



Title: Student Activities Budget Development	
Page 1 of 2	Implementing Procedure For Policy # 7.06
Date Approved/Revised: 7/23/04, 5/12/11	Division: Enrollment Management and Student Affairs

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) 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
- 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 Enrollment Management and Student Affairs; major recommendations will be considered by the College Council and/or the President.

Membership:

- Vice President for Enrollment Management and Student Affairs, Chair
- Vice President for Regional Campuses or designee
- Director, Student Life
- Enrollment Services Coordinator, Levy Campus
- Financial Aid Department (1)
- Visual and Performing Arts (1)
- Athletics (1)
- Business Office (1)
- Faculty (3) – 2 for two years and 1 for one year
- Students (6) (which includes a student athlete, a student from the Citrus Campus and a student from the Levy Campus)

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

3) Student Activities Budget Development Cycle

Refer to Management Calendar for current development cycle.

Vice President of Enrollment Management and Student Affairs		Date:
Vice President, Administration & Finance		Date:
Approved by President		Date: