

Student Fee Category: Category II (Mandatory campus fees)

~~Category III (Course fees)~~ CATEGORY IV - MISC. FEE

In accordance with the provisions of the California State University (CSU) Executive Order 1102, the President is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any Category II or III fees and must consult with the campus fee advisory committee prior to establishing or adjusting these fees.

* THIS FEE IS A CATEGORY IV FEE BECAUSE IT IS BEING A PASS THROUGH TO THE NATIONAL ASSOC. FOR INTERPRETATION. CONFERRED WITH SANDRA WIECKOWSKI ON 2-9-17. APPROVED BY V. KOUTAL 2-9-17.

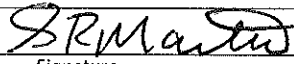

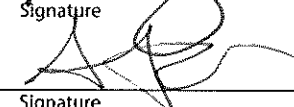

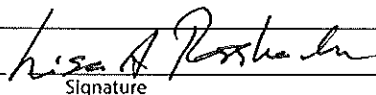
To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:

- Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President
- Part 2 - Fee Request Narrative
- Part 3 - Financial Data Sheet

I.	Request to:	<input checked="" type="checkbox"/> ESTABLISH a Campus Fee	<input type="checkbox"/> ADJUST a Campus Fee
II.	Name of Fee:	Certified Interpretive Guide Training - ESM 350	
III.	Current Fee: \$ 0	per	
	Proposed Fee: \$ 10.00	per	one-time
IV.	Proposed Effective Date:	Fall 2017	

Routing Order:

1. Submitted by:	Steve Martin, Dept. Chair		2-8-17	5637
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	Rick Zechman		2-9-17	x3546
	Dean / Director Name	Signature	Date	Phone
3. Approved by: <i>WV</i>	Dr. Alex Enyedi		2-9-17	x3720
	Vice President Name	Signature	Date	Phone
4. Approved By:	Sandra Wieckowski		2/20/17	4937
	Manager, Student Financial Services	Signature	Date	Phone
5. Recommended by:	Chair - SFAC	Signature	Date	Phone
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend approval w/modification <input type="checkbox"/> Recommend Denial				
Comments from SFAC (if needed)				
5. Reviewed By:	Lisa A. Rossbacher		2-23-17	3311
	President	Signature	Date	Phone
<input checked="" type="checkbox"/> Fee Approved <input type="checkbox"/> Fee approved with modifications <input type="checkbox"/> Fee Denied				
Comments from the President (if needed):				
7. Form with President's signature sent to Manager, Student Financial Services.				

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.

FEB 22 REC'D

Form updated: 05/11/16

1. Clearly list all assumptions used when creating this proposal.

We assume that students will benefit from becoming Certified Interpretive Guides.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

The book required for the training costs \$10 per book. The way the National Association for Interpretation has its Interpretive Guide Certification set up, we have to order all the books from them and then they bill us. Students cannot purchase the books individually.

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

Students in the Environmental Interpretation program commonly go on to work for California State Parks and for the National Park Service. Being certified as an Interpretive Guide by the National Association for Interpretation will give students a competitive advantage in hiring.

The Certified Interpretive Guide Training is being integrated into the content of our ESM 350 course.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

\$10 is the cost of the required book.

5. Time line Information:

We would like to start offering this in Fall 2017.

Name of Fee: Certified Interpretive Guide Training

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
0	10	10	10

Current # of participants	Estimated # of participants that will be assessed this fee		
0	24	24	24

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)		
		2017-18	2018-19	2019-20

Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data.
 New Fee Proposal: Enter THREE years of prospective revenue and expenditure data.

Fee Revenue Type:

course fee - Misc. Fee		240	240	240
Total Revenue: \$		240	240	240

Expenditure Type: (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

Required book for certification course		240	240	240
Total Expenditures: \$		240	240	240
Net (Revenue minus Expenditures)		0	0	0

Please note below the chartfield string where the existing revenue fee and actual expenditures are recorded for this program.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT
HM500	D20056		EMP 350	Certification