



**2024-2025 Timeline for Student Services Fee Budgetary Requests**

Week of February 5, 2024	Revise and perform testing of Laserfiche SSF request form. Review and revise instructions for campus wide email.
February 19, 2024	Applications open for FY25 SSF budgetary requests. Announcement with instructions and deadline information sent out via email to Student Affairs Directors, Academic Deans, Academic Department Heads, Student Organization List Serv and Faculty/Staff announcement.
February 29, 2024	Committee Meeting held at noon (lunch provided) - RSC Legacy A&B
March 19, 2024	SSF Forms Deadline. Copies of SSF funding requests prepared and made available to Committee to begin review.
April 3, 2024	Committee Meeting held – 12:00pm to 5:00pm - RSC Traditions For review of requests and discussion about presentations. Requestors receive presentation instructions and contacted to schedule time slot.
April 23, 2024	Presentations to Committee - 8:00am to 5:00pm - RSC Legacy A&B
April 24, 2024	Continue presentations. 8:00am to 5:00pm – RSC Legacy A&B Followed by Committee meeting for budget review and decisions if time allows.
April 26, 2024	Committee Meeting for final budget review and recommendation - 9:00am until final decisions made. (If needed) – RSC Legacy AB
By May 1, 2024	Finalize memo of budget recommendations– submit to President Rudin for approval.
By June 3, 2024	FY24 budget allocation notices sent to requestors and posted to webpage.