

Examples of **Permissible** Uses of S&A Fees

1. The following have been determined to be appropriate uses of S&A fees, provided that they are approved as bona fide student activities by the College President or designee and meet any other requirements noted:

a) Traditional and time-honored activities such as student government, clubs, student programs or events, health and wellness programs, retreats, conferences, musical, dramatic, artistic, debate, and forensic presentations of an extra-curricular nature, student publications and other mass media initiatives,

b) S&A fees may be used for the expenses associated with these activities, including meals and lodging during group travel. These costs may be paid as a return for participation.

c) In the case of fundraising projects that have used S&A funds in any form to support Services and Activities Fee Financial Code 22 of 54 the fundraising effort, the organization will have all revenues, monies or funds generated through the fundraiser deposited into the S&A Fee budget account of that organization. These funds must be spent by the end of the fiscal year as the budget account will be zeroed-out during sweepings on June 30. Monies generated through a fundraiser, where S&A Fees were used, will not carry forward or roll-over to the next fiscal year for that organization.

d) Trophies, certificates or engraved plaques, sweaters, warm-up jackets, chenille letters, rain clothes, monogrammed dress jackets or attire, etc. Such items may be provided to students who have served or are serving as members of athletic teams, student teams, cheer leaders, outstanding scholars, outstanding participants in drama, debate, student government, and others who have earned them, provided that they are a result of participation, are personal in nature, and are of nominal value.

e) Support for college employees in student programs operations. S&A fees may be used only to the extent that the employees are engaged in student activities and programs-- as opposed to normal maintenance and operation functions of the college.

f) Premiums for liability and casualty insurance coverage for the college for actions taken by students serving in official capacities or participating in such activities and programs.

g) Meals for reception or award ceremony attendees who are part of the program.

h) Meals and refreshments (coffee, cookies, etc.) at approved student programs as incidental thereof. Examples include: College-wide graduation/commencement, vocational certificate awards programs, scholarship convocations or receptions, student awards, student work sessions, honor society initiations, etc.

- i) A graduation gift from student government may be funded for all graduating students at and provided at the College Commencement ceremony.
- j) Costs associated with childcare centers for the children of students.
- k) Dues for institutional memberships in officially recognized student leadership, governmental or programming organizations.
- l) Special tutorial or co-curriculum programs provided it is not to sustain a critical operation of the college.
- m) A legal aid program which provides services to individual students provided that the program is not used to institute legal action against the college or university.
- n) Furniture and equipment for informal or non-instructional student spaces as approved by the associated student association or student governmental organization.
- o) Partial subsidization of an approved student food bank operation provided that the food bank benefits only students.
- p) Scholarships. For details, see Section 16 of this Code (RCW 28B.10.825, RCW 28B.15.820, and RCW 28B.10.703 and 704). The surest way to avoid the gifting of public funds would be to ensure that either the scholarship is based in whole or in part on need or the award is supported by some sort of consideration, such as employment, participation or contribution to an athletic or extracurricular performance program.
- q) S&A money for appropriate student activities, provided that the program is properly brought forward through the S&A Fee Committee and Board of Trustees processes. In order to satisfy the requirement that S&A fees go to students rather than prospective students, a recipient would have to be enrolled in the College before he or she receives any money.
- r) Lobbying activities sponsored by the Associated Student Government.

D. Examples of Impermissible Uses of S&A Fees

1. The following are examples of S&A fee expenditures that have been judged impermissible because they involve “gifting” or because they are not “student activities” or directly support student activities and programs:

- a) Free meals and/or lodging for anyone without consideration and with a donative intent.
- b) Gifts of appreciation or concern for anyone (farewell gifts, flowers for bereavement, etc.) unless in return for participation or as an award for which one has competed and won.
- c) The use of any S&A Fee funds for the purpose of fundraising efforts if the organization plans for the proceeds or funds generated from the fundraiser to rollover or carry forward in the organizations budget account year-to-year.
- d) Clothing and paraphernalia for individual student club members or benefit of the club, except as approved by the Student Club Council.
- e) Food or refreshments purchased by a student group for general meetings, celebrations or personal/private gain without authorization from the Vice President of Student affairs or designee. For example, food and beverages may be provided at an “open house” hosted by a student club aimed at promoting awareness of that club’s activities on campus, provided that the club provides the college students who attend that open house with written or oral information about the club's function and mission.
- f) Food for the general meeting of a student organization or function or activity exclusive to a student club, organization or department, except as authorized by Student Club Council and Student Activities Office.
- g) Food purchased for the purpose of supplying food to others for the sole benefit of gifting, except as provided through the College’s sanctioned foodbank.
- h) Tips or gratuities for services rendered by anyone unless authorized by the Business Services and Activities Fee Financial Code 24 of 54 Office.
- i) Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
- j) Salaries of professional employees in teaching, administrative or clerical positions not directly related to the student programs’ operations. Stipends and other supplemental payments to college employees are not appropriate where there is already a contractual agreement.
- k) Grants or scholarships except as authorized pursuant to RCW 28B.10.825 or RCW 28B.15.820.

- l) Complimentary tickets or admissions as a gift or for public relations purposes.
- m) Career Day – An event at which high school students (typically juniors or seniors) are invited to spend a day on campus with their high school counselors to learn about the educational offerings of the college as those offerings relate to various careers, and which involves service of refreshments to the high school students and their counselors.
- n) Orientation for prospective students under the same theory as above.
- o) Programs, personnel, facilities, equipment and maintenance that are considered basic services provided by the college or supported by existing contracts.
- p) Campaign contributions. Under no circumstances may public funds be used as a gift or campaign contribution to any elected official or officer or employee of a public agency.

E. Requests Not Funded

1. Raffles or gambling-based activities, except authorized by the Vice President of Student Affairs or designee in accordance with appropriate Washington State law.
2. Reimbursement for purchases, expenses, travel costs or unapproved purchases, in which prior written approval was not obtained through the budget requisition process, travel authorization process or other purchasing processes of the Student Activities Office, Business Office and the College. No exceptions will be granted.
3. Alcoholic beverages, or activities or functions where alcohol is present.
4. Programs, activities and events where College students are charged, except in cases where ticket sales are necessary to supplement a major event, such as national speaker/entertainer or off-campus service or recreational trip. All programs where College students will be charged, must be approved by the Vice President of Student Affairs or designee and S&A Fee Committee.
5. Banquets or award ceremonies for an individual student club. Banquets and/or awards ceremonies may be funded if it is directly associated with recognition of student leaders, student support programs, teams through a college-wide awards ceremony sponsored Services and Activities Fee Financial Code 25 of 54 through the College and/or Division of Student Affairs or as approved by the College President.
6. Graduation ceremonies or costs associated with graduation or commencement activities for specific clubs, academic programs or individual graduation ceremonies. Refreshments for the overall College commencement ceremonies may be funded.
7. Instructional and academic programs and services, including activities directly or indirectly associated with an academic course or class, or where the primary benefit is to students enrolled in an instructional course, program, lab or class.

8. Books and publications, except those directly associated with enhancing the development of student leaders. The purchase of books or publications will be coordinated through and maintained in the ASG/Student Activities Office for access and use by all students.

9. Donations.

10. Fines.

11. Grants or Scholarships, except as directed by RCW 28B.10.825 825 or RCW 28B.15.820.

12. Stipends and other supplemental payments to college employees are not appropriate where there is already a contractual agreement.

13. Food for student club general meetings or social gatherings of an individual club or organization or for events exclusive to the club or for the general benefit of the individual club or organization, except as authorized by Student Club Council and Student Activities Office.

14. Political contributions, regardless if partisan or non-partisan.

15. Political conferences, where the conference or seminar is specifically geared toward a political affiliation or group. This does not include support of an on-campus program to bring in a political speaker, where the event is advertised, open, accessible and free to the College student body as a whole.

16. Purchase of any materials for individual use by a student club or organization or its members, or for the purchase of materials for resale to members of the College community or general public, except as authorized by the S&A Fee Committee, Student Club Council and Student Activities Office.

17. Promotional merchandise and T-shirts for individual student clubs and organizations, except for banners/flags or in the case of an approved college-wide student activity (Student-Faculty Day, Welcome Week, College Spirit Day, etc.).