

Increased Efficiency and Acquired Evidence of Learning Through Allocations

Undergraduate Student Government

INTRODUCTION

According to the Policy Regarding Allocation and Use of Student Activities Fees: *A portion of the student activities fee identified for student organizations and paid by undergraduate students will be designated primarily for undergraduate social, cultural, recreational, service and educational programs.*

The Undergraduate Student Government Director of Business and Finance and the Allocations Committee are responsible for allocating a portion of the USG budget that is dedicated to individual and registered student group conference travel as well as registered student organization programming.

In order to meet and improve these requirements, the allocations process underwent a procedural analysis.

SERVICE OUTCOMES

- Create a streamlined application process through the Budget Request feature in Engage
- Create an upfront award procedure to release the burden of students having to use their own finances and have a lag time for reimbursement
- Implement a procedure that requires a reflection survey that solicits evidence of learning

ASSESSMENT METHODS

Value Stream Mapping

ACTION PLAN/CONCLUSIONS

Students and university administration benefited in the following ways with the increased efficiencies:

- Increase in allocations applications
- Elimination of steps in the allocations process
- Addition of post travel and post event data collection
- Increase in allocated funds & funding exhausted more quickly
- Elimination of upfront costs to students associated with travel

RESULTS/INSIGHTS

173
ALLOCATIONS
APPLICATIONS
SUBMITTED



16%
INCREASE
FROM FY 18/19

\$248,094 82% EXHAUSTED
BY MAY 2, 2019

\$299,555 113% EXHAUSTED
BY FEB 12, 2020

↓ 27 REDUCTION IN ALLOCATION
PROCESS **STEPS** FOR STUDENTS
AND ADMINISTRATION

↓ 5 REDUCTION IN **NUMBER OF**
WEEKS (AVG) FOR STUDENTS
TO RECEIVE MONEY

STUDENT COMMENTS

“The allocations process was very simple and I think it was great experience. I cannot think of a way to change it if I'm being honest!”

“The money we received from USG was both very much appreciated and sufficient. This trip would not have been possible without the funding we received. Our trip costs roughly \$4,000, so the fact that 75% of it was covered and approved by our peers is just amazing. I really am so grateful for the funding we did receive as it helped me learn and grow as a leader.”

“Student Media is very unique in the fact that I manage people that are also my peers. However, the conference taught me how to have those tough conversations while also addressing the issue at hand. Another thing I am already implementing into the newsroom starting today is better coverage on national issues. I sent a reporter to Lordstown to cover the GM strike. This is a huge issue across the country that is affecting a huge company and the country for that matter. Being able to recognize national news and knowing how to localize it for our viewing audience is a major thing that I learned and am excited to already start implementing.”