

To: Interim President Spagna, Vice President Holliday, and Dean of Students Mitchell
From: 2024-2025 Instructionally Related Activities (IRA) Committee
Date: Wednesday, April 23, 2025
RE: Instructionally Related Activities (IRA) Committee Funding for FY 25/26

Dear Interim President Spagna, Vice President Holliday, and Dean Mitchell:

As the IRA Committee, we wish to provide you with an overview of our recent review and funding process for Instructionally Related Activity (IRA) fee requests.

We received a requested total of \$888,583 across applications, which far exceeded our projected revenue of \$375,000. The committee was required to make difficult decisions in allocating funds. We spent many hours in deliberation, and the proposed budget was arrived at with careful consideration. The committee also decided to utilize a significant portion of IRA reserve funds to soften the impact of the variance between requested funds and projected revenue. The recommended allocations total \$496,990 and leverage about 59% of the anticipated reserves available.

Our decision-making emphasized the following criterion: *Quality of Monetary Usage*, which was defined as:

- Appropriateness of IRA Fee support as opposed to other institutional fund support;
- Willingness to attempt to generate income to help support the activity;
- At least partially funded by an academic discipline or department.”

Our process included a holistic scoring approach. All applications received a cumulative score across the evaluative categories that were included in the application form. In our decisions, we prioritized:

- Expenses that have direct impact on student experience;
- Activities aligned with the clarified IRA definition of field trips;
- Spending limitations, including a \$500 maximum for outside vendors and guest speakers;
- Travel budgets with an expectation to minimize costs (e.g., carpooling, lodging reductions with four students per hotel room when appropriate) and adhere to per diem policies: [Humboldt Per Diem Guidelines](#)

Given budget limitations, the committee deprioritized supplies and promotional expenses, including swag and printed marketing materials. We also did not include certain fees (including those associated with ticketing, etc.). In our current proposed allocations, we also worked from previous program allocations in last year's budget. The committee was especially appreciative of applications that identified opportunities for reductions and cost-effectiveness.

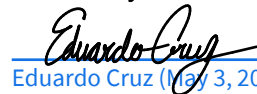
The IRA committee notified applicants of the proposed budget and invited comments and questions in response. All applicants were also recommended to report on program budgets at mid-year to ensure the IRA fee is spent appropriately. This step is intended to improve our future planning and reduce our underspend per year. In addition, funded IRA programs may be able to request additional resources once the 2024-25 activity is finalized in the fall.

The committee would like to highlight for additional review the applications that received no funding. These requests were determined to be beyond the purview of Instructionally Related Activities criteria, but they all represent important forms of required funding. We recommend campus-level response to these ongoing needs:

- onboarding expenses for internships and community-based learning opportunities across programs (See application: [PDF Education Practica Clearance](#))
- textbooks on reserve (See application from the [University Library](#))
- educational technology acquisitions (See application from the [Finance Department](#))

These are persistent resource needs that cross multiple academic departments and warrant consideration for a dedicated and reliable funding source.

Sincerely,



Eduardo Cruz (May 3, 2025 10:54 PDT)

Eduardo Cruz, A.S. President

2024-2025 Instructionally Related Activities (IRA) Committee Chair

Distribution list:


Student Fee Advisory Committee

Office of Academic Affairs

University Budget Office

	Program	25-26 Requested Amount	25-26 Recommended Amount
1	 12th Annual Cal Poly Humboldt's Hip Hop Conference	\$59,500.00	\$10,000
2	 American Sign Language Silent Retreat	\$4,000.00	\$3,750
3	 American Society of Civil Engineers Mid Pacific Conference and Competition	\$12,260.00	\$10,115
4	 California Conference for the Advancement of Ceramic Art	\$8,945.82	\$6,486
5	 California Geographic Society Conference	\$6,000.00	\$4,950
6	 Campus Galleries	\$25,750.00	\$14,000
7	 CouRaGeouS Cuentos	\$13,750.00	\$7,250
8	 CSU Nuclear and Particle Physics Consortium	\$5,600.00	\$0
9	 Dance	\$23,300.00	\$19,300
10	 Economic Development through outdoor recreation and tourism in Orick, CA	\$4,452.00	\$3,228
11	 Education Practica Clearance	\$6,072.00	\$0
12	 El Leñador	\$14,650.00	\$14,650
13	 Finance Department	\$32,000.00	\$0
14	 Forestry Conclave	\$28,534.00	\$20,034
15	 Geology summer field camp	\$13,600.00	\$11,560
16	 Humboldt International Film Festival	\$14,700.00	\$9,500
17	 KRFH Radio Workshop	\$9,000.00	\$4,000
18	CCAT	\$2,100.00	\$500
19	Plant Identification Team	\$7,884.00	\$6,899
20	 Marching Lumberjacks	\$11,000.00	\$10,175
21	 Master Diver	\$14,000.00	\$9,800
22	 Mechanical Engineering Senior Capstone Fabrication for Participation in ASEE Competition	\$5,000.00	\$2,000
23	 Model United Nations	\$25,565.00	\$17,994
24	 Moot Court	\$3,760.00	\$3,102
25	 Music	\$155,650.00	\$80,000
26	 Osprey	\$29,000.00	\$10,000
27	 Outdoor Leadership	\$8,950.00	\$8,055
28	 PSA Conference 2026: Sociology 494	\$21,920.00	\$6,485
29	 Region 6 Collegiate Soil Judging	\$4,361.00	\$3,271
30	 RS 394 Experiential Workshop	\$8,000.00	\$7,500
31	 SAF Quiz Bowl	\$11,172.00	\$6,588
32	 Science in the Sagebrush Steppe 2026	\$1,800.00	\$1,350
33	 Scientific Diver	\$14,000.00	\$0
34	 Social Work Legislative Advocacy Days	\$9,745.00	\$6,578
35	 Sport Clubs	\$75,000.00	\$50,000
36	 Textbooks on Reserve	\$10,000.00	\$0
37	 The Lumberjack	\$37,840.00	\$34,523
38	 Theatre Arts	\$65,350.00	\$38,000
39	 Toyon	\$4,500.00	\$4,000
40	 Wildlife Conclave	\$25,375.00	\$19,019
41	 Y.E.S. Volunteer Program & Student Leader Training	\$4,200.00	\$4,200

Total Request Amount	\$838,285.82	\$468,859
Admin Fee 6%	\$50,297.15	\$28,131.54
2025-2026 Instructionally Related Activities (IRA) Recommended Budget		\$496,990
TO140 2025-26 Planning - UBO Updated		
Projected Headcount	5,557	
Projected Revenue	\$375,000	
Projected Use of Reserves	\$121,990	
Budget for 25-26 AY	\$496,990	
Reserve Balance for 2025-2026	86,076	
Budgeted expenses as a % of Reserves	17%	


[Eduardo Cruz \(May 3, 2025 10:54 PDT\)](#)


Eduardo Cruz

Associated Students President



Dr. Chrissy Holliday

Vice President, Enrollment Management and Student Success


[Michael Fisher \(May 6, 2025 08:10 PDT\)](#)

Michael Fisher

Vice President, Administration and Finance, and Chief Financial Officer



Michael Spagna

Interim President, Cal Poly Humboldt