



**Materials, Services, Facilities and Technology Fee
Fiscal Year 2016-2017 Budget Request Form***

DUE: Friday, January 15, 2016 @ 5:00 P.M.

Please return completed requests via email to gina.matibag@csuci.edu

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

Project or Activity Title: Social Media & Graph Design Assistant for Financial Aid & Scholarships

Name of organization requesting funds: Financial Aid & Scholarships Date: 1/15/16

Requestor: Frine Sullivan Contact Phone Number: (805) 437-8912
E-mail: frine.sullivan@csuci.edu

Amount of MSFT Funding Requested: \$7,650

Date Funding Needed by: July 1, 2016

Will you receive funds from any other source(s)? NO

If yes, please detail amount requesting from other source(s) as well as your total request for fiscal year 2015-2016 (including request from MSFT).

Has this project or activity previously received MSFT funding? Yes
If yes, please attach copy of report

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 pages and materials (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.

We have one social media/graphic design student assistant that was hired through the MSFT funds from last year. We currently do not have a social media employee who can monitor our social media accounts consistently. We would like to further engage and communicate to our students about important information and deadlines for Financial Aid & Scholarships. This student will be able to provide the services we need in order to engage students and communicate with them in a timely manner.

2. **Project/Activity Budget.** Please enclose a complete detailed budget of the entire project. Indicate (in **bold**) 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?

Student Assistant (1)	15 hours per week @ \$10.00/hr	About 51 weeks from July 1, 2015 to June 30, 2015	Total Amount: \$7,650
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Hiring a student assist is less costly than hiring a professional staff to solely manage our social media accounts.

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.

The student assistant's supervisor will be collecting statistical data on the number of views, responses and traffic within each social media space. We would like to use this method to communicate with prospective students about Financial Aid & Scholarships. While we will continue to reach out to students through e-mail and post information on our website, we would like to be able to continue our efforts through social media to further alert students about Financial Aid information and deadlines. The supervisor will also keep a project list log of all print and other items needed & completed that will help promote CI to prospective students through e-mail and print publications.

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.

Report on MSFT Funds used in 2015-16:

1. Hired student assistant late due to notification of incoming funds from MSFT.
2. Training in Financial Aid (process takes 6 months) before she could manage any social media sites.
3. Student has assisted in completing the following projects for Financial Aid & Scholarships:
 - a. Brochure for Teach Grants, FSA ID's & FAFSA Deadlines
 - b. Will monitor and post on Financial Aid facebook account (coming soon)
 - c. Will branch out and implement Instagram & Twitter for Financial Aid (coming soon)
 - d. Has assisted in posting important Federal Student Aid reminder on Financial Aid's facebook account.