

# Polk State College Procedure

Subject	Reference	SBE Rule Reference	Date	Number
Funding of Student Activities and Organizations	Board Rule 5.03 Florida Statutes: 1007.263, 1001.02(1), 1009.23 (7), and 1010.02	1001.64 1009.23(7) 1010.02 6A-14.057	2/4/2020	5033

I. **Purpose**

The purpose of this procedure is to outline the acceptable use of funds for student activities and organizations as per *Polk State College District Board of Trustees Rule 5.03: Funding of Student Activities and Organizations*. The operational budget for Student Activity and Service Fees is divided into a three-tier system as described in this procedure.

II. **Funding Types**

A. Tier-One Funding

Tier-one funding includes all salaries related to full-time and part-time staff members and any stipends that are set aside for the fiscal year. After these funds are set aside, they can be made available to the Student Government Association (SGA) Budget Board for review as part of the budgetary process.

B. Tier-Two Funding

The operational budget from Student Activity and Service Fee dollars includes the following student activities:

1. Athletic programming
2. City bus fees for students
3. Contingency funding
4. The Student Activities and Leadership Office (SALO)
5. The First-Flight Freshmen Welcome

C. Tier-Three Funding

The Student Government Association (SGA) Activity and Service Fee Committee is a standing committee with regularly scheduled meetings throughout the year. The Committee reviews budget requests; addresses new requests to ensure fiscal accountability, fairness, and student input; and approves a portion of the Student Activities and Leadership Office (SALO) allocation to various clubs, organizations, competitive teams, and The Arts, as well as special funding requests. This committee is responsible for ensuring the Student Activity and Service Fee funds are used in the best interest of the student body and in ways that support student success, student engagement, student leadership, and civic education. Examples for appropriate expenditures include the SGA, clubs, intramurals, student leadership experiences, competitive student teams, student activities, and events for The Arts.

The SGA Activity and Service Fee Committee is appointed by the Vice President of Student Services (or his or her designee) and must include both students and staff members (i.e., with students comprising at least half of the committee's voting membership). The following is the makeup of the committee:

- Student Body Presidents (i.e., Lakeland Campus, Winter Haven Campus, and Satellite Centers)
- Club Representatives (2)
- Student Senators (3)
- SGA Secretaries of Fiscal and Legislative Issues (2)
- All Student Body Vice Presidents (non-voting members)
- The Business Office Accountant
- The SALO Director (This individual acts as the Committee Chair and casts a vote only when a tie occurs.)
- The SALO Coordinators
- A Faculty Member who is a Club Advisor
- The Vice President of Student Services

### III. Club and Organization Budget Requests

Each student organization must have a current charter, Club Advisor, and a constitution approved by the SGA to obtain official College recognition and eligibility for Activity and Service Fee funding. The club or organization must be student-led (with assistance from the Club Advisor). The Director of SALO (or his or her designee) is responsible for monitoring the organization and approving events and programming, as well as subsequent monitoring of the organization's activities to ensure fiscal responsibility and compliance with the College's rules and procedures.

Each club, organization, or competitive team must submit a budget packet to the Student Activity and Leadership Office to create an initial operating budget. This packet is reviewed by the Director of SALO who makes recommendations to the SGA Activity and Service Fee Committee. Budget recommendations are approved by a majority vote of the voting members present. The SGA Activity and Service Fee Committee may establish additional procedures and regulations that govern how the Activity and Services fees are allocated to student clubs and student teams.

Each club and organization can be awarded funds to enhance students' college experience. All functions, programming, and events must be open for all Polk State College students who are in good academic standing. A club or organization may use its budget for supplies, food, materials, speakers, and any other materials that enhance the club. A club or organization may submit a request for additional funding for travel to conferences, leadership seminars, workshops, trips, and retreats through the campus SGA. For a club or organization to be eligible for additional funding, it must be in good standing with the campus SGA, and it must have fulfilled all club and organization requirements, as detailed in the *Polk State College Student Activities and Leadership Office Handbook* available in the Student Activities and Leadership Offices and online (<http://www.polk.edu/salo/clubs-and-organizations>). A club or organization may request additional funding after the initial allocation through its campus SGA.

Each student organization or team is open to all currently enrolled students, regardless of political opinions or affiliations, and must adhere to the *College's Equal Access/Equal Opportunity Statement*:

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Valparisa Baker  
 Director of the Office of Equity, Diversity, and Inclusion (Title IX Coordinator)  
 999 Avenue H, NE  
 Winter Haven, FL 33881-4299  
 Office: WAD 227  
 863.292.3602, Ext. 5378  
[vbaker@polk.edu](mailto:vbaker@polk.edu)

**III. Competitive Teams**

Competitive teams, such as Brain Bowl, Forensic Debate, and any other recognized Florida College System Activities Association (FCSAA) organization (including athletic teams), are eligible for Activity and Service Fee dollars. These monies can be used for competitive-team travel and supplies. Any additional requests of funding for clubs, organizations, and competitive teams (after the initial allocation), must be submitted to SALO via a *Budget Request Form*. The SGA Activity and Service Fee Committee will review the request and make a recommendation.

**IV. Department or Special Request for Funding**

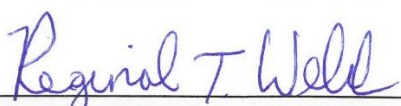
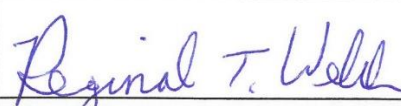
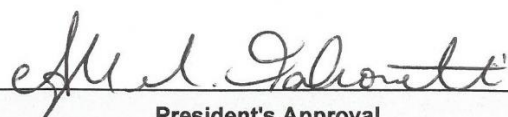
Any department or program requesting Activity and Service Fee funding must submit to SALO a *Budget Request Form* with supporting documentation that provides concrete evidence that the event, program, or travel enhances student experiences, student involvement, student success, student leadership, or student learning outside of the classroom. Campus-based requests need approval from the campus Student Government Association (SGA). Any College-wide program or event requires approval from the SGA Activity and Service Fee Committee to obtain funding. The deadline for any College-wide special request funding is February 15 to use the money during the upcoming fiscal year.

**V. Funds Remaining from Activity and Service Fee Accounts**

Non-encumbered funds remaining from all Activity and Service Fee accounts at the end of the fiscal year shall be put into a fund balance account. These monies can be rolled over in subsequent fiscal years to be used for capital outlay, improvements to club and SALO space, Athletic Department needs, and travel. The College Controller, Business Services Accountant, Director of SALO, and Athletic Director are responsible to make recommendations to the Vice President of Student Services when these funds are needed for a specified purpose.

**History:**

Adopted: December 1, 2015  
 Revised: February 4, 2020

	2/10/20		2/10/20
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/14/2020
President's Approval			Date