

ALLOCATION GUIDELINES

I. Allocation Guidelines

- A.** Club or organization must be recognized as an approved ABAC organization.
- B.** Club or Organization must attend ICC meetings
- C.** Club or organization must submit a request for funds in writing to the Dean of their respective schools and must include an itemized budget for the upcoming year.
- D.** Itemized budget should include: how funds will be used, amount requested for each project/item, description of project/item, justification for project/item, and any supplemental funding that the club will receive for this project/item (i.e. raised funds).
- D.** Funds may be used for travel and expenses to national and state conventions, conferences, and competitive events. All travel funds shall be in accordance and travel regulations for the College.

II. Budget Tracking

- A.** All clubs and organizations must carefully track the spending of their Student Activities Fees allocation. Each year club and organization advisors receive the amount allocated to their club along with the club budget number. This number can be gotten from Donna King in the Business Office
- B.** The Dean of Students tracks purchases for each club, which is why it is important to keep an track of expenditures. .
- C.** Approximately every four to six weeks, the Office of Student Activities will send a copy of the budget report to the advisor of each club or organization. Clubs and Organizations are asked to verify information on the reports and notify the Dean of Students of any changes or discrepancies.

III. Clubs/organizations must submit required paperwork

- A. Amount of financial support raised by membership
- B. Degree to which the program benefits the College community
- C. How expenditures relate to club/organization's purpose
- D. Examples of acceptable projects/items to be funded

(See exact wording from The Ga BOR on next Pages)

- 1. Supplies (general office supplies, poster board, paint, paper, etc.)
 - 2. Speakers/lecturers
 - 3. Conference/Competition Travel
 - 4. Service Projects (direct donations from allocated funds are not permitted)
 - 5. Events open to entire campus
- E. Examples of unacceptable funding requests

(See exact wording from The Ga BOR on next Pages)

- 1. Parties for club members
- 2. Material/equipment/supplies for individual use
- 3. Alcoholic beverages
- 4. Tobacco products
- 5. Food (unless it is in conjunction with a special program or event)

GA BOARD OF REGENTS POLICIES ON STUDENT ACTIVITY FEES

24.3 Purposes and Uses

Most student fees have specific purposes that govern their assessment and use. Student fees should be managed and accounted for in a manner that will reflect the proper usage of these fees. The business purpose and usage of the various student fees will be discussed below.

24.3.1 Mandatory Student Fees

Student activity fees, Technology fees, and the Special Institutional Fee are the three basic mandatory fees charged by all “teaching” institutions. The BOR Central Office and the Skidaway Institute of Oceanography do not charge student fees.

Other student service related mandatory fees charged by most institutions include health fees, athletic fees and transportation fees. Many institutions also charge facility fees which are used to support rental/lease payments on Public Private Venture (PPV) projects. In the event that any such fee is elective rather than mandatory, the process in Section 24.2 related to mandatory fees shall not apply.

Institutions should refer to Section 7.3.4.2 of the BOR Policy Manual for guidance on waivers of mandatory fees.

Student Activity Fees

Student activity fees are collected for the purpose of supporting programs and services affecting all aspects of student life. Correspondingly, the expenditure of these fees should be student centered with the [students](#) being the primary participants or beneficiaries.

As with all institutional funds, USG policies and procedures must be considered when expenditures are made from student activity funds. Budgets allocated to student organizations and expended under the authority of the student group represent a shared responsibility between institutional officers, the respective student group and the student fee committee. Thus, it is the responsibility of these groups to ensure that expenditures made are an appropriate use of student activity funds in line with applicable USG policies and procedures.

Student activity fee revenues may be used to support a broad spectrum of student related services, most commonly in the areas of social and entertainment activities, intramural sports, student publications and student government associations. While it is not the intent of this section to provide an exhaustive list of USG rules and regulations for expenditures, the following guidance is provided on expenditures of student activity fees.

If a specific Public Private Venture project is funded with a student activity fee, those fees should be designated to support project costs, such as lease payments and expenses for project operations. See section on Facility Fees below.

Appropriate expenditures of Student Activity fees would include:

- [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. 19.8.1 Food for Students

Students include individuals enrolled to take classes at an institution, including students enrolled in Continuing Education, and individuals being recruited as potential students.

Institutional funds may be used to purchase food for students at sanctioned student events. Sanctioned student events include events and travel sponsored by recognized student groups, athletic team events, and other campus events open to the general student body and designed to further the development and education of students. Additionally, food may be purchased for a class in those instances where food is an integral part of the instructional methodology. For example, food could be purchased for students in a food appreciation or cooking class offered by a Continuing Education unit. While not necessarily in a travel status, the per diem limits in

BPM [Section 4.4](#) should apply to food purchased for consumption by students participating in sanctioned student events.

Potential students and their guardians may be provided food at an event designed to encourage the student to attend the institution. Food for athletic recruits may be purchased subject to the rules and regulations of the athletic conference of which the institution is a member.

[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. [T-shirts and all items with the ABAC name on it MUST be approved by ABAC Public Relations Department.](#)

- 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.

Student Activity fees should not be expended on the following:

- 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.

19.9 Non-Employee Travel

This section addresses non-employee travel to include students, consultants, and individuals applying for a job at the institution. Travel expenses for non-employees should be limited to certain circumstances as described below:

1. Students authorized to travel for participation in academic programs and sanctioned student events to include athletic and recruiting events. Students include individuals enrolled to take classes at an institution, including students enrolled in [Continuing Education](#), and individuals being recruited as potential students.
 - Alcoholic beverages or any illegal substances.
 - Individual or club memberships in civic organizations
 - Political campaigns or events