Forms must be approved by the appropriate VP, AVP or Dean of Students prior to submission.**

Requests will be reviewed by the SLS committee, which will make allocations and submit a recommended budget to UNF leadership. Submitting departments will have an opportunity to present their proposals to the committee. As of 2016, all submissions will be reviewed according to the SLS Fee Guidelines and Mission:

STUDENT LIFE AND SERVICES (SLS) FEE – GUIDELINES AND MISSION

Student Life and Services Fee funding is devoted to building and expanding initiatives that enrich student life at the University of North Florida. The goal of the fee is to create a vibrant campus and to connect students to the University in order to improve retention and graduation rates.

SLS funds extracurricular and co-curricular programs, events, and activities, with a focus on entertainment, active learning, campus-wide impact, social engagement and exceptional/extraordinary experiences. Examples of programs that fulfill the mission of SLS include Ozzie's Oktoberfest, Week of Welcome and predictable recurring events of various sizes, such as campus movie nights and concerts.

Examples of programs that are not appropriate for SLS funding include educational or mission-focused events that do not have an entertainment aspect and broad appeal.

2018-2019 STUDENT LIFE & SERVICES FEE EVENT PROPOSAL FORM - TERMS

TERMS OF STUDENT LIFE AND SERVICES FUNDING:

Programs pursuing and receiving SLS funding will be assessed by the SLS Committee by measures including relevance to the mission of SLS and student engagement and satisfaction.

Program mission:

- Participating students will develop a stronger sense of connection to the university, increasing retention
- The program provides, or introduces students to, services or programs that may increase their chances of graduating from UNF

Assessment:

- Programs will include set benchmarks to measure attendance and student satisfaction

Note: By submitting this form, you are agreeing to the terms of Student Life & Services funding, including reporting and assessment requirements. Department heads are responsible for reviewing SLS purchases and ensuring that funds are properly spent. Please be mindful of your fiscal responsibility, especially in the area of cost-to-benefit.

In addition, if a program includes food or giveaways, the department should explain the intention and significance of the food and giveaways at the event. Please limit the number of requests. Requests for food at meetings will not be accepted unless justified in the proposal.

PROGRAM REQUESTS

Complete the below table for each program your office hopes to fund with SLS in 2018-19. Budget breakdown is left blank to allow offices to enter the expense type that apply to the program. Simply copy and paste the table for as many programs as you need and fill it out completely. All information is required. Please include a program request for each event you are requesting. If you are requesting recurring programs with a common theme (such as weekly discussion groups or monthly game nights), please consolidate into a single program request.

PROGRAM CONTINUATION

If you are requesting funding for a program that you implemented in previous years, please provide your "Final Event Report" that was submitted to the Office of Campus Life.

2018-2019 STUDENT LIFE & SERVICES FEE EVENT PROPOSAL FORM

DEPARTMENT NAME: _____

Program Information	
Program Name:	
Description:	
Expected attendance:	
<p>Please describe how the program will create a vibrant and engaging campus environment where students establish an affinity with the University and persist to graduation.</p>	
<p>Please describe your assessment plan.</p> <p>How will you measure the attendance?</p> <p>How will you measure one or all of the following:</p> <ol style="list-style-type: none"> 1. Sense of connection/affinity with the University 2. Increased chance of graduation 3. Student satisfaction 	

Estimated Budget Breakdown			
Expense Type:	Amount:		Expense Type:
			Amount:
Total Program Budget			

If requesting food or giveaways, please elaborate below as to the purpose of the food and giveaways at the requested event:

This form has been reviewed by the appropriate VP, AVP or Dean of Students	<input type="checkbox"/>
Final Event Report provided for repeated events.	<input type="checkbox"/>

Copy and paste additional tables, as needed for various events.