DATE: **November 15, 2023**

TO: S&A Committee

FROM: **Requester Name, Title**

RE: FY25 S&A Fee Request – **Name of Unit/Program**

**In the body of the memo, include a brief description of the purpose of the request, including any significant changes from past requests, if applicable. The primary question your memo should address is: "How does this request support non-academic student activities and programs?"**

**In addition to the question above, be sure to also address the following:**

* **What are your goals for this request?**
* **Who may be impacted by your request? (What is the scope of your project? How many students might it impact?)**
* **If the unit/program has access to other funding sources (e.g. core funds, revenue, gift funds, RSO, etc.), include an explanation of why those funding sources cannot/will not be used to cover the expenses included in the S&A Fee request.**
* **If the unit/program received an allocation in the current year, and if they are projecting to be underspent/overspent, include an explanation of why and what they will do differently next year to avoid underspending/overspending.**

**Requester Name**

**Title**

**Name of Unit/Program**

**Requester Email**