

Sam Houston State University

Student Service Fee Guidelines Fiscal Year 2026

1. Departments are required to complete the Budget Request, Prioritized Budget, and Request History Forms. These forms can be accessed through the link <https://www.shsu.edu/dept/student-affairs/student-service-fee/>. All forms are **due by 5:00 p.m. on Friday, February 07, 2025**, to ssfcommittee@shsu.edu. If you have any inquiries regarding the completion of these forms, please do not hesitate to contact Megan Ellisor via email at mme014@shsu.edu or by phone at 936.294.3419.
2. Departments must use the presentation template provided. Presentation material must be submitted to ssfcommittee@shsu.edu **by 5:00 p.m. on Thursday, February 13, 2025**. Presentations are scheduled for **Thursday, February 20, 2025, in LSC 325**.
3. Departments are required to include an organizational chart of their unit(s) in their presentation slides. Larger units may need to provide both an overview chart and more detailed charts for each specific program. Student employees can be included in the chart but must be clearly identified as student employees.
4. Please review the Legislative Notation for the Texas Education Code 54.503 for more regulations regarding the student service fee.
5. The committee will consider proposals that benefit as many students as possible. Please clearly articulate the benefits to be derived and identify the constituencies to be served.
6. All department heads are required to submit a single request that encompasses all areas and organizations under their supervision. This budget must be itemized to clearly indicate the specific areas within your department that are requesting funding. The Student Service Fee Advisory Committee has implemented this procedure to reduce the number of individuals waiting to present. However, some members of your staff may be present during the presentation to address any questions.
7. Departments and student organization representatives should call Megan Ellisor at 936.294.3419 **on Thursday, February 13, 2025**, to schedule a time to present.