

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

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Table of Contents

INTRODUCTION	1
Student Activities Funding Committee	1
1. District Policy J-230 (3, 4, & 5)	1
2. Statutory Authority	3
3. WTCS Guidance - Student Activity and Incidental Fees <i>(from FY 2018-19 WTCS Client Reporting Manual)</i>	3
4. Meetings	4
5. Maintaining SAFC Fund Balance	5
FUNDING REQUEST GUIDELINES	5
1. Accompanying Advisors/Staff	6
2. Field Trips	6
3. Conferences and Competitions	7
4. WSG Meetings & Legislative Conference	8
5. Club Funding	8
6. Mileage	8
7. Meals	8
8. Miscellaneous	9
SAFC ANNUAL REPORTING	9
SAFC TRAVEL POLICY	9
CLUB ADVISOR HONORARIA	9
EQUAL OPPORTUNITY EMPLOYER & EDUCATOR	11

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, the 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 Learning 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. Funding requests over \$6,000,
 - 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 the 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.

PLEASE NOTE, Overnight trips require that students complete a confidential medical form sharing medical conditions and medications with the trip advisors.

Timeliness of Requests

- Requests must be submitted ten business days prior to the 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 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. Field Trips

- SAFC may fund field trips up to \$75 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.
- SAFC may fund up to three (3) field trips per year for each instructional program per campus/center. In addition, SAFC may fund one (1) field trip per semester for each active club or organization in good standing. Non-instructional programs/groups may request 1 field trip per fiscal year.
- SAFC will only fund field trips with four or more student participants. Clubs, instructional programs, or non-instructional programs can combine to meet this requirement.
- SAFC will fund *virtual* field trips up to \$75 per student based on actual costs. SAFC will only fund field trips with four or more student participants. Clubs can combine to meet this requirement. If clubs combine to submit one virtual activity funding request, a maximum of one advisor per *virtual* activity funding request is permitted using SAFC funds.

3. Conferences and Competitions

- a) 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.
- b) For in-state conferences and competitions, SAFC will fund 2/3 of total actual costs with a maximum of \$500 per student.
- c) For out-of-state conferences and competitions, SAFC will fund 2/3 of total actual costs with a maximum of \$1,000 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).
- d) For virtual conferences and competitions, SAFC will fund 2/3 of total actual costs with a maximum of \$250 per student regardless of the physical location of the virtual conference.
- e) SAFC will only fund conferences with four or more student participants. Clubs can combine to meet this requirement. Multiple clubs, instructional programs, and non-instructional programs requesting funds for the same conference can submit one combined funding request.
- f) SAFC will only fund **virtual** conferences with four or more student participants. Clubs can combine to meet this requirement. Multiple clubs, instructional programs, and non-instructional programs requesting funds for the same conference can submit one combined funding request. A maximum of one advisor per **virtual** activity funding request is permitted using SAFC funds.
- g) Overnight trips also require that students complete a confidential medical form sharing medical conditions and medications with the trip advisors. If a situation arises in which the student is in need of medical assistance and unable to communicate, the advisors

would be able to share the medical form with emergency medical personnel to aid in caring for the student's health.

4. 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. The standard SAFC minimum of four student participants is not required because students participating are representing all of Gateway Technical College's students. A student voice is required for our college, so this is an exception.

5. Club Funding

Newly formed clubs are eligible for a one time only startup stipend of \$300.

Clubs may be eligible for up to \$930 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 \$300.
- c) \$30 per meeting for club reports given at Student Government Association meetings for a maximum of \$330.
- d) District clubs will be funded according to the number of locations as outlined in the Student Life Guidelines document.

6. Mileage

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

7. Meals & Incidental Expenses (M&IE) Per Diem

a) General Meal Guidelines for Travel

- i) Receipts are not required except when using Grant funds. Tips for meals are included in the meal allowance.
- ii) No reimbursement is allowed for the cost of alcoholic beverages.

b) In-State/Out of State Per Diem Daily Meal Rates

- i) Meal expenses will be reimbursed based on the rate established by the U.S. General Services Administration (GSA). Meal rates are based on the city and state to which you are traveling. Meals, other than business meals covered below, are not reimbursable for travel that does not include an overnight stay.
- ii) Meal rates are found on the GSA website www.gsa.gov in the section, Travel Resources - Per Diem Rates.
- iii) If a meal is provided as part of a hotel complimentary breakfast, sponsored training session, conference, or meeting, the student must deduct the per diem for the meal(s) from their per diem for that day.
- iv) Seventy-five percent (75%) M&IE will be reimbursed for first and last travel days. The first and last day of travel will be determined as the day the student leaves home and the day the student arrives home. One hundred percent (100%) will be reimbursed for the in-between days.

The following table is an example of the 75% calculation of per diem rates. Please visit the GSA website (www.gsa.gov) for the most up-to-date information.

GSA Daily Rate	\$51	\$54	\$59	\$64	\$69	\$74
First & Last Day of Travel	\$38.25	\$40.50	\$44.25	\$48.00	\$51.75	\$55.50

- v) In the event a student travels to multiple cities and states during the same day of travel, the meal allowance for that day will be based upon the city where the student spends the night.
 - vi) In situations where business travel is combined with personal travel, reimbursement for meals will be limited to expenses incurred on days of official business.
- ~~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 daily 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 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 the 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 **for details**).

Honorarium consideration is based on 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 (District clubs will be funded according to the number of locations as outlined in the Student Life Guidelines document.) _____ \$250

- Club paperwork is turned in; club file is complete
 - Club paperwork Google form for the semester completed
 - Club membership Google form has at least 5 members
 - Current Constitution
 - End of Semester Review Google form for the semester completed
- Minimum 5 registered members
- Minimum 2 meetings for the full membership semester
- Minimum 1 event per semester

Club paperwork turned in on or before deadline _____ \$50

Number of registered members _____ (Maximum) \$100

- 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.~~

EQUAL OPPORTUNITY EMPLOYER & EDUCATOR

All Gateway clubs, programs, and activities must abide by Gateway's policy on Equal Opportunity, Civil Rights, and Sexual Harassment.

To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Gateway will be based on merit, qualifications, and abilities. Gateway will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, national origin, ancestry, sex, sexual orientation, creed, religion, political affiliation, marital status, parental status, pregnancy, disability, age, membership in any reserve component of the armed forces, union affiliation, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.