

**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

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Display Name

NetID

Beaulieu, Amelia

age22005

Email

amelia.beaulieu@uconn.edu

Your Organization:

USG Hartford

Organization Website

[Click to visit](#)

Organization Social Media Information

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Instagram and TikTok: uconnhartford.usg

Please provide your Organization's Mission and a brief history

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The Undergraduate Student Government (USG) at UConn Hartford is well established through years of ongoing student support. Our organization traces back to 1974, we have been serving the undergraduate students of UConn Hartford for 50 years! Since the implementation of this organization, we have undergone many transition periods.

From 1974 to 2004 UConn Hartford offered general education classes for first and second-year students. During this time the (USG) served students across campus. The campus then pivoted to enrolling students in four-year programs due to their expansion of degree programs. This led to more on-campus involvement increasing the number of student clubs.

UConn Hartford was located in West Hartford from 1974 to 2017, just recently we have been relocated to downtown Hartford. The Hartford Times Building is now home to approximately 3,000 UConn students; 1500 undergrads, and 1500 graduates. The campus continues to grow with the increasing number of students admitted each year.

Recently our organization went through a transition period. In May of 2023, our advisor left to seek other opportunities, leaving us with no advisor until September of 2024. Additionally every semester our organization holds elections for senators, since many students come and go each semester.

Our mission is to help students build their lives here at UConn Hartford, "The mission of the Undergraduate Student Government is to enrich the lives of the undergraduate student body through advocacy and programming...". We strive to better the experiences students have on campus and off campus through a variety of different activities we hold.

Please upload a PDF of your current Organizational Chart.

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[Organization Chart.pdf](#)

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

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Recently our organization went through a transition period. In May of 2023, our advisor left to seek other opportunities, leaving us with no advisor until September of 2024. Due to the recent changes, we did not have many active clubs last year, however, this year we have implemented 20 active clubs (RSOs) with the help of our new advisor. Our organization aims to enhance the lives of undergrads by promoting involvement on campus. We would like for students to feel as if they were engaged during their college experience, attending events and activities with their peers.

### Activity Participation and Alignment

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

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The Undergraduate Student Government is broken into two sections, Committees (USG) and registered student organizations (RSO). We have four Committees: Finance, Programming (Internal and External), Student Affairs, and Communications. As I previously stated we now have 20 active RSOs on campus, doubling in size from Spring '24.

During the Fall '24 semester, our four Committees have held a variety of on-campus and off-campus events. The events hosted by our Committees consisted of...

Block Party

Involvement Fair

Barista-Bash Off

Coffee-Cart

Stuff-A-Husky

Six Flags Fright Fest Trip

New York Trip

Finals Care Packages

Our student organizations have also been very active this semester. Their events have consisted of...

World Culture Night (A collaboration between many clubs on campus)

Petals of the Prophet- Muslim Student Association

Brothers and Sisters Event- Muslim Student Association

Painting and Pastries- Empowered Women's Collective

Humanity Drive- Huskies for Humanity

Intermediate Challenge- Table Tennis Club

Soccer Juggling Contest- Club Soccer

Game Night- Afro Scholars Association

Introduction to the Executive Board- Asian American Pacific Islanders Association

Cancer Awareness- Pre-Healthcare Organization

The Undergraduate Student Government's primary focus is to increase activities and engagement on campus. During Fall of '24 our organization grew in size with a variety of new clubs engaged. Each club has four students on their executive board, therefore we almost have 100 student leaders on campus

throughout the whole USG. Our funds provide students with the opportunity to be student leaders and use their experiences for future endeavors.

Who is eligible to participate in your activities?

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Undergraduate students of a specific campus

## Financials

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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?

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Our operations are broken down into supplies, refreshments, travel, entry fees, awards/prizes, subscriptions, promotional items, and student wages. The Student Affairs Committee provides students with supplies like snacks, coffee, and teas in our office space designed for all undergraduate students. Mainly all of our committees and RSOs have events including refreshments due to the small variety of food options we have on campus. Our majority of the Programming External Committee's funds is for travel and entry fees, for off-campus events, benefitting 150 students. A small amount of our funds are spent on awards/prizes, mainly used by Table Tennis Club and Club Soccer for their competitions. RSO's have expressed a need for healthy food options so just this past semester we have spent \$55 on a BJs subscription, and we are currently paying off our printer with a 5-year lease. Usually, once a semester we try to promote USG by giving out apparel, in the Fall '24 semester we gave out windbreakers, costing us 4.5k. Student wages add up to a little over 10k each semester, budgeted out of USG funds.

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

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0

Does your Organization pay any elected or appointed student leaders?

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

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Yes

President: \$20.09  
Vice President: \$19.59  
Treasurer: \$20.09  
Chief of Communications: \$19.59

Does your Organization pay for any non-student staff?

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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)?

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60

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

Every Monday our student senate, voted in by the student body determines if each budget request meets our overall mission and goal. The number of students benefitting, cost, and justification are all reviewed by our senators, and they determine if it should be passed. The Hartford Times Building is

where most students hangout, therefore we have a suggestion box for anything students might want to see differently on campus, or if they have ideas on how to improve our services.

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

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40

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.

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At the start of Spring '24 we had a budget of about \$185k, whereas at the start of the Fall '24 semester, our starting budget was \$132k. Due to COVID and the constant changes in our organization (new executive board's each semester), we found ourselves with a budget excess. During the Spring '24 semester, we addressed this by bringing multiple food trucks to campus, solving food insecurity and our budget excess. Therefore, we were advised to spend more than what we had received in revenue, to bring down our rollover, this will continue once again this fiscal year.

## Revenue

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

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30

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?

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No

## Expenses

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9)What are the top organization operational expenditures?

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Supplies- Organization and Student Wages are our top operational expenditures.

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

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Supplies were our top operational expenditure last year, often buying new supplies for our office and the students activities room. We are following that same pattern this fiscal year.

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

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Our top organization expenditures for services and programs are Travel, Entry Fees, Refreshments- Events/Programs, and Supplies- Events/Programs.

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

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This semester we have had two off-campus events, contributing to travel costs and entry fees. Last year we spent the majority of our funds on supplies and refreshments for food. This was due to our food truck events to solve budget excess and food insecurity. We have continued to spend our funds on refreshments and supplies for events.

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

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Our RSOs are Tier II organizations and they mainly spend their funds on Refreshments-Events/Programs and Supplies- Events/Programs.

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

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Last year our RSOs also spent on refreshments and supplies to promote their club. Our Muslim Student Association is the biggest RSO on campus, and they have events almost every week for their members, by providing refreshments, and they often stock up on supplies for their prayer room.

### Future Year Spending Plans

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

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Our organization's priorities are to bring down our budget excess, by spending more than what we receive in revenue from student fees. Additionally, we'd like to have more active RSOs on campus to engage students, due to all students having to commute. We are focused on holding events including food, due to little options around campus.

16) Is your Organization seeking a fee increase?

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No

### Fund Balance

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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?

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We believe the ideal amount that should be carried over should be \$20k. This is a significant buffer, due to our annual contribution to UConn Hartford's welcome back party of \$15k, plus \$5k for unexpected expenses.

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?

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Last fiscal year our rollover was almost \$95k, due to COVID and other organizational obstacles previously explained. Therefore as mentioned, we plan to spend more than what we receive in revenue to bring down our buffer. We'd like to create more active RSOs on campus, and have more off-campus trips to align with our mission statement and allocate our budget.

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

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50000/35000/20000

Other

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

As a regional campus, we go through many transitions, mainly every semester. In May 2023, our advisor left UConn to seek other opportunities, leaving our organization without an advisor until August 2024. Additionally, our Executive Board usually changes every semester, we swore in 5 out of 7 new members at the end of Spring '24, to take on their roles in the Fall '24 semester. Additionally, we will have a new treasurer in the Spring '25 who will be undergoing training and learning the ropes.

Financials

Please upload the SASFAC Excel Sheet

[Hartford SASFAC report FY 2025 .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?

2.a. If yes, for what component(s) of the budget would you like to provide information?

Yes

The FY 26 Original was left blank as nothing has been spent from the FY 26 Updated.

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

To date, the advising and compliance discussions with the Undergraduate Student Government (USG) leadership have focused on several key areas, reflecting the growth, transitions, and mission of the organization. Financial Oversight and Compliance: Discussions have emphasized the importance of financial responsibility and adherence to university policies regarding budgeting, spending, and documentation. The increase in the number of student clubs has required heightened vigilance in managing and allocating resources fairly. Leadership has been advised on the need to prioritize transparency, ensure compliance with Tier II and III policies, and maintain detailed financial records to avoid discrepancies and maintain credibility. The leadership team has been encouraged to evaluate program proposals through the lens of Quality over Quantity, aligning with the mission to foster meaningful engagement among students. This principle is particularly important as the campus works to build a stronger sense of community and identity within its growing, diverse population. Growth in Student Clubs and Programming: As the campus continues to expand, discussions have highlighted the challenges of balancing resources with the increasing demand for student clubs and programming. The importance of setting purposeful goals for events, focusing on their alignment with USG's mission, and their potential impact on building community was discussed. Leadership has been encouraged to evaluate each program's purpose and ensure it serves to enhance the overall student experience meaningfully. Organizational History and Mission Alignment: Given the 50-year legacy of USG at UConn Hartford, we've reflected on the organization's roots, from serving first-year and second-year students

in West Hartford to now supporting a robust undergraduate population in downtown Hartford. The mission of USG—enriching the lives of students through advocacy and programming—continues to guide the conversations. A recurring theme in these discussions has been the goal of fostering a connected campus culture. Leadership has been encouraged to think beyond merely increasing the number of events or clubs and instead focus on programs that deepen relationships among students, provide meaningful engagement, and reflect the diverse backgrounds and responsibilities of UConn Hartford’s student body. Additionally, leadership has been urged to take advantage of the campus's urban location by collaborating with local businesses and community partners. These partnerships can create events that benefit both students and the local economy, while also offering students valuable opportunities to explore and enhance their professional skills. Leadership has been reminded of the significance of their role in upholding this mission, particularly during periods of transition. Building Community: A recurring theme in these discussions has been the goal of fostering a connected campus culture. These conversations will continue to evolve, ensuring USG leadership is equipped to address the unique needs of UConn Hartford’s growing and dynamic community.

Advisor/FO signature

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Electronically Signed by Rodriguez, Jetsenia (jetsenia.rodriguez@uconn.edu) - December 6, 2024 at 9:27 PM (UTC)

#### Organization Review and Vote

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You've got through and made any necessary edits:

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Yes

Date of formal Organization Budget approval

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January 21, 2025

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

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[Explanation.docx](#)

## Form Submission - Proposer

Submitted for Approval | Proposer

Beaulieu, Amelia - December 6, 2024 at 4:57 PM (UTC)

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### Task

Task Completed

Rodriguez, Jetsenia - December 6, 2024 at 9:27 PM (UTC)

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### Final Updates

Task Completed

Beaulieu, Amelia - December 7, 2024 at 7:36 PM (UTC)

Please read the explanation, as this form will be approved in our Senate next semester due to the change in Treasurer. Additionally, the form will be resubmitted by the new Treasurer.

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### Notification

Notification Sent

Clokey, David - December 7, 2024 at 7:36 PM (UTC)

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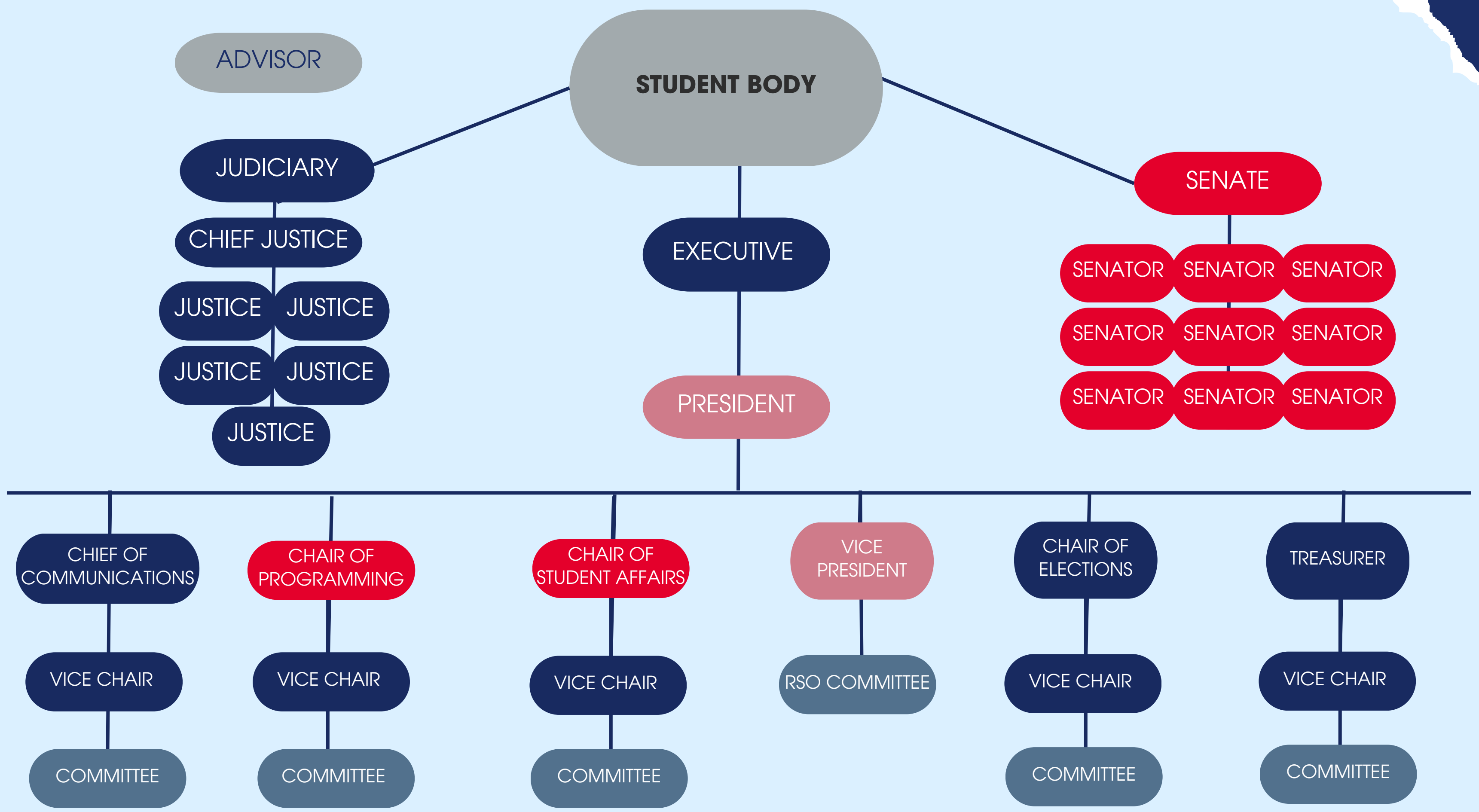
### Notification

Generating PDF

O'Brien, Krista

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SENATOR/ELECTED
ELECTED
APPOINTED
COMMITTEE

Hartford USG

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

	FY24 Actual	FY25 Original	FY25 Updated	FY26 Original	FY26 Updated	FY27 Projection
<b>L9/Fund Reserve</b>	\$ 79,724.06	\$117,200.81	\$157,224.06	\$117,200.81	\$244,274.06	\$333,824.06
BEG BAL BROUGHT FORWARD	\$ 116,345.17	\$ 79,724.06	\$79,724.06	\$ 117,200.81	\$157,224.06	\$244,274.06
StuFees	\$ (112,364.11)	\$ 37,476.75	\$77,500.00	\$ -	\$87,050.00	\$89,550.00
StuFees	\$ 75,743.00					
<b>4170130</b>	\$ (117,640.94)	\$ 59,483.06	\$ 88,574.00	\$ -	\$ 87,050.00	\$ 89,550.00
<b>Org Programming</b>	\$ (99,870.61)					
<b>Expense</b>						
Equipment - Non-Capital	\$ (746.91)	179.99	\$250.00		\$200.00	\$200.00
Fees	\$ (302.50)	\$ 180.00	\$180.00		\$200.00	\$200.00
Other Expenses	\$ -	\$ 6,651.75	\$10,000.00		\$8,000.00	\$8,000.00
Refreshments	\$ (61,869.77)	\$ 29,973.84	\$45,000.00		\$42,000.00	\$44,000.00
Services	\$ (6,886.86)	\$ 5,342.99	\$9,000.00		\$9,500.00	\$9,500.00
Supplies	\$ (16,150.57)	\$ 10,830.49	\$14,000.00		\$15,000.00	\$15,500.00
Transportation / Motor Vehicles	\$ (13,654.00)	\$ 6,180.00	\$10,000.00		\$12,000.00	\$12,000.00
Travel	\$ (260.00)	\$ 144.00	\$144.00		\$150.00	\$150.00
<b>Operational Expenses</b>	\$ (17,770.33)					
<b>Expense</b>						
Temporary Salaries	\$ (17,770.33)	\$ 9,336.52	\$21,000.00		\$22,000.00	\$23,000.00
<b>Transfers</b>						
<b>Funding Others</b>						
<b>Expense</b>						
<b>Transfers</b>						

My advisor and I decided that SASFAC would be approved in Senate at the beginning of the Spring semester due to the change in Treasurer. Additionally, the SASFAC Budget Sheet wasn't completed at the time of our last Senate meeting. Therefore whomever is the next Treasurer will submit SASFAC again with the minutes attached in the Spring.

**UConn Hartford - Undergraduate Student Government (USG) Senate Agenda**  
**Monday, December 12th, 2024, at 2:40 PM – Virtual Team’s meeting**  
**Emergency Senate meeting**

**I. Call to Order**

a. 2:40 PM

**II. Roll Call**

- A. President Ibrahim: Present
- B. Vice Makhoulf: Absent
- C. Treasurer Beaulieu: Present
- D. Chief of Communications Persaud: Absent
- E. Chair of Student Affairs Smith: Present
- F. Programming Internal (PI) Chair Ahmetovic: Absent
- G. Programming External (PE) Chair Scarbrough: Present
- H. Staff Advisor Rodríguez: Present

**III. Voting Members (Fall ‘24)**

**I. Majority:**

- 1. *Sen. Ahmetovic*: Absent
- 2. *Sen. Bak*: Present
- 3. *Sen. Cristofaro*: Present
- 4. *Sen. Huff*: Absent
- 5. *Sen. Martula*: Present
- 6. *Sen. Scarbrough*: Present
- 7. *Sen. Smith*: Present

**IV. Guests**

**V. Public Comment**

- a. Emergency Senate meeting.
- b. Treasurer Beaulieu will present the SASFAC report

**VI. Requests**

- A. Approve the [SASFAC report](#) for the Spring 2025 Presentation
  - 1. **VOTE RESULT:** Passed
  - 2. Moved by: Smith, Seconded by: Bak

- a. Sen. Ahmetovic:
- b. Sen. Bak: Yes
- c. Sen. Cristofaro: Yes
- d. Sen. Huff:
- e. Sen. Martula: Yes
- f. Sen. Scarbrough: Yes
- g. Sen. Smith: Yes

### 3. Discussion

- New Treasurer will be presenting this report with the President in the Spring
- The Rollover from the last Fiscal year was almost \$95k
  - Due to COVID and other organizational obstacles
- The ideal amount USG believe should be carried over should be \$20k
  - This is a significant buffer
    - \$15,000 to our annual contribution to UConn Hartford's welcome back party
    - \$5,000 for unexpected expenses
- Spend more than we receive in revenue
  - To bring down the buffer
  - Goal:
    - More active RSOs on campus
    - More off campus trips to align with our mission statement, and allocate our budget accordingly
- Current fee is \$30 per semester
  - Treasurer Beaulieu suggests raising that to \$35-40
  - Reasons for so:
    - Housing on campus
    - Food
- Almost \$40,000 was received in Student fees

## **VII. Adjournment**

- a. 3:30 PM