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Annual Report, College of Liberal Arts Student Life Committee, 2020-2021

Student Life Committee
College of Liberal Arts, Rollins College

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**Annual Report
Student Life Committee
Academic Year 2020 – 2021**

Prepared by Jana Mathews, Chair

Committee: Sarah Parsloe (Secretary); Jonathan Harwell; Nancy Niles; Raghavendra KC (SHIP chair); Wisly Zephir (Student-SGA/CLA); Giselle Rios (Student-Crummer)

Business Conducted:

1. SGA solicited the committee's support of a student-led initiative to make cost of 4-year student attendance more transparent by advocating for a 4-year fixed tuition model rather than an incremental price increase each year. After consulting with SGA and Ed Kania and Susan Singer on this issue, the committee decided to defer endorsement until more information could be gathered. We did agree, however, to help students draft proposals, prepare for presentations, and serve as sounding boards. SGA was encouraged us to keep us updated on their progress.
2. Members of this committee served on a campus-wide committee that is exploring creative and cost-effective ways to bring a recycling program back to campus. The college hired an outside waste management consultant in Spring 2021 and discussions about possible solutions are still in progress.
3. Members of this committee served on the campus FUN committee, which was designed to brainstorm ideas for how to keep students engaged during COVID.
4. Members of this committee reviewed FSL Committee Reports for 9 Greek-letter organizations this year.
5. COVID significantly diminished SHIP opportunities for students. Still, we received applications for four projects. We partially funded two and declined funding for the other two. The two supported projects include support for a remote internship for a NGO working at the intersection of human rights and disability and support to deliver a paper at an international conference.
6. We created a Canvas site for SLC as a centralized repository for SLC documents and SHIP grant applications. Up until this point, previous SHIP grant applications have not been preserved, which has presented committees from using former award decisions as precedent.
7. The bulk of our work for this year consisted of conducting a thorough review of the SLC Handbook and SHIP grant program. Due to COVID-related contingencies, the committee worked with IP, CE, and CCLP to hone and revise eligibility for award recipients. To promote consistency with other award and scholarship programs, we also added "demonstrated financial need as determined by the Financial Aid Office" as an additional factor of consideration in application evaluation.
8. We also noticed that SHIP grant funding has fluctuated wildly since its inception. We reviewed the history of SHIP grant awards and proposed that the college institutionalize the average (\$12,000). We are delighted to report that the Dean's Office and Student Affairs agreed to contribute permanent budget allocation transfers of \$6,000 per year (Academic

Dean) and \$4,000 (Student Affairs). Student Affairs contributed an additional \$2,000 in soft money (non-permanent) for AY 2021-22 with the commitment to reassess once the new AVP of SA arrives on campus in July. To summarize, the college has contributed 10k in permanent transfer monies to SHIP as of June 2021.

9. We also proposed updates and expanded the handbook to reflect current practices and are proposing several substantive changes to the committee's structure.

Outstanding Work:

1. Partner with Marketing and Communications to create a centralized website for in-house student scholarship and aid opportunities. CE, CCLP, IP, and CCLE all offer small grants and scholarships but the process of finding these opportunities is neither easy nor clear. We are concerned that the students who need this aid the most are not informed about it.
2. Advertise SHIP grant awards with renewed vigor to new and returning students.
3. Continue to add SHIP grant applications to the Canvas site (with outcome and rationale for decision).
4. Follow up with SA to see if we can up their permanent budget transfer allocation to the SHIP grant by an additional 2k.
5. The committee felt that the SLC has the potential to do incredibly important work, but since being removed from standing committee status, its agency and authority has been severely diminished. In short, SLC is having an existential crisis and we encourage the next committee to consider the broader questions of: what could this committee do and what tools and resources does it need to empower itself to do it?

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Proposed Changes to Student Life Committee Handbook and SHIP Grant Program

Context and Rationale:

The most recent version of the Student Life Committee Handbook was produced in 2016. In addition to updating the language of the document to reflect current practice, the committee is also proposing structural and process changes to both the committee and SHIP grant program it manages. Taken together, the proposed updates and edits are designed to hone the goals and objectives of the committee, clarify members' roles and responsibilities, and create a model that more effectively and fairly serves the needs of our students. The recommendations are made with the unanimous endorsement of the SLC committee and in consultation with the AVP of Student Affairs and the Offices of CCLP, CE, and IP. We are now seeking endorsement from the Executive Committee.

The linked Google document provides a facing-page comparative view of the 2016 handbook and proposed revised text.

https://docs.google.com/document/d/1zSxExep_6LeYz30jpnSYh5qr5gFKAxWhZ0njiczPHSc/edit

The most significant changes are also outlined below:

Committee Structure

- Addition of a mission statement
- Reduction of committee membership

SHIP Grants

- Shift in SHIP grant review process from rolling to 4 deadline-based cycles
- Shift in SHIP grant eligibility to privilege students with demonstrated financial need
- Removal of specific experiences from funding consideration to align with institutional need and resources
- Updated post-experience assignment

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Below represents a side-by-side view of the existing (2016) handbook and the committee's proposed changes:

2016 SLC=Handbook	Proposed SLC Handbook (additions/changes in red)
<p>As per the College Bylaws, the Student Life Committee recommends policies and priorities with regard to student life to Academic Affairs and Student Affairs and advises the administration concerning the implementation of such policies.</p> <p>Student life concerns include, but are not restricted to issues related to student housing, student services, student activities and organizations, student conduct and standards, recreation, and intercollegiate athletics.</p>	<p>As per the College Bylaws, the Student Life Committee recommends policies and priorities with regard to student life to Academic Affairs and Student Affairs and advises the administration concerning the implementation of such policies.</p> <p>Student life concerns include, but are not restricted to issues related to student housing, student services, student activities and organizations, student conduct and standards, recreation, and intercollegiate athletics.</p> <p>Mission: In collaboration with other student-focused departments, the mission of the Student Life Committee is to develop student life policies and activities which promote academic and personal growth while maintaining a fair, safe, and inclusive environment. In addition to these responsibilities, the SLC provides financial support [via Scholarship for High Impact Pathways (SHIP)] for activities that enhance student learning opportunities including internships and conferences.</p>

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College Bylaws: The membership of the Student Life Committee shall consist of fourteen voting members: five elected from the faculty (full-time faculty), five members of the professional staff elected by the members of the staff (at least three of whom are drawn from Student Affairs), and four students (three selected by the Student Government Association and one Holt School student delegate).

The students shall be appointed at the beginning of the academic year and remain on the Committee for a period of one year. The faculty and staff shall be appointed at the beginning of the academic year and remain on the Committee for a period of two years. The Vice President for Student Affairs, AVP for Student Affairs-Dean of Students, or designee from that office serves as an ex-officio, non-voting member. The Student Life Committee chair shall be elected by the current committee and should hold faculty or professional staff member status.

Voting Members

- a. 5 Full-time Faculty
- b. 5 Staff members (at least 3 drawn from Student Affairs)
- c. 4 Students (including one Holt School Student Delegate)

Non-voting Members

- a. The Vice President for Student Affairs, AVP for Student Affairs-Dean of Students, or designee from that office serves as an ex-officio, non-voting member

College Bylaws: The membership of the Student Life Committee shall consist of **nine** voting members: **three** elected from the faculty (full-time faculty), **three** members of the professional staff elected by the members of the staff, **and three students (at least one should be Holt).**

The students shall be appointed at the beginning of the academic year and remain on the Committee for a period of one year. The faculty and staff shall be appointed at the beginning of the academic year and remain on the Committee for a period of two years. The Vice President for Student Affairs, AVP for Student Affairs-Dean of Students, or designee from that office serves as an ex-officio, non-voting member. **The SHIP budget manager also serves as an ex-officio, non-voting member.** The Student Life Committee chair shall be elected by the current committee and should hold faculty or professional staff member status. **One faculty or staff member will act as secretary and one faculty member will serve as SHIP chair. The secretary may be a faculty or staff member. The SLC Chair, Secretary, and SHIP Chair may rotate off their positions after one academic year of service.**

Voting Members

- a. 3 full-time faculty
- b. **3 full-time staff members (at least 2 drawn from Student Affairs)**
- c. **3 students (at least one should be Holt)**

Non-voting Members

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<p>Other people to invite (You may decide to keep these offices on the e-mail list, they attend as they see fit)</p> <ul style="list-style-type: none">a. Director of Residential Life and Explorationsb. Director of Community Standards and Responsibilitiesc. Title IX Coordinatord. Director of the Wellness Centere. Director of Campus Safetyf. Director of the Lucy Cross Centerg. Lord Family Assistant Vice President for Student Affairs-Communityh. Assistant Vice President for Student Affairs, Career & Life Planningi. Director of Disability Servicesj. Director of Fraternity and Sorority Lifek. Director of Campus Inclusion and Campus Involvementl. Director of the Center for Leadership & Community Engagement <p>Secretary must be a faculty or staff member</p>	<ul style="list-style-type: none">a. The Vice President for Student Affairs and/or their designee <p>Other invites, as needed:</p> <ul style="list-style-type: none">A. Director of Residential Life and ExplorationsB. Director of Campus SafetyC. Title IX CoordinatorD. Director of the Wellness CenterE. Director of Campus SafetyF. Lord Family Assistant Vice President for Student Affairs- CommunityG. AVP for Career & Life Planning or designeeH. Director of Accessibility ServicesI. Director of Fraternity and Sorority LifeJ. Director of the Center for Leadership & Community EngagementK. Dean of Religious LifeL. Dean of Holt or designeeM. Dean of Faculty or designeeN. Dean of Crummer or designeeO. Athletic Director or designeeP. VP for Business and Finance and Treasurer or designee
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<p>SLC Chair Responsibilities</p> <p>1. Schedule SLC meetings and Sets Agenda</p> <p>a. Need to contact appropriate people and invite to meetings based on the agenda</p> <p>b. Recommended minimum 5 meetings a semester</p> <p>i. One Spring meeting must be set for the Office of Fraternity and Sorority Life to train the SLC committee on sitting on the Community Commitments Report committee</p> <p>ii. Chair can schedule reports from different campus areas (e.g., campus safety, athletics, residential life, community standards and responsibility)</p> <p>iii. Chair can speak with different areas in student affairs to assess needs</p> <p>iv. Meeting reports: Student Government Association, SHIP Committee, and Food Services Committee</p> <p>v. Schedule meetings and room in advance of each semester and send to all members. Common hour has shown to work well</p>	<p>SLC Chair Responsibilities</p> <ol style="list-style-type: none">1. Sets up and maintains SLC Canvas site2. Works with committee to set strategic goals for the academic year3. Schedules SLC meetings and sets agenda<ol style="list-style-type: none">1. Schedules meetings and rooms in advance of each semester and sends meeting agendas to all members. Meetings typically held during the common hour. Outgoing chairs may assist incoming chair by scheduling meeting days and times for subsequent year. Contacts appropriate people and invites individuals to meetings based on the agenda2. Oversees monthly meetings. Schedules additional meetings as needed.<ol style="list-style-type: none">1. It is recommended that the committee invite the VPSA (or designee) to share the strategic priorities of the Division of Student Affairs and how those priorities will be assessed with the committee during an early fall meeting2. One Spring meeting should be set for policy review for
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<p>2. Selects Secretary</p> <p>3. Create and populate SLC ad hoc committees</p> <ol style="list-style-type: none"> a. Ship Committee (needs chair and members) b. Community Commitments Report Committee (Fraternity and Sorority Life) c. Food Services Committee (needs member) <p>4. Post approved minutes of meetings. Meeting minutes are archived in the institutional repository, so that they could be preserved online with easy search and access. The correct procedure for submission is to email the approved minutes after each meeting, along with agenda and attachments, to archives@rollins.edu. Please note that in the spirit of open governance, all meeting minutes and reports are set for open and immediate access; if a specific document needs to be restricted for legal and privacy reasons, please indicate according in your email.</p> <p>5. Report to the Executive Committee of the Faculty meetings as needed</p> <p>6. Report to the college faculty as needed</p> <p>7. Serve, if need be, on SLC ad hoc committees</p> <p>8. Meet with the Vice President for Student Affairs, AVP for Student Affairs-Dean of Students as needed</p> <p>9. Assist in Recruitment of new members before Spring elections</p> <p>10. Update the SHIP Grant application as needed</p> <p>11. Raise money for the SHIP grant (Spring)</p>	<p style="text-align: right;">the upcoming academic year</p> <p>Refers exceptional SHIP grant recipients to the Office of Marketing for possible media coverage</p> <p>Schedules meeting reports as needed from appropriate student committees (SGA, Food Services etc.)</p> <p>Schedules reports as needed from different campus areas (Campus Safety, Athletics, Residential Life etc.)</p> <p>Speaks with different areas in Student Affairs to assess needs</p> <p>8. Create and populate SLC ad hoc committees</p> <ol style="list-style-type: none"> a. SHIP committee (chair and members) b. Other student focused activities as needed c. FSL Community Commitment reports (CCR) <p>9. Organizes nomination and election process of committee secretary and SHIP chair</p> <p>10. Routinely communicates with student-focused departments and committees to discuss any new or updates of existing student life policies.</p> <p>11. Meets with the Vice President for Student Affairs, AVP for Student Affairs, and/or Dean of Students as needed</p> <p>12. Assists in recruitment of new committee members before spring faculty elections</p> <p>13. Drafts proposal for next academic year's SHIP grant funds and sends request to Dean of Faculty</p> <p>14. Prepares annual report (due mid-May)</p>
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<p>a. Offices that have and may contribute: President, Provost, Dean(s), individual Student Affairs divisions</p> <p>12. Prepare annual report (Due mid-May)</p>	<p>15. Works with HR to submit a call for staff representatives to serve on SLC. HR solicits nominees and runs the election process (April)</p> <p>16. Reports to the college faculty as needed</p> <p>17. Reports to the all-college executive committee if needed</p>
<p>NA</p>	<p>SLC Committee Secretary Responsibilities</p> <ol style="list-style-type: none"> 1. Takes minutes at SLC meetings 2. Posts approved minutes of meetings to SLC Canvas site. <p>a. Meeting minutes are archived in the institutional repository so that they can be preserved online with easy search and access. The correct procedure for submission is to email the approved minutes after each meeting, along with agenda and attachments, to archives@rollins.edu. Please note that in the spirit of open governance, all meeting minutes and reports are set for open and immediate access; if a specific document needs to be restricted for legal and privacy reasons, please indicate in your email.</p>
<p>NA</p>	<p>SHIP Grant Committee Chair Responsibilities</p> <ol style="list-style-type: none"> 1. Contacts IT and has the SHIP e-mail (shipgrant@rollins.edu) transferred to them. 2. Uploads the SHIP application and maintains and updates the SHIP Canvas site (http://www.rollins.edu/student-affairs/ship-grants.html). 3. The SLC committee meets four times a year to consider all SHIP grant applications received by the funding cycle deadline. These deadlines are as follows:

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	<ol style="list-style-type: none">1. October 1 for funding cycle 12. December 1 for funding cycle 23. February 1 for funding cycle 34. April 1 for funding cycle 4 <p>Applications for summer experiences received after April 1 may be considered on a case-by-case basis. Preference will be given to applicants to have demonstrated financial need as determined by the Office of Financial Aid. For each funding cycle grant review meeting, the SHIP chair:</p> <ol style="list-style-type: none">a. compiles all applications and creates a blind review process on Qualtrics or through another meansb. presents each application to the SLC committee for discussion and votec. e-mails the applicants stating whether they have received full funding, no funding, or partial funding.d. sends approvals to the budget manager <p>Money disbursement options for SHIP recipients:</p> <ol style="list-style-type: none">a. Students can ask for an advance on their funds. Within 15 days of the conclusion of the student high impact activity, students will complete a travel budget form with receipts and submit them to the budget manager (Karla Knight). If the student spends less than was advanced, then the student will have his/her student account charged or return money to Karla Knight.b. If students receive money and do not participate in completing the post-grant responsibilities below, their account will be charged: <p>SHIP Budget Manager Responsibilities:</p> <ol style="list-style-type: none">1. in collaboration with the SHIP Chair, monitors all
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	<p>grant approvals and disbursements</p> <ol style="list-style-type: none"> 2. manages and monitors monetary receipts from grant recipients. 3. takes responsibility for communicating with students who do not submit their receipts within 15 days 4. collects post-grant essays from the recipients and files them on the SHIP Canvas page.
<p>SLC Member Responsibilities</p> <p>College Bylaws. The Student Life Committee recommends policies and priorities with regard to student life to Academic Affairs and Student Affairs and advises the administration concerning the implementation of such policies.</p> <p>Student life concerns include, but are not restricted to, issues related to student housing, student services, student activities and organizations, student conduct and standards, recreation, and intercollegiate athletics.</p> <ol style="list-style-type: none"> 1. Attend SLC meetings 2. One member is Secretary (faculty or Staff) 3. One member is on the food Services Committee 4. SHIP Committee (needs chair and members) 5. Community Commitments Report Committee (needs 5 faculty and 3 staff members) 6. Serve on Ad hoc committees created by the SLC 	<p>SLC Member Responsibilities</p> <p>College Bylaws. The Student Life Committee recommends policies and priorities with regard to student life to Academic Affairs and Student Affairs and advises the administration concerning the implementation of such policies.</p> <p>Student life concerns include, but are not restricted to, issues related to student housing, student services, student activities and organizations, student conduct and standards, recreation, and intercollegiate athletics.</p> <ol style="list-style-type: none"> 1. Attend SLC meetings 2. One member is Secretary (faculty or staff) 3. One member is on the Food Services Committee 4. SHIP Committee (needs chair and members) 5. Serve on the Community Commitments Report Committee as needed (needs 5 faculty and 3 staff members)

	6. Serve on ad hoc committees created by the SLC
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STUDENT SHIP GRANT INFORMATION

Student scholarships are awarded on a competitive basis for students who complete a high-impact practice. High-impact learning happens when students are actively engaged in the educational process, when their learning goes beyond the classroom to be applied in their personal and work lives. Students engaged in high-impact learning are more engaged in their education and work collaboratively in community and with peers. Please see <https://www.aacu.org/leap/hips> for additional information about high-impact educational practices.

Student scholarships are awarded on a competitive **and need-based** basis for students **to participate in who complete “highly impactful educational opportunities that are not funded through other areas of the college.”** High-impact learning happens when students are actively engaged in the educational process, when their learning **the educational process extends** beyond the classroom and is applied **in community and professional settings**, and is applied in one’s personal and work lives. Students engaged in high-impact learning are more engaged in their education and work collaboratively in community and with peers. Please see <https://www.aacu.org/leap/hips> for additional information about high-impact educational practices.

Permitted Expenditures:

1. Presentation in academic conferences or co-curricular conferences
 - a. Participation in conferences is defined as: presenting a paper or performance, presenting a poster session, **formally** responding to a paper or a speaker, or **participating in** an art showcase. **Applicants are required to submit documentation of acceptance to be considered.**
2. ~~Participation in non-Rollins study abroad – when an approved program that meets the same needs does not exist. Applicants must confirm support from the Office of International Programs with a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered.~~
3. Participation in unpaid internships **during the Fall and Spring semesters.** Applicants are required to confirm support from the Center for Career and Life Planning with a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered. **Summer internship support should be sought through the Center for Career & Life Planning.**

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4. Participation in volunteer/service experiences **and community research**. Applicants are required to confirm support from the Center for Leadership and Community Engagement with a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered.
5. Participation in a competitive, application-based workshop (~~qualifies for up to 75% funding cap for domestic trips; international trips are not funded~~).
6. Additional high-impact practices may be funded on a case-by-case basis. Applicants are welcome to make the case in their application.

~~Our parameters state that we fund “highly impactful educational opportunities that are not funded through other areas of the college” and “participation in non-Rollins study abroad – when an approved program that meets the same needs does not exist.” As Rollins provides other internal funding for Rollins field studies and study abroad programs, SHIP funding is not used for these programs.~~

After completing the high-impact experience, students must produce a short reflection essay that responds in a thoughtful way to the following prompt:

Experiential learning is an integral part of our college’s mission. Using specific and concrete examples, describe how your participation in this high-impact practice has provided you with the knowledge, skills, and/or experiences necessary to become a more engaged global citizen and responsible leader.

Your essay should be approximately 500-words, double-spaced, and written in 12-point Times New Roman font. Please submit it within 15 days of completion of your high-impact practice to shipgrant@rollins.edu

~~**SHIP grant recipients must complete 2 blog entries within 15 days after return from their high-impact practice and should email their entries to: shipgrant@rollins.edu. Each blog (each roughly 225-300 words with pictures) should focus on a critical experience from the conference or write a significant reflection on the experience. If your experience includes a presentation or other file that can be shared online, please include it with your blog submission.**~~

It is anticipated that the results funded by these scholarships will enhance the academic, **co-curricular, and/or professional** life of the student. ~~The student agrees to fulfill the requirements of the scholarship as listed below. If the student fails to complete all requirements, the student will be subject to return funds or be held accountable by the Honor Council.~~ Class-related experiences are normally not funded. ~~with the exception of internships and study abroad.~~ Applications should list a Rollins faculty member or staff sponsor. The applicant is required to cc’ the Rollins faculty sponsor on the submission of this application. Students can only receive SHIP funds once per academic year.

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Proposal to Institutionalize SHIP Grant Funding

Context:

The SHIP grant program was developed to help students participate in experiential high-impact learning practices that fall outside the funding parameters of other institutional programs. Common funded experiences include conference presentations; vetted workshops; community engagement research; and fall/spring internships (CCLP only has funding for summer internship funding at the moment). Historically, funding for this grant program has come from multiple offices and contributions varied from year-to-year. Since the inception of the grant program, the organizational structure of the college has changed and some experiences that once were funded by SHIP grants (summer internships, non-Rollins study abroad experiences) either now have their own funding sources or, because of the expansion of Rollins' Study Abroad program and overall budget constraints, are not deemed to be necessary funding requests.¹

Recommendation/Request:

The Student Life Committee is proposing to institutionalize SHIP grant funding by humbly requesting a permanent budget transfer of \$6000 per AY each from the Dean of Faculty and Student Affairs for a total proposed annual funding pool of \$12,000. ²

To encourage faculty and staff to advertise this funding opportunity and make good use of it, we are not requesting rollover privileges.

Rationale:

- High-impact practices are central to our college's mission; institutionalizing funding for this program ensures the long-term vitality of this program
- \$12,000 will support 15-20 students per year, which is in line with past averages
- A fixed and permanent budget will enable the SLC to hone its funding parameters and communicate with campus partners and students in clear ways about what the grant can and cannot fund
- A permanent budget will promote consistency in grant evaluation practices and ensure that the funding can be distributed evenly and equitably from year-to-year.

¹ The SLC has consulted with and received permission from CCLP, CE, and IP to no longer fund summer internships, Immersion-related CE experiences, and non-Rollins study abroad programs.

² We recognize that starting in 2018, the Dean of Faculty authorized a permanent funding transfer to the SHIP program of \$5800 (thank you). Thus, we requesting an additional \$200 per year for accounting purposes.

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SHIP Awards History

Year	Number of Awards	Total Awarded
2012-13	34	\$ 15,000
2013-14	19	\$ 11,285
2014-15	10	\$ 6,741
2015-16	9	\$ 3,185
2016-17	27	\$ 15,520
2017-18	22	\$ 18,800
2018-19	15	\$ 11,518
2019-20 (COVID)	16	\$ 11,719
2020-21 (COVID)	7	\$ 3,365

SHIP Grant Funding History

2012-13		
VPSA	\$	5,000
DoF	\$	5,500
IP	\$	1,000
CE	\$	2,000
TOTAL	\$	13,500

2013-14		
DoF	\$	5,500
VPSA	\$	5,000
Provost	\$	5,000
President	\$	15,000
IP	\$	1,000
TOTAL	\$	31,500

2014-15		
Rollover	\$	16,417
No other funding		
TOTAL	\$	16,417

2015-16		
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Rollover	\$	9,676
DoF	\$	5,800
President	\$	5,000
CLP	\$	500
CICI	\$	1,000
CLCE	\$	1,000
IP	\$	1,000
TOTAL	\$	23,976

2016-17		
Rollover	\$	36,268
DoF Resource		
Fund	\$	14,455
DoF	\$	8,100
TOTAL	\$	58,823

we spent directly from this restricted budget rather than transfer it in to the SHIP fund

2017-18		
Rollover	\$	15,000
DoF	\$	2,480
IP	\$	3,000
TOTAL	\$	20,480

2018-19		
Rollover	\$	16,875
DoF	\$	5,800
Model UN		
Budget	\$	10,000
TOTAL	\$	32,675

permanent transfer was taken back in 19-20

2019-20		
Rollover	\$	9,664
DoF	\$	5,800
Olin	\$	3,600
From Nancy		
Niles	\$	31,447
TOTAL	\$	50,511