

## **Student Activities Fee: Funding Guidelines**

### **I. Student Activities Fee Policy**

- a. The Student Activities fee shall be distributed annually. The process shall continue as follows.
  - i. The Director of Student Activities (or other designee of the Dean of Students) shall prepare a draft budget with allocations assigned to the following areas:
    1. Colket Center/Student Activities
    2. Student Government Association (SGA)
    3. Campus Recreation
  - ii. This budget shall be approved by Student Life Council (SLC) prior to the end of the fall semester. Once approved by SLC, the recommendation is submitted for final approval to the Dean of Students.
  - iii. Following the approval of the full budget by SLC and the Dean of Students, SGA will begin its budgetary process as outlined in Section II.
- b. The SGA will be responsible for any mid-year funding requests from recognized student organizations. SLC will be responsible for any special event requests or other funding.

### **II. SGA Annual Budgeting Procedures**

- a. Clubs and Organizations that are officially recognized by SGA can apply for funding in the following manner for annual budget requests for the upcoming academic year.
  - i. Organizations will receive the method of submission, sample budget and the current funding guidelines from the SGA Treasurer within four weeks of the budget request deadline.
  - ii. Organizational budget requests will be submitted to the SGA Treasurer prior to spring break. If money was granted in the previous academic year, the previous budget as well as a report of how the organization spent the previous year's funding must be turned in to the Treasurer. All financial information (including outside funding sources and their intended use) must be disclosed in the budget request.
  - iii. Following Spring Break, the Treasurer will bring all submitted organizational budget requests for action by the Treasury Committee of SGA.
  - iv. Following action on all budget requests, the Treasurer will incorporate these requests into a master budget as outlined below.
- b. The Treasurer of the SGA will be responsible for allocating portions of money to the following areas in a master budget (within these four areas, the entirety of the student activity fee allocated by SLC must be divided):
  - i. Annual organizational budget requests.

- ii. Travel requests.
  - iii. New student group, mid-year budget and special event requests.
  - iv. SGA Budget.
- c. Following approval of the Clubs and Organizations budgets by the Senate, the Treasurer and President of the SGA will present the master budget for final approval by SLC.

### **III. Expenditure of Student Activity Fees**

- a. For requests under \$50.00, a petty cash form may be used for reimbursement. Purchasers will need to get a signature from the Assistant Director of Student Activities and submit the form to the Business Office (located in College Hall).
- b. For requests over \$50.00, students may submit a check request for reimbursement or to pay vendors (if submitting an invoice for payment by check).
- c. Student organizations may also check out a credit card from the Assistant Director of Student Activities by completing a credit card request form.
- d. All expenditures require the signature of the Assistant Director of Student Activities as well as return of the original, itemized receipt.