



# **Houston Community College System Student Activity Fee Guidelines**

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# Student Activity Fee Funding Guidelines

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## **I. Definition**

A student activity is defined as an organized, supervised, extra-curricular activity, which is separate and apart from the regularly scheduled academic functions of the institution. Students must be involved in the conception, planning, and implementation or directly benefit of participation.

## **II. Introduction**

Any student, faculty, staff administrator, campus entity as well as student organizations recognized by the Houston Community College, may request funding for activities from the Student Activity Fee. The Student Activity Fee is a non-academic fee charged to each student at the College.

## **III. Mission**

The Student Activity Fee funds shall be used on behalf of all Houston Community College students, to enhance their educational, social, and recreational experience at Houston Community College. This fee will support activities outside of the regular academic curriculum, which in the final analysis, are to the direct benefit of the student body.

## **IV. Instructions**

Anyone seeking funding from the Student Activity Fee for the academic year must submit their request to the College Activity Board (CAB). These requests must be submitted in a timely manner and before the set deadline, which will be determined by the College Activity Board (CAB). The CAB at each campus will then review and approve the proposals based on set guidelines.

The budget process will consist of five stages” (1) the request’ (2) CAB reviewing and approving request; (3) CAB informing and preparing documentation for processing of approved requests or CAB informing of denied requests; (4) activity is funded.

## **V. Activities and Fund Allocation**

A. The Student Activity Fee may fund activities that fall into the following categories:

- a) **Student Government Activities:** These activities or initiatives sponsored by the Student body or parts thereof. These include student

government organizations and any registered student clubs of the HCC.

- b) **Conference Activities (Conference Fund):** These activities involve support for students of the College attending lectures, conferences, symposia, or similar activities. CAB will review based on funding availability, cost per student, previously approved conference funding, size of organization and activity level of the organization. All Students must be accompanied by Student Organization Advisor. (Please note Student Organizations are more than welcome to fundraise or cover a portion of their expenses from their personal funds.)
  - c) **Special Activity Funding:** Available to student organizations to provide financial assistance when holding activities and events.
  - d) **Service Activities:** These are activities whose primary purpose is to provide volunteer service to the College community, outside the College community, or both.
  - e) **Co-curricular Activities:** These are activities, which promote, supplement, or enhance curricular activities of the students. To be included in this category, the activity for which funding is requested must be clearly linked to those of academic departments, programs, or schools and they must be in the direct benefit of the students.
  - f) **Cultural Activities:** These are activities, which consist of programs that are designed to increase cultural awareness, and these activities must be for the benefit of and open to the entire college community.
  - g) **Interscholastic Activities:** These are activities, which involve competitions, exchange of ideas, or simulations with students of other institutions of higher education.
  - h) **Peer and Public Education Activities:** These are activities, which promote knowledge and information within and/or outside the College Community regarding subjects of importance or interest to the community. Funding for political, or religious based programs must be funded on a viewpoint neutral perspective.
  - i) **Humanitarian Activities:** These are activities, which, through student action, promote or encourage the humane treatment of people or animals.
  - j) **Hobby Activities:** These are activities which promote, enhance, or encourage the hobbies of students at the College.
- B. The following activities should not be funded through revenue generated by the Student Activity Fee:
- a) Politically partisan activities in support of or in opposition to a candidate or political party are not fundable regardless of viewpoint.
  - b) Religious worship ceremonies and devotional activities are not fundable regardless of viewpoint.
  - c) Activities for which academic credit is received.

- d) No alcoholic beverages or tobacco products will be funded.
- C. The following activities may be funded through revenue generated by the Student Activity Fee:
  - a) In general, food or beverages shall be funded, with the following provisions:
    - a. Food or beverage for a visiting lecturer or entertainer shall be funded.
    - b. Food or beverage that is integral to a cultural activity shall be funded.
    - c. Food or beverage, which is part of an approved banquet, shall be funded.
  - b) Publicity for a specific event may only be funded up to 20% of the total costs for the event. General organization publicity may be funded up to 5% of the organizations overall budget.
  - c) Only organizations that have office space on campus will be able to receive funds for telephone costs. No cellular phone bills will be reimbursed.
  - d) Plaques, awards certificates or any prizes shall be funded with the following provision:
  - e) Student must be the recipient of the said items.

**VI. Criteria Considered in Fee Allocation**

- A. The extent to which the proposed activity is likely to foster growth and excellence among students at the College.
- B. The commitment of the activity sponsors to the execution of the activity.
- C. The history of the activity, and the projected needs if the activity for the upcoming fiscal year.
- D. The amount of outside funding the activity has previously received and the potential for additional funding from other sources.
- E. The goals of the organization's primary activities and its membership selection process.
- F. Any other relevant factors the committee deems appropriate.

**VII. Additional Points**

- A. It is the responsibility of the Student Fee Advisory Committee to project accurately the annual income from the Student Activity Fee and to recommend the allocation of that money in order to meet the needs of the student population and the total enrollment at each college. If a surplus from the Student Activity Fee should accrue, it will be put in the consolidated Student Activity Reserve Fund to be carried over into the next fiscal year. If for any reason a deficit should occur, the Student Fee Advisory Committee will use money from the consolidated Student Activity Reserve Fund to meet its needs.
- B. Funds remaining in the Student Activity Accounts at the end of the Spring Semester will be utilized at the discretion of the Office of Student Life.

Furthermore, any funds remaining in the Student Activity Accounts shall be transferred to the Reserve Fund at the end of the fiscal year.

- C. Any organization whose request is not met in whole or in part will be given valid reasoning thereof and if possible recommendations for resubmitting their request.
- D. Each Student Government Association will receive an allocation up to \$9000 from CAB to cover stipends and formal attire to be worn when representing SGA at local and district administration events. Any additional funding may follow the standard procedures of CAB with a request that must be approved.

## **VIII. The Budget Process**

### **A. The Budget Request**

An organization representative must obtain a CAB Proposal Packet from the Student Life Office to apply for funding. This packet will include but not be limited to information on eligibility for funding, deadline for submitting requests, and instructions for completing Student Activity Fee requests form.

The following requirements are mandatory.

1. Prior to the submission deadline, a representative of each organizations requesting funding must attend a CAB training. Representatives must attend a CAB Training every Fall and Springs semester.
2. All information requested in the CAB Proposal must be enclosed.
3. The packet must be submitted to the Student Life Office at the respective campus.
4. All student organizations should have a student representative from their organization or club attending Student Government Association general assembly meetings at least once per month.

All organizations not meeting these requirements may not be eligible for funding. The Chair of the Student Fee Advisory Committee may decide to grant funding only in extenuating circumstances.

### **B. Hearing**

Should the Student Fee Advisory Committee find it suiting; the Chair may call a hearing with any organization to gain clarity on their proposals. At this hearing a maximum of three members of the organization are allowed to present. Once all hearings have been completed, the SFAC will deliberate and decide on all allocation amounts.

### **C. Objection to the CAB Recommendations**

If an organization or individual finds the CAB's recommendations unsatisfactory, the organization may file an official objection to the Student Fee Advisory Committee within five days of the CAB's recommendations. The objection must have the following information:

1. The objection must state the basis for the request for reconsideration and must be submitted in writing to the Chair of the Student Fee Advisory Committee within five days of the CAB's recommendation to the organization or individual.
2. The SFAC will review the objections and discuss them in the committee meeting and will take all aspects into consideration before making a final ruling or decision.