

Outline of Requirements

A. Determine strategic student goals and needs (1 page or less)

1. In a short narrative, explain your goals – include mission statement and objectives for this current year.
 - a. The money received this year from the student fees will be used to support the Marching Band. The funding will be used to purchase equipment needed for the students in the marching band. Much of the equipment that the students are using is about 15 years old, purchased at the start of the marching band and in need of repair or replacement.
 - b. We are hoping to start a spring pep band class, and we may also be able to use the funds we receive to help purchase equipment that we would be able to use for this class as well.
2. In a short narrative, explain the student needs fulfilled using student fees.
 - a. The Marching Band Scholarships are a great incentive for students to attend CSU Pueblo. Not just for music major students but for students studying other degrees across campus as well.
 - b. Having working equipment also allows for a more enjoyable experience for the students and helps the students to create a better sound which is more enjoyable for the audience.

B. Ensure student needs are being fulfilled adequately (1-2 pages)

1. Provide data or narrative on what services you are providing to students through student fees.
 - a. For students in the Marching Band we are providing a place for them to come together and create music, in a fun atmosphere. We also are able to work together to create wonderful show that they can perform at different events on campus, off campus in Pueblo, and other areas of Colorado.
 - b. For students not in the Marching Band we are creating a show that they can watch during football games and music that they can enjoy throughout the games, during the state fair parade, student convocation, and other events the band is present at throughout the semester.
2. Provide assessment data on student satisfaction and/or attendance numbers for student fees.
 - a. I will be sending out a form that the students will be filling out before the semester is over that will ask about satisfaction. The number of students that are participating in the band this year is 42.

3. Provide any other examples or narrative you deem needed to demonstrate student needs being fulfilled adequately using student fees – specific examples encouraged.
 - a. Last year we had focused on the scholarship need for students that are in marching band. However, since we were told we could not use these funds for this purpose we are looking for other ways we can use the funds to better support the students.
 - b. We can get equipment fixed or buy new equipment for the students which is very help full so the students don't have to stress as much about money and paying for things they are asked to use on a regular basis.

C. Provide a governance structure for sub-committees and policy/advisory boards (1 page or less). Provide a list of members on your area's sub-committee.

Brett Keating, Amanda Burk, Michael Gutierrez, Adrian Sanchez, Nate Krieger

Provide a list of sub-committee duties for this Fall.

Brett Keating- chair, Amanda Burk- staff/faculty member, Michael Gutierrez- music student, Adrian Sanchez- ASG Rep, Nate Krieger- ASG Rep

D. Review annual report and prior year revenue and expense(s) (1-3 pages).

1. Provide your area's financial report (including revenue and expenses for Fiscal Year 2024).
 - a. Your Spring 2024 proposal for how Fall 24 and Spring 25 funds would be spent is attached.
 - i. The funds collected from the student fees from this time will be used for equipment upkeep and new equipment purchases.
 - b. Explain any anomalies in the budget, such as ending in a deficit or rolling over a substantial amount.
 - i. Looking over the account with Chad I did not see any anomalies.
2. Provide a narrative explaining the current budget and projections for the current year – including revenue streams and major expenses.
 - a. We do not have our spending attached to this yet. The major expense will be for new instruments and possibly some replacement uniform pieces.
 - b. We participated in Give Day last April and were able to raise over \$1000 in that event and hope to do that again this year.
3. Highlight new forms of revenue or new expenses in this fiscal year.
 - a. As a group we are coming up with different ideas of what we can do to help support scholarships as well as other Marching Band needs.

- b. We are participating in Give Day (which will happen in April) as well we are looking into other fundraisers we can do with local groups and businesses.
 - c. Continued expenses we have need for are instrument repairs and purchase. There are many instruments that are worn down after years of use and are in need of repair or replacement.
- 4. Provide a narrative on any parts of your budget that you believe need further explanation.
 - a. I do not know of any parts of the budget that need further explanations.
- 5. If your account has roll-over funds from the previous fiscal year, note how much you'd like to request is placed in savings and if you have specific needs your area requests to use excessive roll-over to cover.
 - a. As of now I don't have a set amount that we would like to put into savings. I need to talk more with Dr. Keating, Dr. Hudson, and Chad to determine that amount.