

Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

DUE: Friday, January 19, 2018

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page

▼ Application

Project or Activity Title

Student engagement and Student Assistant Support in Enviromental Health and Safety

Requestor

Jennifer Lindquist

Requestor Phone Number

805-437-3605

Requestor Email

jennifer.lindquist@csuci.edu

Amount of MSFT Funding Requested

4770.00

Date Funding Needed by

As soon as funds become available

Are you a member of the Division of Student Affairs?

- ☒ No
☐ Yes

Please select your AVP/Dean

Morris, Michael D - Acting Chief of Police

Will you receive funds from any other source(s)?

- ☒ No
☐ Yes

Has this project or activity previously received MSFT funding?

- ☒ No
☐ Yes

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Brief Project Description

MSFT funds will provide supplemental funding for student assistant salaries (student rate \$11 per hour) and provide funding for CASQA workshop for each student (\$1800). The training is an essential component & invaluable learning resources for the student assistants hired in EH&S and also provides the students with the opportunity to prepare for real-world employment while employed at EH&S.

Brief Project Description Additional Documents

Project/Activity Budget

EHS student assistant and workshop
\$3,000 FY Budget
\$4,770 MSFT Request
\$7,770 Total

Project/Activity Budget Additional Documents

Project Assessment

The supplemental MSFT funding will provide the support to further develop EH&S's continued commitment to foster relationships with students assistants and to provide students assistants with mentorship and knowledge about the environment, impacts to the environment, safety issues & nuances, and compliance issues as related to EH&S.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only source of this supplemental request for funding in FY 20172018

Sources of Project Support Additional Documents

Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

 Jennifer Lindquist Jan 19 2018

▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 Michael Morris Jan 19 2018