

**Manual for the
Student Activities Funding Committee
(SAFC)**

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INTRODUCTION

This manual has been developed for use by students, advisors, administrators, clubs and organizations. A separate Student Life Organization Guidelines manual on the processes and procedures for Student Life and student clubs/organizations can be found on the Student Life Blackboard site. This manual may be considered for review on an annual basis during the USG (United Student Government) winter retreat. Any policy changes will be posted to the SAFC Blackboard community in January and will be effective July 1, start of the fiscal year.

1. District Policy J-230 (3, 4, & 5)

3. USG oversees the disbursement of funds derived from student activity fees. USG shall annually prepare a budget for the disbursement of student activity fees in consultation with the college controller and college administration. Said budget must be submitted to the president for consideration. After the budget is approved USG shall ensure that said budget is followed and, if any changes are requested in the budget, such changes are submitted to the Gateway president and board for approval prior to being implemented.
 - a. Use of activity fees will align with college priorities and plans as established by the Gateway board and administration. Ongoing expenses created by the use of activity fees must be included in the student fee annual budget.
 - b. Major funding committee membership is made up of all USG officers representing the campuses and centers. In addition, the Student Success Division designee will serve as a non-voting co-chair the college controller (non-voting), Student Life Coordinators (non-voting), and an administrative support person (non-voting) will serve as resource members. Resource members serve an advisory role and may delay action by the committee to provide further information or input from the college. This committee is charged with disposition of activity fees that meet the following criteria:
 - i. Miscellaneous requests (Form D-9C) over \$5,000,
 - ii. Funding requests that USG feels need additional administrative input, or
 - iii. Anything that requires the use of fund balance/reserve funds.
 - c. Minor funding committee is made up of at least 50% all USG officers representing the campuses and centers. The Student Life Coordinators will

serve as resource (non-voting) members. The committee is charged with disposition of activity fees for all other allowable expenses.

- d. Fundable Activities include, but are not limited to:
 - i. Student Government
 - ii. Cultural and/or Instructional Related Student Activities
 - iii. Student Newspaper
 - iv. Student Club Activities
 - v. Student Success Activities
 - vi. Food Services
 - vii. Advisor Expenses
 - e. To be eligible for funding, students must have a signed standardized release form, including language that if it is not provided, the student will not be allowed to participate.
 - f. These activities are not included in the district's aidable costs and shall not be funded from any other source other than from student activity fees.
 - g. Non-Fundable Activities include, but are not limited to:
 - i. The purchase and/or distribution of alcoholic beverages.
 - ii. Contributions (money and/or material) to charitable organizations, community service projects, and/or scholarships may not originate from activity fees. If student organizations wish to make contributions; they must show that the funds originated from a source other than activity fees. (from WTCS Financial & Administrative Manual – Gifts and Donations)
4. The college controller shall maintain financial records and budget for the Committee.
 5. The college administrative support person shall take and maintain minutes, agenda and other documents for the Major Funding Committee meetings.

DIRECTORIES

A directory of current Student Activities Funding Committee Members can be found on the SAFC Blackboard site.

A club/organization directory can be found on the Student Life Blackboard site. The directory includes a listing of clubs (active & inactive), club account numbers, club advisors, and club contact information.

2. Statutory Authority

The authorization to charge activity fees is in [WI statute 38.14 \(9\)](#).

Activity, incidental and vocational-adult seminar and workshop fees. The district board may establish student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction.

Student Responsibility (from [Section 38.145, Wis. Stats.](#))

The students of each district, subject to the responsibilities and powers of the board, the state director, the district board, the district director and the faculty, shall be active participants in the immediate governance of and policy development for the district and may participate in all matters affecting student interests to the extent not in conflict with the terms of any collective bargaining agreement. As such, students have primary responsibility for the formulation and review of policies concerning student life and services. Students in consultation with the district director and subject to the final confirmation of the district board have the responsibility for the disposition of student activity and incidental fees under s. 38.14 (9). The students of each district may organize themselves in a manner that they determine and select their representatives to participate in district governance. This section does not prohibit the board, the state director, the district board, the district director or the faculty from selecting students to participate in district governance but any students selected by those bodies or persons shall not be considered to be representatives of the students for the purposes of the students' right to select their representatives to participate in district governance.

3. WTCS Guidance - Student Activity and Incidental Fees (from FY 2018-19 WTCS Client Reporting Manual)

Section 38.14(9), Wis. Stats. authorizes district boards to establish student activity and incidental fees to fund, in whole or part, the cost of activities or services offered as support services for instruction. Section 38.145, Wis. Stats. provides that students, in consultation

with the college president and subject to the final confirmation of the district board, have the responsibility for the disposition of activity and incidental fees. District student government organizations have a primary role in establishing the annual budget for the disposition of activity and incidental fees. Such budgets are established in consultation with the district president and must be confirmed by the district board. However, only the district board has the authority to establish these fees. Therefore, all funds which result from these fees are to be deposited in the district accounts and are subject to all rules, regulations and procedures related to district funds. Unexpended student activity and incidental fees at the end of each fiscal year remain subject to s. 38.145 Wis. Stats. in the following year.

Examples of activities for which these fees may be established include:

- *Program activities*
- *payments to performers, speakers and entertainers*
- *rental of facilities, movies and videotapes*
- *advertising and promotion of student activities*
- *food and refreshments served at events*
- *security and maintenance personnel*
- *rental, repair and purchase of equipment and supplies*
- *Student mass media (newspaper, magazine, radio station, yearbook and other media directed toward the student body)*
- *Uniform, equipment, transportation, lodging, registration, and meals for athletic teams and cheerleaders*
- *Student organizations*
- *Student government*
- *Salaries and honorariums for student activity work*
- *Student health services*
- *Facilities (special debt service payments and other facilities related commitments)*
- *Decorations and awards for officially recognized student functions and activities*
- *Sales tax payments to the Wisconsin Department of Revenue*

4. Meetings

The committee shall meet at the call of the chairperson, who is appointed by the president or designee. It is recommended that SAFC meet quarterly to assure each academic semester

is represented, clubs and organizations report on use of funds, and budget requests are reviewed for the annual budgeting process.

The committee shall follow Robert's Rules of Order in the conduct of meetings and minutes of the meetings will be posted to The SAFC and Student Life blackboard sites so that they are accessible to students and staff.

5. Maintaining SAFC Fund Balance

SAFC shall aim to maintain adequate combined operating fund balance reserves sufficient to provide for 30% of operating expenses.

FUNDING REQUEST GUIDELINES

The process for requesting funds and general guidelines can be found in the Student Life Organization Guidelines manual on the Student Life Blackboard site.

SAFC reserves the right to consider club balances when approving funding requests. Depending on the fiscal year budget, SAFC may decide to impose a maximum cap amount for all funding requests based on the funding that has been allocated, disbursed, and what remains in budget line.

Denied funding requests can be amended and resubmitted to SAFC one time only.

To be eligible for funding for any off-campus activities, students must have signed standardized release forms, including language that if not provided, the student will not be allowed to participate. The Acknowledgement of Risk/Acceptance of Responsibility Agreement & Release form and the Student Travel Conduct form can be found on the Student Life blackboard site.

Timeliness of Requests

- Requests must be submitted ten business days prior to event.
- Should the Student Activities Funding Committee have any questions, the Student Life Coordinators will reach out for clarification, a response is required within two business days.
- Requests received after the event has occurred will be automatically be denied.

- All requests will be approved, denied, or amended at the discretion of the Student Activities Funding Committee.

Student Life Coordinators will provide feedback within two business days as to the decision made by the Student Activities Funding Committee.

1. Accompanying Advisors/Staff

- To be eligible for SAFC funding, all student travel must be accompanied by an advisor or staff member.
- SAFC will fund 100% of actual costs for advisors/staff that accompany students. A maximum of one advisor per 5 students will be funded. Exceptions due to special circumstances will be reviewed on a per case basis.

2. Conferences and Competitions

- Criteria for Student Use of In-State & Out-of-State Conference Funds (must meet all)
 - Be enrolled in a declared program;
 - Be enrolled in a minimum of four credits during the semester when event/travel occurs;
 - Have a minimum cumulative grade point average of 2.5 in declared program
 - Be in compliance with department and college policies and free of disciplinary action or progressive discipline action; and
 - If you are a Gateway graduate, you may only continue to use in-state and out-of-state conference funding for two years post-graduation provided that you're in a newly declared program.
- For in-state conferences and competitions, SAFC will fund 2/3 of total actual costs with a maximum of \$400 per student.
- For out-of-state conferences and competitions, SAFC will fund 2/3 of total actual costs with a maximum of \$900 per student. Only one out-of-state event per club per year will be approved. Exceptions due to special circumstances will be reviewed on a per case basis (for example a student with extenuating circumstances who has earned the right to compete at the national level).
- SAFC will only fund conferences with four or more student participants. Clubs can combine to meet this requirement. Multiple clubs requesting funds for the same conference can submit one combined funding request.

3. WSG Meetings & Legislative Conference

SAFC will fund 9 students, representing all three counties of the Gateway district, for 100% of the costs associated with their attendance at the Wisconsin Student Government meetings and legislative conference.

4. Field Trips

- a) SAFC will fund field trips up to \$60 per student based on actual costs, with additional consideration given if registration or admission fees are required. Participants must be current students, verify their attendance, and provide receipts for reimbursement.
- b) SAFC will fund up to three (3) field trips per year for each instructional program per campus/center. In addition, SAFC will fund one (1) field trip per semester for each active club or organization in good standing.
- c) SAFC will only fund field trips with four or more student participants. Clubs can combine to meet this requirement.

5. Club Funding

Newly formed clubs are eligible for a one time only startup stipend of \$300. b) Clubs may be eligible for up to \$900 of funding per academic year based on completion of the following:

- a) \$100 each semester for turning in club paperwork by the due date for a maximum of \$300.
- b) \$100 for each officer in attendance at the fall officer training conducted by Student Life for a maximum of \$200.
- c) \$25 per meeting for club reports given at Student Government Association meetings for a maximum of \$275.
- d) \$125 for club activity during the summer semester as supported by submission of club's monthly meeting minutes to the Student Life blackboard site.

6. Mileage

- a) Mileage will not be reimbursed to students.
- b) Advisors/staff will be reimbursed per college travel policy.

7. Meals

- a) The claim for student meals must represent actual, reasonable and necessary expenses for meals.
- b) Meal expenses, including gratuities, shall be reimbursed at actual cost providing they do not exceed per diem rates in the GSA website www.gsa.gov. The rates are found in the section Travel Resources – Per Diem Rates. Gratuity reimbursement will not exceed 20%.
- c) Advisors shall adhere to Gateway Technical College District policies on
- d) meal expenses (See current Policy #C-120).

8. Miscellaneous

- a) Examples of miscellaneous funding requests include equipment requests, speaker events, and on-campus events that impact the general student population such as a community awareness day.
- b) SAFC funds may not be used for parties or celebrations.
- c) SAFC funds will only contribute to funding towards the college sponsored New Student Orientation and Graduation ceremony. Program specific orientations and graduations events ie. pinning ceremonies, recognition programs, etc. will not be funded through the Student Activities Fund. **Effective July 1, 2019 for any events occurring after that date.**

SAFC ANNUAL REPORTING (This section is pending subcommittee action to establish parameters and guidelines)

- 1. Any group/organization receiving SAFC funds in a general Ledger account will submit documentation for an annual report.
- 2. Groups/organizations/staff must abide by SAFC policy to be eligible for funding.

SAFC TRAVEL POLICY

- 1. Student clubs and organizations will adhere to district travel guidelines. Non student minors may not accompany or participate in transportation for a SAFC funded event.
- 2. For travel, meal and lodging expense specifics see the Student Life Organization Guidelines manual and district policy C-120.

3. Unanticipated travel expenses due to emergency situations (i.e. weather, flight delays, etc.) will be covered by club funds or program area budget.

CLUB ADVISORY HONORARIA

Student club/organization advisors are an integral part of Gateway’s Student Life program. In appreciation for advisor’s commitment an honorarium is paid on a semester basis. It is not meant to be a payment for professional services, but a token of appreciation. Honoraria is paid to advisors of active student clubs/organizations (see Student Life Organization Guidelines).

Honorarium consideration is based review of the club file and recommendation from the program affiliated or non-program Dean. Advisors are responsible for seeing that all items are on file with the Student Life Office by the last Friday before the college closes in December, the last Friday in May, and the last Friday in August. Honoraria will be paid as follows:

Base honorarium	\$250
<ul style="list-style-type: none"> • Club paperwork is turned in; club file is complete <ul style="list-style-type: none"> ▪ S1 Club Information ▪ S2 Planned Activity List ▪ S3 Club Membership List ▪ Current Constitution ▪ S4 End-of-Semester Review • Minimum 5 registered members • Minimum 2 general assembly meetings per semester • Minimum 1 event per semester 	
Club paperwork turned in on or before deadline.....	\$50
Number of registered members..... (Maximum)	\$100
<ul style="list-style-type: none"> • 6-10.....\$25 • 11-25.....\$50 • 26-39.....\$75 • 40+.....\$100 	
Organize or participate in community service.....	\$50
Hold or participate in on-campus club events..... (Maximum)	\$75

- \$25 per event, maximum 3 events per semester

Number of field trips..... (Maximum) \$50

- A minimum of 5 students must be attendance
- \$25 per field trip, maximum 2 field trips per semester

Number of Conferences.....(Maximum) \$200

- A minimum of 3 students must be in attendance
- \$50 per trip, maximum 4 trips per semester

All honorarium funds except those awarded for on-campus club events, field trips, and conferences will be split evenly between the advisors unless a different split is agreed upon by all involved advisors and specified to the Student Life staff in writing accompanying the End of Semester Review. In the case of a lead advisor with multiple co-advisors, the lead advisor will be awarded 50% of the honorarium, with the remaining co-advisors evenly splitting the remaining 50%. On-campus club events, field trips, and conferences will be awarded on a participation basis.