



STUDENT FEE BOARD HANDBOOK



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1. GENERAL INFORMATION

At the time of the creation of the Student Fee Board, the University charged three Student Fees in addition to tuition: the Information Technology Fee, the Student Facilities Fee, and the Student Activity Fee. The administration of these three fees varied greatly, each having its own history. For example, while students had minimal involvement with the administration of the Information Technology Fee, students had direct input on how the Student Activity Fee funds were utilized along with input on policies, procedures, and campus tier levels. This document will include discussion of the Student Facilities Fee and the Student Activity Fee only, as the President has indicated the Information Technology Fee will be folded into tuition.

1.1. HISTORY

According to University historian, Erwin Runkle, the first mandatory Student Fee assessed at Penn State was in the 1870s to fund coal for the Old Main furnace. The first modern fee came in 1994 when Penn State began assessing the Information Technology Fee.

The Student Activity fee first appeared on students' bills in the 1996 fall semester. This charge, approved by the University Board of Trustees at its September 1995 meeting, was set at \$25 per semester and was used primarily to fund the renovations to the HUB-Robeson Center and to provide funding to support the out-of-class experience for students. By fall 2016, the Student Activity Fee had grown to \$102 per semester at most campuses (Campuses could opt for a lower tier level of \$96.) The Student Activity Fee Board (SAFB) recommended the amount of the fee increase each year, if any, and provided leadership for setting the policies that determined how those resources were allocated. In addition to supporting clubs, organizations, and the cocurricular experience, the fee also funded the long-term debt service for the 1995 renovation of the HUB-Robeson Center and the 2003 building of the Student Health Center at University Park. Moreover, this fee funded the Student Legal Services office at University Park and other services such as support for counseling, wages for employees in recreation buildings, and other similar services across the Commonwealth. The Student Activity Fee had begun to address many needs beyond its original scope.

In May of 2008, in opposition to the student governments, the University created the Student Facilities Fee to support the improvement and expansion of non-academic space. In its first year, the charge at University Park was \$100 per semester with the campuses tiers set at \$100, \$75, or \$50 per semester. For the 2016 fall semester, the maximum Student Facilities Fee was \$126 per semester with increases equal to the percentage of the annual tuition increase.

For the 2016-17 academic year, Student Fees at the University Park campus were \$948 for full-time students while Commonwealth Campus fees ranged from \$822 to \$960 depending on the tier of each fee.

Historically, students had majority control for both assessing and allocating the Student Activity Fee and for allocating the Student Facilities Fee. Additionally, the Student Facilities Fee and Information Technology Fee assessment had been tied to the percentage growth of tuition instead of to the needs and desires of the student body, appropriately organized.

Recognizing the fragmented nature of Student Fees, the student government associations jointly recommended a single Student Fee model at Penn State. This proposal was approved by the University President and charged to be implemented beginning in the fall 2017 semester. Beginning in 2017-2018 academic year, the Student Activity and Student Facilities Fees will be combined into one Student Fee. The Information Technology Fee will remain independent from the other Student Fees, and the University President has committed to integrating that fee into tuition over time. This will eliminate a separate Information Technology Fee while retaining the income generated as it was deemed essential to the academic progress of students.

1.2. MISSION

The Student Fee Board (SFB) has a primary mission to determine an amount, collect, and distribute all Student Fees in an equitable, viewpoint-neutral, and timely manner as empowered by the University Board of Trustees. The Student Fee Board strives to enhance the out-of-class experience for all students by supporting facilities, recreation, services, and activities at each campus based on needs, expectations, and requests as determined by students at each campus.

1.3. PRINCIPLES

The purpose of the fee is to enhance the out-of-class, non-credit-bearing experience at the campuses based on identified student needs. The following principles guide the use of the fee monies:

- Students should control the collection and utilization of their Student Fee dollars under the authority of the University President.
- Generally, revenue raised should remain at the campus where it is collected; however, multi-campus initiatives are permitted with the approval of the appropriate fee board(s).
- Student Fee revenue should supplement, and not replace, current University funding to programs and services.
- Student Fee revenue raised will support non-academic improvements to student life.
- The Student Fee will not be folded into general tuition funds.
- The Campus Allocation committee will allocate funds collected at each campus.
- A Student Fee may only increase/decrease with the approval of the designated fee board.
- The use of this fee should be public knowledge and actively reported to students. Meetings and official business of the Student Fee Board shall by default, be open to the student body.
 - Meetings may be closed to the public by a seconded motion, if the deliberation includes sensitive matters, provided that the Chair publicly announces the reasoning for moving into an “Executive Session.” No official votes or decisions shall be made in a closed meeting.
 - Any single objection to this motion will move this motion into a majority vote to enter “Executive Session.”

1.4. PURVIEW

The Student Fee Board retains oversight for the assessment, allocation, and reporting of fees for students whose primary campus of enrollment is one of the following campuses: Abington, Altoona, Beaver,

Berks, Brandywine, DuBois, Erie, Fayette, Greater Allegheny, Harrisburg, Hazleton, Lehigh Valley, Mont Alto, New Kensington, Schuylkill, Shenango, University Park, Wilkes-Barre, Worthington Scranton, and York.

1.5. MEMBERSHIP AND ROLES

The role of the SFB is to:

- Validate all Fee expenditures and special projects;
- Receive and review any proposals to increase/decrease the fee;
- Review the use of funds for consistency with the established principles and practices;
- Report the use of all Student Fee funds on a yearly basis to the university community;
- Rule on appeals of decisions made by the Campus Allocation Committees; and
- Recommend changes in policy and procedure.

These roles will be executed by three bodies of the Student Fee board: the Steering Committee, the University Park Fee Board (UPFB), and the Commonwealth Fee Board (CFB).

All meetings of the three bodies of the SFB are open to the public with all times and locations communicated to the student body, with the exception of deliberation meetings governed by the restrictions laid out in Section 1.3.

Each fee board will assign student members to be subject matter experts (SMEs) for each of the four funding categories: Student Activities, Services, Facilities, and Recreation. These SMEs will work with faculty and staff to learn about the function and stakeholders of a specific category and share that information with the fee board.

In the case of a tie vote, the chair's vote will carry.

If a member is unable to attend a meeting, they must designate an individual who has a full understanding of SFB policy to serve as proxy who maintains the same voting rights as the member they are representing. All at-large positions shall be filled by the end of the spring semester by the new student government leadership.

1.5.1. Steering Committee

The Steering Committee will be responsible for University-wide aspects of the Student Fee with the goal of ensuring consistent, equitable, and viewpoint-neutral policies and procedures for the collection and utilization of Student Fees. This committee's purview is limited to actions that clearly and specifically impact the University-wide community and, therefore, excludes the determining of fee levels or funding allocations for any specific campus. However, actions made by this committee that may impact the fee-setting process or fee amounts must be determined no later than the end of the fall semester.

The Membership of the Steering Committee shall be:

- UPUA President
- GPSA President
- CCSG President

- 2 University Park Fee Board student members (determined by UPFB)
 - 2 Commonwealth Fee Board student members (determined by CFB)
 - Vice President for Student Affairs or designee*
 - Vice President for Commonwealth Campuses or designee*
 - Executive Vice President and Provost or designee*
- *non-voting

The Steering Committee Chair will be selected from the voting members of the committee with nominations and voting occurring at the first meeting of the fall semester.

1.5.2. University Park Fee Board (UPFB)

The purview of the University Park Fee Board will be to allocate the Student Fee at the University Park campus. The membership of the University Park Fee Board shall be:

- UPUA President
 - GPSA President
 - 3 UPUA student appointees
 - 2 GPSA student appointees
 - 5 at-large student members, selected by application process (preference will be given to students without student government experience)
 - UPAC Chair*
 - Vice President for Student Affairs or designee*
 - Vice President for Finance and Business or designee*
 - Executive Vice President and Provost or designee*
- *non-voting

The UPFB Chair will be selected from the voting members with nominations and voting occurring at the last meeting of the spring semester.

1.5.3. Commonwealth Fee Board (CFB)

The purview of the Commonwealth Fee Board will be to allocate the Student Fee at the 19 Commonwealth campuses. The membership of the Commonwealth Fee Board shall be:

- CCSG President or designee (Chair)
- 2 Campus College student appointees
- 2 University College student appointees
- CCSG Campus Chair
- 3 at-large student appointees
- Assistant Vice President for Student Affairs or designee*
- Vice President for Commonwealth Campuses or designee*
- Chief Student Affairs Officer from a Campus College*+
- Chief Student Affairs Officer from University College*+
- Assistant Director, Union & Student Activities for the Commonwealth Campuses*
- Staff Support as assigned*

*non-voting
+two-year term

1.6. MEETINGS AND AGENDAS

The rules of procedure in the meetings of the SFB shall be those of the most recent edition of *Modern Rules of Order*.

Each SFB shall meet in an official capacity to vote on business at least once each semester, but will typically meet three or four times per semester. Each SFB will meet as needed to review appeals submitted to the board.

The Office of Student Affairs shall provide staff to serve as a point of contact for all administrative and logistical needs of each SFB.

The Steering Committee shall meet a minimum of one time per semester and may schedule additional meetings as needed.

1.6.1. Fee Board Timeline

The following timeline shall act as a general guideline for the business of each SFB:

- Fall:
 - Generate and distribute previous year's allocation/spending reports.
 - Solicit and review ideas for creation or removal of fee expenditures.
 - Determine information needed to make a well-informed decision about fee level.
 - Solicit and review requests from administrative units and allocation committees.
 - Vote on fee proposals for the following year as budgets are ready for review.
- Spring:
 - Continue to solicit and review requests from administrative units and allocation committees.
 - Vote on fee levels and projects for the following academic year. The University Budget Office prefers the fee level be recommended by the fee board and approved by the administration before March 15th and no later than April 1st.
 - Propose the Student Fee level for subsequent academic year to encompass previously approved budgets.
 - Introduce and transition new members and select chair (UPFB only).

1.7. CHANGES TO SFB HANDBOOK

Any proposal that alters, replaces, or changes existing guidelines and/or policies as written in the SFB handbook must be submitted to each of the fee boards and the Steering Committee in its final form at least ten (10) academic days prior to voting on said proposal. Changes approved by the SFB become effective the first day of the following Maymester.

1.8. BASIS FOR AUTHORITY

The SFB understands that its decisions on expenditures and fee levels serve as non-binding recommendations to the Vice President for Student Affairs, the Vice President for Finance and Business, the President, and the Board of Trustees. It is the expectation of the SFB that the University will follow its recommendations unless exceptional circumstances warrant deviation. Special attention will be paid to changing any fee expenditures that affect salaries (e.g. Student Legal Services). The SFB intends to be a body of collaboration and all recommendations it makes shall be in consultation with the appropriate stakeholders and the University administration. The SFB will honor all debt from previous Student Fees until satisfied.

2. FUNDING CATEGORIES

Although any expense not specifically enumerated may be considered by the SFB, expenses shall primarily fall under the following categories:

2.1. ACTIVITIES

Activities funding enhances the student out-of-class experiences including programming, travel, equipment, and media publication. The primary use for activities funds is to enhance the campus climate through student-initiated programming, activities, and experiences. Student activities educate, entertain, and/or engage students outside of academic requirements.

2.2. FACILITIES

Facilities funding enhances student out-of-class experience by supporting both large-scale and small-scale infrastructure projects primarily intended for student use or benefit. Large-scale projects include facility development through building and/or renovating University facilities intended for student out-of-class use. Small-scale projects can include, but are not limited to, student requested enhancement/increase of existing resources, support of facilities for recognized student organizations, campus beautification and memorial projects, and the purchase of equipment designed for a student facility.

2.3. RECREATION

Recreation funding supports the health and wellness of students through sports, recreation, and fitness activities primarily for students. Currently including, but not limited to, access to strength and fitness equipment, fitness lessons, intramural sports, club sports, adventure recreation, and aquatics.

2.4. SERVICES

Services funding provides services to students that increase student success. Funding for services is used to improve the well-being of students, which in turn increases the likelihood of success in their academics. Services funding may not be used to directly support the academic progress of a student. Current services include, but are not limited to, student legal services and childcare subsidy. This category, unlike all others, often funds full-time, salaried staff that exclusively support student services.

Funding of this category will consider employee commitments, contractual obligations, and long-term impacts during the allocation process in close consultation with the Vice President for Student Affairs and the President.

3. FEE LEVELS, COLLECTION, AND CHANGES

The fee board will recommend a final fee level in each category after all hearings have occurred for that category. The final recommended fee will be voted upon at a regularly scheduled meeting. All hearings/meetings will be public, including deliberations and voting, and advertised to student media.

3.1. LEVELS

Each SFB shall propose and select a fee most appropriate for their campus(es) needs. The total Student Fee level at each campus will be determined through the sum of the approved fee levels of each of the four funding categories.

3.2. FEE COLLECTION

All Penn State students pay the Student Fee at the level designated for their campus of enrollment. The fee is prorated based on enrollment status, 9 or more credit-enrolled students will pay 100%, 5 to less than 9 credit-enrolled students will pay 75%, and less than 5 credit-enrolled students will pay 50% of the fee level.

Each campus may elect to assess a Student Fee during the summer session for a minimum of two (2) years. The fee is prorated based on enrollment status, 9 or more credit-enrolled students pay the 75% fee, 5 to less than 9 credit-enrolled students will pay 50%, and less than 5 credit-enrolled students will pay 25% of the fee level.

All Student Fees collected during the academic year (summer, fall, and spring) will be collected with the intent to support students during that academic year. Projects in the facilities category may be funded by using the Student Fee in multiple years.

4. Fixed Allocations

To support the student government associations recognized by The Pennsylvania State University Board of Trustees, those student government associations are granted fixed funding allocations provided they meet and sustain the following criteria.

4.1. REQUIREMENTS

- They must be in good standing with the University (i.e., registered with the Office of Student Activities, have no serious misconduct or arbitration within the last academic year, and the seating of a full executive body).
- They must submit a “show-cause” budget to the appropriate SFB by the end of September of each academic year, which will be approved by the at-large membership only.

- After the completion of the fiscal year audit, any unused funds must be returned.
- After review of the audit and the show-cause budget from each organization, the appropriate SFB will make a fixed allocation funding recommendation to the Vice President for Student Affairs at the conclusion of every third fiscal year. The recommendation may not change by more than 10% from the previous allocated funding.
- Each student government association may co-sponsor events with recognized organizations.
- Fixed allocation recipients are not eligible to submit a request for additional Student Fee funding.
- Fixed allocation funding levels will be reviewed by the steering committee annually.

4.2. RECIPIENTS

Recognized Student Governments will be granted fixed allocations from the SFB provided they meet and sustain the fixed allocation criteria. Fixed allocations are:

- Graduate and Professional Student Association = \$59,542.00
- University Park Undergraduate Association = \$139,628.55
- Council of Commonwealth Student Governments = \$35,750 (\$30,750 from CFB and \$5,000 from UPFB)

Student governments shall submit their final budgets before the final SFB meeting of the year. At-Large members of the SFB will review these budgets and vote to approve funding for the upcoming academic year.

4.3. CARRY FORWARD

Each year, recipients of fixed allocations may request a carry forward of unused funds from the previous year up to 8% of their total yearly fixed allocation amount, providing that such funds are remaining in their ASA accounts at the end of June after accounting for any outstanding purchase orders.

It will be the responsibility of the newly elected president or the president's designee to request the carry forward and to submit their requests to the appropriate SFB Chair. Details about how the carry forward will be spent must be outlined in the same format as the show-cause budgets, which are also submitted one week prior to the first meeting.

At the end of the year, as a separate section of the annual audit and in the same format, each organization must provide details about the exact usage of the carry forward funds. Any carry forward funds not spent by the end of the fiscal year will be returned. In no instance shall either organization be allowed to increase the amount of their carry forward request above the 8% threshold established by the University.

4.3.1. Maximum Carry Forward

Based on current (Fall 2016) fixed allocation amounts the following are the maximum amounts that can be carried forward to the next fiscal year.

- UPUA maximum request = \$11,170.00
- GPSA maximum request = \$4,763.00

- CCSG maximum request = \$2,860.00

5. ALLOCATION PROCEDURES

A yearly hearing schedule for each expenditure funded by the respective fee boards will be decided upon at a regularly scheduled meeting of the commission/committees.

Fee requests will be submitted via an application to the appropriate fee board. The application should include information about the use of the current fee, provide historical information, the requested fee for the next year, and the rationale for the request.

Recipients of standing allocations and student government fixed allocations shall not be considered for funding from UPAC or the CACs.

5.1. UNIVERSITY PARK ALLOCATION COMMITTEE (UPAC)

UPAC is granted the authority by the SFB to allocate Student Fee funds for requests related to student activities at University Park. UPAC is responsible for allocating to all registered student organizations who receive funds through the Associated Student Activities office with the exception of fixed allocations. This includes, but is not limited to, student organizations recognized by the University/college/department, affiliate organizations, and other independent/individual requestor(s). Activities allocations will be pursuant to the UPAC handbook and local/federal/state law.

The UPFB retains the right to review and allocate funding proposals for University units receiving standing allocations for student activities. These units include Bryce Jordan Center, Center for the Performing Arts, Center for Women Students, LGBTQA Student Resource Center, Office of Student Activities, Office of Student Orientation and Transition Programs, and Paul Robeson Cultural Center.

5.2. COMMONWEALTH FEE BOARD (CFB)

Each Campus Allocation Committee will allocate within the appropriate four categories– activities, facilities, recreation, and services. The facilities allocation will be set by the CFB. The CFB may also set other aspects of the fee to support a specific service, activity, or area of recreation when appropriate. After these determinations, campuses will determine how fees are distributed across the remaining areas within the fee board policies. Campuses can reallocate 5% of the money within the four categories as necessary. This reallocation must be reported to the respective commission/committee at the time that it is done. Commonwealth campuses are responsible for withholding 5% of their allocated fees in a central location to account for potential adjustments. Campuses will receive notification about any projected adjustments by February of the fiscal year. Should a campus have no adjustments or if the adjustment is less than 5%, the campus can allocate the fee as initially indicated. In addition to following the SFB, follow the CFB operating procedures.

5.2.1. Campus Allocation Committees (CAC)

Campus allocation committees are granted the authority by the SFB to allocate Student Fee funds for all requests related to student activities, recreation, and services (with the exception of those established by the CFB) at each of the Commonwealth campuses. The activities portion of the fee includes, but is not limited to, student organizations recognized by the University, college, or department, affiliate organizations, and University units. Activities allocations will be pursuant to the campus allocation committee handbook and local/federal/state law. All local boards, can follow their local policies, seeing that they do not conflict with CFB operating procedure or SFB policy.

5.2.2. Commonwealth Facilities Allocation Committee (CFAC)

CFAC is granted the authority by the SFB to allocate Student Fee funds for all requests related to student facilities at each Commonwealth campus. This includes, but is not limited to, large- and small-scale facilities projects both independent of and in collaboration with the University administration and/or intercollegiate athletics with the approval of the Board of Trustees, when required. For additional guidance, please visit the CFB operating procedure.

6. LOCAL ALLOCATION COMMITTEES

While campuses determine the frequency and format of their allocation committee meetings, it is required that the committee is included in all decision making regarding the allocation of the Student Fee at the campus. In addition, committees are required to take minutes at each location.

Standing allocations must be reapproved by the respective SFB every year. New standing allocation requests for student organizations shall be approved by UPAC. New standing allocation requests from non-student organizations shall be approved by the SFB.

6.1. COMMONWEALTH CAMPUSES

As indicated, the CAC allocates funds on the campuses related to the areas of activities, recreation, and services other than those predetermined by the CFB.

The committee shall be comprised of the following:

- SGA President (co-chair)
 - chief student affairs officer or designee (co-chair)*
 - 6 student appointees
 - 2 additional student appointees (to serve as alternates)
 - 1 staff member*
 - 1 faculty member* recommended by the campus faculty organization
- * non-voting

In the case of a tied vote, the ruling will go the direction of the chair's vote.

It is **recommended** that the staff person responsible for student activities, or similar position, be the non-voting staff appointment for the CAC committee as designated by the campus Chancellor. The campus faculty organization will recommend one faculty member to the SGA to serve as a non-voting member of CAC.

Applying for committee membership:

- At the start of the academic year, the Student Government President will post an application for current students to apply for a committee position.
- Names generated from this open application process, as well as recommendations received from faculty, staff, and students-at-large, will be reviewed by the SGA President and the chief student affairs officer;
- These students should provide a diverse representation of the campus student population so that a broad perspective can be gained by the allocation committee as recommended by the co-chairs and approved by the SGA.
- Two students will be appointed as alternates in the event a voting member cannot attend. It is *recommended* that one of these alternates be the SGA Treasurer.

The final roster of CAC allocation committee members will be approved by the SGA.

For the CFAC, a campus may use the same membership as the CAC with the addition of the Director of Business Services (or appointee) and the Director of Development (or appointee) as non-voting members. If a campus elects to create a separate board, the membership reflects that of the CAC with the SGA President and chief student affairs officer as co-chairs and the same student membership and voting structure as described above and with the addition of the Director of Business Services (or appointee) and the Director of Development (or appointee) as non-voting members.

6.2. UNIVERSITY PARK

UPAC shall allocate all allocations for student organization funding at University Park. UPAC will be comprised of at least twenty-eight (28) students with eight (8) students elected at-large and at least twenty (20) students appointed. The proportional ratio of undergraduate and graduate student enrollment at University Park will be used as a metric for the ratio of students on the committee, when possible.

For appointed positions, all interested students must complete an application. Returning committee members may be reappointed with the consensus of the current UPAC Chair and UPAC advisors. New applicants will be interviewed by a committee consisting of the current UPAC Chair, a representative for the Vice President for Student Affairs, and a member of the appropriate student government. The appointment process will be completed prior to the elections period; those not appointed may run for an elected position.

The filling of elected positions will follow the election protocols of the undergraduate student government and the graduate student government. The results of those elections will be provided by the student governments within one (1) week of completion to the current UPAC Chair.

UPAC can utilize up to \$5,000 per academic year of Student Fees towards receipted expenses for operations and/or training.

To ensure sufficient membership on the committee, a rolling admissions process will be used to appoint members throughout the academic year, when needed.

For more detailed information about campus allocation committees, please check the webpage of the respective campus.

7. Funding

The range of activities, recreation, services, and facilities that can be funded is broad. The unique needs of a particular campus may suggest a funding priority at one location but not at another.

7.1. LIMITATIONS OF FEE USE

- Funding CANNOT be discriminatory, arbitrary, or capricious.
- Viewpoint neutrality must be followed when allocating any Student Fees. Based on court decisions, allocating boards must make decisions that are viewpoint neutral, which is defined as decisions that are not based on religious, political, or personal views. Furthermore, all viewpoints, including those that are controversial, must have an equal chance of receiving funding. However, it is not required that all groups be funded equally or that opposite views have to be funded. The same criteria used for other events, such as student interest and involvement, can be used to determine funding amounts for potentially controversial programs.
- No person or sponsoring organization may make a profit from a SFB-sponsored event.
- With approval from the sponsoring organization and the allocating body, a separate group may sell a commodity or raise funds at a SFB-sponsored event. One registered student organization may conduct approved fund-raising activities at SFB-supported events provided the main purpose of the activity being supported by the fee is not fund-raising and the event is free and open to the University community. A student who attends said event and does not donate must be able to gain the same experience from said event as someone who donates to the fund-raiser and attends said event. All proceeds from the fund-raiser must go toward a charity or philanthropy as defined by the IRS, and in the case of a US-based organization, has 501c3 tax-exempt status or is a recognized student organization of The Pennsylvania State University. The registered student organization wishing to raise funds at an event supported by the Student Fee, but sponsored by another registered student organization, *must* have the permission of the sponsoring registered student organization to raise funds at the event. The sponsoring registered student organization of the event will have the final determination in the selection of the group to conduct the fund-raising activity. All fund-raising activities must be approved in advance by the Campus Allocation Committee and follow the procedures outlined in Policies and Rules for Student Organizations.
- Requestors must use SFB funds in the manner in which they were allocated.
- Activities sponsored by the SFB must be open to all University students at the campus that is funding the event. When funding events, campuses should consider the balance of accommodating fee-paying students and possibly accommodating guests. In determining whether to make an event open to guests, campuses will be mindful of risk management issues, being welcoming to adult learners and their family members, and other students with varying needs.
- Student Fees shall not be used to backfill expenses from the general funds budget, nor should the Student Fee be used to replace what is currently funded through the general funds.

- Any organization receiving funds directly from the SFB may not request additional funds from a Campus Allocation Committee.
- Individual chapters recognized by IFC, NPHC, MGC, and Panhellenic Council are eligible for funding only when the event is open to the entire University population.
- Money may be used for wages (preferably for students) and, in the case of services, salaries. In some cases, wages for professional staff may be appropriate when student employees with appropriate time and/or experience are not available. Approval for use of activity fee money for specific salaries must be given by the Student Fee Board and must be endorsed by both the Vice President for Student Affairs and the President.
- Co-sponsorships: UPUA, GPSA, and CCSG have the option of using portions of their budget to co-sponsor. Co-sponsorship, as pertaining to fixed allocation funds, is the ability to host an event or initiative in conjunction with another student organization, entity, or off-campus establishment (i.e., the Borough Council).
 - a. UPUA, GPSA, or CCSG must take part in the planning of any event for which they are a co-sponsor. Organizations must go before these student governments and ask them to cover specific expenses of their program.
 - b. Co-sponsorship does not apply to events jointly funded by UPUA, GPSA, and CCSG.

7.2. ITEMS THAT WILL NOT BE FUNDED

1. Appropriations in furtherance of a political campaign or activity by any candidate or candidate's staff for political office.
2. Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation.
3. Grants-in-Aid and scholarships.
4. Salaries and stipends may only be funded by the SFB.
5. Donations or charitable contributions of money or products.
6. Funding of philanthropic activities where the primary purpose is fund-raising.
7. Retroactive expenses (events held prior to submitting the request for funding or events where funding has been committed before being notified of approval).
8. National association memberships on a per person basis. Individual memberships are not permitted; however, group memberships to a national organization are allowed.
9. Membership dues for fraternities or sororities.
10. Programs and activities that are for academic credit and/or are considered an essential component of a class (not attending or participating could have a negative effect on a student's grade in the course).
11. Hiring of legal services or providing bail-bond funds.
 - a. This does not include funding for a Student Legal Services office, which is available to all fee-paying students at University Park.
12. Honoraria for Penn State faculty or staff speaking about his/her area of expertise
13. Purchase of a specific gift for a specific person or items used to raise funds. This means that promotional items for events, door prizes, and participation prizes that are distributed randomly are allowable expenses to purchase with the Student Fee.

14. Personal, non-contractual gain of any student, faculty member, staff member, or any other person.
15. Purchase of or reimbursement for the purchase of alcoholic beverages.
16. Any religious ceremony or worship service, except when such activity is for educational purposes.
17. Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group.

All expenditures must be in compliance with University Policies and Rules and Policies and Rules for Student Organizations.

The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University.

8. APPEALS

Appeals are not heard solely on the basis of disagreement with the decision of the allocation committee. Grounds for appeal are honored by the allocation committee when one of the following is found to have occurred:

1. Deviations were made from Allocation Committee policy and/or SFB policy.
2. Facts were missing at the time of the initial review.

The steps for an appeal are as follows:

- Requestor appeals to the Allocation Committee using the Appeal Form (Appendix A), checking the Appeal to Allocation Committee box and stating the grounds for appeal. The appeal must be submitted to the Allocation Committee within five academic days from the date of notification of the outcome of the request.
- A three-person Appeals Board will be appointed by the chief student affairs officer or the UPAC Advisor, consisting of one staff member and two students. These individuals may not have been a part of the group that reviewed the original request. At the Commonwealth campuses this may mean that the individuals appointed are not members of the Local Allocation Committee.
- This Appeals Board will determine if the appeal meets any of the previously stated grounds for an appeal and will complete the Appeal Outcome Review Form (Appendix B) to document this review.
- The Appeals Board may choose to:
 - 1) sustain the original decision made by the allocation committee, or
 - 2) award more than the original allocation.

This decision must be communicated to the requestor within five academic days from the date when the appeal decision was made.

- If the appeal is not granted, the original decision goes unchanged and the requestor is to be notified that their appeal was denied and that they have the right to further appeal to the SFB within five academic days from the date when the appeal decision was made.
- If the requestor chooses to further appeal to the SFB, the Appeal Form (Appendix A) must be completed and submitted checking the Appeal to Student Fee Board box and stating the grounds for the second appeal.
- After reconsidering the request following the second appeal, the SFB may then choose to:
 - 1) sustain the original decision made by the UPAC, or
 - 2) award more than the original allocation.

The SFB will make the final decision. This section is relevant only to allocation committees; decisions by the Student Fee Board may not be appealed.

**APPENDIX A
STUDENT ACTIVITY FEE
APPEAL FORM
PAGE 1 OF 3**

To be completed by Student Organizations/Departments/Individuals requesting appeal.

Request for appeal must be submitted to local allocation committee within 5 academic days from the date of notification of the funding request decision.

Name of Student Organization/Department/Individual appealing the allocation decision:

Contact Information

Name of individual submitting form: _____ Title of individual (if applicable): _____

Telephone number: _____ Email: _____

Date of Appeal Form Submission: _____

Please check the applicable box:

- Appeal to Local Allocation Committee
- Appeal to Student Activity Fee Board

Give a brief description of initial funding request:

***Attach a copy of the Allocation Letter/Notification which you received outlining your funding request decision.**

Appeals are not heard solely on the basis of disagreement with the decision of the Local Allocation Committee. The following reasons are the only valid grounds for appeal:

- 1) Deviations were made from Local Allocation Committee policy and/or Student Activity Fee (SAF) policy.**
- 2) Facts were missing at the time of the initial review.**

For each reason you cite please provide an explanation and documentation on the following page.

1) Deviations were made from Local Allocation Committee policy and/or Student Activity Fee (SAF) policy. Cite the specific policy you are referring to and write an explanation justifying your appeal and attach any supporting documentation.

2) At the time of the initial review, facts were either missing or misinterpreted which may have influenced the allocation decision that was ultimately made. Write an explanation justifying your appeal, include any new information which should be taken into account, and attach any supporting documentation.

***This form and all supporting documentation should be submitted at one time.**

Individual submitting Appeal Form

Signature: _____ **Date:** _____

**APPENDIX B
STUDENT ACTIVITY FEE
APPEAL OUTCOME REVIEW FORM**

To be completed by the appeal committee reviewing the appeal.

Please check the applicable box:

Appeal to Local Allocation Committee

Appeal to Student Fee Board

Name of Student Organization/Department appealing the Local Allocation Committee decision:

Date of Appeal Review: _____

Date Appeal Form was submitted to the Local Allocation Committee: _____

***Attach a copy of the appeal form(s) and documentation submitted by the requestor.**

Check box(es) which the requestor used as their rationale for filing this appeal.

Deviations were made from Local Allocation Committee policy and/or Student Activity Fee (SAF) policy.

Facts were missing at the time of the initial review.

Appeal committee's decision:

Appeal Granted

Appeal Denied

Based on all the documentation submitted for this appeal, write a detailed explanation justifying the appeal committee's decision:

APPENDIX C

UPUA/GPSA – Lump-Sum Funding Annual Audit Process

Annual Formal Audit

Governing student organizations that receive Student Initiated Fee lump-sum funding will submit reports of all financial activity for the current fiscal year **ending June 30th** to the HUB-Robeson Center Financial Officers (currently the Associate Director of Budget and Finance, HUB-Robeson Centr and the Associate Director/Treasurer of Associated Student Activities) by the last business day in July.

These HUB-Robeson Center Financial Officers will conduct an audit of the financial reports and will spot check individual transactions as needed to ensure compliance with University and SFB policies and rules.

The content of such reports should include the annual allocation received and a listing of all expenses. It is advisable to group expenses together according to program or purpose. The Treasurer for **each** organization should compile the expenses (either in ledger form or in a software application such as an Excel spreadsheet). A sample format of the report is illustrated at the end of this Appendix.

The organizations' financial records or books should provide a detailed or itemized account of each program's expenses. A transaction report from the Associated Student Activities (ASA) for the organization's account should provide greater detail regarding the checks processed (payee, date, purpose, amount, etc.) and will be useful for audit purposes in identifying the sample of documentation to be reviewed.

The organization members will be available to assist in the audit by clarifying the purpose or intent for specific expenses or costs associated with a given program or within an expense category (such as office supplies, printing, or meals/meeting expenses).

The ASA office will assist by providing copies of applicable transaction reports and copies of the documentation supporting transactions identified in the sample.

A final auditors' report will be sent to the Chair of the SFB no later than the Monday before the first SFB meeting of the following academic year. During the **first** SFB meeting, members of the organization and the auditors may be required to attend to answer any of the board's questions related to the auditor's report. Those members would include the organization's President, Treasurer, Advisor and, in the case of University Park Undergraduate Association (UPUA), the Chair of the Assembly.

Mid-Year Audit

The governing organizations will be required to file a mid-year report in the same format as the annual report. This will be due at the end of the first week of classes of the spring semester and should represent transactions from July 1 through December 31 of the previous calendar year.

Transitional Audit

The governing organizations will be required to file a transitional report in the same format as the mid-year and annual reports. This will be due on the last business day in March and should represent transactions from July 1 through the **organizations'** election day (or the last day of March, whichever comes first) for each organization.

Show-Cause Report

The governing organization's Treasurer and staff will prepare a show-cause financial report for **the first fall meeting of** the SFB. The HUB-Robeson Center Financial Officers will need to review this report prior to presentation to the SFB, requiring the group's report be submitted **one week prior to the first SFB meeting**.

Reporting Schedule:

- Show-Cause: **one week prior to the first SFB meeting** (for the current academic year)
- Mid-Year Audit: end of the first week of classes of the spring semester (for July 1-December 31)
- Transitional Audit: last business day in March (July 1-elections/last day of March)
- Annual Formal Audit: last business day in July (July 1-June 30)