

**Guidelines for FY22 Student Activity Fee Annual Budget Proposals
Regional Campus Organizations - Fall 2019**

- 1) **The deadline for submission of your organization's completed packet is Friday, November 22, 2019.**
- 2) For Student Activity Fee funded organizations that request an increase in the fee, the group should do the following. 1) indicate the request as part of the budget submission; 2) provide the necessary rationale for the requested increase; and 3) complete an additional column on the budget spreadsheet for FY22 that outlines how your organization will allocate the additional revenue from the proposed fee increase (Use the tab on the spreadsheet designated for 'Budget Projection Increase').
- 3) Upon receipt of the budget submission, the chair of the SASFAC will schedule to meet with executive student members from the organization to review the process. **This meeting must take place no later than Friday, December 6, 2019.**
- 4) The chair of the SASFAC will provide the language to the group to be used on the petition to be signed by students who would pay the fee in question. For Storrs-based fees, the petition should include a **minimum of 25 signatures**. The signed petitions must be completed and submitted to the chair of the SASFAC, c/o the Office of the Vice President for Student Affairs, no later than **Friday, January 24, 2020**.
- 5) The Committee will review the fee increase request at the annually scheduled public forum/budget hearing with the leadership of the group in February.
- 6) Upon completion of the public forum/budget hearing the SASFAC, with the assistance of the Division of Student Affairs, will conduct a referendum for all eligible students who will pay the fee (**early March, 2020 in conjunction with the student leadership elections process**).
 - a) The SASFAC will consider a successful referendum when at least 10% of the population who will pay the fee votes. The limited purpose of the referendum is to encourage student participation and endeavor to assess the collective student voice. The referendum will not serve as an up or down vote on increase a student fee in support of student organizations and failure to obtain 10% will not automatically preclude an increase of the Student Activity Fee; but is one of a number of objective factors to be considered by the SASFAC.
 - b) Responsibilities of the Office of the Vice President for Student Affairs
 - i) Determine the appropriate mechanism for eligible voters to cast their votes;
 - ii) Conduct and oversee the referendum;
 - iii) Provide notice of the referendum to the eligible voters of the student body, including questions, dates and mechanism/location of voting (examples include but are not limited to,

Daily Campus Advertisements, UConn student webpage, and university wide e-mails).

Generally, this will occur two weeks prior to the election;

- iv) Verify the validity of the results and transmit the results and any aberrations to the SASFAC following the referendum;
- v) Remain appropriately neutral in this process.

c) Responsibilities of the Student Organization(s) seeking the increase

- i) **Educate the student body and provide justification of the need for their fee request (i.e. via forums, informational sessions, promotion materials, and campus media);**
- ii) **Advocate for and publicize their fee request;**
- iii) **Provide appropriate detail and documentation to the SASFAC as necessary.**

7) After the Referendum

- a) The SASFAC will review and consider the results, the organization's written request in the form of the budget hearing packet, and its presentation to the SASFAC.
- b) Thereafter, SASFAC will make a recommendation to the Provost and the Executive Vice President for Administration and Chief Financial Officer. The recommendation may be to support or not support the proposed fee increase.
- c) The Provost and Executive Vice President for Administration and Chief Financial Officer will make a recommendation to the Board of Trustees which ultimately controls decisions regarding implementation and adjustment of student fees. The recommendation may be to support or not support the proposed fee increase.
- d) In deciding whether to support the requested Student Activity Fee proposed increase:
 - i) All involved decision-makers are subject to the viewpoint neutrality principle and are bound to uphold this principle.
 - ii) All of the following shall be considered:
 - (1) The student organization's written submission, including its budget packet;
 - (2) The student organization's presentation to the SASFAC;
 - (3) The results of the student referendum;
 - (4) Information received at any public forum;
 - (5) Whether the student organization would encourage the free and open exchange of ideas by and among the student body, including viewpoints not currently well represented in the University community;
 - (6) The financial circumstances of the University.

Note: A referendum is not required for a fee decrease request if the fee-funded organization makes the request to decrease the fee because of changes in financial need within the organization.