GEORGIA SOUTHERN
UNIVERSITY

STUDENT ACTIVITY FEE FUNDING POLICY AND PROCEDURES			
Area:	Student Affairs	Number:	
Applies to:	Campus Community	Issued:	September 17, 2021
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I.

I.   Purpose

The purpose of the Student Activity Fee is to provide social, cultural, recreational, and educational opportunities for Georgia Southern University students. The funds are intended to provide opportunities for students to be involved socially, encourage contact among students from different backgrounds, and foster engaging campus activities and events. This policy provides the structure for the submission and review of proposals requesting Student Activity Fee funding.

II.   Policy Statement

The primary work of the Student Activity Fund Committee (Committee) is to provide recommendations for annual funding to programs that support student engagement experiences outside of the classroom. The Committee reviews proposals and makes funding recommendations to the Vice President for Student Affairs (VPSA) based on the relative merit of programs, total funding available, and funding priorities defined by the Committee. The VPSA makes the final funding decisions.

III.   Definitions

Budget Manager – Faculty or staff member with management and budgetary authority over the proposed program. These individuals have the ability to approve financial transactions and are assigned responsibility for operations of the specific budget for an accepted proposal. An identification number will be assigned to each successful proposal and will be maintained in the University's Financial system of record. Deans/Directors are provided reports annually to verify budget manager assignments.

IV.   Exclusions

There are no exclusions to this policy.

V.   Procedures

A.   Committee Membership and Appointment

There will be one committee for the University representing all campuses. The Committee is composed of nineteen (19) voting members and a non-voting chairperson. The chair

may vote to break a tie. Ten (10) voting Committee members will constitute a quorum and at least 50% of the quorum must be students. Members are:

- Twelve (12) voting students: At least four (4) students are elected or appointed representative positions in the Student Government Association (SGA) and are appointed by the SGA President. Eight (8) additional students are appointed by the SGA President. Students are appointed to serve for one-year terms and may be re-appointed.
- Four (4) voting faculty members appointed by the VPSA. Faculty members serve three-year terms.
- Three (3) voting administrators: the Vice President for Business and Finance or designee, and two professional staff appointed by the VPSA.
- The Associate Vice President and Dean of Students serves as a non-voting advisor.
- The VPSA serves as the non-voting committee chairperson.

B. Funding Structure
   1. General Funding
   The annual budget consists of funds generated from the Student Activity Fee. General funding is available for the personal services, travel and operating expenses of programs and are built into the annual fee budget.
   2. Funding Priorities
   The Committee will place the highest priority on campus programs and services which have the widest appeal for the student body, as well as those programs that recognize and support the interests and needs of a diverse student body. Requests for funding are typically considered in categories such as student social and recreational activities, cultural enrichment programs, and student services. Funding may also be provided for programs and services which reach smaller audiences but are of exceptional quality and enhance the overall environment of Georgia Southern University. With the exception of the Student Government Association, no registered student organizations may request funding through the Student Activity Fees allocation procedures.
   3. Fund Reserves
   The General Student Activity Reserve Fund includes any funds from the budget and the Contingency Fund which are unspent at the end of a fiscal year. This fund is normally used to fund large one-time expenses such as building improvements, renovations, or one-time equipment purchases. These one-time expenses are not built into the annual budget. Expenditures of reserve funds must be approved by the Vice President for Student Affairs.
   4. Additional Program Revenue
   Student Activity Fee-funded programs are able to supplement Student Activity Funds with revenues from other sources. Revenue generated from program activities must be deposited to the appropriate account per the cash management policy. A Student Activity Fee-funded program which generates revenue must include a revenue projection in the total budget presented in the funding proposal. Upon generation of excess revenues, the programs may submit a request to the VPSA to spend these revenues for appropriate program expenses. If a program projects no revenue at time of application and later decides to raise funds, the program must present those revenue projections and receive approval for the revenue from the VPSA.

C. Funding Application Process

University faculty and staff may submit a written proposal to the Committee that includes a narrative and proposed budget. Proposals are accepted in January, reviewed in February, and awards are made in March for the upcoming academic year. Specific timelines are announced by the VPSA each Spring. Programs are required to present the budget proposal to the Committee. The Committee may further investigate proposals by conducting follow-up interviews or requesting additional information or presentations. Previous funding will be considered in the decision-making process by the Committee; however, previous funding does not guarantee future funding.

The following criteria may enhance a program's chances of receiving funding:
- the clarity and quality of written and/or verbal presentations;
- the demonstrated success and effectiveness of an organization in planning and executing past programs;
- the number of students served;
- the breadth of a program's appeal to the student body;
- supplemental funds raised by the applicant; and
- the program's ability to demonstrate the program's direct impact on students.

D. Financial Policy and Procedures

1. Budget Manager Responsibility: Programs are expected to exercise fiscal responsibility in the management of allocations. Programs are not permitted to spend beyond its allocation unless additional funds are raised from other sources and approved by the Committee. Any program that overspends their allocated budget may not be considered for future funding. A program's unspent allocations will revert to the General Student Activity Reserve Fund at the end of the fiscal year. Budget Managers are also expected to participate in any University or student activity training that will enable them to manage the Student Activity funding effectively.

2. Approved Program Expenditures & Amendments: All expenditures must support the student development and enrichment activities that were described in the funding proposal approved by the Committee. If a program needs to amend the proposal during the year, the Budget Manager must send a request and justification for amendment to the VPSA for approval.

3. Allowable Expenditures: All purchases must be in compliance with University System of Georgia policies and Georgia Southern Financial and Business Services. Budget Managers are responsible for ensuring all purchases are compliant.

4. Routing Approvals: All financial transactions using allocated student activity funds must be routed to the appropriate designated signature authority for the program for approval.

5. Retention of Records: Employees with designated signature authority are required to maintain documentation of revenues and expenditures as outlined in the USG Records Retention Guidelines. In addition, Budget Managers must retain supplementary documentation to justify how expenditures support student learning outcomes, University strategic pillars and align with the funding proposal approved by the Committee. The VPSA may review this documentation at any time.

6. Conflicts
If there is any conflict with these policies, Georgia Southern University or University System of Georgia policies and procedures govern.