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**Policy Title: USE OF STUDENT ACTIVITY FUNDS**

This policy has been developed in compliance with Wisconsin Technical College System Board Policy 401 which requires that revenues generated through the collection of student activity fees and student organization fund raising activities be deposited in the District's accounts. The WTCS policy also requires that each district have appropriate operational policies to insure the disbursement of these funds in compliance with Wisconsin Statutes.

**CLUB RECOGNITION AND DISTRICT RESPONSIBILITY**

All student clubs and organizations must be sanctioned by the Student Leadership Board, with the advice and consent of the Vice President, Student Services, before they will be recognized by the College. Sanctioned clubs may become eligible for an allocation of a portion of budgeted student activity fees as recommended by the Student Leadership Board and approved by the Student Leadership Board Advisor. All clubs will be assigned one or more club advisor(s) for guidance and consultation. The amount of the stipend awarded to club advisors is determined by the Manager of Student Life.

A separate fund for student clubs and/or organizations will be established and maintained by the college. All receipts and disbursements must be made in accordance with established district procedures. Financial status reports must be prepared and distributed to club officers, advisors, and the Manager of Student Life no less than the end of each semester. Student club records will be audited as part of the District's annual financial audit to include a review of internal controls and operating procedures.

**BUDGETARY RESPONSIBILITIES**

The Manager of Student Life and Dean of Student Support and Retention will be responsible for developing an overall student activities budget. This budget will reflect the allocation of projected student activity fee collections for each campus location based on allocation formulas and procedures approved by the Executive Leadership Team. An allocation for the Student Leadership Board will be contained within this budget. Allocations of these student activity fees approved by the Student Leadership Board to other clubs will be accounted for as transfers.

Club advisors are expected to work with club officers to prepare a club budget for each year and be fiscally responsible.

Student activities and student senate expenditures funded with district monies, and student activity fees must be handled through the District's normal budgeting and purchasing process.

**TYPES OF EXPENDITURES CONSIDERED APPROPRIATE FOR USE OF STUDENT FEES**

All disbursements will be made through the College's payment system upon receipt of a *Club Payment Request Form*. These forms must be signed by a club officer and the club advisor. Adequate support

documentation must be provided. Types of expenditures considered to be appropriate for student activities include the following:

- Social and Recreational Activities
  - Payment to musical groups, band, etc.
  - Rental of facilities for student social events.
  - Security guards at social functions.
  - Advertising, promotion, and printing costs.
  - Film rental for approved activities.
  - Other appropriate costs as budgeted.
- Student Publications
  - Costs of publishing the school newspaper and yearbook.
  - Other official student publications.
- Lectures, Fine Arts and Cultural Programs
  - Cost of speakers and performers.
  - Related programming costs.
  - Rental of facilities.
- Official Recognized Interscholastic Athletic Programs
  - Travel costs for interscholastic athletic teams in conference competition with other institutions.
  - Purchase of uniforms and athletic equipment.
  - Travel costs to off-campus athletic events.
  - Medical/accident insurance to cover interscholastic athletic activities.
- Student Clubs and Organizations
  - Travel costs for students participating in approved off-campus conferences, conventions, contests, field trips, and events.
  - Purchase of supplies and materials used by the organization.
  - Other officially approved organizational activities consistent with guidelines outlined above.
- Other Related Activities
  - Food and refreshment costs for officially recognized student functions.
  - Costs in support of special social and ceremonial activities in which students are primarily involved.

Policy Section: Students

Policy Title: Use of Student Activity Funds

- Flowers or floral arrangements for officially recognized student functions and activities.
- Purchase of trophies, plaques, ribbons and awards for officially recognized student programs.
- Awards for contests and other competitive student functions.
- Intramural athletic programs including rental of facilities and supplies/equipment.
- Student Leadership Board funding allocations for officially sanctioned student organizations.
- Other expenditures which are appropriate and consistent with budget resources and mission of the student activity being supported.
- Payment of sales tax related to club fund raising activities.

**TYPES OF EXPENDITURES NOT CONSIDERED APPROPRIATE FOR USE OF STUDENT FEES**

- Direct financial aid to an enrolled student such as scholarships, tuition, room and board. Gifts, donations, and cash awards funded with activity fee collections which are self-serving and non-competitive.
- Expenditures for alcoholic beverages funded with activity fee or student fund raising collections.
- Any expenditure that would violate Wisconsin Statutes or District Board regulations.

The Vice President of Student Services and Enrollment Management shall have final approval of all expenditures if they shall be questioned for any reason.

**ACTIVITY FEE AND OTHER RECEIPT COLLECTIONS**

All student activity fees will be accounted for at the time of registration. Other monies generated from student fund raising activities must be deposited immediately following the receipt.

Clubs are required to manage club funds, maintain accounting records, and appropriate documentation (i.e., original itemized receipts, club minutes, etc.).

Fund raising activities must conform to licensing regulations established under State Statutes, and have prior approval of the Manager of Student Life.

**YEAR-END BALANCES**

Club balances at year end will be carried forward to the new fiscal year.

Clubs may be terminated after two consecutive years of inactivity, by majority vote of club membership, by Student Leadership Board action, lack of interest, or unavailability of club advisor. The disposition of funds for terminated clubs will be approved by the Vice President, Student Services and forwarded to the District Business Services Office to return any remaining funds to the student activity fund balance.

## **COMPLIANCE REGULATIONS**

Failure to comply with these regulations may result in the forfeiture of club sanction status.

*Adopted: August 2011*

*Last Reviewed: January 2021*

*Last Revised: January 2021*