

Cumberland County College

STUDENT ACTIVITIES

PROCEDURE MANUAL

2010-2011

PREFACE

This manual contains the procedures and requirements for Student Activities and Student Clubs at Cumberland County College. This information is provided by the Office of Student Life and Campus Services for students, student leaders and College staff including club advisors for their understanding, planning and implementation of student activities and student clubs.

The College representative and/or sponsor for a student activity and/or the student club advisor are responsible for ensuring that the students and/or the club members involved with the activity or club understand the procedures and requirements. This understanding by the student leaders and College representatives will facilitate the implementation of appropriate and successful student activities and student clubs.

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Forms (available through CCC Blackboard - SAAC and the Student Life Office)

- SA-1 Activity/Funding Request
- SA-2 Purchase Requisition
- SA-3-1 Accountability Statement, Advance
- SA-3-2 Accountability Statement, Post Event
- SA-3A Overall Event/Program Evaluation and Suggestions
- SA-4 Student club Activation/Update/Roster
- SA-5 Sample Student Club Constitution
- SA-5A Constitution Information Sheet
- SA-6 Off-Campus Travel Waiver Release
- SA-7 Service Contract
- SA-8 Request for Use of College Vehicle
- SA-9 Contractor Completion Request (W-9)
- SA-10 Event Planning Checklist
- PDF Internal Request for Catering
- PDF State of New Jersey Sales Tax Exemption Letter
- PDF W- 9, (Rev. 10-2007) Request for Taxpayer Identification Number and Certification

Mission and Goals for Student Activities

Mission Statement - Student Activities provides opportunities and structure for students to participate in extra and co-curricular activities complementing their academic programs and enhancing their total education experiences through social, cultural, recreational and leadership activities.

The following are the goals for the Student Activities Program:

1. Provide learning opportunities for students to enhance their individual potential and growth.
2. Promote and encourage cultural, social and personal development through extra and co-curricular activities.
3. Provide structure and support for students to engage in leadership development.
4. Foster an understanding and appreciation for diversity as well as recognize and celebrate diversity through programs, events and student organizations.
5. Facilitate understanding the value of planning, following and meeting requirements, collaboration, evaluation and operational and financial accountability.

I. Sponsoring a Student Activity

Student Activities support the College's goals of being a student and learning centered institution. Student activities provide additional learning opportunities as well as personal growth experiences for the student body.

The opportunity to provide student activities is available for College staff, students and student clubs. There are several components and steps in the development and realization of an appropriate and successful student activity. Those individuals or clubs wishing to sponsor a student activity should consider and address the following steps:

1. **Planning** - What is the purpose of the activity? When is it best offered? What are the costs and resources necessary and available? How/when will the activity be advertised/promoted?
2. **Requesting** - Presentation and submission of the appropriate forms and information to the Student Activity Approval Committee (SAAC).
3. **Approval** - Activity/funding is authorized by the SAAC.
4. **Implementation** - Advertising, selling tickets, taking deposits, requesting payment, holding activity, etc.
5. **Accountability** - Submission of necessary information and receipts.
6. **Evaluation** - Reviewing activity to assess activity outcome.

For an activity to be recognized as a College student activity, it must be approved by the SAAC and/or Director of Student Life. The activity and sponsors

are expected to comply with the procedures and guidelines determined by the SAAC, the Director of Student Life and are included in this manual.

II. Requesting Funding and/or Activity

All funding for student activities must be requested through the Student Activities Approval Committee (SAAC). The SAAC meets each Tuesday during the fall and spring semesters at 2:00 pm in a room to be designated. Funding requests must be presented or submitted by 12:00 noon on Monday to the Office of Student Life. These requests will be included on the next SAAC meeting agenda. Requests not received by 12:00 noon on Monday will be reviewed at the following week's SAAC meeting. If the College is closed due to inclement weather or an environmental condition, the SAAC will accept a proposal on the next business day. In addition, if the College is closed for a scheduled holiday, all requests should be submitted prior to the holiday. Activity sponsors must complete and submit the Activity/Funding Request form (SA-1).

The College representative and/or club advisor who wishes to sponsor/request a student activity must attend and complete a Student Activity Funding & Event (SAFE) seminar. This is a mandatory annual seminar for activity sponsors. Any activity request submitted to the SAAC or the Director of Student Life by a sponsor, College representative and/or club advisor who has not attended a SAFE seminar will not be reviewed. These seminars are held during the summer and throughout the academic year by the Student Life Office.

Activities requesting funding should be submitted to the SAAC a minimum of two (2) weeks prior to the date of the activity. This will allow time for additional information and follow-up, which is sometimes necessary as well as the timely processing of facility approvals, contracts and Purchase Requisitions.

The SAAC will require at least one representative from the club, group or department that is involved in coordinating the event/activity to be present when the funding proposal is presented to the SAAC. In addition, the advisor can also attend which is encouraged by the SAAC but is not mandatory. This will ensure more understanding and clarity if the SAAC has any questions about the event.

Student activities not requesting funding do not have to be submitted to the SAAC for consideration and approval. These activities can be requested through the Director of Student Life. Student activities not requesting funding are defined as activities which do not require funding or have any costs which will not be covered by an identified funding source (i.e., co-sponsorship, club fundraising, etc.) necessary for their implementation. Student activities which will use only student club fundraising money can be requested through the Director of Student Life.

III. Activity and/or Funding Approval

Student activities not requesting funding and club activities which will use only club fundraising money can be approved by the Director of Student Life. The Director has the authority to present and/or consult with the SAAC regarding any request prior to an approval decision. Student activities not requesting funding or club activities utilizing only club fundraising money which are approved are expected to follow the activity implementation, activity parameters, activity accountability and College representative requirements outlined in this manual.

The SAAC will review the activity/funding information submitted by the activity sponsor. This review can include discussion, clarifications and request for additional information from the activity sponsor. The committee will assist with and determine if proper activity planning has been completed.

The SAAC will take action on all funding requests submitted. The committee will take one of the following actions: Approval, Provisional Approval, Return Request, and Non-Approval. Activity and funding approval may include conditions which are required to be met by the activity sponsor(s). Examples of conditions may include, but are not limited to, minimum number of deposits collected, advertising and publication information presented, vendor contacts, ticket sales, etc. Approved activities will be monitored for the completion of the conditions and final activity report. Approved activities which do not adhere to or meet the agreed upon conditions, are subject to activity and funding cancellations.

Only approved activities by the SAAC or Director of Student Life will be recognized as College sponsored. Approved activities may use the College name, facilities and resources to support the activity.

SAAC funding is derived from the student activity fee and therefore should be used to directly benefit Cumberland County College students.

IV. Activity Implementation

The student activity sponsor/College representative is responsible for the implementation of their activity. Successful activity realization requires proper planning and should include the consideration of the following activity implementation requirements:

1. The Director of Student Life has the administrative review authority for student activities with funding approved and provisionally approved by the SAAC. This includes the approval of payments, monitoring predetermined activity conditions, collection of necessary forms/contract, etc. and can discontinue or place an activity on hold when the necessary information has not been submitted or completed.
2. The activity sponsor is expected to work cooperatively and collaboratively with the Director of Student Life for an effective and successful activity.

3. Deposits from participants, which are often necessary for activities, must have a due date which is prior to any payment to a contracting organization (i.e., bus company, travel company, ticket agency, etc.)
4. All activity revenue collected (deposits, payments, ticket sales, etc.) must be deposited via the Business Office with the College's Business Office. All activity payments must be made by submission of a Purchase Requisition to the Student Life Office for processing (7 days).
 - a. The Business Office maintains an account for each activity which includes revenue, disbursements, and activity funding allocation. The Business Office's Student Activity account is the official account for student activities. Activity sponsors and/or clubs are prohibited from maintaining their own or private accounts for student activities/clubs.
 - b. Deposits, payments sales, etc. collected for an activity are expected to be deposited with the Business Office that same day or the next business day if the collection occurs outside the Business Office hours. A receipt will be provided by the Business Office to the activity representative making the deposit.
 - c. The Business Office will make no payment or disbursement unless an activity Purchase Requisition is submitted by the activity sponsor and approved by the Director of Student Life. Please allow seven (7) business days for the Business Office to complete this process.
5. Activities which necessitate or require contracts or agreements with off-campus businesses, agencies or vendors must have the contract approved and signed by the Executive Director of Student Life and Campus Services or his/her designee. (Service Contract SA-7 in appendix)
6. Payments to service vendors require a completed W-9, Request for Taxpayer Identification Number and Certification. (attached in appendix) For those service vendors requesting payment on the day of the event, a W-9 must have been submitted in advance of the event/activity.
7. College facilities (rooms, buildings and fields) will be made available to students, staff or student clubs for activities approved by the SAAC or the Director of Student Life. Facilities will be considered and provided within the limitations imposed by the academic calendar, other College and community events and the most appropriate and available venue for the activity. Campus facilities fees, when applicable, are the responsibility of the sponsoring individual, club, group, department or organization.

While clubs, teams and organizations are hosting food fundraisers, conducting bake sales and selling concessions at games, etc., the following on campus locations are approved to provide a larger space to conduct the event and to be more conducive and respectful to classroom instruction, meeting rooms and offices. The approved locations are as follows: FPAC art gallery and lobby, University Center lobby, gymnasium and campus grounds. Exceptions will be made on a case by case basis via Student Life Office and/or SAAC if necessary.
8. College personnel will not automatically be in attendance at student activities for facilities, security, custodial and/or maintenance services. The need for College personnel will be determined by the Director of Student Life after consultation with the activity sponsor. Please indicate the need for such services on the Activity/Funding Request form (SA-1). Additional costs

- for facilities staff, security guards, maintenance, custodial services, AV aids, printing and other College services must be considered in the activity costs and are the responsibility of the sponsoring individual, club, group, department or organization. Consultation with the Director of Student Life for necessary College personnel is strongly encouraged at least a month in advance of each event to ensure proper coverage. Events requiring additional personnel will be determined on an event by event basis.
9. Programs for on campus and itineraries for off-campus activities must be developed and submitted. Ideally, these should be submitted with the activity request. If not, their submission would be a condition of provisional approval. These should include a time schedule for the activity/trip.
 10. Any special arrangements for handling activity revenue collected through unusual or special circumstances must be made with the Director of Student Life and the Business Office.

V. Activity Parameters

The following are the parameters and guidelines for student activities:

1. Student activities both on and off campus should be developed and offered primarily for Cumberland County College students. Activity funding approval will consider the target or primary student group participating in the activity.
2. In some cases, student activities may be appropriate for student guests. Typically one guest is allowed per student. Non-students must be registered as a guest of the student.
Students and guests must be eighteen (18) years of age or older to participate in off-campus activities which are held outside the County. Guests less than eighteen (18) may participate, if their parent or legal guardian is a student and is participating in the off-campus activity. Exceptions to this age requirement will be made by the SAAC.
Students and their guests are expected to follow the instructions and directions of the College representative, as well as cooperate and assist the College representative. Students are subject to College disciplinary action for inappropriate behavior at student activities. Students are also subjected to College disciplinary action for inappropriate behavior of their guests. Disciplinary action can range from warning to dismissal, including fines and/or restitution.
3. Certain activities may benefit by being open to the public or specific outside groups (i.e., another college). Such activities must include an open status in their request. The open status activity will be considered as part of the SAAC's approval review.
4. Activities are held between the start of the fall semester to the end of the spring semester. Exceptions to this time frame will be considered in the SAAC review; however, request for exceptions must be made to the SAAC during the fall or spring semester.
5. The funding available for student activities through SAAC is an annual fixed allocation. To maximize the distribution of funds for as many student activities as possible, the following are activity funding maximums:
 - a. On campus activity - \$1000.00

- b. Off campus activity - \$500.00
- c. On campus activity jointly sponsored by two or more active clubs - \$1500.00
- d. Off campus activity jointly sponsored by two or more active clubs - \$750.00

These maximums could be awarded but are not guaranteed. Ideally, there should be a contribution toward the activity from the sponsoring club, group, department or individual. However; exceptions will be considered by the SAAC.

6. Each academic year, the SAAC will award each club that officially completes the activation process a \$200.00 club budget to be used per the Student Activities Procedure Manual guidelines. Clubs must be activated no later than two (2) weeks into the spring semester. This club budget must be submitted and approved by March 15th for utilization by May of that academic year or any unused portion of the \$200.00 club budget will be withdrawn from said club and returned to the SAAC. These funds are non-transferable from the approved activity and are not carried over from club accounts from year to year.
7. Activities approved with conditions are expected to meet the pre-determined requirements. Activities failing to do so may be cancelled and funding rescinded by the Director of Student Life.
8. The cost for damages to or loss of College property as a result of an activity may be assessed to the activity sponsor(s).
9. Unapproved cost or over expenditure of activity allocation are not the responsibilities of student activities funding.
10. SAAC funded activities which generate revenue must utilize the revenue towards the cost of the activity and repayment of SAAC funds before the revenue is considered a profit or funds raised. Club budget funds (\$200.00) are excluded from repayment.
11. If the sponsors of an activity decide or determine to cancel their activity, they must notify the SAAC or Director of Student Life.
12. Students wishing to participate in activities which interfere with their class schedules are responsible for obtaining approval for their absence from classes and for completing missed assignments.
13. Off campus overnight trips require a minimum number of students for approval. The minimum numbers are:
 - One night - three students
 - Two/three nights - six students
 - Four/five nights - twelve students
 - Six or more nights - twenty-five students
 Exceptions to these minimums will be made by the SAAC as part of the review and approval process.
14. Off campus activities outside of the Cumberland County area are expected to utilize College vehicles, vehicles rented through the College or commercial transportation for all participants. When using College vehicles or vehicles rented through the College, only College representatives (College employees) may drive the vehicles.
 - a. Off campus trips require a final itinerary to include times, activity schedule, contact information or any other pertinent information should

the College have the need to contact someone on the trip list. Submit the itinerary to the Director of Student Life at least forty-eight (48) hours prior to your departure from Cumberland County College. This itinerary should include the following information:

College representative name and cell phone number

If applicable, the bus company name and contact phone number

If applicable, the hotel/motel contact name and phone number

- b. Roster of names including students, guests and others.
 - c. Liability release forms signed by each person participating with trip relevant written or verbal expectations/cautions.
 - d. For out of country trips (excluding Canada and Puerto Rico) additional insurance rider.
15. In some instances, students and participants may be able to use their own or other private transportation to attend events outside of the Cumberland County area. Approval for students to utilize private transportation will be made by the SAAC as part of their review. When approved, students who travel in their own or other private transportation will be required to sign, in the presence of a College employee, and submit a waiver/release form (SA-6) prior to the use of private transportation. Students choosing to travel in private vehicles are not entitled to reimbursement of travel expenses.
16. Activities including or consisting of games of chance, such as 50-50's, raffles, lotteries, etc. in which a payment is made for a chance, entry, ticket, donation, etc. are not allowed.
17. Student activities, both on and off campus, require a College representative to be present at the activity. (Reference Section VIII. College Representative).
18. Ticket Service Activities:
- a. Students, staff or student clubs may provide tickets/admission costs (concerts, plays, museums, sporting events, exhibits, etc.) as an activity.
 - b. Tickets for such events will be available to students, student guests and staff at a cost not to exceed the costs for the tickets.
 - c. Students, guests and staff, purchasing tickets, participate and travel at their own choice and risk. The travel and itinerary requirement for off-campus activities do not apply to ticket service activities.
 - d. Ticket service events will usually be within a one days-driving distance from the College (New York City, Washington DC, the Poconos, etc.) Exceptions to this will be made by the SAAC.
19. Non-Fundable Items from Student Activity Funding
- a. Purchase of alcoholic beverages.
 - b. Purchase of book/magazine subscriptions that are available from the College library, academic departments and/or College offices.
 - c. Partisan political activities, endorsements or contributions.
 - d. Scholarships or cash gifts for students.
 - e. Payments to students, club members, College employees, club advisors for services rendered.
 - f. Academic programs when credit is received.

VI. Activity Accountability

1. Activity sponsors must submit a list of students and other individuals who attended the activity. Guests must be listed with their student host. In some cases, not all individuals attending can be identified (i.e., Nurse Pinning). In these situations, the names of the students attending should be listed and the number of people attending included. This information is submitted to the Director of Student Life within one (1) week of the activity.
2. The activity sponsor(s) must complete and submit the Accountability Statement and Itemization of Purchases (SA-3) with appropriate receipts to the Director of Student Life within two (2) weeks. Any money (deposits, fees, donations, contributions, refunds, etc.) must be submitted to the **Business Office Only**.
3. Future activities may not be approved until previous Accountability Statements have been completed and submitted. If an individual, club, group, department or organization fails to submit such documentation, the Business Office will not award any future funds nor will the SAAC approve any future requests until documents are turned in and the previous activity/event is closed out.

VII. **College Representatives**

The presence of a professional staff member reaffirms the intent of Cumberland County College to create a meaningful and well-directed extracurricular and co-curricular program with professional support and participation. This professional support enhances and facilitates learning opportunities and experiences for students.

The following are the requirements for and responsibilities of College representatives for student activities:

1. The individual to act as the College representative for an activity will be approved by the SAAC or the Director of Student Life.
2. The College representative is a full time or part time professional member of the College's staff. This includes faculty, technical assistants, management team, counselors or administrators.
3. A College representative is required and must be present at all recognized student activities both on and off campus. The College representative is present for the duration of the activity and therefore should be aware of and follow the hours involved.
4. The College representative is the official institutional representative at the recognized student activity. The College representative has the responsibility and authority for decisions affecting the operation, safety and proper conduct of those in attendance at the activity.
5. The College representative will supervise the activity as scheduled. Students and their guests are expected to cooperate with and assist the College representative. The College representative and the College cannot be responsible for students and their guests who do not follow the activity schedule and/or the instructions/directions of the College representative. Inappropriate student behavior at a student activity is to be reported to the Executive Director for Student Life and Campus Services.

6. Money which is collected as part of an activity which occurs outside the hours of the College's Business Office is to be held by the College representative for the activity. The College representative will submit this to the Business Office on the next business day.
7. The College representative provides a presence to enhance standards of conduct and the observation of College and civil regulations.
8. The College representative should circulate among the students as much as possible to determine how the activity is progressing and to identify and address any situation which has occurred or is developing.
9. The College representative should inspect the condition of the activity facility to see that it is in reasonable order before leaving. In case of an off campus activity, this should be done with an agent of the contracted parties (i.e., hotel or ballroom manager) when appropriate.
10. The College representative should bring to the Director of Student Life and/or the Executive Director of Student Life's attention any irregularities that occurred in addition to disruptive or inappropriate behavior, such as property damage, personal injury or loss/theft of property at the activity.

VIII. Student Clubs

A student club is a group of students who formally come together with a College advisor to participate in and offer co-curricular or extra curricular activities which promote educational, cultural, leadership and social development for the students of Cumberland County College. Student clubs are usually developed and formed with a general or specific intent and purpose. Clubs should consider as part of their formation, if there is already a student club which is similar in intent and purpose.

1. Club Requirements - Student clubs must be open to all students regardless of race, sex, major or age. Club advisors are required for student clubs.
2. Activation
 - a. For a student club to be active for the academic year, they must complete the Club Activation/Update form (SA-4). On this form, the club will enter the club name, its purpose and list the club members' names and pertinent information. At least five (5) students are necessary to consider a group for student club status. A College advisor is listed and their signature must also be included. In addition, a club constitution (see sample constitution outline in appendix) must be submitted with the Club Activation/Update form. Club activation must be completed each academic year and the necessary information submitted to the Director of Student Life.
 - b. The club advisor must attend and complete a Student Activity Approval Committee (SAFE) seminar. This is a mandatory annual seminar for active club advisors and/or club leaders. Club activation cannot be completed or club activities/funding approved until the SAFE seminar is completed by each Club advisor and/or club leader. These seminars are held during the summer and throughout the academic year by the Office of Student Life.

- After all necessary information has been submitted, the Director of Student Life will present the club information to the SAAC for activation. The SAAC will acknowledge the approval of student clubs on a weekly basis each semester.
3. **Officers** - Student clubs shall have officers determined and named. This is important for knowing the club leadership when reviewing club requests. An officer of a student club must be a current Cumberland County College student and cannot be on academic probation or any type of disciplinary sanction.
 4. **Club Advisors** - All recognized clubs must have an advisor who will act and function as the representative of the College (see Section VIII, College Representatives). Advisors must be a full or part time faculty member, technical assistant, counselor, administrator or management team member of the College. Student club advisors serve an important role in assisting students with the student club. The advisor is expected to know College procedures as well as the Student Activity procedures in order to effectively assist the student club. The following are the student club advisor general functions:
 - a. The advisor's signature must accompany all activity requests, facilities requests, authorization of payment and accountability statements. Student club/organization members should consult with their advisor concerning preparation of the reports, objectives and when planning activities.
 - b. The club officers/membership should keep their advisor fully informed of the program and activities they are planning. The members should speak with the advisor as often as necessary to discuss planning, requests, approval, implementation, accountability and evaluation of activities and club operations. Advisors should attend regularly scheduled club meetings as often as possible.
 - c. Since the advisor also acts as a liaison between the club and the Office of Student Life, periodic communication between the advisor and the Director of Student Life and the SAAC will facilitate proper coordination of club activities. Consultation with the Director of Student Life and the SAAC is strongly encouraged. The Director of Student Life has the authority to ask for more information at any time during the planning process for an event or activity in order to ensure success. Events/activities and/or fundraisers can be cancelled at any time by the Director of Student Life if necessary.
 5. **Fundraising** - An active student club may have a fundraising account.
 - a. Club fundraising accounts are maintained by the College's Business Office. The Business Office's account is the official fundraising account for the club. Clubs cannot have their own (private) account for club fundraising.
 - c. Fundraising activities must be requested and approved the Director of Student Life or the SAAC.
 - d. The Business Office will make no payment or disbursement from club fundraising unless a Purchase Requisition (SA-2) is submitted by the club, signed by the club advisor and approved by the Director of Student Life.

Please allow seven (7) business days for the Business Office to complete this process.

- e. Club fundraising funds can be used for a student activity in conjunction with student activity funds.
- f. Club fundraising money is carried over to club accounts from one year to the next; however, clubs that do not activate within two (2) years will lose their fundraising balances. (Example: Club which was active in 2004-2005, inactive in 2005-2006 and 2006-2007 would lose their fundraising balance in June of 2007). These fundraising balances will be transferred to the general student activity account.

IX. **Student Activity Approval Committee (SAAC)**

1. **Purpose/Function**

The SAAC is established to facilitate appropriate and successful student activities. The committee will assist with and determine if proper activity planning, resources and expenditures are identified and addressed. Improved planning, implementation, management and accountability for student activities are the purpose and function of the SAAC.

The SAAC will receive, review and determine for approval student activities funding requested by students, College staff or student organizations. The SAAC has the responsibility and authority for the approval of student activity funding. The SAAC may also provide review and recommendation for “non-funded” activity requests. In addition, the Committee has the authority to require activity guidelines, parameters and benchmarks. The SAAC will also approve the activation of student clubs.

2. **Membership**

The SAAC will consist of a minimum of nine (9) members up to a maximum of thirteen (13) members. This will include a minimum of five (5) College staff and four student members. The College staff will include representatives from the Student Life and Campus Services Division and ideally representation from faculty, the Student Development Council, Business or Business and Administrative Services Office and student club advisors. The four (4) student members will be Student Senators who will be designated/selected by the Student Senate. College staff members will be selected from those expressing an interest and commitment to the student activities program and the meetings, activities and responsibilities of the SAAC.

A chairperson will be selected by the members. The chairperson will preside over committee meetings, activities and decisions. Alternate committee chairpersons may be designated/selected by the committee in the absence of the committee chairperson.

3. **Meetings**

Meetings will be held each week as necessary during the fall and spring semesters. Meetings will begin each year in the second full week of the fall semester. The SAAC will meet on Tuesdays at 2:00 pm. SAAC meetings end the last week of the spring semester. Additional meetings of the SAAC may be called and held as necessary. The weekly meetings are designed to provide accessibility and opportunity for students, staff and/or student

organizations to request, discuss and receive decisions and information regarding activities and funding.

There is no minimum membership attendance required for a committee quorum and official meeting. The meetings of the SAAC will be held with the members of the committee who are in attendance. The members of the committee present have the authorization to make decisions regarding student activities and funding. The no minimum requirement for a quorum is to facilitate committee responsiveness for student activity decisions.

4. Activity and Funding Requests

All funding for student activities must be requested through the SAAC. The SAAC will review requests for activities and funding at their weekly meetings. Forms and information are provided in the appendix to the Student Activities Procedure Manual for students, staff or student clubs to facilitate activity requests. The appropriate and necessary forms and information must be submitted for the committee to consider a request. All requests and information for funding must be submitted by 12:00 noon on Monday to the Office of Student Life. These requests will be included on the SAAC agenda. Requests not received by 12:00 noon on Monday will be held for the next meeting.

The SAAC will require at least one representative from the club, group or department that is involved in coordinating the event/activity be present when the funding approval is presented to the SAAC. In addition, the advisor can also attend which is encouraged by the SAAC but is not mandatory. This will ensure more understanding and clarity if the SAAC has any questions about the event. After an activity request is presented and discussed, the committee may ask the activity representative(s) to leave the meeting for committee discussion regarding the request.

5. Committee Action

The SAAC will take action on each activity and funding request received. The committee will take one of the following actions;

- a. **Approval** - Activity is approved with a designated amount of funding. If necessary, activity parameters and benchmarks can be required.
- b. **Provisional Approval** - Activity and funding is approved with conditions that must be met. This, for example, could include timeline and deadline dates for submission of deposits, minimum ticket sales, event advertising and promotion, etc. This provisional approval is for the purpose of allowing a request to be moved forward with conditions established to facilitate an effective and successful activity and expenditure of funds. Provisionally approved activities which do not meet the established conditions can be cancelled.
- c. **Return Request** - Activity and funding request is returned to the requestor for additional information before a decision will be made. The specific information necessary before an activity and funding decision can be made will be designated on the Activity/Funding Request (SA-1).
- d. **Non-Approval** - Activity and funding is not approved.

6. Authorization

Committee authorization is determined by majority vote of the members present. All members of the SAAC have an equal vote. Only in cases of a tie vote will the chairperson's vote determine the committee's decision.

Committee members who are sponsoring/requesting funding will be excluded from the Committee's vote on their activity.

The Director of Student Life has the administrative review authority for the activities and funding approved or provisionally approved by the SAAC. The Director of Student Life has the authorization to initiate payment(s) within the funding level approved, monitor activity conditions established and collect the necessary forms and contracts, and if necessary can discontinue or place an activity on hold when the necessary information has not been submitted or completed.

6. Monitoring and Review

Activities and funding approved or provisionally approved, will be monitored by the Director of Student Life. Activities and funding will be reviewed to determine if the conditions have been or are being fulfilled. If conditions of approval have not been met or provided, the Director of Student Life can cancel and rescind the funding for the activity. The Director of Student Life will provide a report/information on activity outcomes. The Committee will also use this information for consideration of future activity and funding requests.