

Handbook for Use of Student Fee Monies

Student Incidental Fees are considered public funds and are therefore regulated by the Oregon Administrative Rules (OAR's). These OAR's are established by the Oregon Legislature. Specifically, the policies are outlined by OAR 580-010-0090. Because they are also ultimately state funds, they are also regulated by the state guidelines by which all state monies are regulated. This means that strict documentation of all expenditures is required and there are specific guidelines around what may be purchased with state/student fee monies. OSU-Cascades Student Fee Committee has created this outline to clarify how to spend and request reimbursement for funds.

GENERAL GUIDELINES:

The use of student fees must fall within the guidelines as set forth in the OSU-Cascades Student Fee Policies and Procedures governing document (available on the student fee committee webpage: osucascades.edu/studentfees).

In general, student fee monies may be spent on three major categories:

- 1. Student Union Activities**
- 2. Educational, Cultural and Student Government Activities**
- 3. Athletic Activities**

Educational Activities are defined as satisfying at least one of the following:

- a. Programs and activities registered as an on-campus student organization. Other programs and activities which may not be sponsored by recognized organizations on the campus but provide services for students deemed to be necessary and important by the Student Fee Committee
- b. Student media
- c. Recognized Student Government activities, task forces, services and programs
- d. Be part of music, forensic, concert, drama and lecture activities authorized and advised by the university and which are an integral part of the educational and multi-cultural programming for students.” (Section IV. B. 2.)

CLUB BUDGETING GUIDELINES:

Club and student fee money proposals are submitted at the **budget hearings held each year in January**. See the guidelines for submitting a budget on the website osucascades.edu/clubs. The SFC will then approve budgets for the following year. Money is available to clubs beginning with the academic year.

As the budget hearing process happens before clubs have a good chance to think through their plans for the following year, the SFC asks for a **revised budget submission from each club by early October**. These revisions should reflect any changes on what the club is planning to spend the money on, and not the total amount of money allocated. If

the total amount requested is changed, a full proposal must be submitted, and is subject to SFC approval.

Special proposals and additional funding requests can be submitted to the SFC throughout the year. Contact the SFC Meeting Facilitator or the Coordinator of Student Life to request addition to an SFC meeting agenda. Proposals should be submitted in written form, with a detailed budget, reasoning, and connection to the general guidelines, as well as options for levels of funding.

Student fee monies may not be used for purchases that only benefit a small segment of the student body, such as T-shirts for club members, or food for a club event. A good general rule is to remember, that student fee monies must be used for things that all students have access to and can benefit from.

CONFERENCES / TRAVEL AND PROFESSIONAL DEVELOPMENT GUIDELINES:

It is the practice of the OSU-Cascades student fee committee not to fully fund students attending conferences or other professional development opportunities. Fees being granted to students to subsidize conference attendance or other personal and/ or professional development opportunities are considered “student subsidies”. It is general practice for the SFC to fund these subsidies at less than the total cost of the conference, except in special circumstances.

For students to be eligible for subsidies, they must work with their club advisor or the Coordinator of Student Life to establish “service to campus” activities to fulfill upon return from his/her experience. These can range from organizing club activities, to doing presentations on the activity, or assisting the student life coordinator with general campus activities and programs. Students must submit a written proposal and sign it once it has been approved by their advisor.

- Funds may be used to cover conference fees, hotel costs associated with the conference and travel to and from the conference
- Food and/or beverage expenses incurred during the excursion are NOT reimbursable. If meals are included in the conference fee, this is acceptable, but outside food purchases are not permitted for students.
- The OSU-Cascades credit card may be used to pre-register for conferences. It is not available for hotels or other associated expenses. These usually must be reimbursed after completion of the conference.
- **There are MANY rules governing travel and reimbursement. Please check in with the Coordinator of Student Life BEFORE making any arrangements for travel or conference attendance.** Also, carefully read the *Purchasing, Payment and Reimbursement Handbook* available online at osucascades.edu/studentfees which outlines some of the details for making travel arrangements and paying for them.

PUBLIC EVENTS GUIDELINES:

Student fees may be used to pay for the expenses incurred (including food) in putting on events that are open to the public and benefit the entire student body. Clubs are encouraged to plan events that can benefit different types of students and inform other members of the student body about their particular organizational interest.

- Student fees may not be used for food at club meetings or events, where only members are in attendance.
- **Alcohol is not a reimbursable expense.** Nor is it permitted at events.
- **Gifts are not a reimbursable expense** (ie, flowers for speakers, gift certificates for helpers, etc.).
- Speakers or performers must complete a personal services contract agreement to be paid for the event. This must take place before the event occurs. See the Coordinator of Student Life at least a week before this event takes place, in order to have paperwork ready.
- Service providers (such as caterers, food vendors etc.) must submit an invoice to OSU-Cascades to be paid for the event. OSU does not prepay in full for events before they take place. Deposits can, however, be paid to secure performers/providers of services. A separate invoice is also required in order to pay a deposit.
- **See the *Purchasing, Payment and Reimbursement Handbook* for all requirements on Purchasing, Payment and Reimbursement.**

If you have any questions about student fee spending guidelines, contact Jacquie Coe at 541-322-3156 or Jacquie.coe@osucascades.edu