

Polk State College Procedure

Subject	Reference	SBE Rule Reference	Date	Number
Funding of Student Activities and Organizations	Board Rule 5.03 Florida Statute 1007.263 Florida Statute 1003.43 Florida Statute 1002.41 Florida Statute 1009.21 Florida Statute 1003.428	1001.64 1009.23(7) 1010.02 6A-14.057	12/1/2015	5033

Purpose

The purpose of this procedure is to outline the use of funds for student activities and organizations as outlined in Rule 5.03. The operational budget for Student Activity and Service Fees is divided into a three-tier system as described in this procedure.

Tier One Funding

All salaries related to full-time and part-time staff and any stipends are set aside for the fiscal year. After these funds are set aside, they can be made available to the SGA Budget Board for review as part of the budget process.

Tier Two Funding

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

- Athletics
- City bus fees for students
- Contingency
- Student Activities and Leadership Office (SALO)
- Student Convocation

Tier Three Funding

The Student Government Association (SGA) Activity and Service Fee Committee shall be a standing committee meeting regularly throughout the year to review budget requests; to address new requests to ensure fiscal accountability, fairness, and student input; and to approve a portion of the Student Activities and Leadership Office (SALO) allocation to clubs, organizations, competitive teams, the arts, and special-request funding. This committee is to ensure the Student Activity and Service Fee funds are used in the best interest of the student body and based on student success, student engagement, student leadership, and civic education. Examples include the SGA, clubs, intramurals, student leadership, competitive student teams, student activities, and the arts.

The SGA Activity and Service Fee Committee is appointed by the Vice President of Student Services or designee and is to include both students and staff, with students comprising at least half of the committee's voting membership. The makeup of the committee shall be:

- Student Body Presidents (Lakeland and Winter Haven)
- Center Vice Presidents (Lake Wales and Airside)
- Club Representatives (2)
- Student Senators (2)
- SGA Secretaries of Fiscal and Legislative Issues (2)
- Student Body Vice Presidents (non-voting members)
- Business Office Accountant
- Director of SALO (chairs committee – casts a vote only when a tie occurs)
- SALO Coordinators
- Faculty member club advisor
- Vice President of Student Services

Club and Organization Budget Requests

Student organizations must have a current charter, club advisor, and constitution approved by SGA for official College recognition and to be eligible for Activity and Service Fee funding. Clubs and organizations will be student-led with assistance from the club advisor. The Director of SALO or designee will be responsible for monitoring the organization, approving events and programming, and the subsequent monitoring of the organization's activities to ensure fiscal responsibility and compliance with college rules and procedures.

All clubs, organizations, and competitive teams must submit a budget packet to create their initial operating budget. The form will be reviewed by the Director of SALO who will make recommendations to the SGA Activity and Service (A&S) Committee. Budget recommendations are approved by a majority vote of the voting members present. The SGA A&S 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 college students in good academic standing to attend. Clubs and organizations may use their budgets for supplies, food, materials, speakers, and any other materials that will enhance the club. Any club or organization may submit a request for additional funding for travel to conferences, leadership seminars, workshops, trips, and retreats. 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, which are maintained in the SALO Handbook available in SALO offices and online at <http://www.polk.edu/salo/clubs-and-organizations>. A club or organization may request additional funding after its initial allocation through its campus SGA.

Student organizations and teams shall be open to all currently-enrolled students, regardless of political opinions or affiliations, and will adhere to the College's Equal Access/Equal Opportunity Statement:

Equal Access/Equal Opportunity

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, Equity & Diversity (Title IX Coordinator)
 999 Avenue H NE
 Winter Haven, FL 33881-4299
 Office: WAD 227
 863.292.3602 Ext. 5378
vbaker@polk.edu

Competitive Teams

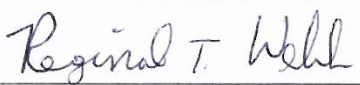
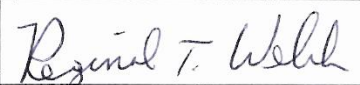
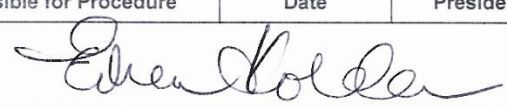
Competitive teams, such as Brain Bowl, Forensic Debate, and any other recognized Florida College System Activities and Athletic Association team, are eligible for Activity and Service Fee dollars. These monies are used for competitive-team travel and supplies. Any additional requests of funding for clubs, organizations, and competitive teams, after the initial allocation, must be submitted via a budget request form and or presented to the SGA A&S Committee.

Department or Special Request for Funding

Any department or program requesting A&S funding must submit a budget request form with supporting documentation that provides concrete evidence that the event, program, or travel will enhance the student experience, student involvement, student success, student leadership, or learning outside of the classroom. Campus-based requests will need approval from the campus SGA. Any college-wide program or event will need approval from the SGA A&S Committee for funding. The deadline for any college-wide special request funding is Feb. 15 to use money for the upcoming fiscal year.

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 will make recommendations to the Vice President of Student Services when these funds are needed for a specified purpose.

History: Adopted: December 1, 2015

	12/11/15		12/11/15
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			12/11/15
President's Approval			Date