



## OFFICE OF STUDENT LIFE OPERATING PROCEDURE

### Departmental Procedure: SA-SL10 Student Activities Budget Procedure

**Policy and Procedure Reference:** 7.06, Florida Statute 1009.23      **Effective date:** 07/26/07  
**Revised date:** 06/27/11  
**Revised By:** M. McGee

**Department:** Student Life

**Personnel Involved:** Vice President for Student Affairs, Director of Student Life, Student Activities Coordinator, Staff Assistant, Club and Organization Advisors, Business Office Staff, Student Life Committee

**Person Primarily Responsible:** Director of Student Life

**Objective:** To ensure that student activities funds are allocated, monitored and spent appropriately.

#### Procedure:

##### I. Student Activities Budget Spending Guidelines

- **Florida Statute 1009.23:** “The student activity and service fees (SASF) shall be paid into a student activity and service fund at the community college and shall be expended for lawful purposes to benefit the student body in general. These purposes include, but are not limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the community college without regard to race, sex, or religion.”
- For the College of Central Florida, all CF student activity and service fee (SASF) money **MUST** be spent on activities/goods/services that benefit CF students.
- **SASF MAY NOT** be donated to any outside organization directly, nor may goods or services purchased with SASF be donated to any outside organization. (See use of Fund 06 below.)
- **Students MAY NOT** be charged for the complete cost of any event/item funded with SASF. They may be asked to make a donation, but are not required to do so. If there is not enough money in a budget to cover an event, budget monies may be used to cover the partial cost and students will be asked to pay the remainder, that way funds are being used to subsidize the costs for students. However, keep in mind that attendance can never be guaranteed, so you may not end up with enough money to cover any shortfall.
- **SASF MAY NOT** be used to purchase items for fundraising purposes. This is a Florida law; state money may not be used to purchase items to be resold.
- **SASF MAY NOT** be used to provide food for students without any accompanying event that fulfills the mission and purpose of the group and or the college. It is not appropriate to use SASF for food for club/organization meetings that are not open to the general population of the college.
- The use of any of a club’s SASF will be determined each year by establishing a budget that will be approved by the Student Life Committee. **When dollars are being used outside of the projected budget, this must be approved by members** of the club/organization and reflected in the club’s minutes.

- If necessary, clubs and organizations can request additional funds from the Student Life Committee by completing the Additional Fund Request Form. The form can be found online. The process for this will be as follows:
  - The request and supporting documentation will be submitted to the director of Student Life. A meeting may be held to discuss the additional request.
  - The director will bring the request to the vice president for Student Affairs, VPSA.
  - The VPSA will take the request to the senior vice president, SVP.
  - If both find the request acceptable and if funds are available, the director of Student Life will forward the request to the Student Life Committee. The committee will be asked for a recommendation to allocate the funds for that purpose.
  - If the Student Life Committee recommends, then the request with the proposal will be submitted to the president for approval.
  - Once all approvals are in place, the Grants and Contracts accounting specialist will make appropriate adjustments to the budget.
- All spending for clubs and organizations will end approximately the second week of June each year. This will allow for purchases to clear and for the Business Office to close the books. Spending for the new year may resume on July 1.

## II. Budget Development Cycle

The calendar below will be followed regarding the Student Activities Budget: The Student Life Committee that is appointed by the president will be the group that makes recommendations regarding this budget.

### Student Activities Budget Development Cycle 2011-2012

<b>2<sup>nd</sup> week of August</b>	Notification of final approved budgets sent to organization and club advisors by the Office of Student Life.
<b>2<sup>nd</sup> week of December</b>	Midyear budget and activities reports received in the Office of Student Life.
<b>3<sup>rd</sup> week of December</b>	Payments of supplements to advisors approved by the Office of Student Life.
<b>3<sup>rd</sup> week of January</b>	Vice president for Student Affairs meets with president to discuss goals.
<b>2<sup>nd</sup> week of February</b>	Current year budget, budget development guidelines and forms reviewed by the Student Activities Board and the Student Life Committee. Budget request forms prepared by the Office of Student Life and sent to all appropriate campus entities.
<b>2<sup>nd</sup> week of March</b>	New budget requests from appropriate campus entities received in the Office of Student Life.
<b>4<sup>th</sup> week of March</b>	New budget requests reviewed by the director of Student Life, vice president for Student Affairs and Student Activities Board members.
<b>2<sup>nd</sup> week of April</b>	New budget recommendations presented to the Student Life Committee for review.
<b>3<sup>rd</sup> week of April</b>	Student Life Committee hearings held if necessary. Final budget recommendations are prepared for review by the Business Office.
<b>4<sup>th</sup> week of April</b>	End of the year budget and activities reports received in the Office of Student Life.
<b>4<sup>th</sup> week of April</b>	Payments of supplements to advisors approved by the Office of Student Life.
<b>2<sup>nd</sup> week of June</b>	Final budget recommendations submitted to the president for approval.

### III. Use of Fund 06

- Each club and organization has the opportunity to participate in fundraising activities. Any monies raised in this fashion must be deposited into Fund 06. Many clubs and organizations already have these accounts in place. If the club does not, it will take personal investment to begin the process of building an account. Once the clubs have had an event, any monies raised would need to go into the account that the Business Office will establish. These monies can be used by the club or organization for any purpose including end-of-the-year activities, food for club or organization meetings, fundraising, recognition items for the group, etc. **Any purchases made from Fund 06 must be reflected in minutes from the club/organization meetings (with the exception of academic-related organizations).**
- It is the understanding of the college that if a student is registered for a conference or training and is unable to attend, it will be up to the student to reimburse the club/organization for nonrefundable items. If the club/organization so chooses, it may cover these expenses utilizing Fund 06. Again, this will require documentation in the club/organization minutes.
- Academic-related organizations can use the funds to enhance and publicize their organization. They can use the funds for the purchase of food, materials and trips. No grants or scholarships may be issued directly from Fund 06. A scholarship for a student may be subsidized from Fund 05; a transfer of monies to Fund 05 is required and a memo of authorization approved by a vice president or provost must be sent to the Office of Financial Aid. The processing of scholarships is accomplished by the Financial Aid Office. Scholarships must be originated through Financial Aid.