

## 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: 02/19/2016; 02/17/2020; 01/22/2021, 01/31/2022

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

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### **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 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 for 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. An expenditure budget related to the Student Activity and Service Fees will be prepared by the Committee according to the process set forth in the Committee's procedures and presented to the Vice President for Student Affairs for review.
4. The Vice President of Student Affairs is responsible for presenting the Student Services and Activity budget to the President for final review and approval. The President may approve, not approve, or return items for the Committee to review further.
5. The 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 Activity and Service Fees Budget Committee shall be assembled by

the AVP for Student Success and include:

- 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 student organizations such as athletics
- c. 1 representative appointed by Academic Affairs
- d. Assistant Vice President for Student Success
- e. Vice President for Student Affairs
- f. Secretary (non-voting)
- g. Office of Budget and Financial Planning representative (non-voting)

*\*Campus/center representative should be considered when selecting faculty and staff representatives.*

1. The Assistant Vice President for Student Success and 1 student representative will co-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 the college 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 direct benefit of students. This may include, but is not limited to, student government, student organizations, athletics, intramural sports, fine arts performances and exhibits, student health care, and student leadership training. Activity and Service Fee funds may also support the administrative costs to provide services that benefit students.

All registered FSW clubs/organizations on any campus are eligible for funding.

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