

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4089

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PROCEDURE TITLE: Allocation of Student Activity and Service Fees

STATUTORY REFERENCE: FLORIDA STATUTE 1009.23

BASED ON POLICY: IV-5 Students Rights and Responsibilities

EFFECTIVE DATE: January 13, 2004

LAST REVISION DATE: March 11, 2024

LAST REVIEW DATE: ~~January 13, 2004~~, April 26, 2024


I. PURPOSE

To ensure student participation in the development of the budget for expenditures funded from the student activity and service fees.

II. PROCEDURE

- A. The College President shall appoint a committee comprised of both students and staff in time to participate in the development of the budget. The committee shall be composed of:
- Student Government Association President from each campus
 - One Campus President
 - One Dean of Students
 - Director of Student Life from each campus
- B. The committee shall meet twice a year. At the first meeting to be held in January, the Vice Provost of Business Affairs shall present a summary of the previous year's budget and status report of the current year. The committee shall begin the process of preparing a draft of the budget for the following fiscal year based on expenditures and projected enrollment. The final budget will be reviewed by the Committee prior to the college budget being adopted by the District Board of Trustees.
- C. Following the committee approval, the recommendations will be forwarded to the appropriate administrative parties for approval. The administrative parties have the option of approving the budget or returning items to the committee for further review.
- D. Campus budget distribution is based on the percentage of unduplicated college credits at each campus. The campus, with student participation, determines expenditures of these allocations.

- E. Each campus Director of Student Life will appoint a student allocation committee that is comprised of students and the Director of Student Life who will serve as the advisor to the committee. The Student Government Association will have at least one voting member. Campus operating procedures should be filed with the Dean of Students. This Committee should make recommendations as to their expenditures of the allocated funds.

	04/26/2024
PRESIDENT	DATE