

Student Activities Fee

- I. Timeline
 - A. The document, created by Student Government, completed on January 27, 2011 and disseminated to Antioch student body via FirstClass
 - B. Community meetings occurring on February 8 and February 10, 2011
 - C. An electronic vote will take place from February 14 through 27, 2011
 - D. Simple majority passes
- II. Fee
 - A. Cost to Students
 1. A \$5 fee for every semester of enrollment (including summer if applicable)
 - B. Applicants
 1. All proposals need a student group sponsor (e.g. Student Alliance, B.I.G.)
 2. Proposals may also be sponsored by Student Government
 3. Award checks will be written to a company; however, in the event that a check cannot be made out to a company or organization, the event may be reimbursed with appropriate documentation (e.g., receipts)
 - C. Approved Uses of Awarded Funds
 1. Social events for community building
 2. Presentations, screenings, panel discussions, guest lectures
 3. Community outreach events
 - D. Awards May Not be Used for the Following:
 1. Events which are prejudicial in any way
 2. Events which violate and federal, state, or local laws
 3. Tuition, fees, or any other costs associated with registration and financial aid
- III. Student Government
 - A. Allotted funds shall not exceed 40 percent of the overall budget for the Fall and Spring trimesters and 20 percent of the overall budget for the Summer trimester
 - B. Application and Decision Process
 1. The anticipated timeline for receiving awarded funds including application, review, and disbursement, will span approximately five (5) weeks with a range of three (3) to ten (10) weeks
 2. Applications must be submitted by the following deadlines in order for the award to be received approximately five weeks thereafter:
October 7, November 15, February 15, March 21, May 7
 3. An award intended for summer use must be requested by the May 7 deadline.
 4. Student Government does not convene during the Summer trimester and, therefore, any applications submitted over the summer will not be reviewed until the first Fall semester deadline (October 7)
 5. Any amount requested may be fully or partially awarded depending on available budget and evaluative criteria
 6. Criteria for Applying for Funds Requests
 - a) Applicants must provide a rationale for how the awarded funds will be used

- (1) If the award will be used for the purpose of fundraising, the group or individual must have approval from the AUNE Development Department
 - (2) Recipients may be reimbursed following an event only when appropriate documentation is provided regarding expenses
 - (3) Implications relating to financial aid will be provided to students
 - b) Applicants must provide an itemized list of expenses
 - c) Recipients are asked to provide a brief summary to Student Government following the event, which should generally describe and report on the outcome if the event/activity
7. Decision Process for Approving Funds
- a) No official caps will be set on any funds request; however, the following dimensions shall be considered:
 - (1) The magnitude of benefit
 - (a) Enhancement of the scholarly, academic, and quality of experience for students at Antioch
 - (b) Enhancement of the physical structure/campus environment
 - (c) Community building at Antioch
 - (d) Community outreach to Keene and surrounding communities
 - (e) Activism beyond the immediate communities
 - (2) The scope of benefit relative to the Antioch community and campus
 - (a) Antioch community
 - (b) Multiple departments
 - (c) Single department
 - (d) Keene community
 - (e) Individual person
 - (3) Purpose of the Event
 - (a) Embodies the Antioch University Mission Statement
 - (b) Academic focus
 - (c) Social focus
 - b) Voting Procedures to Approve Funds
 - (1) Quorum—one representative from each department—must be held in order for voting to proceed
 - (2) Voting on proposals will be done during a closed session
 - (3) Voting on proposals will be based on written documentation; however, in rare or extenuating circumstances
 - (4) An award is passed with a simple majority of the Student Government
 - (5) Applicants will be provided with written documentation regarding the decision
 - c) Appeal Process
8. Recipients must receive one (1) signature from a faculty member in order to receive funds