



# SERVICES & ACTIVITIES FEES BUDGET REQUEST Fiscal Year 2020-2021

## DEPARTMENTS AND PROGRAMS Page 1 of 6

The 2020-2021 Services & Activities Fees budget development process begins February 2020.

**Submissions due via email to Nadine.Stecklein@wwcc.edu and Philip.M.Gaines@student.wwcc.edu no later than 5:00pm Friday, February 21, 2020.**

The Services & Activities (S&A) Fee is a student fee, distributed to support and enhance the out of class experience at Walla Walla Community College. Students pay this fee on a per-credit basis as part of their tuition. The S&A fee is overseen by the S&A Fee Committee and the rate is determined by the Board of Trustees (BOT). The Committee reviews budget proposals from various departments and programs, and presents allocation recommendations to the president and BOT each year.

The Services & Activities Fee Budget Committee will develop the 2020-2021 budget based on the written proposals and information presented at the S&A Fee Committee meetings. Each year budget requests far exceed the total amount of funding available so the committee will look at how the current fiscal year budget has been spent based on the outcomes developed and funded in the previous budget process. S&A Budget Planning Timeline and important dates are on page 4.

### QUESTIONS

Philip Gaines  
Treasurer, Student Government Association  
Philip.M.Gaines@student.wwcc.edu  
Officer 259, Building D

Nadine Stecklein  
Director of Student Life  
Nadine.Stecklein@wwcc.edu  
(509) 527-4259  
Office 256, Building D

### ELIGIBILITY TO REQUEST OR RECEIVE FUNDING

The club, department, or program must be:

- Able to provide a direct service to students through out-of-class student activities, programs, and events.
- A unit of the college that provides student engagement opportunities through out-of-class learning such as athletics, student activities, campus recreation, and student government.
- Willing to open S&A funded events and activities attendance to **all** WWCC students.
- Be in good fiscal standing with the College and free from any adverse budgetary decisions within the last fiscal year.

### WORKSHOPS/TRAINING SESSION

Individuals requesting S&A Fee funds are highly encouraged to attend one of the workshops provided on the budget process and submission of budget requests. This workshop will assist you with:

- Completion of the Budget Request Form;
- Understanding what CAN or cannot be funded;
- Information about S&A (state funds) versus non-state funds;
- Tips on presenting budget request to the S& A Fee Committee and,
- Open Q&A



# SERVICES & ACTIVITIES FEES BUDGET REQUEST

## Fiscal Year 2020-2021

**DEPARTMENTS AND PROGRAMS** Page 2 of 6

### FORMS, DOCUMENTS AND INFORMATION YOU WILL NEED

- 2020-2021 Services and Activities Fee Budget Request Form
- Permissible Use of Services and Activities Fee Funds (see page 3)
- Justification/Support documentation (invoices, quotes, photos, etc)
- Example of completed S&A Budget Request Form (see page 5)

### BUDGET REQUEST COMPLETION & SUBMISSION PROCEDURES

#### STEP 1

- (1) Complete the *2020-2021 Services & Activities Fees Budget Request Form*
  - a. Only request funds for allowable and permissible items. See *Permissible Use of Services & Activities Fees Funds* on page 3.
  - b. If you have questions on what is permissible and impermissible, please contact Nadine Stecklein.
- (2) Collect any documentation which would be helpful in illustrating and supporting the budget request, e.g. invoices quotes, and websites, etc.
- (3) Wherever possible, students should be included in the budget planning process.

#### STEP 2

The following documents must be submitted via e-mail to the SGA Treasurer and Student Life Director:

- 2020-2021 Services & Activities Fees Budget Request Form
- Justification/Support documentation (invoices, quotes, photos, websites, etc).

#### STEP 3

You will be notified of the date and time to present your budget request to the Services & Activities Fees Committee.



# SERVICES & ACTIVITIES FEES BUDGET REQUEST

## Permissible Use of Services & Activities Fees

### DEPARTMENTS AND PROGRAMS

Page 3 of 6

#### What Can be Funded?

- Traditional and time-honored activities such as student government, clubs, student governmental or programming organizations' activities 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,
- Food associated with an event, activity, conference travel or overnight trips.
- Partial subsidization of an approved student food bank.
- Travel expenses for pre-approved student leadership conferences. In general, conferences and trips will not be funded in its totality. There may be a maximum amount set as to what may be awarded for travel funds.
- Supplies and materials for student events, programs and activities.
- T-shirts, clothing and SWAG promoting a specific college-wide event, activity or operation sponsored by student government, student club council or other pre-approved student activity. 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.
- Fundraisers, or "seed money" for an activity or department where all proceeds are used by the end of the fiscal year, and do not benefit individual members of the program.
- Membership dues for a student governing body, athletics, or student professional association.
- Awards/trophies for college-wide student awards ceremony.
- Speakers for events and activities open and advertised to the entire student body.
- 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.
- 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.

#### What Cannot be Funded?

- Scholarships, grants, stipends, college tuition and/or fees student club members.
- Purchases of food, services, rentals, supplies, tools, equipment or other materials directly related to an instructional program, major, class or course.
- Food, refreshments or gifts not associated with a specific pre-approved activity through the Student Life Office. This is considered "gifting."
- Food or refreshments for general or regular meetings.
- Alcohol, drugs or any illegal activity.
- Banquets or award ceremonies for an individual department or program.
- 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.
- Programs, personnel, facilities, equipment and maintenance that are considered basic services provided by the college or supported by existing contracts.
- 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.



# SERVICES & ACTIVITIES FEES BUDGET REQUEST

**Budget Process Timeline (FY2020-2021)**

**DEPARTMENTS AND PROGRAMS** Page 4 of 6

## TIMELINE

*\*Dates are subject to change.*

January 10	Services & Activities Fees Budget Request Packets Available
January 22	Budget Request Workshop RM 185 A, Building D - 2:00pm-3:00pm
January 31	S&A Fee Committee Member-at-Large Application Due
February 14	Budget Request Workshop RM 185 A, Building D - 12:30pm-1:30pm
February 21	S&A Budget Request Forms Due via email
Late February	Hearing schedule notices sent to parties submitting budget requests
Late February	S&A Fee Committee meets and budget hearings and decisions take place
Late April	Recommendations presented to College President for approval
Late April	Recommendations presented to College Board of Trustees for final approval
Late June	Budget decisions emailed to requesting parties.



**Walla Walla  
Community College**

**Due by Feb. 21, 2020 via E-MAIL to:**  
 NADINE.STECKLEIN@WWCC.EDU  
 AND  
 PHILIP.M.GAINES@STUDENT.WWCC.EDU

## Services and Activities Fee Budget Request Form Fiscal Year 2020-2021

**Budget Account Number:** 522-264-STAU  
**Account Manager/Faculty Advisor Name:** Mark Wahlberger  
**Student President/Chair Name:** Carly Simon  
**Department/Program/Club Name:** Student Activities Department

**EXAMPLE**

Please review the Permissible Use of S&A Fees list in the Budget Planning Packet (pg.3) to determine what will and will not be funded.

*Please list revenue from fundraisers, donations, and other sources for this current school year.*

	Description of Revenue	Amount Received
	Krispy Kreme Fundraiser	\$ 1,000.00
	Valentines Day Fundraiser	\$ 500.00
		\$ -
		\$ -
	<b>Total</b>	<b>\$ 1,500.00</b>

Please describe below what you wish to request funds for			S&A Fee Committee USE ONLY	
	Description of Expenditures	Amount Requested	Amount Recommended	Amount Approved
	Welcome Back Booth Refreshments--Fall, Winter, & Spring Qrts	\$ 5,100.00	\$ -	\$ -
	Welcome Back BBQ Catering	\$ 3,236.00	\$ -	\$ -
	Supplies for Welcome Back BBQ (decorations, raffle prizes)	\$ 150.00	\$ -	\$ -
	Welcome Back Events (Movie, Ice Skating, etc.)	\$ 1,500.00	\$ -	\$ -
	Halloween Dance--DJ Services	\$ 600.00	\$ -	\$ -
	Valentine Day Supplies	\$ 500.00	\$ -	\$ -
	Student Leadership Awards Banquet - Facility Rental	\$ 1,200.00	\$ -	\$ -
	Ski Trip - Field Trip/Travel	\$ 3,500.00	\$ -	\$ -
	Scarywood	\$ 4,000.00	\$ -	\$ -
	Performers/Speakers - Sexual Assault Awareness Month	\$ 5,000.00	\$ -	\$ -
	Summer Qtr Programming Staff (2 staff x 8 weeks x 12hrs/wk @ \$11.00/hr)	\$ 2,112.00	\$ -	\$ -
	Summer Qtr Programming Staff--Med Aid/Ind Ins	\$ 63.36	\$ -	\$ -
	Printing	\$ 400.00	\$ -	\$ -
	Regional Student Leadership Conference - Philadelphia, PA	\$ 3,000.00	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
	<b>Total</b>	<b>\$ 30,361.36</b>	<b>\$ -</b>	<b>\$ -</b>

*Mark Wahlberger*

Signature: Account Manager/Faculty Advisor

1/20/2020

Date

*Carly Simon*

Signature: Student Club President/Chair

1/20/2020

Date



**Walla Walla  
Community College**

## **Services and Activities Fee Budget Request Justification**

**Budget Account Number: 522-264-STAU**

**Account Manager/Faculty Advisor Name: Mark Wahlberger**

**Student President/Chair Name: Carly Simon**

**Department/Program/Club Name: Student Activities Department**

<b>Please provide justification(s) and costs for travel, conference(s) and/or trip(s)</b>
<p><b>Ski Trip</b> - As part of the Student Activities Office focus on expanded programs and experiential learning opportunities for students, the SAO will start to offer outdoor recreational programs to expand health and wellness programs as well as awareness for the ecosystems and recreational opportunities available to students. In addition, this trip is expected to provide another opportunity for students not currently involved to become engaged with the College through recreation. <b>40 students: \$2,000-bus; Ski Rentals-\$800; Lift Tickets-\$800</b></p>
<p><b>Regional Student Leadership Conference (Philadelphia, PA).</b> Five (5) ASB executive officers will attend the RSLC conference to obtain leadership training in student governance, organizational planning, cooperative programming, and student engagement. Attendees will take what is learned from the conference to create and enhance services and programs for the student body as well as improve the student government and response to student needs at the campus. <b>4 Days: \$500-Registration Fees; \$2000-Airline/Flight; \$3000-hotel; \$250-Parking; \$400-Rental Car</b></p>