



Proposed 2022-2023 Timeline for Student Services Fee Budgetary Requests

NOTE: This timeline is tentative and will only be final upon approval of the Student Service Fee Committee.

Week of January 31, 2022	Revise and perform testing of new Laserfiche SSF request form. Revise instructions for campus wide email.
February 9, 2022	Campus Wide E-mail announcement regarding FY23 SSF requests with instructions and deadline. Announcement sent out via email to prior year requestors, CLSS Directors, Academic Deans Council, Student Organization List Serv and Faculty/Staff announcement.
February 28, 2022	1 st SSF Committee Meeting
March 9, 2022	SSF Forms Deadline. Copies of SSF Funding Requests made available to Committee for review.
March 28, 2022	2 nd Committee Meeting for review of requests and determine presentations. Requestors receive presentation instructions and contacted to schedule time slot.
April 4 th and 5 th , 2022	Presentations to Committee with Q&A
April 6, 2022	Committee Meetings - Final Budget Decisions
April 8, 2022	Finalize memo of budget recommendations– submit to President Rudin for approval