



2023-2024 Timeline for Student Services Fee Budgetary Requests

Week of January 23, 2023	Revise and perform testing of Laserfiche SSF request form. Review and revise instructions for campus wide email.
February 9, 2023	Applications open for FY24 SSF budgetary requests. Announcement with instructions and deadline information sent out via email to prior year requestors, Student Affairs Directors, Academic Deans, Student Organization List Serv and Faculty/Staff announcement.
February 28, 2023	Committee Meeting held at noon. Lunch provided.
March 9, 2023	SSF Forms Deadline. Copies of SSF funding requests prepared and made available to Committee to begin review.
March 28, 2023	Committee Meeting held – 12:00pm to 5:00pm. For review of requests and to determine presentations.
March 29, 2023	Requestors receive presentation instructions and contacted to schedule time slot.
April 10, 2023	Presentations to Committee with Q&A. Please hold full day. Continued Review and Discussion following presentations.
April 11, 2023	Continue presentations if needed followed by Committee Meeting for Final Budget Decisions. Please hold full day.
April 12, 2023	If needed, continued Committee Meeting for Final Budget Decisions. Please hold full day.
April 13, 2023	Finalize memo of budget recommendations– submit to President Rudin for approval.