

**ACTIVITIES FUNDING BOARD STUDENT FEE  
ADVISORY COMMITTEE QUESTIONNAIRE  
FY 2026 (2025-2026)**



***Question 1:*** Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms: your unit's mission, goals that support your mission, and a justification of your unit's student fee allocation in terms of benefits for students.

The Activities Funding Board (AFB) is an agency of SFAC that administers 1% of the mandatory Student Service Fee allocation under SFAC bylaws. The Activities Funding Board allocates funding to registered student organizations (RSOs) to maximize programming as well as help RSOs represent the University of Houston at regional, state, and national conferences.

AFB strives to allocate our portion of the student service fee into the hands of registered student organizations that have shown proper planning, innovative ideas, and a desire to benefit the University of Houston campus. Our vision is to better campus life, by investing in our vast number of student organizations through their programs and events.

A clear distinction we make is that our funding is to support and encourage generals on-campus programming and RSO's attendance at relevant conferences. In addition, we fund under SFAC guidelines along with other stipulations as depicted in our policies and to ensure that the money is utilized to benefit the student body and campus. By supporting co-curricular events and leadership development from conferences, we spur the growth of all communities within the university.

- Each RSO on campus can request a maximum of \$3,000 per academic year (including Fall, Spring, and Summer). A maximum of \$1,000 of this funding can be used on attending conferences and is taken out of the total allocation. If \$1,000 is used for conferences, then the RSO still has \$2,000 to utilize for programming. It is important to note that RSOs do not automatically receive \$3,000, but it is the maximum amount they can request, and the maximum amount that can be allocated to them. Students also have the option to take advantage of our advance pay and direct payment process for qualifying funding requests. This allows groups that lack available funds to host events and have a better opportunity to engage with the student body through their organization.

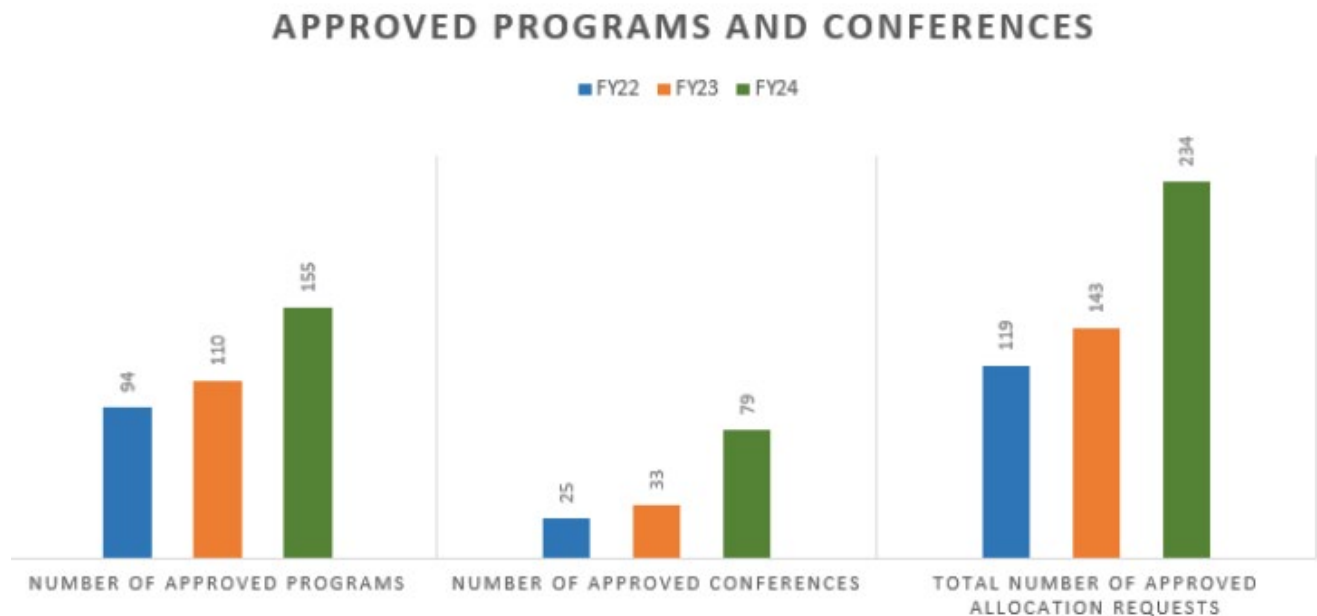
Our website contains the AFB officers' contact information, a detailed account of the funding process, downloadable copies of funding guidelines, as well as scheduled hearings and workshops. AFB requires RSOs to submit requests for funding and purchase requests through the finance tool within Get Involved.

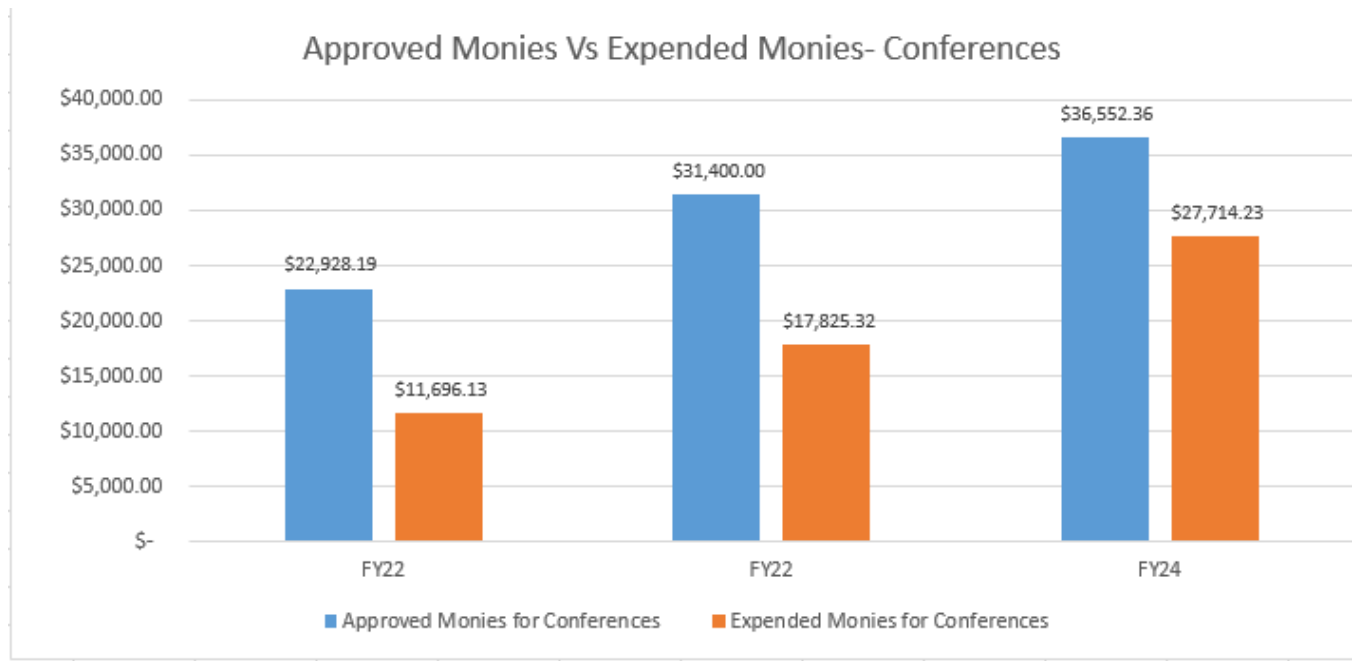
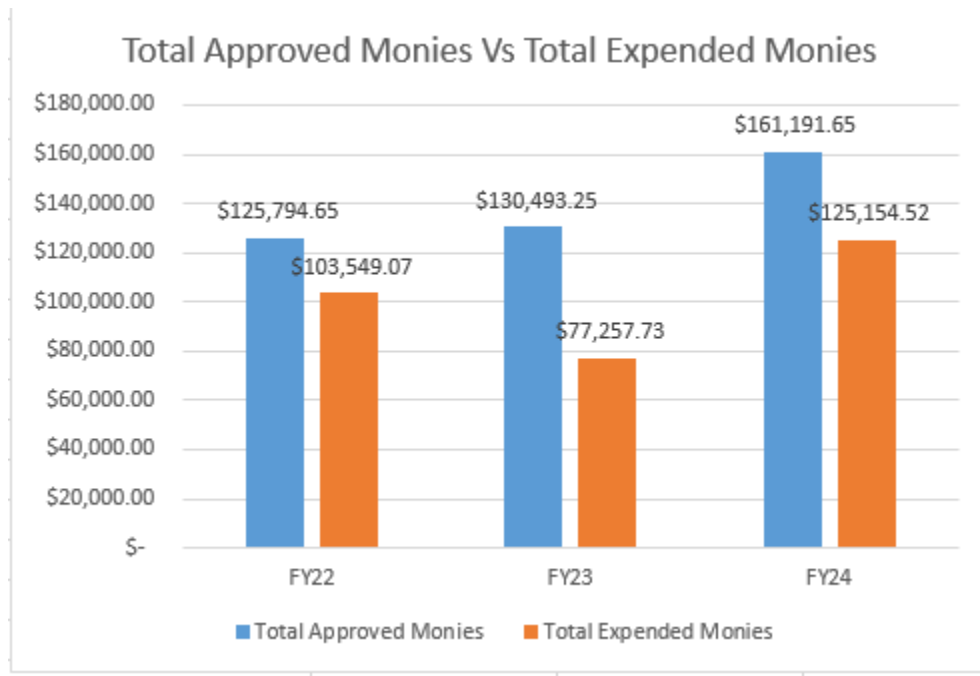
Many new organizations are taking advantage of our available funds and hosting events on campus that draw in the student population, encouraging interaction, culture, and most of all Cougar Pride.

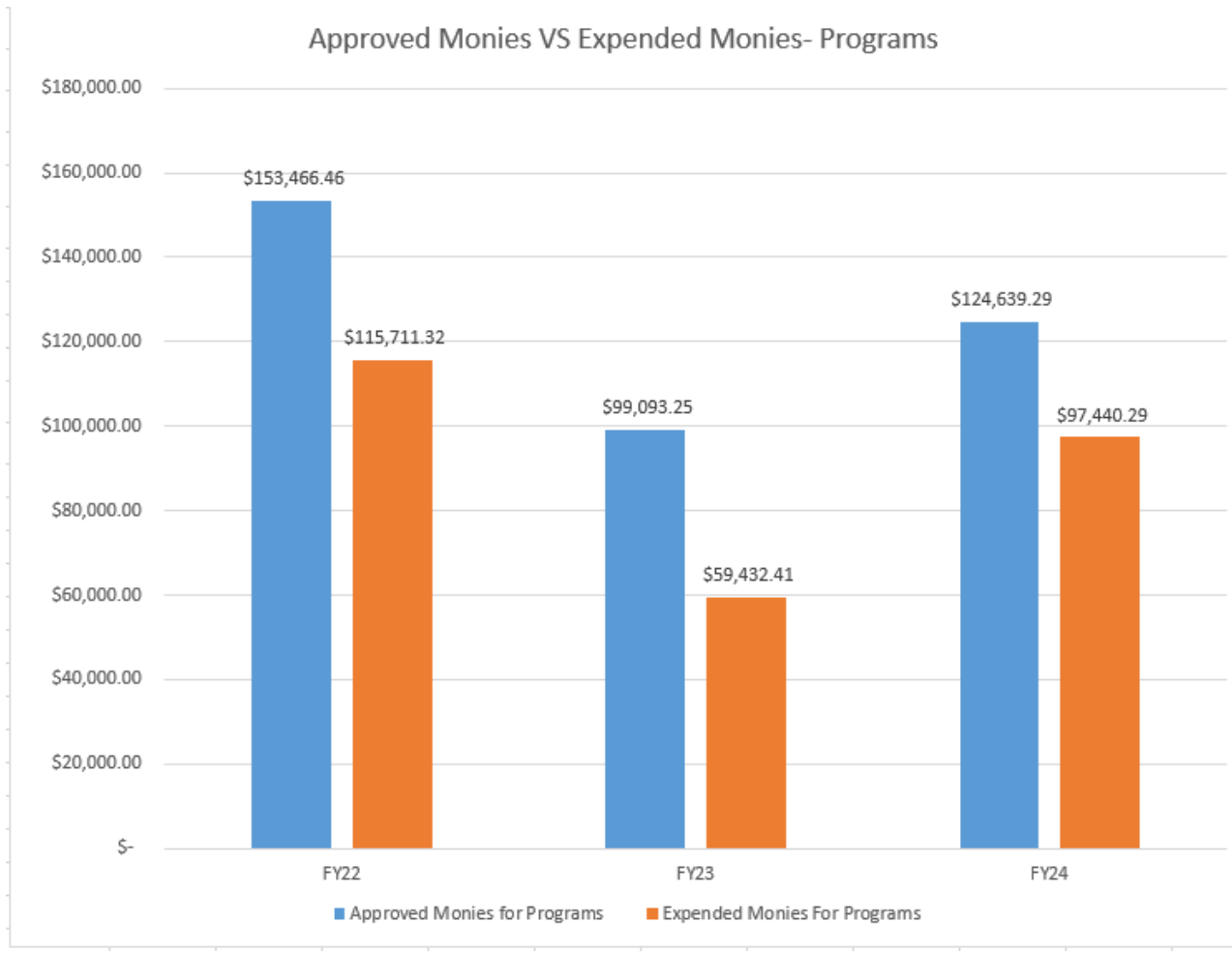
**Question 2:** Please discuss the means that you are utilizing to evaluate both your success in achieving the DSA strategic initiatives and/or action steps and their importance as compared to others that you might pursue. Where data exists, discuss any assessment measures and/or learning outcomes used to evaluate program success. Please provide the method for collecting this data.

To measure our current performance, we look at the number of programs and conferences that were approved, the money that was allocated for each event, and the amount that was expended. This, in combination with surveys through social media , tells us how much money from the Student Service Fee is going to programming at our campus.

The aforementioned statistics for FY 22, FY 23, and FY 24 are listed below.







### Performance Statements

AFB has been working with organizations and encouraging larger events that take advantage of the categories such as food, supplies, decorations, equipment/rental, etc. The most used categories by RSOs for events are food, event supplies, and space rental. We found that many student leaders this year were also new to their positions and had not completed the AFB process before. So, AFB took a head start by doing regular informational sessions, joint information sessions with CCA, and mass emails to reach student organizations. We saw an increase in both the number of overall requests and in the funding, amounts requested and allocated to conferences. We saw increases in the amount requested and allocated for programs and the overall total dollar amount for funds requested and allocated. We noticed that many of the events we approved and allocated funding to were smaller scale events. Of the programs that we approved 66% of these were \$500 or less and 34% of all programs were \$300 or less. We recognize that smaller organizations are looking for support and funding. As we continue to push AFB forward, we are looking into how to educate smaller organizations and finding ways to support them within the scope of the AFB structure.

The major discrepancy between the number of approved funds and the actual amount expended to student organization is unused approved funding. Upon further analysis, we looked at the average amount requested for programs and the average amount expended to better understand the gap. In FY 24, organizations requested on average \$688.85, approximately \$120 more from the average amount expended which was \$560.67. In FY 24 we also spent a lot of time with organizations helping them create better estimates for their events to ensure they maximized their approved funds. Direct Pay was pivotal in this area as it allowed organizations to receive accurate estimates through invoices so they had an idea of how much on-campus vendors would cost. This Any unused approved funds would then be redistributed back within the overall budget for conferences and events on campus for future events.

***Question 3:*** Please discuss any budget or organizational changes experienced since your last (FY2025) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds that they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections.

AFB received \$2,935.77 in carry forward funds from FY24 to FY25. These funds were approved to pay for programs where payments were submitted in FY24 but not processed until FY25.

Amount	Prog ID	Program Description	Description - AFB SFAC
105.01	I0363 - AFB SFAC	National Association for Catering and Events	Welcome back social for student organization
\$955.65	I0363 - AFB SFAC	Carribean Collective	TXCSO Fest
549.93	I0363 - AFB SFAC	Student College of Clinical Pharmacy	Interdisciplinary Field Day
\$668.02	I0363 - AFB SFAC	Black Women Excellence	Beauty & Brains Event
657.16	I0363 - AFB SFAC	Best Entertainers	Cat's Back (currently all \$4600 is in the MVP FY25 soft commitments) - event on 8/21 and 8/22/2024
<b>\$2,935.77</b>	<b>Total</b>		

AFB did not experience any organizational changes during FY24.

**Question 4:** *Recognizing that the potential to generate additional Student Service Fee income for FY2025 base funding is extremely limited and recognizing that it is likely that some units will not be allocated the new base budget and/or one-time funds requested. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY2025 base Student Service Fee budget request and provide a line-item explanation of where budgetary cuts would be made.*

The Activities Funding Board currently receives 1% of the Student Service Fee from the Student Fees Advisory Committee. If a reduction was implemented, AFB would apply the reduction to both conferences and programs to follow our current guidelines and so that the entirety of the reduction would not impact just one area of student organization funding. However, due to the 25% conference funding stipulation in our guidelines, an overall budget reduction would impact student organization conference funding more than program funding. The calculations for reduction are listed in the chart below.

	Total Reduction	Conference Reduction	Program Reduction	Admin Fee Reduction
5%	\$9,056.00	\$1,751.00	\$6,792.00	\$513.00

***Question 5:*** *What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)? If you receive funds from other sources, please briefly describe the source, purpose, and duration of the funding and report the amounts received in the appropriate rows/columns on the SFAC Spreadsheet.*

Currently, there are no additional sources of income for the Activities Funding Board. All of our resources come from the Student Service Fee.

**Questionnaire completed by (please include name, title, email, and phone number):**

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