

**STUDENT ACTIVITY FEES
OVERVIEW AND GENERAL INFORMATION OF
ALLOCATION PROCEDURES AND COMMITTEE RESPONSIBILITIES**

I. Overview and General Information:

Chartered Student Organizations (CSOs) are managed on a self-supporting principle using their program revenues and student activity fees allocated by the University as sources of funds. The student activity fee is an amount of the overall tuition and fees paid by each undergraduate student designated by the University to support the programs, activities, and services of the CSOs. The student activity fee is established in the macro-budget process of the University with specific responsibility assigned to the Dean for Student Life to oversee the allocation of the fee to various entities.

The Dean for Student Life is advised in the annual allocation of student activity fees by a process involving significant student input. The process includes budget proposals from each CSO, review and comment from the ASSCU Student Senate, and final recommendation by the Student Activity Fee Committee (SAFC) (see section IV). Final approval of the budgets is the responsibility of the Dean for Student Life.

The total amount of student activity fees available for budgetary allocation to the CSOs is the product of the estimated student enrollment and the amount of the fee less the following:

Capital Asset Purchases: Equipment purchases with an individual or combined value greater than \$1000 are made in accordance with the Guidelines for Acquisition of Capital Assets and should not be included in the budgets of the CSOs. A percentage of the total dollar value of all capital assets purchased with student activity fees is set aside in the Student Activity Fee Capital Assets Reserve on a yearly basis for scheduled repair and replacement costs.

Leadership and Advising Compensation: Salaries for advising staff and associated expenses are budgeted as University administrative expenses in the Center for Student Leadership (CSL) budget and should not be included in the budgets of CSOs.

All other operating expenses including malpractice and vehicle insurance premiums, prior year debt, and all sources of revenue should be included in the budgets of the CSOs.

Carry-Forward: Annually the operating accounts of the CSOs are closed to a separate non-operating reserve account. Any surplus or deficit from that year's operations shall be expensed or cleared in a timely manner in accordance with the Guidelines for Retiring and Spending Prior Year Balances.

II. Budget Process and Timeline:

Outlined below is a generic timeline for the CSO budget process.

February	ASSCU President appoints and ASSCU Student Senate confirms six student members to the SAFC. CSL staff conducts a series of orientations and training sessions for the SAFC. Budget preparation instructions distributed to the leaders of the CSOs, SAFC, a representative from the ASSCU Student Senate, and CSL advising staff.
March	Budget proposals from the CSOs due to the SAFC in the CSL.
March-April	SAFC reviews budget proposals, meets with representatives of each CSO, and holds budget hearings.

April	The SAFC distributes recommended budgets for the CSOs to ASSCU Student Senate and the CSO leaders.
	The SAFC presents a first set of recommended student activity fee budgets to the ASSCU Student Senate during a Senate meeting.
April-May	CSO leaders may appeal SAFC recommendations to ASSCU Student Senate; Senate sends written comments and recommendations to the SAFC.
May	Final recommendations from SAFC due to Dean for Student Life.
June	Dean for Student Life announces approved budgets.

III. Budget Proposal Guidelines:

All CSO budget proposals require – but are not limited to – the following documents:

- A. Budget Proposal** (Sheet One of Budget Template) – The budget proposal must include the approved budget for the current year and proposed budget for the next year.
- B. Account Use Detail** (Sheet Two of Budget Template) – A brief narrative must support each proposed revenue and expense line. Any proposed increase in operating expenses shall be fully substantiated with appropriate documentation. The general University guideline for expense increase is one percent (1%) for operating. This increase should not be interpreted as an “assumed inflationary or cost-of-living increase.”

It is suggested that all retreats and conference expenses be included in a separate itemized schedule. This will allow the SAFC to better understand the costs. Additionally, all travel related expenses, including transportation, vehicle rental, lodging, and meals should follow all University policies and procedures.

- C. Activity Schedule** (Sheet Three of Budget Template) – The new PeopleSoft accounting software allows CSOs to track specific expenses and revenue. If desired, the CSO can create activities to track programs (e.g. staff retreats, conferences, specific programming, etc.)
- D. Payroll Schedule** (Sheet Four of Budget Template) - Each proposed position must be included on the payroll schedule and supported with the appropriate SCU standardized position description and position classification. The minimum wage is \$6.75 per hour. Any increase above the minimum rate should be considered based on organizational priority. Please refer to the “Supervisor’s Guide to Student Employment” for wage rate information and for information regarding hourly rates, employment classification and College Work-Study. The proposed budget will automatically include one percent (1%) of the total wages for employee benefits.

Each of the above mentioned documents must be prepared using the template included in the attached disk. Only the yellow shaded areas of the template need to be completed. If you do not have access to a PC and/or MS Excel, contact the staff in the CSL. We will make arrangements to accommodate any hardware or software needs so that you can complete the budget proposal.

Each CSO must present a balanced budget. Consequently, the amount of the student activity fees included in the proposed budget is equal to the difference between the proposed operating expenses and program revenue. All calculations on the budget proposal spreadsheet are automatic, but CSO leaders should be sure to confirm the numbers.

Your organization adviser and other staff in the CSL are available to clarify any information herein and to assist you in the budget process.

IV. Committee Responsibilities:

The SAFC is an advisory committee of students that make recommendations to the Dean for Student Life on the distribution of student activities fees to the CSOs.

Committee Responsibility – The SAFC is responsible for allocating money set aside by the University to the eight CSOs.

Committee Size - The committee is comprised of between four (4) and six (6) students who are recruited and appointed by the Student Body President and confirmed by the Student Senate. One of the members will serve as the official SAFC representative and spokesperson. The students are appointed to two-year staggered terms.

Committee Membership Criteria - Eligible committee members cannot hold an executive or paid position in any of the eight CSOs. Some volunteer and unpaid leadership positions may also be eliminated from consideration at the discretion of the Student Body President.

Meeting Frequency and Length of Meetings - The SAFC convenes in February through May. The length of meetings vary from once a week for 2-5 hours to five times a week for 2-3 hours each time.

Overall Time Requirement - The SAFC meets during the Winter and Spring Quarters, with a total meeting time of approximately 20 hours. Should further budget deliberation be required, the SAFC may be reconvened late in the Spring or early in the Fall Quarter.