

**Student Activity and Service Fee Submission Form
for
Trustee Organizations (all campuses)**

Welcome to the 2024-25 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name

NetID

Greenlee, Chenoa

cag12016

Email

chenoa.greenlee@uconn.edu

Your Organization:

SSW Graduate Student Organization

Organization Website

[Click to visit](#)

Organization Social Media Information

Instagram: @uconn_gso_ssw Facebook: UConn School of Social Work Graduate Student Organization

Please provide your Organization's Mission and a brief history

The mission of The Graduate Student Organization of the University of Connecticut (UConn), School of Social Work is to create and strengthen a beneficial environment for its members, matriculated students. Since 1976, the School of Social Work Student Organization, now known as the Graduate Student Organization (GSO), has served as the umbrella organization for student interest groups, concentrations, and representatives to various school-wide committees. The GSO observes and celebrates diversity in all forms through student-led educational and social programs, community service projects, and advocacy opportunities. In efforts to help build student community, GSO provides and approves funding for educational and/or social events. The GSO serves as the channel through which students voice their concerns. Students are encouraged to bring issues to the meetings where they may: a) be given clarification through discussion with other students or the Associate Dean for Academic Affairs or MSW Program Director, b) be directed to a pre-existing committee appropriate for handling the concern, and/or c) formulate an alternative action plan to solve the issue. In pursuit of this mission, GSO models its conduct in accordance with the National Association of Social Workers Code of Ethics.

Please upload a PDF of your current Organizational Chart.

[GSO Organizational Chart-1.pdf](#)

What are your organization's current goals and how do they align with your mission?

Since the COVID-19 pandemic, and the school of social work's move from the West Hartford campus to Hartford, the School of Social Work Graduate Student Organaton has been working to rebuild itself

and build a community on our campus. We are doing this by recruiting new members, filling the student representative committee positions, restarting sub-organizations, advocating for student voices, and hosting social events on and off campus. In the fall 2024 semester alone, we have filled most of our student representative positions, relaunched two sub-organizations, hosted our meetings in-person and virtually, and brought student concerns to the dean, head of program, and other departments. All of our steps forward this school year, and the plans we have will continue to grow a strong community of social work students align with the GSO mission, as it creates and strengthens a beneficial environment for GSO members.

Activity Participation and Alignment

1) Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your organization.

Currently, the programs and services the GSO provides for its constituents that serve as the primary focus of our organization include providing student representatives to various school-wide committees such as the 3 Program Concentration Committees [Individuals, Groups, and Families Practice (IGFP), Community Organizing (CORG), and Policy Practice (POPR)], DEI Committee, and Practicum Education Committee. Additionally, GSO hosts social, community, and advocacy events for social work students, and serves as a channel for students to voice their concerns with the School of Social Work.

Who is eligible to participate in your activities?

Undergraduate students of a specific campus

Graduate students of a specific program(s)

Faculty/Staff

Community Members/Guests

Financials

Please note that items 3-5 should total 100%

2) For what purpose do you spend any portion of your budget on the operations of your organization?

For the operations of our organization, we spend a portion of our budget on payroll for student wages and on materials/refreshments for meetings.

3) What percentage of your budget is to support your organization's operations?

13.32

Does your Organization pay any elected or appointed student leaders?

Yes

If so, please list and provide a brief explanation of student payroll.

GSO pays its Secretary and Treasurer, two positions which are filled by current matriculated MSW students attending the School of Social Work. Their wages are based on Connecticut's minimum wage, which is \$15.69 per hour as of Jan 1, 2024. We estimate that the Secretary and Treasurer will work approximately 5 hours per

week per semester. We calculated these estimates based on 16-week semesters (including breaks).

Does your Organization pay for any non-student staff?

No

4)What percentage of your budget is for programs and services for students sponsored by your organization (do not include expenses that are for members only)?

86.68

- a) How do you determine if these programs and services meet your organizational goal/priorities?
 - b) How do you know if the program, and services you provide meet the needs/expectations of your constituents?
-

We determine if programs and services meet the organization's goals and priorities by hosting discussions and votes with member and non-member students at our general meetings. We discuss the connections of the programs and services to the Social Work profession's values, which coincide with our organization. Because our organization is heavily oriented toward addressing community service, student needs, and advocacy, programs and services are often initiated as a result of what students share with our organization's members and representatives.

5)For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?

6)Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2024, when compared to the previous year's budget and this year's original budget.

The Secretary position was vacated in early November, so less of our budget for operational costs was used than expected. There were several events hosted in the fall 2024 semester but the funds requested to support these events were generally small amounts.

Revenue

7)What is the current Fee amount per semester/year?

50

Storrs Undergraduate [Fees](#)
Regional Undergraduate [Fees](#)
GSS Graduate [Fees](#)
Law Graduate [Fees](#)
SSW Graduate [Fees](#)

8)Does your organization receive income from any source other than student fees?

No

Expenses

9)What are the top organization operational expenditures?

Payroll - Student Wages

10) How are these expenses similar to or different from the previous year?

This expense is similar to the last academic year, though slightly higher. Last year, the Treasurer

and Secretary positions were only filled for the Spring semester. This year, those positions were filled for the first half of Fall 2024, but the Secretary position was vacated in November. Slightly more of the budget was spent on student payroll than last year, though not as much as previous years when the positions were filled for the entirety of both semesters.

11)What are the top organization expenditures for programs and services that you fund?

Refreshments - Events and Programs

12) How are these expenses similar to or different from the previous year?

This expense is similar to the previous year. This year, we have not catered our monthly meetings but we have used funds for refreshments for other events.

Given that there was a large balance in our organization's bank account, we also plan on spending a significant amount on gifts and end-of-the-year events to celebrate and honor students and to spend down our balance. The organization has yet to vote on a plan on how to spend this money, but there are several ideas for gifts and events that will be considered at upcoming general body meetings.

13)What are the top expenditures for Tier II organizations (if applicable) that you fund?

N/A

14)How are these expenses similar to or different from the previous year?

N/A

Future Year Spending Plans

15)What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years?

Our Organizational priorities, as reflected in our projected budgets, for the next two fiscal years support our goal to increase student involvement and build our presence within the program and on campus. We anticipate a large part of recruitment being through events, programs, networking, and co-sponsoring student-led projects. We project that GSO will spend most of our budget on the costs associated with hosting in-person activities, operating our organization, and networking materials.

16) Is your Organization seeking a fee increase?

No

Fund Balance

17) If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

\$5000. This amount helps to provide a buffer for any unexpected purchases or expenses that come up, or to cover payroll and other essential organizational costs that come up before new student fees are deposited into our account. Some student fees are deposited later in the semester due to students being on payment plans that extend past the typical fee bill due dates. This amount will ensure that the organization does not overdraft and can stay current if we are awaiting the deposit of student fees or if the actual student fees are less than our projections.

18) If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

We do anticipate our organization to carry a fund balance above the ideal minimum level at the end of this fiscal year. However, we do have plans to bring down the balance in 2025. Over the Spring semester, we plan to use funds set aside for purchasing promotional swag, printed materials, and networking supplies in preparation for the new student orientation, which is the largest recruitment event each year. We will also be using some of that to purchase gifts for current and graduating students to show appreciation and support. GSO is also planning to host events and programs throughout the semester to engage with the current students and foster community.

Include what your projected balance will be at the end of this year as well as the next two projected years.

FY 25: \$26,137 FY 26: \$16,029 FY 27: \$15,806

Other

Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

Financials

Please upload the SASFAC Excel Sheet

[UPDATED SSW SASFAC report FY 2025 \(Worksheet to Complete\)\(1\).xlsx](#)

Advisor & FO Review and Commentary

1. Is the financial document (specifically the columns 'FY24 Actuals' and 'FY25 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

Additional Documentation Upload

No Response

Yes

2. Do you have comments regarding the FY26 Updated or FY27 Projected Budgets?

No

3. Please provide a narrative on the advising and compliance discussions you have had to date with the Org leadership regarding their finances.

I have met with the GSO executive board frequently to discuss their finances. They have plans to spend the money through events and activities open to all School of Social Work students.

Advisor/FO signature

Electronically Signed by Jones, Carlton (carlton.jones@uconn.edu) - December 6, 2024 at 10:59 AM (America/New_York)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

Date of formal Organization Budget approval

December 9, 2024

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

[GSO Meeting Minutes 12-9-24.pdf](#)

Form Submission - Proposer

Submitted for Approval | Proposer

Greenlee, Chenoa - December 6, 2024 at 10:36 AM (America/New_York)

Task

Task Completed

Jones, Carlton - December 6, 2024 at 10:59 AM (America/New_York)

Final Updates

Task Completed

Greenlee, Chenoa - December 10, 2024 at 10:10 AM (America/New_York)

Notification

Notification Sent

Clokey, David - December 10, 2024 at 10:10 AM (America/New_York)

Notification

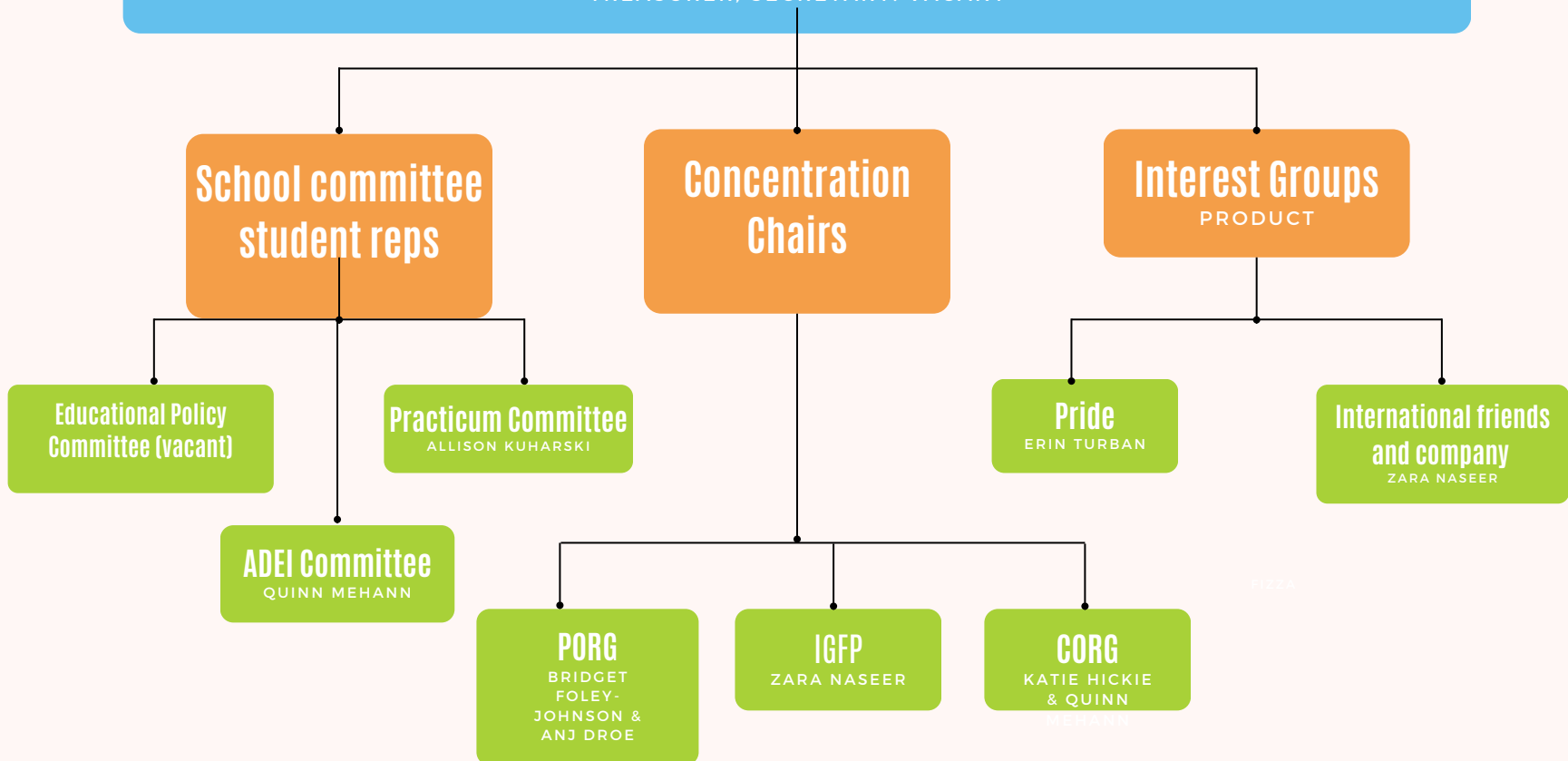
Generating PDF

O'Brien, Krista

UCONN SSW GSO ORGANIZATIONAL CHART 2024-2025

Executive Committee

MONIQUE ASSELIN: CO-CHAIR, CHENOA GREENLEE: CO-CHAIR,
ELIZABETH LADD: COMMUNICATIONS OFFICER, ERIN TURBAN:
TREASURER, SECRETARY: VACANT



SSW GSO

[KFS Expense Object Code Descriptions - Finance, Payroll, and Budget - UConn Knowledge Base](#)

	FY24 Actual	FY25 Original	FY25 Updated	FY26 Original	FY26 Updated	FY27 Projection
L9/Fund Reserve	\$ 26,137.05	\$ 16,029.73	\$ 16,029.73	\$ 15,806.96	\$ 15,806.96	\$ 15,584.19
BEG BAL BROUGHT FORWARD	\$ 38,190.57	\$ 26,137.05	\$ 26,137.05	\$ 16,029.73	\$ 16,029.73	\$ 15,806.96
Reimburse GSO expense account	\$ (27,357.27)	\$ (25,807.32)	\$ (25,807.32)	\$ (15,922.77)	\$ (15,922.77)	\$ (15,922.77)
StuFees	\$ 15,303.75	\$ 15,700.00	\$ 15,700.00	\$ 15,700.00	\$ 15,700.00	\$ 15,700.00
4170110	\$ (27,514.35)	\$ (30,855.35)	\$ (30,855.35)	\$ (30,728.62)	\$ (30,728.62)	\$ (30,728.62)
Org Programming	\$ (25,807.32)	\$ (25,807.32)	\$ (25,807.32)	\$ (15,922.77)	\$ (15,922.77)	\$ (15,922.77)
Expense						
Fees	\$ (1,140.00)	\$ (1,140.00)	\$ (1,140.00)	\$ (1,140.00)	\$ (1,140.00)	\$ (1,140.00)
Other Expenses	\$ (14,782.77)	\$ (14,782.77)	\$ (14,782.77)	\$ (14,782.77)	\$ (14,782.77)	\$ (14,782.77)
Refreshments	\$ (857.08)	\$ (857.08)	\$ (857.08)	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)
Services	\$ (4,389.00)	\$ (4,389.00)	\$ (4,389.00)	\$ (6,000.00)	\$ (6,000.00)	\$ (6,000.00)
Supplies	\$ (1,098.82)	\$ (1,098.82)	\$ (1,098.82)	\$ (1,098.82)	\$ (1,098.82)	\$ (1,098.82)
Travel	\$ (3,539.65)	\$ (3,539.65)	\$ (3,539.65)	\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)
Operating Expenses	\$ (1,707.03)	\$ (1,707.03)	\$ (1,707.03)	\$ (1,707.03)	\$ (1,707.03)	\$ (1,707.03)
Expense						
Temporary Salaries	\$ (1,707.03)	\$ (1,707.03)	\$ (1,707.03)	\$ (1,707.03)	\$ (1,707.03)	\$ (1,707.03)
Funding Others	\$ -	\$ (3,341.00)	\$ (3,341.00)	\$ (3,341.00)	\$ (3,341.00)	\$ (3,341.00)
Expense						
Doctoral Student Organization		\$ (3,341.00)	\$ (3,341.00)	\$ (3,341.00)	\$ (3,341.00)	\$ (3,341.00)

UConn School of Social Work GSO Emergency Meeting

Monday, December 9, 2024

6:15pm – 6:45pm

Location: WebEx

Please read: All attachments included with this agenda.

Please bring: Any information necessary to be approved and disseminated by steering committee.

Attendance:

Monique Asselin (GSO co-chair)

Chenoa Greenlee (GSO co-chair)

Zara Naseer (IGFP co-chair)

Lizz Ladd (Communications Officer)

Anj Droe (POPR Student Rep)

1. Call to Order: 6:25 PM
 - a. Chenoa moves to start the meeting, Monique seconds.
2. Purpose/Goals of Today's Meeting (2 minutes)
 - a. Vote on the SASFAC Packet
3. Voting on Vacant GSO Steering Committee Positions
4. Chenoa moves to vote on submitting the SASFAC Packet, Monique seconds.
 1. YES: Monique Asselin, Chenoa Greenlee, Zara Naseer, Lizz Ladd, Anj Droe.
 2. NO: None
5. Open Remarks
 - a. Mindfulness update from Zara

- b. Book Club update
 - i. 6 people interested, Zara will reach out to those with questions
6. Adjournment 6:35 PM
- a. Chenoa moves to adjourn early since all matters were covered. Monique seconds.