

### Fee Proposal Request Form

In accordance with the provisions of the California State University (CSU) [Executive Order 1102](#), the President is delegated the authority for the establishment, oversight and adjustment of Category II, III, IV and V fees. To facilitate this process, please provide the information requested below. Be prepared to present this fee request to the Student Fee Advisory Committee (SFAC). Once the document is submitted, please contact the chair of the SFAC to get added to the meeting agenda.

Required documents for submission of proposal:

- Part 1 - Fee Proposal Request Form with appropriate signatures, Requester, Dean/Director, and the divisional Vice President
- Part 2 - Fee Request Narrative - Provide as much detail as possible to ensure the approvers understand the purpose of the request
- Part 3 - Financial Data Sheet (you can use the worksheet that is included in the form or attached additional documents)

**Fee Category:** Category III (Course Fees)

**Request To:** Establish a new fee

**Name of Fee:** Volcanology field trip fee

**Current Fee:** \$0 Per Semester

**Proposed Fee:** \$246 Per Semester

**Proposed Effective Date:** 03/01/2025

**Routing Order:**

- |                    |   |   |                                   |                                      |
|--------------------|---|---|-----------------------------------|--------------------------------------|
| 1. Submitted by:   | Stephen Tillinghast<br><small>Dept. Representative Name</small> | <br><small>Signature</small>   | 09/11/2024<br><small>Date</small> | 707-826-3210<br><small>Phone</small> |
| 2. Approved by:    | Eric Riggs<br><small>Dean/Director Name</small>                 | <br><small>Signature</small>  | 10/22/2024<br><small>Date</small> | 707-826-4921<br><small>Phone</small> |
| 3. Approved by:    | Jenn Capps<br><small>Vice President Name</small>                | <br><small>Signature</small> | 10/23/2024<br><small>Date</small> | 707-826-5502<br><small>Phone</small> |
| 4. Reviewed By:    | Amber Blakeslee<br><small>Budget Director</small>               | <br><small>Signature</small> |                                   | 707-826-5702<br><small>Phone</small> |
| 5. Recommended By: | Chrissy Holliday<br><small>SFAC Chair</small>                   | <br><small>Signature</small> | 12/17/2024<br><small>Date</small> | 707-826-3361<br><small>Phone</small> |

Recommended Approval    
  Recommended Approval w/ Modification    
  Recommended Denial

Comments from SFAC (if needed):

6. Approved By:	Michael Fisher <small>Vice President of Admin Affairs</small>	 <small>Signature</small>	12/17/2024 <small>Date</small>	707-826-3351 <small>Phone</small>
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Comments from the VP of Admin Affairs (if needed):

7. Approved By:	Michael Spagna <small>President of University</small>	 <small>Signature</small>	12/18/2024 <small>Date</small>	707-826-3311 <small>Phone</small>
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Recommended Approval    
  Recommended Approval w/ Modification    
  Recommended Denial

8. Form with President's signature sent to the Manager of Student Accounts

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

GEOL 474 Volcanology requires field trips, but no field trip fee currently exists. The proposed field trip fee would range from \$0 to \$246 depending on destination (e.g., Lassen Peak, Mt Shasta, Medicine Lake, Crater Lake, Mammoth Lakes), duration (weekend versus week-long), enrollment, and weather. Vehicle costs are \$0.50/mile and will increase about 6% per year; group food is \$13/person/day but will increase to \$16/person/day in 24-25; campgrounds are \$50/night; Misc camping supplies are \$25/day. **IMPORTANT: TO RESTATE - THIS FEE WOULD ESTABLISH A RANGE AND WOULD BE SET BETWEEN \$0 AND \$246 DEPENDING ON THE ESTIMATED ACTUAL COST OF THE TRIP EACH SEMESTER THE CLASS IS OFFERED.**

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

The fee will be used to pay for transportation of students and faculty in State Vehicles, campground fees, group food for students and for misc camp supplies (e.g., ice, cooking fuel). The fee will not be used to cover faculty/staff travel expenses.

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

This fee is needed to maintain the field component of this class. Transportation and food costs continue to rise but State support has not increased. The Cal Poly Humboldt Geology program is highly regarded by professionals and researchers for our strong field-based learning experiences. Our students want the field experience and prospective employers expect our students to receive in-field training. The Geology Department already supports our students in field-based classes like this by loaning them a variety of field gear free of charge, including sleeping bags, sleeping pads, tents, rock hammers, and hand lenses, but classes with field-based components like this also need a field trip fee in order for us to continue to offer it.

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

The fee for each semester will vary depending on the planned destination, duration, enrollment, and weather (and location of wildfires). The fee will be set by the instructor based on their field trip plan. For example, a small class (<10 students) heading to Lassen Peak, CA for a weekend trip would need a smaller course fee than a larger class (>20 students) heading to Crater Lake, OR or Mammoth Lakes, CA for a week-long field trip. Note that per CSU policies, student fee money will not be used to cover travel expenses for faculty or staff. As with all Geology field trips, we will continue to work hard to keep these fees as low as possible by tent camping, cooking as a group, and acquiring fee waivers from National Parks. The attached prospective fee estimates are based on the maximum distance that might be traveled.

5. Timeline Information:

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## Volcanology field trip fee

Current Rate \$0 Per Semester

Proposed Rate \$246 Per Semester

Current number of participants

Year 1	Year 2	Year 3
70	136	246

Estimated number of participants that will be assessed this fee

20	20	20
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### Historical Data

(for fee increase proposal)

### Prospective Data

(2 years of fee increase; 3 years for a new fee)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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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:

Volcanolgy Field Trip Fee	<input type="text"/>
CNRS college support \$50/student	<input type="text"/>
<b>Total Revenue</b>	\$0.00

\$1,400	\$2,720	\$4,920
\$1,000	\$1,000	\$1,000
\$2,400.00	\$3,720.00	\$5,920.00

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

Travel in 4 Dept vehicles 700 miles @ \$.50/mile	<input type="text"/>
Group food \$13/person per day for 3 days	<input type="text"/>
Campground fees \$50/day for 3 days	<input type="text"/>
Misc camping supplies (propane, ice etc)	<input type="text"/>
Travel in 4 Dept vehicles 750 miles @ \$.53/mile	<input type="text"/>
Group food \$14/person per day for 6 days	<input type="text"/>
Campground fees \$50/day for 6 days	<input type="text"/>
Misc camping supplies (propane, ice etc)	<input type="text"/>
Travel in 4 Dept vehicles 1350 miles @ \$.58/mile	<input type="text"/>
Group food \$16/person per day for 7 days	<input type="text"/>
Campground fees \$50/day for 7 days	<input type="text"/>
Misc camping supplies (propane, ice etc)	<input type="text"/>
<b>Total Expenditures:</b>	\$0.00
<b>Net (Revenue minus Expenditures)</b>	\$0.00

\$1,400	<input type="text"/>	<input type="text"/>
\$780	<input type="text"/>	<input type="text"/>
\$150	<input type="text"/>	<input type="text"/>
\$75	<input type="text"/>	<input type="text"/>
	\$1,590	<input type="text"/>
	\$1,680	<input type="text"/>
	\$300	<input type="text"/>
	\$150	<input type="text"/>
		\$3,132
		\$2,240
		\$350
		\$200
\$2,405.00	\$3,720.00	\$5,922.00
\$-5.00	\$0.00	\$-2.00

Fund

Dept

Program

Class

Project

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