



Title: Student Activities Budget Development	
Page 1 of 2	Implementing Procedure For Policy # 7.06
Date Approved: 07/23/04	Division: Student Affairs
Date Revised: 05/12/11	

The following are procedures for student participation in the development of the budget for expenditures funded from the student activity and services fee.

- 1) Budget Development:
Expenditures from student activity and service fees shall be according to a budget prepared jointly by students and College staff according to the Office of Student Life Student Activities Budgeting Procedure and approved by the President.
- 2) Student Organizations:
Student organizations not so financed may be permitted on campus with faculty or staff advisors and under rules of the District Board of Trustees. The College as a service to the organizations, or if necessary for the protection of student members, may provide that organization funds be placed with the College Business Office to be held in custodial account and to be withdrawn and expended upon requisition according to the organization's approved budget.
- 3) Committee: Student Life Committee

Responsibilities: This committee recommends and/or develops and implements policies, procedures and regulations pertaining to all student activities. Included among the committee's responsibilities are:

- College co-curricular activities
- Recommending the annual student activities budget
- Screening prospective campus speakers
- Updating the Student Handbook
- Making recommendations on rules and regulations
- pertaining to students
- Exploring new opportunities for student involvement
- Providing recommendations on any matters to improve student life

Reporting Relationship: The committee is advisory to the Vice President for Student Affairs; major recommendations will be considered by the College Council and/or the President.

Membership:

- Vice President for Student Affairs, Chair
- VP, Citrus Campus or designee
- Director, Student Life
- Coordinator, Student Activities
- Financial Aid Department (1)
- Visual and Performing Arts (1)
- Athletics (1)

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- Business Services (1)
- Faculty (3) – 2 for two years and 1 for one year
- Students (7) (one of whom is a student athlete, one of whom is from the Citrus Campus and one of whom is from the Levy Center)

The committee and the committee chair are appointed by the President.

- 4) Student Activities Budget Development Cycle: Refer to Management Calendar for current development cycle.

Vice President, Student Affairs

Date

Vice President, Administration and Finance

Date

Approved by President

Date