

College Operating Procedures (COP)



Procedure Title: Student Activity Fee Budget Development
Procedure Number: 06-0702
Originating Department: Student Affairs and Enrollment Management

Specific Authority:

Board Policy
Florida Statute 1001.64(8) (10), 1001.65(15), 1009.23(7)
Florida Administrative Code 6A-14.057

Procedure Actions: Adopted: 2/19/2016; 2/17/2020; 1/22/2021; 1/2/2022; 9/25/2025

Purpose Statement: To establish committee guidelines for the development and allocation of student activity and services fee funds.

Guidelines:

This procedure applies to the Student Activity Fee assessed to students in accordance with Florida Statutes. These funds are classified in the Restricted Current Fund Category (Fund 20411). Fees are determined in accordance with Florida Statute Title XLVIII, Chapter 1900, 1009.23; established locally by each Florida College System institution board of trustees, the amount of which does not exceed 10 percent of the tuition fee. Fees are to be used in a manner consistent with current statute and rule and local board policy.

1. Procedures:

A. General Requirements

1. The Student Activity and Service Fees Budget Committee (the Committee) shall develop and recommend an annual budget for the use of student activity and service fees. The budget is to be based upon an estimate of total funds generated from this fee based on enrollment projections.
2. The Office of Budget and Financial Planning will meet with the VP of Student Affairs and the Committee to provide an overview of the budget development process and a revenue projection for the Student Activity and Service Fees.
3. College units that receive or request funds from the Student Activity and Service Fees budget will make presentations to the Committee and answer questions regarding prior year expenditures and proposed expenditures to assist in the development of an expenditure budget for the next fiscal year.
4. An expenditure budget for the Student Activity and Service Fees will be prepared by the Office of Budget and Financial Planning with input from the Committee. This budget will be discussed and endorsed by a vote of the Committee and sent to the Vice President of Student Affairs
5. The Vice President of Student Affairs will be responsible for submitting the Student Services and Activity budget recommended by the Committee to the President for review and approval. The President may approve, not approve, or return items for the Committee to review further.

6. A finalized budget approved by the President will be submitted to the Office of Budget and Financial Planning by the end of the spring semester each year.

B. Committee Members

1. The Student Activity and Service Fees Budget Committee shall be assembled by the Director of Student Involvement, or designee, and include, to the greatest extent possible:
 - a. Student Government Association student representatives
 - i. At least one representative from each campus/center location
 - b. Up to 2 student representatives from other campus organizations or athletic teams
 - c. 1 faculty or staff advisor from a Registered Student Organization Director of Student Involvement (Chair, non-voting member)
 - d. Director of Athletic Operations (non-voting member)
 - e. Associate Vice President of Student Life (non-voting member)
 - f. Administrative Coordinator of Student Life (Recorder, non-voting)
 - g. Office of Budget and Financial Planning representative (non-voting)

Campus/center representation should be considered when selecting student, faculty and staff representatives.

1. The Director of Student Involvement, or designee, will chair the Committee.
2. The Activity and Service Fees Budget Committee will meet as often as deemed necessary.

C. Allocation of Activity and Service Fee Funds

1. The Activity and Service Fee funds shall be allocated consistent with FSW policy, the administrative rules of the Department of Education, and the laws of the State of Florida, as applicable.
2. Activity and Service Fee funds shall be open to all persons associated with the college regardless of race, color, religion, sex, national origin, creed, age disability, marital status, sexual orientation, political opinions, affiliations, or veteran status.
3. All persons associated with all FSW campuses may request funding for specific activities from the Activity and Service Fees Budget Committee. Such requests should be made in accordance with the Student Activity and Services Fees Budget Committee's procedures.
4. Operational costs for the Activity and Service Fees Budget committee will be covered by the Activity and Service Fees Budget.

D. Use of Activity and Service Fee Funds

1. Activity and Service Fee funds shall be used to provide and support co-curricular activities and services for the benefit of students. This may include, but is not limited to, student government, student organizations, intramural sports, fine arts performances and exhibits, student health and mental health care, and student leadership training. Activity and Service Fee funds may also support the administrative costs to provide services that benefit students.
2. All registered FSW student organizations on all campuses/centers are eligible for

funding..

3. Activity and Service Fee funds shall not be used to purchase alcoholic beverages.
4. The request for use of funds must follow college purchasing and financial procedures.