

Suggestions for successful application to the Student Activity Fee Committee (2006-2007)

Student Activity Fee funds (SAF) are collected from all students registered at San Antonio College. SAF funds are not tax payer generated dollars. Activities and events that are funded by SAF funds are to be used solely on registered student at San Antonio College. Following these suggestions does not guarantee a successful award as each committee may focus on a different goal each year. Funds cannot be used to support academic or departmental projects.

Travel and Conference Requests

Travel requests should center on conferences, competition or student presentation opportunities.

- ◆ A successful request should include the most reasonably priced and safe housing accommodations.
- ◆ Travel dates should be exactly for the active part of the conference and not include extra days before or after that do not include direct student/conference activities.
- ◆ There should be some student financial contribution to the trip.
- ◆ There should be a plan that determines how students are selected to participate in travel.
- ◆ There should be a plan that indicates how the organization will return with the newly acquired knowledge and share it with the campus. An example of such may include a picture gallery in the Loftin Student Center that shows the activities of the participating students through a day on the trip.
- ◆ Requests that include a one page written reflective paper from each student about the trip are strongly recommended.
- ◆ An appropriate student to advisor ratio should be indicated in the request.

Events and Speakers

Events and speakers should provide a direct message to students and can not be an extension or part of an academic course.

- ◆ The speakers' message should be directly addressing students and how the students can contribute to the area of specialty of the speaker.
- ◆ Events should have the students as a focus and be interesting to the student of today.
- ◆ Attendance at events should primarily be students with few external community attendees present.
- ◆ While students can be encouraged to attend by awarding extra credit in a course, mandatory attendance will define the activity as academic and a required extension of a course and will be ineligible for funding. However, a faculty member or a department can require students to attend an event as long as that same department is not the primary requestor of funds.

- ◆ .Any event that includes a VIP function or meeting must include student organization officers and students at an 80% student ratio. Lists for all these events must be submitted one week after the event
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Entertainers

Events with entertainers should be approved by the Office of Student Life prior to submission to the SAF committee. Entertainers need to be relevant to the college student of today and meet decency standards.

Memberships

Committee will not fund National Membership dues for student organizations. Committee has determined that it is not necessary for students to be part of a national organization to be part of a campus organization.

Scholarships

Academic scholarships are paid to student to directly support tuition and are not based upon service to the campus. Leadership or activity scholarships are awarded based upon service to the campus or other students. The committee does not fund academic scholarships

Budgets

Requested budgets should be financially sound. Requested budgets that are exaggerated may not receive any committee consideration. Request exactly what you need. Applicants that reduce the number of students in an activity or an event in order to maintain soporiferous expenses will receive sanctions.

Misappropriation of Funds

Any group that intentionally misrepresents their intended use of funds or that uses requested funds for anything else except what was awarded or reduces student participation to accommodate unsupported expense will be sanctioned not only by the Student Activity Fee Committee but also the Office of Student Life.

The student Activity Fee support should not be considered to be automatically renewable. Each year the committee is allocated a limited amount of funds based upon enrollment and the request process is competitive. Failure to provide requested documents, misuse of funds or follow guidelines will result in the inability to request funds from the Student Activity fee Committee in the future. Approval by the committee cannot be guaranteed to arrive in time to conform to district policies and deadlines. It is highly recommended that applicants request funds a semester to two semesters in advance. Requests awarded in advance are subject to changed based upon enrollment.
