



Departmental Procedure: SA-SL10 Student Activities and Service Fees Budget Procedure	
CF Board Policy: 7.06 CF Administrative Procedure: 5.08, 7.06	Effective date: 07/26/07 Revised date: 7/15/24 Revised By: M. McGee

Department: Student Life

Personnel Involved: Vice President for Enrollment Management and Student Affairs, Director of Student Life, Student Activities Team, Club and Organization Advisors, Business Office Staff, Student Life Committee

Person Primarily Responsible: Director of Student Life

Objective: To ensure that student activities funds are allocated, monitored and spent appropriately.

Procedure:

I. Student Activities Budget Spending Guidelines

- **Florida Statute 1009.23:** “The student activity and service fees (SASF) shall be paid into a student activity and service fund at the Florida College System institution and shall be expended for lawful purposes to benefit the student body in general. These purposes include, but are not limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the Florida College System institution without regard to race, sex, or religion.”
- For the College of Central Florida, all CF student activity and service fee (SASF) money **MUST** be spent on activities/goods/services that benefit CF students.
- **SASF MAY NOT** be donated to any outside organization directly, nor may goods or services purchased with SASF be donated to any outside organization. (See use of Fund 06 below.)
- **Students MAY NOT** be charged for the complete cost of any event/item funded with SASF. They may be asked to make a donation, but are not required to do so. If there is not enough money in a budget to cover an event, budget monies may be used to cover the partial cost and students will be asked to pay the remainder, that way funds are being used to subsidize the costs for students. However, keep in mind that attendance can never be guaranteed, so you may not end up with enough money to cover any shortfall.
- **SASF MAY NOT** be used to purchase items for fundraising purposes. This is a Florida law; state money may not be used to purchase items to be resold.
- **SASF MAY NOT** be used to provide food for students without any accompanying event that fulfills the mission and purpose of the group and or the college. It is not appropriate to use SASF for food for club/organization meetings that are not open to the general population of the college.
- The use of any of a club’s SASF will be determined each year by establishing a budget that will be approved by the Student Life Committee. **When dollars are being used outside of the projected**

budget, this must be approved by members of the club/organization and reflected in the club's minutes.

- When purchasing items for giveaways, note that any item over \$25 should be documented using the Student Life Prize form found in the office of Student Life.
- CF Student Athletes are not eligible for prizes.
- If necessary, clubs and organizations can request additional funds from the Student Life Committee.
 - The request and supporting documentation will be submitted via email to the director of Student Life.
 - Requests up to \$500 can be approved by the director of Student Life.
 - Requests over \$500 to \$2,000 will be sent to the Student Life Committee for an email vote.
 - Requests of more than \$2,000 will require the group to come before the Student Life Committee.
 - Fifty percent plus one of voting members will be required for a request to be approved (Student Life Committee, 12/1/2017).
 - If a request is approved, the director of Student Live will communicate with the requesting organization and the Business Office to appropriately distribute the funds.
 - If a request is denied, the director of Student Life will communicate with the requesting organizations.
 - Additional funds will come from the Student Activities contingency fund, unless otherwise directed.
- The Office of Student Life and the Business Office will determine when spending for clubs and organizations will end. This will allow for purchases to clear and for the Business Office to close the books. Spending for the new year may resume once advisors complete their advisors training in the fall.

Student Activities and Service Fees Budget Development Cycle

Time Frame	Task
3rd week of August	Notification of final approved budgets sent to organization and club advisors by the Office of Student Life.
2nd week of December	Midyear budget and activities reports received in the Office of Student Life.
	Payments of supplements/stipends to advisors approved by the Office of Student Life. (When applicable.)
3rd week of January	Vice president for Enrollment Management and Student Affairs meets with president to discuss goals.
2nd week of February	Current year budget, budget development guidelines and forms reviewed by the Student Activities Board and the Student Life Committee. Budget request forms prepared by the Office of Student Life and sent to all appropriate campus entities.

3rd week of March	New budget requests from appropriate campus entities received in the Office of Student Life.
1st week of April	New budget requests reviewed by the director of Student Life, vice president for Student Affairs and Student Activities Board members.
3rd week of April	New budget recommendations presented to the Student Life Committee for review and approval.
	End of the year budget and activities reports received in the Office of Student Life.
4th week of April	Student Life Committee hearings held if necessary.
1st week of May	Payments of supplements/stipends to advisors approved by the Office of Student Life. (When applicable.)
2nd week of June	Final budget recommendations submitted to the president for approval.

III. Use of Fund 06

- Each club and organization has the opportunity to participate in fundraising activities. Any monies raised in this fashion must be deposited into Fund 06. Many clubs and organizations already have these accounts in place. If the club does not, it will take personal investment to begin the process of building an account. Once the clubs have had an event, any monies raised would need to go into the account that the Business Office will establish. These monies can be used by the club or organization for any purpose including end-of-the-year activities, food for club or organization meetings, fundraising, recognition items for the group, etc. **Any purchases made from Fund 06 must be reflected in minutes from the club/organization meetings (with the exception of academic-related organizations). The Director of Student Life maintains oversight of all club and organization 06 funds.**
- It is the understanding of the college that if a student is registered for a conference or training and is unable to attend, it will be up to the student to reimburse the club/organization for nonrefundable items. If the club/organization so chooses, it may cover these expenses utilizing Fund 06. Again, this will require documentation in the club/organization minutes.
- Academic-related organizations can use the funds to enhance and publicize their organization. They can use the funds for the purchase of food, materials and trips. No grants or scholarships may be issued directly from Fund 06. A scholarship for a student may be subsidized from Fund 05; a transfer of monies to Fund 05 is required and a memo of authorization approved by a vice president or provost must be sent to the Office of Financial Aid. The processing of scholarships is accomplished by the Financial Aid Office. Scholarships must be originated through Financial Aid.
- Please refer to SA-SL5, Event Planning and Approval Procedure, for additional guidelines and expectations for 06 funds.