



# **STUDENT ACTIVITY FEE HANDBOOK**

**Last Revision: July 8, 2016**

Official Website of the SAF:

<http://studentaffairs.psu.edu/hub/activityfeeboard/>

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## **I. General**

### **A. History and background of the SAF**

In the fall semester of 1996, Penn State began assessing a student activity fee. This charge, which had been approved by the University Board of Trustees at their September 1995 meeting, was set at \$25 per semester. In the spring of 1998, the Chair of the Student Activity Fee Board (SAF Board) presented a proposal to President Spanier, which was subsequently approved by the Board of Trustees, to raise the fee while making it campus-specific in accordance with the wishes of student representatives at each Penn State campus. An inflation adjustment of \$1 per semester was made in the spring of 1999, and each year thereafter the fee has been adjusted for inflation and to provide additional support for programs.

### **B. Purpose of the SAF**

The purpose of the fee is to provide funds to improve the cocurricular environment for undergraduate and graduate students. With the initiation of the fee, President Spanier agreed to the following guiding principles:

- Revenue raised will remain at the campus where it is collected. The only exception is lump-sum funding for the Council of Commonwealth Student Governments (CCSG), which independently works for the benefit of the Commonwealth Campuses. There shall be no other exception to this rule.
- Revenue should not replace current student affairs general funds activities monies.
- Money generated by the fee should be used to support student activities and programs.
- The student activity fee will not be folded into general tuition funds.
- The funds raised should be allocated by an appropriate committee on each campus comprised of students, staff, and faculty. At University Park, it will be a student-run committee under the auspices of the Vice President for Student Affairs. At the campuses, it will be under the auspices of the chief student affairs officer.
- The fee was originally set at \$25 per semester, and any increase beyond the cost of inflation adjustment will occur only after the approval of the students as appropriately organized at that time. The cost of inflation will be determined by and based on the current Consumer Price Index (CPI).<sup>1</sup>
- The use of this fee should be public knowledge and made available to students.

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<sup>1</sup> Revision adopted 12/5/08

## **C. Guiding Principles**

**The funds generated through the student activity fee should be applied to areas that will:**

- Improve the overall quality of the campus experience from the students' perspective,
- Increase opportunities for student involvement in the educational process through the out-of-class experience, and
- Enhance the appropriate out-of-class services and programs at the campuses based on identified student needs.

**Thus, the fee:**

- Enhances student life and the overall student experience by maximizing opportunities for out-of-class experiences,
- Improves the educational climate by offering non-credit-bearing programs/activities.<sup>2</sup>

**The primary goals for the fee include:**

- Working with the campuses' strategic planning process to enhance the campus environment and improve the cocurricular activities and programs at each campus,
- Improving student activities designated to increase student satisfaction and retention,
- Assisting in providing specialized services and programs for diverse populations on a student-needs basis, and
- Enriching the campus environment and encouraging the involvement of students, thereby promoting academic achievement and student development.

Activities and programs that enrich and improve the out-of-class environment, both qualitatively and quantitatively, should be fostered and should be highly visible.

## **D. Student Activity Fee Board**

1. The role of the SAF Board is to:

- Review the use of activity fee funds for consistency with the established principles and practices,<sup>3</sup>
- Be responsible for hearing any appeals of decisions of the campus allocation committees,
- Recommend changes in policy and procedure, and

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<sup>2</sup> Revision adopted 3/27/15

<sup>3</sup> Revision adopted 3/27/15

- Receive and review any proposals to increase the fee beyond inflation increases.

## 2. Membership

The Student Activity Fee Board shall be comprised of:<sup>4</sup>

- the Vice President for Student Affairs who will serve as chair (or his/her designee),<sup>5, 6</sup>
- the Senior Director of Union and Student Activities, with non-voting status
- a chief student affairs officer from the Eastern campuses, with non-voting status
- a chief student affairs officer from the Western campuses, with non-voting status
- the University Park Undergraduate Association President (UPUA),
- the Council of Commonwealth Student Governments President (CCSG),
- the Graduate and Professional Student Association President (GPSA),<sup>7</sup>
- the CCSG Campus Chair,
- two elected representatives from CCSG,
- the Chair of the University Park Allocation Committee (UPAC),
- a University Park student representative appointed by the UPUA President,
- a member of the Faculty Senate Committee on Student Life, with non-voting status,
- the Assistant Director of Union and Student Activities for the Commonwealth Campuses, with non-voting status, and
- the Administrative Assistant for the Senior Director of Union and Student Activities with non-voting status

The majority of the members of the SAF Board will be students. The meetings will be open to the general University community as long as seating is available.

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<sup>4</sup> Revision adopted 1/23/15. Faculty and staff became non-voting members.

<sup>5</sup> Revision adopted 3/27/09

<sup>6</sup> If the Vice President for Student Affairs foregoes active participation in Student Activity Fee Board meetings, policy recommendations of the Board will first be forwarded to the Vice President for comment and edit. Suggestions from the Vice President must be received by the SAF Board within two weeks. The Vice President's suggestions will be considered in sub-committee meetings and will, if the Board sees fit, be voted upon as amendments to the original recommendations at the next regularly scheduled SAF Board meeting. Final recommendations of the SAF Board will be forwarded, by the Chair of the SAF Board, directly to the University President. The Chair is urged to meet with all parties involved to properly represent the SAF Board's recommendations and lobby for their swift implementation. Revision adopted 5/1/09

<sup>7</sup> The Graduate Student Association changed their name to Graduate and Professional Student Association in the Spring of 2014. This name change will be reflected throughout this document. Revision adopted 7/1/14

If a SAF Board member cannot attend a scheduled SAF Board meeting, he/she may assign an individual from his/her respective organization, who has a full understanding of SAF policy to sit on the board as his/her assigned representative (substitute). That assignee shall maintain the same voting rights.

## **E. SAF Board Meetings and Agendas**

The SAF Board shall meet at least once each semester. The SAF Board typically meets three to four times a semester in conjunction with the CCSG Council meetings.<sup>8</sup> The SAF Board will meet as needed to review appeals submitted to the board.

The rules of procedure in the meetings of the SAF Board shall be those of the most recent edition of *Robert's Rules of Order*. All motions shall be determined by a majority of the votes. Roll-call votes may be initiated by the decision of the chair or by one member of the SAF Board.

The order of business at each regular meeting of the SAF Board shall be as follows:

- Welcome from Chair, roll call, adopt agenda, adopt minutes, announcements
- Public comment
- Discussion items
- Recommendations to the Vice President for Student Affairs
- Future meeting dates

## **F. Changes to SAF Handbook**

Any proposal that alters, replaces, or changes existing guidelines and/or policies as written in the SAF handbook must be submitted to the SAF Board Chair in its final form and distributed to SAF Board members at least 10 academic days (as opposed to calendar days) prior to voting on the adoption of said proposal at a scheduled SAF Board meeting. This ensures enough time to assess its impact and seek discussion and input from all affected University constituencies prior to formal voting.

# **II. SAF Tiers and Summer Fees**

## **A. Tiers**

The University will hold a maximum of two tiers, or fee levels. When voting on one of the two tiers, the SAFB will solely consider the needs of the University Park campus. With regard to the other tier, the SAFB will solely consider the needs of the Commonwealth campuses.<sup>9</sup> Every year, each Commonwealth campus will select the tier that is most

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<sup>8</sup> Revision adopted 3/27/15

<sup>9</sup> Revision adopted 3/27/15

appropriate for their campus. If a summer fee is collected, the amount of the fee is prorated.<sup>10</sup>

In the case of a discrepancy between the SAFB Student Representatives from the University Park campus, each University Park Representative may come forth to the full board with a fee level proposal, and the full board will vote on the proposal they feel best fits the needs of the University Park campus.<sup>11</sup>

## **B. Summer Fees**

Each campus may elect to assess an activity fee during the summer session. If electing for the fee, a two-year commitment to charging the fee is required by the Budget Office. The revenue generated from this fee should be used to support programs and activities during the summer it was collected. However, up to 10% can be used to support programs and activities that occur during the fall and spring semesters. The revenue will be deposited into the summer activity fee budget at each campus that collects the summer fee.<sup>12</sup>

## **III. Campus Allocation Committees**

While campuses determine the frequency and format of their allocation committee meetings, it is required that the committee is included in all decision making regarding the allocation of the fee. In addition, committees are required to take minutes at each location. At minimum, the minutes need to include the following: 1) the meeting date, 2) committee members present, 3) proposal title and description, 4) committee discussion, 5) recommendation and vote/decision. Included in this manual is a sample template (see Appendix A), which includes the information that must be collected at each meeting. Campuses can adapt (or expand) the template as needed, provided the minimum information is included.

### **A. Commonwealth Campuses**

Allocation committees at the campuses are made up of the chief student affairs officer and the Student Government Association (SGA) President as co-chairs, one other staff member as chosen by the co-chairs, one faculty member chosen by the campus faculty organization, and six additional students. The six additional students should provide a diverse representation of the campus student population so that a broad perspective can be gained by the allocation committee as chosen solely by the co-chairs. If the co-chairs cannot reach an agreement, priority should be given to the student co-chair's choice.<sup>13</sup>

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<sup>10</sup> Revision adopted 8/6/13

<sup>11</sup> Revision adopted 3/27/15

<sup>12</sup> Revision adopted 8/6/13

<sup>13</sup> Revision adopted 12/4/09

It is strongly recommended that each campus allocation committee publish an annual report on the expenditures of their student activity fee funds. Furthermore, the SAF Board recommends this report be posted to the campus allocation committee's website.

## **B. University Park**

UPAC will be comprised of at least twenty-eight (28) students with eight (8) students elected at-large and at least twenty (20) students appointed. The proportional ratio of undergraduate and graduate student enrollment at University Park will be used as a metric for the ratio of students on the committee, when possible.

For appointed positions, all interested students must complete an application. Returning committee members may be reappointed with the consensus of the current UPAC Chair and UPAC advisors. New applicants will be interviewed by a committee consisting of the current UPAC Chair, a representative for the Vice President for Student Affairs, and a member of the appropriate student government. The appointment process will be completed prior to the elections period; those not appointed may run for an elected position.

The filling of elected positions will follow the election protocols of the undergraduate student government and the graduate student government. The results of those elections will be provided by the student governments within one (1) week of completion to the current UPAC Chair.

To ensure sufficient membership on the committee, a rolling admissions process will be used to appoint members throughout the academic year, when needed.<sup>14</sup>

For more detailed information about campus allocation committees, please check the webpage of the respective campus.

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<sup>14</sup> Revision adopted 11/8/13



## IV. Lump-Sum Allocations

A. Allocation committees can approve lump-sum allocations; however, the group receiving the lump-sum allocation needs to submit an annual report of the expenditures to their SAF allocation committee.<sup>15</sup>

B. UPUA, CCSG and GPSA organizations (as recognized by the Penn State University Board of Trustees) will be granted lump-sum funding provided they meet and sustain the criteria outlined below. Lump-sum funding, as of 2012, will be as follows: GPSA Budget = \$59,542, UPUA Budget (without legal services) = \$139,628.55 and CCSG Budget = \$36,528.29. Each lump-sum allocation will be reviewed every 3 years for adjustment, beginning with the 2015-16 fiscal year.<sup>16 17 18</sup>

Criteria for lump-sum allocations for the respective organizations are as follows:

- Must be in good standing with the University (i.e., registered with the Office of Student Activities, no misconduct or arbitration within the last academic year and the seating of a full executive body).
- Must submit a “show-cause” budget to the full SAF Board by the end of September of each academic year.
- Each organization funded by lump-sum funding will be required to complete a mid-year review and an annual audit each fiscal year. The organization will work with the financial officers in Union and Student Activities to conduct the audit. The annual formal audit (from previous year) and show-cause budget will be reviewed at the first meeting of the year, and the transitional audit will be reviewed by the SAFB at the last meeting of the year.<sup>19</sup> (Refer to Appendix B for the audit procedures).
- After the completion of the fiscal year audit any unused funds must be returned to the UPAC budget.
- After review of the audit and the “show-cause” budget from each organization, the SAF Board will make a lump-sum funding recommendation to the Vice President for Student Affairs at the conclusion of every third fiscal year. The recommendation may not be decreased by more than 10% from the previous allocated funding.<sup>20</sup>
- Each organization may co-sponsor events with recognized organizations. (Refer to the definition of co-sponsorship found in Section D, #12.)

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<sup>15</sup> Revision adopted 3/27/15

<sup>16</sup> Revision adopted 3/27/15

<sup>17</sup> Revision adopted 1/27/12

<sup>18</sup> CCSG currently does not receive lump sum funding as it has not been approved or implemented. Updated 5/27/2014.

<sup>19</sup> Revision adopted 5/27/14

<sup>20</sup> Revision adopted 4/24/15

- The organizations will not serve as allocating bodies to the University Park Campus. This role will be reserved for the University Park Allocation Committee.
- UPUA, CCSG, and GPSA are not eligible to submit a request for additional funding to the Student Activity Fee Board, with the exception of the 8% carry forward request, or to the University Park Allocation Committee.<sup>21</sup>

The University Park Campus Process for Requesting an 8% Carry Forward of Lump Sum Allocations.

- Each year, UPUA and GPSA may request a carry forward of unused funds from the previous year up to 8% of their total lump sum budget, providing that such funds are remaining in their ASA accounts at the end of June after accounting for any outstanding Purchase Orders. (Note, based on 2015, the maximum UPUA could request is \$11,170 and the maximum GPSA could request is \$4,763.)

It will be the responsibility of the newly elected president or the president's designee to request the carry forward and to submit their requests to the SAF Board Chair one week prior to the first SAFB meeting. Details about how the carry forward will be spent must be outlined in the same format as the show cause budgets, which are also submitted one week prior to the first meeting. At the end of the year, as a separate section of the annual audit and in the same format, each organization must provide details about the exact usage of the carry forward funds. Any carry forward funds not spent by the end of the fiscal year will be returned to UPAC. In no instance shall either organization be allowed to increase the amount of their carry forward request above the 8% threshold established by the University.

## V. Funding

The range of activities that can be funded is broad. The following list is not all-inclusive, and the categories are not mutually exclusive. These lists provide examples of the range of potential areas for funding consideration. The unique needs of a particular campus may suggest a funding priority at one location but not at another.

### A. Areas Eligible for Funding at All Campuses

#### 1. CAMPUS ACTIVITIES

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<sup>21</sup> Revision adopted 4/24/15

Funding in this general category is intended to increase the out-of-class experiences for students and add value to the Penn State experience. The following are examples of areas eligible for support:

- Most one-time programs would be listed in this category, with the exception of one-time diversity programs, which should be listed in the Diversity category;
- Student organizations receiving additional or lump-sum funding;
- Media including publications and campus radio stations; and
- Publicity for student activities.

## 2. EQUIPMENT

All equipment is to be listed under this category, including equipment bought with the lump-sum money given to organizations. Clubs and organizations from time to time need upgrades of equipment to support their purposes and activities. While the University provides the basics such as access to the University computer system, other equipment is needed to facilitate opportunities for student involvement and campus-wide programming. A few examples are:

- Poster printers;
- Computers for student organization offices;
- Barbells for the Barbell Club;
- Mats for the Karate Club;
- Stairmasters for the fitness center;
- Lockers for commuter students; and
- Equipment for athletics.

## 3. FACILITIES

Student Activity Fee funds cannot be used to retire the long-term debt on any future construction projects. (The HUB and Health Center were exceptions to this.) Campuses may consider the use of a portion of fee income for facility upgrades and refurbishing in direct support of the out-of-class experience. Any requests that fall outside of these two conditions must be reviewed and endorsed by the Student Activity Fee Board by completing the Special Request for Funding Form.

Some examples are:

- Renovating/upgrading student lounges, fitness rooms, and areas other than classrooms that are heavily used by students;
- Purchase of paintings and other wall hangings to enhance the ambience of a facility;

- Purchase of office furniture for student offices, student lounges, and other student areas.

#### 4. PROGRAM SUPPORT

All campuses will have some type of campus-wide programming that contributes to the well-rounded experience for their students. This helps to build a vibrant community. Campus-wide programming boards/committees that program a series of events are the appropriate beneficiaries for this category such as:

- Block booking support;
- Lecture/Speaker series;
- Healthy living series;
- Music programs; and
- Movie series.

#### 5. RECREATION

This area includes support for club sports, intramural sports, and open recreation. Improvements in health and fitness areas should be listed under Facilities, and equipment for these programs should be listed under Equipment. Examples of appropriate listings would be:

- Fees for officials;<sup>22</sup>
- Registration fees for tournaments;
- Vehicle charges for traveling teams should be listed under this category and not the travel category; and
- Varsity sports teams may be given start-up funding and then limited support for up to a maximum of three years.<sup>23</sup>

#### 6. DIVERSE POPULATION AND ISSUES

This category speaks specifically to programming and equipment purchased for, in support of, or to enhance the understanding of non-traditional issues. All programs that deal with diversity should be listed in this category except travel expenses to those diversity events or programs. Some examples are:

- Women's issues;
- Lesbian, gay, bisexual, transgender issues;
- Multicultural issues;

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<sup>22</sup> Revision adopted 11/12/10

<sup>23</sup> Revision adopted 11/12/10

- Child care; and
- Special lounges/equipment/programs for the physically challenged.

## 7. TRAVEL

This category relates specifically to travel for students to go off campus for events where Student Activity Fee funds are used. Travel is permitted without geographic restriction; however, individual allocation committees may choose to restrict travel locations. Travel is defined as all travel expenses including lodging, meals, parking, tolls, and transportation. Subsidization of tickets, conference registration and/or admission fees affiliated with trips are not part of travel expenses. This travel category also does not include travel paid to bring speakers and performers to campus. These expenses should be included as part of the program expense. A separate, detailed travel report will be collected annually to track travel trends. Some examples of travel are:

- Travel to conferences (if approved by the allocation committee);
- Travel to plays;
- Shopping trips; and
- Outdoor adventure trips.

## **B. Areas Eligible for Funding Only at University Park**

### UPAC EXPENSES

The University Park Allocation Committee can utilize up to \$5,000 per academic year of UPAC's current Student Activity Fee allocation towards receipted expenses for UPAC retreats and/or training.<sup>24</sup>

### STUDENT LEGAL SERVICES AT UNIVERSITY PARK<sup>25</sup>

During the 2008-2009 academic year, the SAF Board approved using SAF funding (\$2 per semester) to create Student Legal Services (SLS) at University Park for a three-year trial period (2009-12). At the conclusion of that trial period (spring 2012), the SAF Board approved the funding for the continuation of Student Legal Services.

- In 2012-2013, SLS funding was increased to \$3, and in 2014-15, it was increased to \$4. Beginning in 2016-17, the funding increased by \$1 to \$5 from the SAF from each fee-paying student at University Park. This rate may be adjusted at the discretion of the Student Activity Fee Board should the need arise.<sup>26</sup>

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<sup>24</sup> Revision adopted 10/30/09

<sup>25</sup> Revision adopted 4/13/12

<sup>26</sup> Revision adopted 3/18/16

- SLS is a service provided through Student Affairs in consultation with UPUA and GPSA. Student Affairs will be responsible for the location and housing of Student Legal Services, as well as for routine overhead costs.
- The Director of Student Legal Services, a full-time attorney, hires the appropriate staff support and other attorneys the office may require within the constraints of their annual budget.
- Each year, the Director of SLS shall convene an advisory body for the office; at minimum its membership shall include designees from the GPSA and UPUA.
- The Director of Student Legal Services shall present an annual report of activities to the SAF Board.
- All advising, consultations, attorney-client meetings, third party interventions and phone calls/meetings on the client's behalf will be free to students. All legal fees associated with representation in court, such as court fees, will be covered by the student using the service and will not be supported by SAF resources.
- SLS may assist students in any legal issue as office expertise and resources will permit, making appropriate referrals when necessary. The office shall not engage in matters involving claims against the University, claims by one student against another, felony criminal matters, or contingency fee cases.

### **C. Areas Eligible for Funding Only at Commonwealth Campuses**

#### **SELECTED SUPPORT SERVICES**

Selected positions in student services may be funded. However, some campuses lack some of the basic services that are readily available at University Park. While the Fee Implementation Committee understood that it is the responsibility of the University to provide staffing and student services at all locations, they were willing to allow the hiring of staff on wages to provide services that were lacking on their campus. Campuses may plan to use funds to enhance services where student need is evident. The fee cannot be used to replace general funds if the service is already in place. All positions must be on a wage basis, and student staff is preferable in areas other than where a professional is indicated. Some areas eligible for enhancement are:

- Recreational athletics;<sup>27</sup>
- Career services;
- Childcare services;
- Health services;
- Personal counseling; and
- Student activities.

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<sup>27</sup> Revision adopted 11/12/10

## D. SAF Fund Use

The purposes outlined and categories to be funded represent the places where the most progress can be made in enriching the out-of-class experience of the students in the campus community. The following should receive special attention:

1. Money may be used for wages, (preferably for students) but NOT for salaries. In some cases, wages for professional staff may be appropriate when student employees with appropriate time and/or experience are not available.
  - 1 a. Activity fees may fund wages, preferably student wages, and may, only in extraordinary circumstances, fund salaries. Funding for a salaried position may only be considered if submitted directly by one of the SAF Board's student representatives from UPUA or GPSA with a copy of a resolution passed by the respective student government at University Park showing their support. Approval for use of activity fee money for specific salaries must be given by the Student Activity Fee Board and must be endorsed by both the Vice President for Student Affairs and the President. It is understood, however, that funding salaries with activity fee money is not the preferred means. Every effort to find alternative revenue sources to support salaried positions should first be explored before these approvals are given. The Commonwealth Campuses are still governed by item number one above.<sup>28</sup>
2. The SAF should not be utilized to replace what is currently being funded by University General Funds permanently supporting programs/services/equipment/activities. However, on a case-by-case basis and with the recommendation and concurrence of the allocation committee of that campus, exceptions can be made. Campuses should have flexibility, but must be faithful to the principle of not using SAF income to support what is currently being funded by General Funds. The SAF can be used no sooner than three (3) fiscal years after University General Funds no longer support these initiatives.<sup>29</sup>
3. These funds should not be used for major renovations and/or construction of new buildings.
4. Funding CANNOT be discriminatory, arbitrary, or capricious.
5. Viewpoint Neutrality – Based on court decisions, allocating boards must make decisions that are viewpoint neutral which is defined as decisions that are not

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<sup>28</sup> Revision adopted 3/27/09

<sup>29</sup> *Exception: Beginning with the fall semester 2008, each campus SGA may elect to allow student activity fee funds to replace the General Funds allocation from the 189-50 CO budget. SGAs may approve the use of General Funds to provide or expand salaries for fixed-term, multiyear positions which support Student Affairs or any cocurricular student service. In return, the SGA will automatically receive at least the equivalent of their General Funds plus the equivalent percentage increase to the Student Activity Fee for that year. The SGA, however, will not be automatically granted the percentage increase should student enrollment as defined by the FTE (Full Time Equivalent) at that campus decrease from the previous year. In that case, any increase to the SGA Allocation will be determined by the campus' SAF Allocation Committee. The traditional Student Activity Fee Board restrictions as to how those funds can be spent will be waived so long as expenditures fall within general University budget and accounting guidelines.*

Revision adopted 4/16/10

based on religious, political, or personal views. Furthermore, all viewpoints, including those that are controversial, must have an equal chance of receiving funding. However, it is not required that all groups be funded equally or that opposite views have to be funded. The same criteria used for other events, such as student interest and involvement, can be used to determine funding amounts for potentially controversial programs.<sup>30</sup>

6. No person or sponsoring organization may make a profit from a SAF-sponsored event. With the approval from the sponsoring organization, a group may sell a commodity or raise funds at a SAF-sponsored event.
7. Requestors must use SAF funds in the manner in which they were allocated.
8. Activities sponsored by the SAF must be open to all University students at the location that is funding the event.
9. The SAF cannot be transferred to any General Funds budget.
10. Individual chapters recognized by IFC, NPHC, MGC, and Panhellenic Council are eligible for funding only when the event is open to the entire University population.
11. Clothing is an allowable expenditure but the requestor must show; 1) how the item(s) enhance the out of-class experience, and 2) all students must have equal access to items being offered. The exceptions are items such as uniforms that must be returned to the University at the end of the season or fiscal year.
12. One registered student organization may conduct approved fund-raising activities at SAF-supported events provided the main purpose of the activity being supported by the fee is not fund-raising and the event is free and open to the University community. A student who attends said event and does not donate must be able to gain the same experience from said event as someone who donates to the fund-raiser and attends said event. All proceeds from the fund-raiser must go toward a charity or philanthropy as defined by the IRS, and in the case of a US-based organization, has 501c3 tax-exempt status or is a recognized student organization of The Pennsylvania State University.<sup>31</sup> The registered student organization wishing to raise funds at an event supported by the SAF, but sponsored by another registered student organization, *must* have the permission of the sponsoring registered student organization to raise funds at the event. The sponsoring registered student organization of the event will have the final determination in the selection of the group to conduct the fund-raising activity. All fund-raising activities must be approved in advance by the Campus Allocation Committee and follow the procedures outlined in Policies and Rules for Student Organizations.
13. Definition of co-sponsorship – The University Park Undergraduate Association (UPUA) and the Graduate and Professional Student Association (GPSA) will have the option of using portions of their budget to co-sponsor. Co-sponsorship, as pertaining to UPUA/GPSA, is the ability to host an event or initiative in conjunction

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<sup>30</sup> Revision adopted 12/6/13

<sup>31</sup> Revision adopted 10/30/09



with another student organization, entity, or off-campus establishment (i.e., the Borough Council).<sup>32</sup>

UPUA/GPSA must take part in the planning of any event for which they are a co-sponsor. Organizations must go before these student governments and ask them to cover specific expenses of their program. UPUA/GPSA may not provide a lump sum of money to any organization. The UPAC Chair must be invited to the General Assembly for the deliberations concerning co-sponsorships, but may opt to send a representative in his/her place. The student governments must submit to UPAC, in writing, the items for which they will cover expenses. The student governments must pay for that item directly and may not release these funds directly to the student organization. UPUA/GPSA may not co-sponsor after a program/event has taken place. The Student Activity Fee may only be used to support a program in accordance with UPAC's current caps (currently 90% of the total program costs).<sup>33</sup>

If, for some reason, the UPUA/GPSA's sponsorship is not known at the time of a UPAC allocation, the other sponsor must submit their involvement to UPAC so that UPAC can adjust the allocation accordingly. Funds allocated by UPAC will not be released to their Associated Student Activities (ASA)-restricted account until UPUA/GPSA submits this documentation.

UPUA/GPSA and CCSG may co-sponsor each other's events throughout the year as the three governing bodies without this rule applying since they will not be requesting UPAC funding. Co-sponsorship of travel expenses and equipment may not be considered.

14. When funding events, campuses should consider the balance of accommodating fee-paying students and possibly accommodating guests. In determining whether to make an event open to guests, campuses will be mindful of risk management issues, being welcoming to adult learners and their family members, and other students with varying needs.<sup>34</sup>
15. Transfer of funds is not permitted from one organization to another.
16. Any organization receiving funds directly from the Student Activity Fee Board may not request additional UPAC funding. They may, however, submit requests to UPAC to advertise in the *What's Going On* page of *The Daily Collegian*.

## **E. Items That Will Not Be Funded**

1. Appropriations in furtherance of a political campaign or activity by any candidate or candidate's staff for political office.
2. Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation.
3. Grants-in-Aid, scholarships, salaries, or stipends.

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<sup>32</sup> Revision adopted 1/20/09

<sup>33</sup> Per UPAC policy effective 5/7/12

<sup>34</sup> Revision adopted 1/27/12

4. Donations or charitable contributions of money or products.
5. Funding of philanthropic activities where the primary purpose is fund-raising.
6. Retroactive events (events held prior to submitting the request for funding or events where funding has been committed before being notified of approval).
7. National association memberships on a per person basis. Individual memberships are not permitted; however, group memberships to a national organization are allowed.
8. Membership dues for fraternities or sororities.
9. Programs and activities that are for academic credit and/or are considered an essential component of a class (not attending or participating could have a negative effect on a student's grade in the course).<sup>35</sup>
10. Hiring of legal services or providing bail-bond funds.
  - a. Exemptions to this policy are restricted to the UP campus and are defined in section B, page 15.
11. Honoraria for Penn State faculty or staff speaking about his/her area of expertise.
12. Expenditures which do not fall explicitly within AREAS TO BE FUNDED unless approved by the Vice President for Student Affairs or his/her designee.
13. Purchase of a specific gift for a specific person or items used to raise funds. This means that promotional items for events, door prizes, and participation prizes that are distributed randomly are allowable expenses to purchase with the SAF.
14. Personal, non-contractual gain of any student, faculty member, staff member, or any other person.
15. Purchase of or reimbursement for the purchase of alcoholic beverages.
16. Any religious ceremony or worship service, except when such activity is for educational purposes.
17. Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group.

All expenditures must be in compliance with **University Policies and Rules** and **Policies and Rules for Student Organizations**.

The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University.

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<sup>35</sup> Revision adopted 3/27/15

## VI. Appeals

Appeals are not heard solely on the basis of disagreement with the decision of the allocation committee. Grounds for appeal are honored by the allocation committee when one of the following is found to have occurred:

1. Deviations were made from Local Allocation Committee policy and/or Student Activity Fee (SAF) policy.
2. Facts were missing at the time of the initial review.

The steps for an appeal are as follows:

- Requestor appeals to the Local Allocation Committee using the **Appeal Form (Appendix C)**, checking the Appeal to Local Allocation Committee box and stating the grounds for appeal. The appeal must be submitted to the Local Allocation Committee within five academic days from the date of notification of the outcome of the request.
- A three-person Appeals Board will be appointed by the Chief Student Affairs officer or the UPAC Advisor, consisting of one staff member and two students. These individuals may not have been a part of the group that reviewed the original request. At the Commonwealth Campuses this may mean that the individuals appointed are not members of the Local Allocation Committee.
- This Appeals Board will determine if the appeal meets any of the previously stated grounds for an appeal and will complete the **Appeal Outcome Review Form (Appendix D)** to document this review. This Appeals Board will notify both the chair(s) of the Local Allocation Committee and the requestor of the outcome. The decision on the appeal must be communicated within five academic days from the date the requestor submitted the appeal. Copies of all allocation committee decisions must be sent to the Student Activity Fee Board Chair or his/her designee.
- If the appeal is granted by the Appeals Board, then the Local Allocation Committee must rehear the request. After reconsidering the proposal, the allocation committee may then choose to:
  - 1) stay with the original decision made by the allocation committee, or
  - 2) award more than the original allocation.

This decision must be communicated to the requestor within five academic days from the date when the appeal decision was made.

- If the appeal is not granted, the original decision goes unchanged and the requestor is to be notified that their appeal was denied and that they have the right to further appeal to the Student Activity Fee Board within five academic days from the date when the appeal decision was made.

- If the requestor chooses to further appeal to the Student Activity Fee Board, the **Appeal Form (Appendix C)** must be completed and submitted checking the Appeal to Student Activity Fee Board box and stating the grounds for the second appeal.
- Once the second appeal is received by the Student Activity Fee Board, the Chair of the Student Activity Fee Board will then appoint three members of the board to serve as the appeal committee to review the proposal and make a new decision as to whether or not to send the appeal back to the allocation committee to be reconsidered. The three board members appointed by the chair cannot have been a part of either the original allocation process or the first appeal process. The appointed board members reviewing the appeal will complete the **Appeal Outcome Review Form (Appendix D)** to document this review.
- If the appointed Student Activity Fee Board members find that the Local Allocation Committee's decision and the first appeal decision from the local allocation's Appeals Board was appropriate, a letter will go to the original requestor stating that the decision stands as is, and this will be the end of the appeals process.
- If the appointed Student Activity Fee Board members find that the proposal warrants reconsideration, it will be sent back to the Local Allocation Committee to be reconsidered.
- The Student Activity Fee Board Appeal Committee must review the appeal and notify the appealing requestor within five academic days after the appeal committee is selected.
- After reconsidering the request following the second appeal, the Local Allocation Committee may then choose to:
  - 1) stay with the original decision made by the allocation committee, or
  - 2) award more than the original allocation.
 This will be the final decision.<sup>36</sup>

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<sup>36</sup> Revision adopted 4/12/13

## APPENDIX A

### Student Activity Fee Allocation Committee Meeting Minutes Template

**“Name of Campus”**

**Allocation Committee Minutes**

**Date of Meeting**\_\_\_\_\_

**Committee Members Present:**

Minutes taken by:

**Proposals/Budgets to be reviewed:**

**Proposal/Requestor #1** (name of request/student organization)

Student Organization Representatives in attendance: *(if applicable)*

Description of proposal/request:

Committee discussion Recommendation/Motion:

Vote/Decision:

(repeat as necessary)

**APPENDIX B**  
UPUA/GPSA – Lump-Sum Funding  
Annual Audit Process

Annual Formal Audit

Governing student organizations that receive Student Activity Fee (SAF) lump-sum funding will submit reports of all financial activity for the current fiscal year **ending June 30th** to the Union and Student Activities (USA) Financial Officers (currently the Associate Director of Budget and Finance, USA and the Associate Director/Treasurer of Associated Student Activities) by the last business day in July.

These USA Financial Officers will conduct an audit of the financial reports and will spot check individual transactions as needed to ensure compliance with University and SAF policies and rules.

The content of such reports should include the annual allocation received and a listing of all expenses. It is advisable to group expenses together according to program or purpose. The Treasurer for **each** organization should compile the expenses (either in ledger form or in a software application such as an Excel spreadsheet). A sample format of the report is illustrated at the end of this Appendix.

The organizations' financial records or books should provide a detailed or itemized account of each program's expenses. A transaction report from the Associated Student Activities (ASA) for the organization's account should provide greater detail regarding the checks processed (payee, date, purpose, amount, etc.) and will be useful for audit purposes in identifying the sample of documentation to be reviewed.

The organization members will be available to assist in the audit by clarifying the purpose or intent for specific expenses or costs associated with a given program or within an expense category (such as office supplies, printing, or meals/meeting expenses).

The ASA office will assist by providing copies of applicable transaction reports and copies of the documentation supporting transactions identified in the sample.

A final auditors' report will be sent to the Chair of the SAFB no later than the Monday before the first SAFB meeting of the following academic year. During the **first** SAFB meeting, members of the organization and the auditors may be required to attend to answer any of the board's questions related to the auditor's report. Those members would include the organization's President, Treasurer, Advisor and, in the case of University Park Undergraduate Association (UPUA), the Chair of the Assembly.

Mid-Year Audit

The governing organizations will be required to file a mid-year report in the same format as the annual report. This will be due at the end of the first week of classes of the spring

semester and should represent transactions from July 1 through December 31 of the previous calendar year.

#### Transitional Audit

The governing organizations will be required to file a transitional report in the same format as the mid-year and annual reports. This will be due on the last business day in March and should represent transactions from July 1 through the **organizations'** election day (or the last day of March, whichever comes first) for each organization.

#### Show-Cause Report

The governing organization's Treasurer and staff will prepare a show-cause financial report for **the first fall meeting of** the SAFB. The USA Financial Officers will need to review this report prior to presentation to the SAFB, requiring the group's report be submitted **one week prior to the first SAFB meeting**.

#### Reporting Schedule:

- Show-Cause: **one week prior to the first SAFB meeting** (for the current academic year)
- Mid-Year Audit: end of the first week of classes of the spring semester (for July 1-December 31)
- Transitional Audit: last business day in March (July 1-elections/last day of March)
- Annual Formal Audit: last business day in July (July 1-June 30)

#### Sample Show-Cause or Financial Report Template

ABC Organization	
Type of Report	
<b>REVENUE:</b>	
Allocation of 20xx-20xx SAF funds	\$ 41,490.00
<b>TOTAL REVENUE*</b>	<b>\$ 41,490.00</b>
<b>EXPENSES:</b>	
<b>Office Expenses</b>	
Phone	\$ 150.00
Postage	\$ 50.00
Misc Supplies	\$ 200.00
Payroll	\$ 500.00
Copier	\$ 300.00
<b>Total</b>	<b>\$ 1,200.00</b>
<b>Meeting Expenses</b>	
Food	\$ 250.00
Misc Supplies	\$ 150.00
Copier	\$ 300.00
<b>Total</b>	<b>\$ 700.00</b>
<b>External Programs</b>	
Holiday Party	\$ 400.00

Loop Bus	\$ 6,000.00
Honorarium/Fees	\$ 3,500.00
Educational Program Supplies	\$ 70.00
<b>Total</b>	<b>\$ 9,970.00</b>
<b><u>Internal Programs</u></b>	
Retreat	\$ 400.00
Honorarium/Speaker Fees	\$ 3,500.00
Misc Supplies	\$ 70.00
<b>Total</b>	<b>\$ 3,970.00</b>
<b><u>Publicity/Communications</u></b>	
Printing	\$ 2,600.00
Advertising	\$ 2,500.00
<b>Total</b>	<b>\$ 5,100.00</b>
<b><u>Professional Development</u></b>	
Fall Dissertation Bootcamp	\$ 2,200.00
Spring Dissertation Bootcamp	\$ 2,200.00
Investment 101	\$ 250.00
<b>Total</b>	<b>\$ 4,650.00</b>
<b><u>Travel</u></b>	
Conference Airfare	\$ 3,500.00
Conference Hotel	\$ 2,000.00
Conference Registration	\$ 1,500.00
Other Expenses	\$ 500.00
<b>Total</b>	<b>\$ 7,500.00</b>
<b><u>Co-Sponsorships</u></b>	
ABC Student Org (explain purpose)	\$ 4,500.00
Other	\$ 3,900.00
<b>Total</b>	<b>\$ 8,400.00</b>
<b><u>TOTAL EXPENSES</u></b>	<b>\$ 41,490.00</b>
* Total Revenue must equal Total Expenses	



## APPENDIX C

### STUDENT ACTIVITY FEE APPEAL FORM PAGE 1 OF 2

**To be completed by Student Organizations/Departments/Individuals requesting appeal.**

**\*Request for appeal must be submitted to local allocation committee within 5 academic days from the date of notification of the funding request decision.\***

**Name of Student Organization/Department/Individual appealing the allocation decision:**

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#### Contact Information

Name of individual submitting form: \_\_\_\_\_ Title of individual (if applicable): \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Date of Appeal Form Submission:** \_\_\_\_\_

**Please check the applicable box:** ☐ Appeal to Local Allocation Committee  
☐ Appeal to Student Activity Fee Board

**Give a brief description of initial funding request:**

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**\*Attach a copy of the Allocation Letter/Notification which you received outlining your funding request decision.**

**Appeals are not heard solely on the basis of disagreement with the decision of the Local Allocation Committee. Listed below are the grounds for an appeal that are honored by the Local Allocation Committee.**

**The following reasons are considered as valid grounds for appeal:**

- 1) Deviations were made from Local Allocation Committee policy and/or Student Activity Fee (SAF) policy.**
- 2) Facts were missing at the time of the initial review.**

For each reason you cite please provide an explanation and documentation on the following page.

1) Deviations were made from Local Allocation Committee policy and/or Student Activity Fee (SAF) policy. Cite the specific policy you are referring to and write an explanation justifying your appeal and attach any supporting documentation.

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2) At the time of the initial review, facts were either missing or misinterpreted which may have influenced the allocation decision that was ultimately made. Write an explanation justifying your appeal, include any new information which should be taken into account, and attach any supporting documentation.

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**\*This form and all supporting documentation should be submitted at one time.**

### Individual submitting Appeal Form

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Administrative individual receiving this Allocation Form

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### ***Local Allocation Committee Appeals***

For appeals to the Local Allocation Committee, a copy of this form should be given to the individual submitting the Appeal form. The Local Allocation Committee should keep the original form to submit to the Local Appeal Board for review. The Local Allocation Committee must review the appeal and notify the appealing requestor with their decision within five academic days after the requestor submitted the appeal.

#### ***Student Activity Fee Board Appeals***

A copy of this form should be submitted to the Student Activity Fee Board. Forms can be emailed to Student Activity Fee staff support at hap2@psu.edu.

A copy of this form should be retained by the individual submitting the appeal. Once the second appeal is received by the Student Activity fee Board, the Chair of the Student Activity Fee Board will then appoint three members of the Board to serve as the appeal committee to review the proposal and make a new decision as to whether or not to send the appeal back to the Local Allocation Committee to be reconsidered. The Fee Board must review the appeal and notify the appealing requestor or their decision within five academic days after the appeal committee is selected.

**STUDENT ACTIVITY FEE  
APPEAL OUTCOME REVIEW FORM  
PAGE 1 OF 2**

[illegible]

**If this is a SAF Board Appeal please include the following information -**

**Date SAF Board Appeal Committee selected:** \_\_\_\_\_

**List the name, title and email for the 3 members of the appeals committee:**

<u><b>Name</b></u>	<u><b>Title</b></u>	<u><b>E-mail Address</b></u>
Staff Member		
Student		
Student		

**If a Local Allocation Committee appeal: The appeal committee must notify both the requestor of the appeal and the chair(s) of the local allocation committee with the outcome of the appeal within five academic days from the date the requestor submitted the appeal.**

**If a Student Activity Fee Board appeal: The appeal committee must notify both the requestor of the appeal and the chair(s) of the local allocation committee with the outcome of the appeal within five academic days from when the appeal committee was selected.**

**Once the appeal committee completes the review process a copy of this completed form must be sent to:**

- **The contact(s) listed on the original appeal form submitted by the requestor;**
- **The Local Allocation Committee Chair(s) to be kept on file; and**
- **The Student Activity Fee Board Chair to be kept on file.**