Activities Fee Distribution Process
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STUDENT ACTIVITIES FEES

I. PASSHE Policy 1989-05-A: Student Fees

Section B: Definitions - Student Activity Fees: Fees established for activities associated with student associations and governments, and to support other extracurricular activities such as lectures, concerts, athletics, student newspaper, forensics, dramatics, and related activities.

Effective: October 19, 1989

II. Student Senate’s Role

Student Senate has been identified by the university as the student organization having the authority to recommend the allocation of the activity fee to the university president under the provisions of Act 188.

III. Student Senate’s Purpose

1. To promote the general welfare of the University.
2. To constitute a medium for expressing student opinion on matters of general interest.
3. To provide experience for its members in the principles and practice of democratic government.
4. To stimulate the cultural and social areas of University life.
5. To charter and oversee University student organizations.
6. To recommend the allocation of student activity funds to the President of the University.
### IV. Funding Disbursement

An annual projection is made of the total amount of activities fees to be collected during the upcoming fiscal year (Fall, Winter, and Spring semesters). Once Student Senate is notified of the projected total of the subsequent year’s activity fees, reserved disbursements will be made based on the following chart:

<table>
<thead>
<tr>
<th>Total A: Student Activities Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve: 5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics: 33%</td>
</tr>
<tr>
<td>Core Orgs: 13.8%</td>
</tr>
<tr>
<td>Campus Rec: 6%</td>
</tr>
<tr>
<td>Concert: $120,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clubs/Ops: 37%</td>
</tr>
<tr>
<td>Events/Acts: 37%</td>
</tr>
<tr>
<td>Prof. Dev.: 20%</td>
</tr>
<tr>
<td>Emergency: 5%</td>
</tr>
<tr>
<td>Appeals: 1%</td>
</tr>
</tbody>
</table>
## V. Student Activities Fee Distribution (Example)

<table>
<thead>
<tr>
<th>Anticipated Student Activity Fee</th>
<th>Athletics</th>
<th>Core Orgs</th>
<th>Campus Rec</th>
<th>Concert Committee</th>
<th>Total C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total A</td>
<td>33%</td>
<td>13.8%</td>
<td>6%</td>
<td>$120,000</td>
<td>$776,800.00</td>
</tr>
<tr>
<td>$2,000,000.00</td>
<td>$627,000.00</td>
<td>$262,200.00</td>
<td>$114,000.00</td>
<td>$120,000.00</td>
<td>$776,800.00</td>
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<td>$1,900,000.00</td>
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<td>$108,300.00</td>
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<td>$687,120.00</td>
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<td>$1,700,000.00</td>
<td>$532,950.00</td>
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<td>$85,500.00</td>
<td>$120,000.00</td>
<td>$552,600.00</td>
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</table>

<table>
<thead>
<tr>
<th>Anticipated Student Activity Fee</th>
<th>Club and Operational</th>
<th>Events and Activities</th>
<th>Prof. Dev.</th>
<th>Emergency</th>
<th>Appeals</th>
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</thead>
<tbody>
<tr>
<td>Total A</td>
<td>37%</td>
<td>20%</td>
<td>5%</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>$2,000,000.00</td>
<td>$287,416.00</td>
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<td>$155,360.00</td>
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<td>$128,456.00</td>
<td>$32,114.00</td>
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<td>$221,052.80</td>
<td>$119,488.00</td>
<td>$29,872.00</td>
<td>$5,974.40</td>
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<tr>
<td>$1,500,000.00</td>
<td>$204,462.00</td>
<td>$204,462.00</td>
<td>$110,520.00</td>
<td>$27,630.00</td>
<td>$5,526.00</td>
</tr>
</tbody>
</table>
DISTRIBUTION DETAILS

VI. Reserved Distributions

Reserved Distributions, also known as "off the top", include disbursements that support the continued operational costs for Intercollegiate Athletics, Campus Recreation, University Concert Committee, Student Senate Student Governing Body, The Snapper Student Newspaper, University Activities Board, and WIXQ Student Radio Station.

The percentages are based on an adjusted average allocation for the past five years that entity received prior to being added to “Reserved Distributions” listing.

The percentages for reserved distributions are as follows:

1. Athletics: 33%
2. Core Organizations: 13.8
   a. Student Senate: .8%
   b. Snapper: 1%
   c. WIXQ: 1.5%
   d. UAB: 10.5%
3. Campus Recreation: 6%
4. Concert Committee: $120,000

VII. Funding Allotment

The remaining balance after the reserved distributions is known as the funding allotment. The funding allotment is automatically placed into 5 distribution funds.

1) Student Clubs & Organizations Operational Allowance (37%)
2) Events & Activities Sponsorship (37%)
3) Professional Development Scholarships (20%)
4) Emergency Allocations (5%)
5) Appeals (1%)

The Student Senate Finance committee will administer the process of awarding these funds.
VIII. General Funding Guidelines

Below is a list of guidelines that apply to all sources of student activity funding.

1) Organization Registration
   a If a club or organization does not register with the Center for Student Involvement and Leadership, the Finance Committee will not consider the organization's requests.

2) Alcohol and Other Drugs
   a Student Activities Fee will not fund for alcohol or other drugs in accordance with University policy.

3) Deficit Spending
   a If an organization has debt in their account, Student Activities Fee will not fund for any repayment of that debt.

4) Documentation
   a Student Senate will not fund any requests that lack proper documentation. These items will be cut.
   b Documentation is required to justify the cost and purpose for an item/service.
   c Documentation should be similar to one of the following things:
      i) Screen shot from a website (must have price)
      ii) Previous invoice for similar or same item/service
      iii) Quote for item/service from the provider
   d Documentation that is just text in a word document is not sufficient documentation.
   e Links to websites are not considered proper documentation and will not be accepted.

5) Equipment, Replacement of Equipment, and Vehicles
   a Equipment will not be funded for without a secure storage location. If a club/organization requires equipment, that club/organization must provide proof that a secure storage location has been found.
   b If an organization wants to replace an object, the organization must provide documentation of the damaged object as well as the requested replacement.
   c Student Senate will not fund for the purchase of vehicles.
   d Student Senate will not fund for fixed structures.

6) Stipends/Salaries
   a Student Activities Fees may not be used to provide salary or stipends without the approval of full student senate.

7) Open Membership Policy
   a Student Activities Fees will support organizations whose memberships are open only to all Millersville University students. However, membership may be conditioned upon certain reasonable criteria not in violation of the University nondiscrimination policies.
8) Food
   a If an event is held on campus, the food must be purchased through Dining Services, or an
      exception must be obtained from the Director of Dining Services and given to Student
      Senate.
   b Student Senate will only fund for food at events that are open to the entire student body.
      Food will not be funded for individual club/organization meetings
   c Food that is bought with Student Activities Fee must only be given to students.
   d Student Senate will not fund for the purchase of food while off campus.

9) Fundraising Activities
   a Student Senate encourages organizations to fundraise in order to help offset their sole
      reliance on Student Activities Fee support.
   b Fundraising money will not affect the consideration of any funding requests, with the
      exception of emergency allocations.

10) Materials Already in University Libraries and Supporting Offices
    a Student Activities Fee will not fund for materials obtainable in the University Library or
       any other supporting department that is able to provide resources to students unless it is
       proven it will provide greater benefit to the club or organization.

11) Not-for-profit organizations and local governmental units
    a No direct contributions may be made from student activity fees for charities, not-for-
       profit organizations, or local governments and their units. Club or organizations are free
       to fund raise to benefit these entities.

12) Partisan political activity
    a Student Activity Fee shall not be used for any type of partisan political endorsement nor
       for contributions to the campaign fund of any candidate for elective office. Monies also
       cannot be used to distribute political materials. This does not prohibit the payment of fees
       to political speakers.

13) Honorariums and Gifts
    a Honorariums are defined as a payment (monetary or gift) for a service that does not
       contractually require a fee.
    b Honorariums are made to a person for his or her service in a volunteer capacity, or for
       services for which fees are not required.
    c Honorariums can also be described as a gift or award for members of a club/
       organization. These will also not be funded.
    d Student Senate will not fund for honorariums that are not required by a contract.

14) Scholarships/Financial Aid
    a Student Senate will not fund for a scholarship(s) or financial aid of any kind.
15) Religious Activities
   a  Student Senate will not fund for any distribution of religious materials/supplies that are
      solely intended to spread a religious viewpoint.

16) “Double-dipping”
   a  Clubs/organizations that request for or receive funding from one source (Reserved
      Distributions, Operational, Professional Development, Events and Activities) cannot
      request for or receive the same item from another source of funding.

Each category of money (Reserved Distribution, Club & Operational, Professional Development, and Events & Activities) shall be subject to its own unique set of guidelines in addition to those listed above.
IX. Guidelines for Club and Organization Operational Funding

The club and organization operational allowance is intended to support the basic needs and purpose of a student organization. Only recognized and registered student organizations that are not on probation are eligible to receive operational allowances in accordance with the Student Senate Constitution and By-laws. Clubs awarded will have the allowance transferred into their accounts on July 1st of each year, barring any veto from the university president.

Below is a list of the guidelines, in addition to those guidelines in section VIII, the Finance Committee will use as a guide when reviewing requests for Club and Organizational Operational Allowance.

1) Chapter Dues
   a  Student Senate will fund for mandatory national or regional chapter dues.
   b  Chapter dues are defined as a fee that a Millersville club/organization is required to pay to a parent organization to exist on campus.
   c  Proof must be provided that the club or organization is required to pay said chapter dues. Proof can be a copy of the parent organization constitution/by-laws or similar document.
   d  Student Senate will not fund for individual national or regional dues. Individual dues are defined as a fee that an individual member must pay to a parent organization to belong to that organization.

2) Office Supplies/Expenses
   a  Student Senate will fund for, and organizations may only spend, up to $150.00 for office supplies/expenses. This $150.00 does not include advertising supplies and copies.
   b  Examples: paper, ink for printers, pens, notebooks, envelopes, stamps, etc.
   c  For clarification, a printer would be considered equipment, but the ink would be considered an office supply.

3) Public Relations Expenses and Giveaways
   a  Student Senate will fund for up to $150.00 for public relations supplies/expense to clubs and organizations, this does not include the cost for giveaways that are available to the whole student body. Examples: copies, posters, banners, handouts, advertising supplies.
   b  Giveaways are defined as novelties or items that are available to the whole student body.
   c  Since giveaways are not considered a required operating expense, they are not guaranteed to be funded. A dollar limit on giveaways may be set depending on available funds.

4) Publications
   a  Organizations that produce publications may request funds for the costs of printing and supplies. Student Senate encourages clubs and organizations to solicit various printing companies. Due to the high expense of printing, Student Senate asks that organizations be conservative in the length of their publications as well as the distribution amount.
X. Guidelines for Professional Development Grants

Professional development grants are awarded based upon various criteria, which reflect the University’s and Student Senate’s values and purpose. The Professional Development Grant will support opportunities for the acquisition of skills and knowledge that advances an individual (undergraduate or graduate) student’s academic or career goals. These funds will also support the development of skills and knowledge that advances the purpose of a recognized student organization. Applications supporting the professional development of faculty, staff, or administration will not be considered.

Applications will be reviewed throughout the academic year and should be sent no more than 3 months in advance but no later than 1 month in advance of the professional development opportunity.

Attendance at a professional conference, being conferred an award, or presenting at national meetings are all examples of the types of opportunities the professional development fund may consider. Other opportunities for professional development may also be considered as long as it does not fulfill an academic requirement. Please note that not all opportunities will receive funding and some may receive partial funding. An itemized listing of expenditures will be necessary when applying for a professional development.

Clubs and Organizations will be awarded funds through account transfers. After the professional development opportunity has occurred, the account will be audited and any unused money will be transferred back into the Student Senate Professional Development account.

Individual students will be awarded funds through reimbursements or direct pay by the Student Senate Vice President of Finance.
Below is a list of the guidelines, in addition to guidelines presented in section VIII, the Finance Committee will use as a guide when reviewing requests for Professional Development Grants.

**Clubs and Organizations**

Student Senate will only fund clubs and organizations for Professional Development opportunities if they meet the following requirements:

- Must fall within the club/organizations constitutional purpose/mission.
- Meets one or more of Student Senate’s learning outcomes (see Learning Outcomes, Page 16).

1) Conferences

- Student Senate will consider up to two conferences per year for clubs and organizations.
- Funds that are requested can only include registration fees (Student Senate strongly encourages all clubs or organizations to take advantage of “Early Bird Registrations”), transportation (to and from the location) and hotel accommodations.
- Student Senate may fund for an organization to send up to 8 students to each conference.
- Student Senate will consider funding for up to two hotel rooms per conference.
- All conferences must stay within the Continental United States.
- Student Senate will reimburse mileage expenses incurred in travel in accordance with the Millersville University Purchasing website. The most economical means available should be used consistent with the purpose and constraints of travel. (For Example: $0.575 per mile)
- A Charter Bus may only be used if the destination is over 100 miles.
- Student Senate will only fund for Millersville students to attend any professional development event.

2) Competitions

- Funds that are requested can only include registration fees (Student Senate strongly encourages all clubs or organizations to take advantage of “Early Bird Registrations”), transportation (to and from the location) and hotel accommodations.
- Student Senate may fund for an organization to send up to 8 students to each competition.
- Student Senate may consider funding for at most two hotel rooms per competition.
- All competitions must stay within the Continental United States.
- Student Senate will reimburse mileage expenses incurred in travel in accordance with the Millersville University Purchasing website. The most economical means available should be used consistent with the purpose and constraints of travel. (For Example: $0.575 per mile)
- A Charter Bus may only be used if the destination is over 100 miles.
- Student Senate will not fund for the transportation of non-Millersville students to or from the University.
- Student Senate will only fund for Millersville students to attend any professional development event.
Undergraduate and Graduate Students:

Professional development grants may be granted upon the request of any undergraduate and graduate student if the grant will allow for the acquisition of skills and knowledge that advances academic or career goals that are NOT academic requirements.

A Student may only receive one grant per semester. Please note that funding is not guaranteed, and students are encouraged to seek out additional grants, scholarships, and fundraising opportunities to help offset any cost.

To receive funding for Professional Development, the opportunity MUST meet one or more of Student Senate's learning outcomes (see Learning Outcomes, Page 16).

Please note that if multiple students are applying to attend the same professional development opportunity, they may be asked to lodge and travel together to help lower costs.

1) Professional Development Opportunities
   a Funds that are requested can only include registration fees (Student Senate strongly encourages all students to take advantage of “Early Bird Registrations”), transportation (to and from the competition or conference) and hotel accommodations.
   b Professional development opportunities that are within a 50 mile radius of the University will not be granted funds for lodging.
   c Student Senate will only fund for, at most, one hotel room per opportunity.
   d All professional development opportunities must stay within the Continental United States.
   e Student Senate may reimburse mileage expenses incurred in travel within the prescribed maximum rates in accordance with the Millersville University Purchasing website. The most economical means available should be used consistent with the purpose and constraints of travel. (For Example: $0.575 per mile)
   f Student Senate will only fund for the Millersville University students for professional development opportunities.
XI. Guidelines for Events and Activities

The Events & Activities sponsorship fund supports a variety of extra-curricular events, activities, programs and initiatives, which intend to impact, and are open to, the entire MU student community. Sponsorships will fund initiatives that support the university’s mission and meets Student Senate’s purpose.

The Student Senate Finance Committee will review applications on a rolling basis. All applications must be submitted no more than 3 months in advance but no later than 1 month in advance of the event or activity. Cultural Affairs Committee can request for events 1 year in advance.

All recognized clubs and organizations and university entities/initiatives may apply for sponsorship. An itemized listing of expenditures will be necessary when applying for sponsorship. Awarded funds will support individual line items via account transfer. After the event or activity has occurred, the account will be audited and any unused money will be transferred back to the Student Senate Events and Activities account.

Below is a list of the guidelines, in addition to guidelines in section VIII, the Finance Committee will use as a guide when reviewing requests for Events and Activities.

Student Senate will only fund for an event or activity if it meets all of the following requirements:

- All programs and events must fall within the club/organizations constitutional purpose/mission.
- Must be open to all of the student body.
- Meets one or more of Student Senate’s learning outcomes (see learning outcomes, page 16).
- Does not duplicate or closely relate to an event that was held by another club/organization in the same semester.

1) Trips and Travel
   a. All trips must be open to the entire student body.
   b. Trips must be ticketed through the Student Services Ticket Window located in the SMC.
   c. All trips must stay within the Continental United States.
   d. The most economical means available should be used consistent with the purpose and constraints of travel.
   e. Student Senate may reimburse mileage expenses incurred in travel in accordance with the Millersville University Purchasing website. (For Example: $0.575 per mile)
   f. A Coach Bus may only be used if the destination is over 100 miles
   g. Student Senate will not fund any transportation/event fares for planned trips that are cancelled or not taken.
   h. Student Senate will only fund for the transportation of Millersville University students on a trip.
2) Lectures/Performers/Speakers  
   a Direct quotes must be provided when requesting funding for Speakers or Performers.  
   b All Lectures, Performers and Speakers that are funded by the Student Activity Fee must be open and available for every student to attend.

3) Public Relations Expenses  
   a Up to 1% of the total amount granted for each event or activity may be requested for public relations expenses. A maximum of $25 will be granted for a single event, regardless of the total amount.

XII. Emergency Allocations  
Emergency allocation request forms are reviewed throughout the year on an as-requested basis. Emergency allocations are awarded only to unexpected 1-time expenses that a student organization or sponsored entity could not have anticipated.

*Inadequate organizational management or planning is not a valid reason for requesting an emergency allocation. The Student Senate does not permit and will not fund deficit spending.*

XIII. Appeals  
Organizations may only appeal their allowance award. Appeals will be considered only in cases where updated information exists verifying points not originally reflected in the original request. Organizations will be notified how to appeal when they received their awarded allowance.
XIV. Learning Outcomes

Below are the possible learning outcomes that every event, activity, and professional development opportunity should fall under. The examples presented for each learning outcome are not the only ways that an event, activity, or professional development can meet a learning outcome.

Intellectual Growth
- Produces personal and educational goals; employs critical thinking in problem solving; uses complex information from a variety of sources including personal experience and observation to form a decision or opinion; applies previously understood information and concepts to a new situation or setting; expresses appreciation for literature, fine arts, mathematics, sciences, and social sciences

Effective Communication
- Writes and speaks coherently and effectively; writes and speaks after reflection able to influence others through writing, speaking or artistic expression; effectively articulates abstract ideas; makes presentations or gives performances

Enhanced Self-Esteem
- Shows self-respect and respect for others; initiates actions toward achievement of goals; takes reasonable risks; demonstrates assertive behavior, functions without need for constant reassurance from others

Realistic Self-Appraisal
- Articulates personal skills and abilities; makes decisions and acts in congruence with personal values; acknowledges personal strengths and weaknesses; articulates rationale for personal behavior; seeks feedback from others

Career Choices
- Articulate career choices; document knowledge, skills and accomplishments; makes connections between education and real world experiences; connect with potential employers

Leadership Development
- Helps to articulate leadership philosophy or style; allows students opportunities to grow in leadership roles

Meaningful Interpersonal Relationships
- Allows students to develop and maintain satisfying interpersonal relationships; opportunities for students to network with colleagues in related fields

Satisfying and Productive Lifestyles
- Helps student to balance education, work, and leisure time; helps student articulate and meet goals work, education and personal life; helps student learn time management

Personal and Educational Goals
- Helps student to articulate and pursue goals; allows students to meet personal and educational goals
XV. Exceptions

Student Senate may grant exceptions to anything listed above as it sees fit.

XVI. Revocation of Funds

The below list includes some of the actions that may result in the revocation of all or some funding and may result in an audit.

1) Any expenditure that may result in the violation of the student code of conduct
2) Behavior that creates a hostile, discriminatory, exploitive environment
3) Misuse of funds
4) Violations of local, state, or federal laws

XVII. Presidential Veto

The University President or designee shall have the right to veto the total budget or any line-item expenditure he/she considers to be an improper use of student activity funds. The final decision on the allocation of Student Activity Funds rests with the president (24 P.S. § 20-2004.1-12).

Presented to Student Senate: April 20th, 2015
Approved by Student Senate: April 21st, 2015