

Funding Policies

All funding requests must be made at least two (2) months in advance of when the funding will be required.

Funds can be used for:

- Hiring and paying travel for performers- Meals and travel expenses are subject to per diem and non-employee travel regulations (Section 19.9). If all costs of performing group, including travel expenses, are included as part of a lump-sum contract, travel regulations would not apply.
- Consultant expenses
- Prizes/awards from raffles-Participation in raffle must be available to all students. Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost. For these events, individual prizes must be de minimis in value (not to exceed \$100). If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in raffle.
- Food and refreshments for student group events-Appropriate if event is open to all students within specific identifiable group.
- Promotional Items-Associated with promotional events for students, such as student recruitment. Acceptable items would be T-shirts, mugs, plaques, click drives, etc. Individual value should not exceed \$ 50. Cash awards are strongly discouraged. The institution may be subject to additional prohibitions on promotional items resulting from athletic conference regulations.
- Performance Based Awards-Considered acceptable if student has provided some service and/or performed some function to receive award (e.g., writing contests, dance contests, and various student skills competitions). Award amounts may vary based on value of service/performance, not to exceed \$ 500.
- Staff salaries and benefits-Appropriate if included in budget as reviewed by student fee advisory committee.
- Employee travel (including student employees)-Appropriate, but subject to State travel regulations (Section 4). For student employees, the institution will have to determine if student employee travel is related to whether the student in question is traveling as a student or an employee to determine which section of travel regulations apply.
- Event costs-Appropriate to stage events (e.g., decorating event area, printing programs, advertising).
- Furniture, fixtures, equipment
- Lease payments for Public Private Ventures if fee was assessed to fund service "rental" payments. See section on Facility fees.
- Other operating costs-Normal supply, maintenance and utility costs

Funds may not be used for:

- Donations-Except where proceeds of fund-raiser go directly for that purpose

- Scholarships- Prohibited unless based on some performance measure or service requirement. Performance measures would require some academic or student activity skill to be displayed (e.g., athletics, music, literary, math, etc.). Simply being an enrolled student would not qualify as a performance measure.
- Tips-Unless covered by State travel guidelines or service contract.
- Faculty salaries and benefits-Student activity fees should not be used to directly fund instructional costs of credit hour courses.
- Intercollegiate Athletic program costs-Normally these costs should be paid from Athletic fees. Possible exceptions could be for support groups, such as dance teams, club sports or cheerleaders, if included in the budget as reviewed by the student fee advisory committee.
- Student employee recognition luncheons/meals-Not allowable if provided for an individual or a specific group. Student employees may receive food if partaking in an event open to all students and student employees are at function as a "student". See bullet item 4 under Allowable Uses.
- Prospective Student travel-Not allowable unless certain conditions are met as outlined in Section 19.9.
- Alcoholic beverages or any illegal substances.
- Individual or club memberships in civic organizations
- Political campaigns or events