



STUDENT SERVICES FEE BUDGETARY REQUEST INFORMATION

The Student Service Fee (SSF) Committee is accepting requests for funding for FY25 year. As you complete your request for funding support, please be reminded that Student Services Fee funding decisions will be made in the context of the following Texas A&M System definition of Student Services Fees (section 54.503):

“Student services” means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.”

For SSF budgetary request applications, guidelines, and other information, refer to the [Dean of Students website](#) and scroll down to Funding Opportunities. Student Service Fee Budgetary Requests must be submitted using the [SSF APPLICATION Laserfiche Form](#). SSF budgetary requests must route for approval by the next-level supervisor or campus advisor. Please communicate with your supervisor or campus advisor to make them aware of pending approval.

Applications will open Monday, February 19, 2024, and close Tuesday, March 19, 2024. Late applications will not be accepted.

The Budget Office will assist with SSF budget-related questions. Email Budget@tamuc.edu to make an appointment.

For questions concerning the SSF request process, contact Judy Sackfield, Vice President for Student Affairs/Dean of Students and Chair of the SSF Committee, at 903-886-5171 or DeanofStudents@tamuc.edu.

All SSF budgetary requests will be required to present a 10-minute presentation. Please focus on the following:

1. Explain how the program/service/activity for which you are requesting funding aligns with the definition of the Student Service Fee provided above.
2. Describe how A&M-Commerce students will actively participate in the program/service/activity for which the funding is being requested.
3. How many students are directly involved in the program/service/activity that this fee request supports?
4. Is this program/service/activity open to all students at A&M-Commerce? If NO, why not?
5. Explain if the program/service/activity allows students to earn academic credit. If yes, how many students earned any associated credits the previous year, and how did it impact retention/persistence at A&M-Commerce?
6. Explain any NEW projects, programs, or responsibilities that will increase your need for funding.
7. If you received funding in FY24, explain the use, and if there is a remaining balance at the time of the presentation, what will the remaining funds support?

The tentative schedule for presentations will begin Thursday, April 18, and Friday, April 19. Additional dates could occur based on the number of applications.