

STUDENT FEE FUNDING GUIDELINES

Student activity fee funds designated for approved nonstudent fee funded student organizations and other appropriate MATC departments providing service to students of the district (e.g., child care) must be formally requested through the District Student Senate (DSS) in accordance with the guidelines set forth in this document. The committee is responsible for the approval of ALL student activity funds designated for use by these student organizations and MATC departments.

NOTE: Henceforth, the term student organization and MATC departments shall be referred to by the term “organization” for the remainder of this document unless otherwise noted.

I. ORGANIZATION QUALIFICATION CRITERIA

- A. To be eligible to request and receive student fee monies, student organizations must fulfill the following criteria.

The student organization must be:

1. A bona fide MATC student organization;
2. must have a minimum of 6 member
3. currently registered with the Office of Student Life;
4. currently active and in good standing with the Office of Student Life;
5. co-curricular, professional, academic, or cultural in nature; and
6. must also have been active and in good standing for the last two years. (This does not apply to newly formed student organizations.

- B. MATC departments must fulfill the following criteria to be eligible to request and receive student fee monies.

The department must:

1. Be recognized and approved by the MATC district board; and
2. provide non-academic support services to students of the district.

II. STUDENT FEE FUNDING APPLICATION PROCESS

- A. Each organization applying for student fee funding must submit a written request with the Office of Student Life on its respective campus, utilizing the **Student Fee Funding Application form**.

In addition, documentation (billings, registration forms, contracts, receipts, etc.) is required for all expenditures in accordance with MATC business office practice. Organizations requesting funds through the DSS must provide the necessary documentation detailing the costs and justifying the funding request. The documentation is to be provided to the DSS at the time of the funding request. If the organization is unable to provide it at that time, they must formally request a waiver of the requirement by completing and submitting the Student Fee Funding Request — Documentation Waiver at the time the funding request is presented (see Student Fee Funding Request form, page 4).

Approved funding disbursement will be withheld until the required documentation is submitted to the appropriate Office of Student Life representative. Copies of this documentation are to be distributed to the DSS membership prior to the committee’s next meeting for their consideration and records.

- B. The Office of Student Life on the respective campus will review each written request to verify whether it is complete* before duplicating and distributing the request to the District Student Senate members for their review prior to the organization's formal hearing.
- * If the organization's written request is incomplete, it will be returned to the organization for completion and resubmission to the Student Life office. If there are questions, please meet with a Student Life Advisor to discuss and receive assistance.
- C. Each organization's student representatives and MATC department representative must appear before the Student Life Committee for a formal hearing to verbally present their case and answer questions regarding their funding request.
- D. The District Student Senate will review each organization's funding request, determining whether to approve or disapprove the request, and if approved, to determine whether the amount of funding requested is appropriate or excessive. If excessive, the committee may reduce the amount allocated to the organization.
- NOTE: Requested funds may be reduced to meet budgetary constraints.**
- E. The Student Life Office will officially notify each organization that has formally applied for funding of the Student Life Committee's determination within forty-eight (48) business hours of the organization's formal hearing. The decision of the Student Life Committee is final.

III. STUDENT FEE FUNDING APPLICATION PROCESS — RETROACTIVE REQUESTS

Organizations may apply for student fee funding for called conference and/or special programs and events that have already been conducted.

- A. The organization must:
1. Comply with all the provisions detailed under Section II, A-C;
 2. submit all required documentation including copies of related receipts and invoices and in the case of a called conference, a copy of the Travel Expense Reimbursement form; and
 3. apply for the funding by the next DSS meeting following the conference, program, or event's conclusion.

IV. STUDENT FEE MONEY UTILIZATION CRITERIA

- A. Student fee monies allocated to approved organizations must be:
1. Used for programs or projects that serves the general good of the campus community and reflect favorably on the college, its student body, the organization, and its membership;
 2. Used for programs or projects that are open to all students of the college;
 3. Used for programs, projects, or called conferences* which academically, culturally, and/or developmentally benefit or increase the awareness of the college student body as well as the organization's membership, or which positively promote or impact the college, its academic programs, its services, or the quality of student life; and
 4. ***In the case of called conferences, matched by the requesting organization with funds equal to or greater than the total monies necessary to support the specific conference related to the request.**

- * Refers to local, state, regional, or national competitive or leadership conferences called by a private or public association, organization, or agency which the college recognizes and is officially affiliated with as a member institution.

B. Student fee monies allocated to approved organizations may not:

1. Benefit a specific individual or group of individuals within the organization with the exception of delegates/participants to called conferences;
2. Benefit or promote any specific religion, religious philosophy, or group; political party, candidate, philosophy, campaign, or lobbying effort of fraternal or charitable organization or related events or causes;
3. Be used for performer/lecturer food or accommodation expenses; and
4. Be used for any profit-making ventures (e.g., fees used to purchase items for resale).

C. Those expenditures of student fee funds by organizations that are considered to be appropriate and permissible include the following:

1. Travel expenses of organization members who are delegates to/participants in called conferences, provided the travel is via the most economical means of transportation available (to be documented by the requesting organization);
2. Hotel accommodation expenses of student organization members who are delegates to/participants in called conferences, provided the rates fall within the Runzheimer Guidelines (see MATC District Policy BO901 and Appendixes A and B) and the accommodations are for double, triple, or quads only;
3. Conference/registration fees of organization members attending called conferences as delegates/participants;
4. Customary lecturer honorarium fees and travel expenses for educational or cultural related organization sponsored/co-sponsored lectures/workshops on campus;
5. Customary artists' fees for educational or cultural related organization sponsored/co-sponsored performances on campus;
6. All printed materials (program booklets, promotional materials — e.g., flyers, informational materials — e.g., newsletter, etc.) including the artwork, typesetting, and duplicating for educational or cultural related organization sponsored/co-sponsored programs on campus provided they are produced by the college (Media Center, Bindery, or Print Shop); unless special permission is obtained from the Office of Student Life to produce materials outside the college.

V. ORGANIZATION FUNDING LIMITS

A. **Student organization** may seek student fee allocations of up to **\$3,500.00** per organization, per fiscal year, provided:

1. No more than \$2,000 cumulatively in matching funds will be allocated for called conference expenditures and the funding is used to offset legitimate approved costs of student member delegates/participants who are active and in good standing with the organization (see Definition/Clarification of Terms, #4); and
2. no more than \$1,500 cumulatively to be allocated for special programs and events expenditures and the funding is only used for the legitimate approved costs of the programs and events.

C. **MATC departments** may seek student fee allocations each year. All allocations are to be on a per request basis and must be renewed annually if funding is to be continued. Each department request must meet the same criteria that are required of student organizations (Section II, A-E) prior to disbursement.

NOTE: The Director of Student Life and MATC Business Office along with the requesting MATC department's supervisor will determine the processes for disbursement of approved student fee funds.

VI. SUPERVISION AND ALLOCATION OF STUDENT FEE FUNDS — STUDENT ORGANIZATION RELATED

- A. DSS approved student fee funds, allocated to organizations, are part of a student activity account kept by the MATC Business Office.
- B. This activity account will be under the supervision of the Director of Student Life and his/her
- a. designees on the organization's respective campus who will be responsible for approving all disbursements.
- C. The organization must submit a "Student Organization Request for Payment" form for each debit/bill to the Office of Student Life Coordinator on its respective campus at least 10 – 15 business days prior to the intended disbursement date of the funds or prior to the date of the event/program to be funded. A contract, bill confirmation form, or internal school invoice for the service to be paid for out of the Activity Fund **must** accompany this form or it will **not** be considered. Use Purchase Orders whenever possible.
- D. Following the organization's submission of the required forms and information, the Office of
- Student Life Coordinator will review the request and either approve or deny it.
 - If that request is denied the Office of Student Life will notify the organization in writing of the denial within **forty-eight (48) business** hours of the request's submission. The rationale or reasons for denial will be itemized for the organization's information.
 - The organization can either appeal the denial in writing to the Director of Student Life within forty-eight (48) business hours after receiving notice of it or it can rectify the deficiencies or problems identified by the Office of Student Life and resubmit the request. There is no deadline for the organization to submit the revised request.
 - If the request is approved, the Office of Student Life Coordinator will submit the "Request for Payment" form to the MATC Business Office for processing. In addition, a copy of the previously submitted contract, bill, confirmation, or internal requisition for service rendered must accompany the request.
 - The subsequent check drawn from the designated activity fund, for the amount requested, will be available for disbursement and sent to the Business Office by the Office of Student Life forty-eight (48) business hours after the original request has been received.
 - The disbursement will be made only to the organization's advisor, president, or treasurer.
 - The check must be signed for before it will be released to the appropriate organizational representative. (we have not enforced this, is this something we want to do?)

NOTE: Organizations may not exceed the approved limits of their activity funding. That is, spending of their activity funds by the organization is strictly limited to the amount of money allocated and approved by the District Student Senate. Any and all expenditures that exceed the approved monies are the total responsibility of the organization.

DEFINITION/CLARIFICATION OF TERMS

1. **District Student Senate or DSS:** A standing committee of the Milwaukee Area Technical College, composed of students, who meet at least once a month (September — May) to review, discuss, and recommend action to the administration and district board on matters affecting students and student life on a district-wide basis, including procedures, rules and regulations, and guidelines.
2. **Bona fide MATC student organization:** Any organization recognized and certified by the administration and formally approved by the District Student Senate following its fulfillment of formal procedures, including submitting and organization registration form and constitution, and appearing before the District Student Senate for approval.
3. **Currently registered:** Refers to each organization's filing of an organization registration form for the current school year.
4. **|Active and in good standing:** Refers to (a) the organization's fulfillment and compliance with all college/Office of Student Life rules, regulations, guidelines, and obligations required of them including those that pertain to membership, meetings, program/event registrations, fund-raising, community service activity, and banking procedures; and (b) the members' fulfillment and compliance with all college/Office of Student Life rules, regulations, guidelines, and/or obligations required of them including those that pertain to the membership requirements of the organization (duties/responsibilities, participation in events, attendance, and dues payment requirements, etc.), and those that pertain to the accepted academic and social standards of the college; that is, a cumulative 2.00 GPA and clear disciplinary record (see Student Organization Recognition and Regulation Procedures).
5. **Student fees:** Refers to all monies raised as a result of the activity fee, assessed each semester on each credit taken by students of the college.
6. **Co-curricular:** Refers to any student organization whose activities are directly related to its academic area of study, and primarily functions to further its members' professional and skill development within their chosen field through competitive events and hands-on practical experiences (e.g., Business Professionals of America).
7. **Professional:** Refers to any student organization whose activities are directly/indirectly related to its academic area of study and primarily functions to further the members' professional development (e.g., Student Nurses' Organization).
8. **Academically related:** Refers to any event or program that addresses the subject of education (e.g., "The Quadrant Series").
9. **Culturally related:** Refers to any event or program conducted for the primary purpose of culturally educating, informing, or uplifting its audience.

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