



PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

MEMORANDUM

TO: Faculty, Staff, and Student Organizations

FROM: The Division of Student Affairs &
Student Government Association

DATE: January 31, 2017

RE: Student Fee Allocation 2017-2018

Attached are the 2017-2018 Student Fee Application and support documents. Please follow the timeline on the Student Fee Allocations Flyer and submit your documents typed with the proper signatures to Ms. Marilyn Williams in the Division of Student Affairs, Evans Hall, room 309. The forms are also available at www.pvamu.edu/sa "Student Affairs Form".

This year all entities requesting funding must prepare a ***brief PowerPoint presentation*** outlining your request and the use for the funds for the Student Fee Allocations Committee. Please provide the presentation (s) on a jump drive labeled appropriately. All Student Fee Allocations request packets are **due by Friday, March 10, 2017.**

A **complete** Student Fee Allocations funding request packet will include the following:

- Student Fee Allocations Application (available online)
- Student Fee Allocation Budget Request Form (available online)
- Student Fee Allocations Detailed Budget*
- PowerPoint Presentation(s) (labeled jump drive)

***Special Attention:** If you received funding during the 2016-2017 academic year, please submit a detailed budget summary of how the funds received were used to enhance programs university-wide. Also, please include the explanation of how funds received were used in the PowerPoint presentation(s).

If you have any questions or concerns, please contact Ms. Marilyn Williams at extension 3562 or by email at mswilliams@pvamu.edu.

Thank you