

ALBION COLLEGE STUDENT SENATE  
APPROPRIATIONS COMMITTEE

**STUDENT ACTIVITY FEE (SAF) GUIDELINES**

LAST REVISED FALL 2025

**Statement of Purpose**

As defined in the Albion College Student Senate constitution: “The purpose of the Appropriations Committee... [is] distribution of funds collected from the Student Activity Fee to the student body for purposes beneficial to the welfare and satisfaction of Albion College students.”

The Appropriations Committee (hereinafter referred to as “the Committee”) of the Albion College Student Senate (hereinafter referred to as “the Senate”) establishes guidelines concerning the disbursement of the Student Activity Fee (hereinafter referred to as “the SAF”) of Albion College (hereinafter referred to as “the College”) to recognized student organizations. The first and foremost concern of the Senate is optimizing the SAF by promoting programming that contributes to the campus community and fosters a sense of belonging among all students. The Senate is committed to promoting programming that is educationally and culturally enriching, entertaining, and beneficial to the whole of campus.

**Article I: The SAF and the Appropriations Committee**

1. The SAF
  - a. The SAF is collected from every student enrolled in an undergraduate program at the College, according to College policy, every Fall and Spring semester.
  - b. The Vice President for Student Development and Dean of Students is responsible for budget allocation and management of all SAF accounts. As a result, the Vice President for Student Development and Dean of Students or their designee (Office of Student Engagement and Activities (hereinafter referred to as “Student Engagement and Activities”) is ultimately responsible for approving all SAF funding, guidelines, budgets, and financial transactions.
  - c. The SAF is used to fund recognized student organizations as specified by Student Engagement and Activities for the College.
  - d. The SAF is disbursed in accordance with these Student Activity Fee Guidelines (hereinafter referred to as “the Guidelines”) unless the Committee or the Senate grants an exception.
  - e. All budgeting parameters, guidelines and processes, as well as allocation amounts, are subject to final approval by the Vice President for Student Development and Dean of Students.
2. The Appropriations Committee
  - a. Membership
    - i. The Committee is chaired by the Senate Chief Financial Officer (hereinafter referred to as “the CFO”), as specified in Article IV, Section 10 of the Albion College Student Senate Constitution.
    - ii. The Committee is vice-chaired by the Senate Appropriations Vice-chairperson (hereinafter referred to as “the Vice-Chair”), as specified in Article IV, Section 11 of the Albion College Student Senate Constitution.
    - iii. The Senate will appoint up to six (6) Senators, excluding the CFO and the Vice-Chair, to the Committee at the beginning of each semester to serve as voting members.
  - b. The Committee is charged with creating and upholding the Guidelines as specified in Article V, Section 2 of the Albion College Student Senate Constitution.
  - c. Votes of the Committee require a quorum of four (4) voting members, not including the CFO.
    - i. The Vice-Chair will be considered a voting member of the Committee.
    - ii. Acts of the Committee will be approved by a majority of the members present, with a quorum present.
    - iii. The CFO will only vote in the case of a tie.

- iv. Votes of the Committee are preferably done physically in person, however votes may be held electronically through virtual meeting spaces but must still include a quorum, as defined above.
- d. The Committee will be advised by the Vice President for Student Development and Dean of Students or their designee from within the Division of Student Development.

## **Article II: Eligibility for Allocation of the SAF**

1. Existing Organization Eligibility
  - a. Eligible organizations are defined as those that have been officially recognized and authorized by the Vice President for Student Development.
  - b. In order to maintain eligibility, organizations must be registered every semester. The Registration process involves submitting the following to Student Engagement and Activities utilizing Engage:
    - i. A listed president, as defined by Student Engagement and Activities. This person cannot also be the treasurer.
    - ii. A listed treasurer, as defined by Student Engagement and Activities. This person cannot also be the president.
    - iii. A listed Advisor, as defined by Student Engagement and Activities. This person must be a current faculty or staff member at Albion College.
    - iv. An updated constitution and/or by-laws must be submitted at every registration. Constitutions and/or by-laws shall be revised not less than every 2 years.
    - v. A membership roster containing no less than five members. This roster can include the president and/or the treasurer in the necessary five. The advisor cannot be considered a member and is not counted in the necessary five.
  - c. Organizations must be fully registered and recognized at the time a request for an allocation of the SAF is submitted.
2. Organizations must attend a budget workshop at the beginning of each semester (typically occurring during Leadership Summit). The workshop shall contain any information relevant to requesting a budget for SAF funding, appropriately accessing funding once it has been approved, and any other information deemed relevant by Student Engagement and Activities or the CFO. The president and/or treasurer of each organization who plans to request a budget is expected to attend this workshop in order to be eligible for SAF funding.
  - a. The president and/or treasurer of each organization who plans to request a budget is expected to attend this workshop in order to be eligible for SAF funding.
3. Organizations must be in good standing with the Senate, including the CFO and the Committee, Student Engagement and Activities, and the College. Organizations are representatives of Albion College and are expected to conduct themselves accordingly. Any organizations found to be misrepresenting the College's expectations will be subject to loss of funding privileges and/or loss of recognition status.
4. New Organization Eligibility: New organizations that become officially recognized and authorized by the Vice President for Student Development, registered as a student organization with Student Engagement and Activities and have attended a budget workshop are eligible to request a budget.

## **Article III: Types of Student Organizations**

1. General Clubs & Organizations: Any registered student organization is considered an organization of General Clubs & Organizations, except for the student organizations listed under Other Types of Organizations.
2. Greek Life: Any organization represented by the Interfraternity Council, Panhellenic Council or Multicultural Greek Council is defined as a Greek Life organization. All Greek Life organizations shall comply with the process for requesting allocations of the SAF.
3. Other Types of Organizations
  - a. Student Senate: The Senate is the sole representative body of the students of the College.
  - b. Student Volunteer Bureau: Student Volunteer Bureau is the student organization charged with promoting student volunteerism and community service.
  - c. Union Board: Union Board is the student organization charged with the planning, executing, and

promotion of student programming on and off the College campus.

#### **Article IV: Requesting an Allocation of the SAF**

1. General Clubs & Organizations: Eligible registered student organizations may request SAF funding from the allocation of General Clubs & Organizations by submitting a budget request electronically through the Engage platform ([albion.campuslabs.com](http://albion.campuslabs.com)) through the process defined in the budget workshop.
2. Budget Requests should include the following:
  - a. Name of the organization submitting the request.
  - b. Number of active members (this should be an accurate count of the students who are active participants in the organization, according to the parameters set in the organization's constitution).
  - c. The President's contact information (name, email, cell phone number).
  - d. The Treasurer's contact information (name, email, cell phone number).
  - e. The Advisor's contact information (name, email, cell phone number).
  - f. Any Co-Sponsorships (co-Sponsor section should have detailed information about what each sponsor will be contributing. This could include monetary funds, physical help before/during/after the event, or other assistance that would deem them a valid co-sponsor).
  - g. Detailed list of requested items (this includes quantity, location of purchase (website if online purchases, reason for purchase, and any other relevant information).
  - h. Budget Request deadlines, approval dates, and disbursement dates are specified by the Senate. Budget Requests submitted after deadlines will not be accepted. In extreme extenuating circumstances, the president or treasurer of an organization may request an extension of any budget due date. Requests for extension can be made via email to the CFO not less than 24 hours before the specified due date. It is the discretion of the CFO and/or Student Engagement and Activities to determine if a request for an extension should be considered.
3. Budget Requests will be reviewed by the Committee for adherence to the Guidelines and are subject to approval by the Committee.
  - a. All member organizations will comply with the SAF funding rules and restrictions as defined in this document.
  - b. The Committee will reserve the right to deny any requested line item that does not adhere to the Guidelines.
  - c. The Committee reserves the right to prioritize requests that have the broadest impact on our campus and the student experience, fostering a sense of belonging and engagement among our student body.
  - d. The Committee reserves the right to limit or deny the funding of a registered student organization based on the availability of funding. This includes those requests that only benefit members of a single organization.
4. Student organizations defined as Other Types of Organizations, as defined above, have the highest prioritization of funds, given that they are specifically designed to have broad impact on the campus community.
5. Student organizations outside of Greek Life organizations will be given higher prioritization of funds given that these organizations have funding sources outside of SAF and do not solely rely on the SAF to function.
6. Funding requested by registered student organizations that are supported by the Committee will be subject to approval by the Senate.
  - a. The CFO will present to the Senate at its next regular meeting, following the meeting of the Committee, the total funding supported by the Committee for each registered student organization.
7. All registered student organizations that request SAF funding will be notified by the CFO via Engage whether their request was approved or denied. Information on why a request was denied will be provided, in applicable cases, by the CFO.
8. Appeals: Any registered student organization that requests SAF funding by submitting a Budget Request through the Engage Platform before any specified deadlines will reserve the right to one (1) appeal of the decision of the Committee and the Senate per semester. Appeals shall only be heard if they pertain to an issue regarding interpretation of the Guidelines. Appeals shall not be heard if they pertain to an issue

regarding the limitation of funding on the basis of funding availability.

- a. The president or treasurer of the registered student organization requesting an appeal will notify the CFO via email within 72 hours of receiving their approved budget request.
- b. The CFO will organize a meeting between the president and/or treasurer of the organization and the Committee, including the CFO, the Vice-Chair, and at least three (3) other voting members.
- c. The CFO will open the meeting by explaining how the Committee came to the conclusion that the line-item(s) in question violated the rules and regulations applicable to that organization as specified in the Guidelines and were therefore not approved by the Committee and the Senate.
- d. The president and/or treasurer of the organization appealing the decision will attend the meeting prepared to verify that the line item(s) in question do in fact abide by the rules and regulations applicable to that organization as specified in the Guidelines.
- e. After the meeting, the Committee will deliberate and vote to decide whether to overturn their previous decision.
- f. If overturned, the new decision will be subject to approval by the Senate at its next regular meeting.
- g. Any decision by the Committee and/or Senate following an appeal is final.

#### **Article V: Funding Guidelines and Restrictions**

1. **Supplies:** Supplies are defined as those items that are essential to an organization's function. This includes PR/advertising materials, office supplies, required uniforms, and other items not included in equipment, programs, or co-sponsorships. Required uniforms are defined at the discretion of Senate and/or Student Engagement and Activities.
2. **Clothing Policy:** An organization may request funding for one clothing item per semester. Clothing funding is limited to one item per active member of the organization, as defined in the organization's constitution.
3. **Equipment:** Equipment is defined as any piece of equipment or machinery not included in supplies, programs, or co-sponsorships. An organization may request funding for equipment, not to exceed a total of \$800 per semester.
  - a. All equipment purchased with SAF-allocated funds is inherently the property of the College. The College retains the right to seize, revoke, sell, or otherwise utilize outside of the organization's wishes all equipment purchased with SAF-allocated funds.
  - b. Equipment purchased with SAF funds is not to leave the College without express permission or in the event of the equipment's necessity to the organization's function. No student should remove items purchased under the allocation of equipment upon graduation or otherwise take into their possession outside of organization functions. Any organization found to be disbursing equipment to students as personal possessions will have all equipment seized and will be subject to a ban on budget requests. The length of ban to be determined at the discretion of the Senate and/or Student Engagement and Activities.
  - c. Equipment will be stored on campus in an area that is easily accessible to all members of the organization, not including residence hall rooms or other private locations. In the event of a lack of storage space, organizations will declare to Student Engagement and Activities and their applicable advisor the location of the item(s) and a plan for transferring the item(s) upon transition of leadership.
  - d. Equipment should serve a vital function that the organization cannot attain through the use of College-owned equipment. Prioritization will be given to equipment requests for items deemed essential to an organization. Senate and/or Student Engagement and Activities reserves the right to deny equipment funding for any piece of equipment or machinery that is deemed not essential to the function of the organization. Senate and/or Student Engagement and Activities will provide alternative routes the organization can take to access necessary pieces of equipment or machinery.
4. **Programs:** Programs are defined as events/activities, trips, or conferences composed of one (1) or more expenses not included in supplies, equipment, or co-sponsorships.
  - a. Programs with Co-Sponsorships will have priority over single organization programs.
  - b. All general clubs & organizations may request funding for programs.
  - c. Funding for programs can include, but is not limited to:

- i. Supplies required to organize and/or hold an event
    - ii. Registration fees or tickets
    - iii. Contracted services: Performers, including artists, speakers, comedians, etc., are required to submit an IRS Form W-9 to the College utilizing the [Purchasing Department vendor request form](#) in order to be paid for services rendered
    - iv. Travel
    - v. Lodging: Lodging requests for two or more people must include shared rooms
    - vi. Food/ingredients, not to exceed a total of \$200 per semester. Requests for food/ingredients exceeding the \$200 limit per semester may be submitted with an accompanying explanation of how the food/ingredients are a critical part of a cultural program and are vital to the function of the organization.
  - d. Programs should be vital to the function of the organization. Programs that are available to all members of the College community will be given highest priority over programs closed to members of the College community.
  - e. Fundraisers shall be classified as programs
    - i. Funding for fundraisers is limited to supplies necessary to organize and/or hold an event.
    - ii. SAF funding will not be used to purchase any goods, including food, or services that are re-sold to raise funding for the sponsoring organization or for donation.
5. Co-Sponsorships
- a. Co-Sponsorships are defined as on-campus events sponsored by more than one eligible student organization (in good standing with the College) and will hold the highest priority.
  - b. All organizations participating in a co-sponsorship shall include information pertaining to the event in their budget request, including:
    - i. The name of the organization acting as the primary sponsor of the event
    - ii. An itemized list of expenses for which funding is being requested
    - iii. The total amount each organization is contributing to the event
  - c. The primary sponsor is responsible for filing out all budget forms related to the event.
  - d. Co-sponsors are not limited to monetarily supporting an event. This could include monetary funds, physical help before/during/after an event, or other assistance that would deem them a valid co-sponsor.
6. Travel: An organization may request funding for travel expenses related to a program for travel by plane, train, or automobile.
- a. Organizations traveling by train or automobile will have highest priority
  - b. For travel by any mode, documentation must be provided, which includes travel dates, destinations, and costs
  - c. For travel in an automobile, documentation will be provided which includes travel dates, number of passengers, designated drivers, destinations, and exact mileage driven. Organizations are limited to use of college-owned vehicles. In the event a college-owned vehicle is not available, a vehicle from Enterprise will be considered. For travel in a rental vehicle, documentation must be provided which includes travel dates, destinations, and costs.
  - d. Those organizations that choose to use personal vehicles for organization travel will be responsible for any costs associated with an accident and will not be subject to the College's insurance, liability, or other accident-related costs.
  - e. Mileage reimbursements will be in accordance with rates set by the IRS. Travel will only be reimbursed after travel has occurred, and not prior.
7. General Exclusions: SAF funding may not be requested for any of the following, except as specified:
- a. Salaries, wages, and honoraria, except as part of a contracted obligation for performance or professional service. Express permission must be granted by Student Engagement and Activities and any other necessary entities before such contracts will be considered
  - b. Programs or activities for which academic credit is awarded
  - c. Any item purchased through an organization's international or national headquarters
  - d. Prizes, gifts or raffles without specific consultation and approval from the Office of Student Engagement and Activities. Such items will need to be tracked for College auditing and reporting purposes with the Office of Student Engagement and Activities and Business Office. Gifts in the form of cash or cash equivalents (such as Visa gift cards) are prohibited under these guidelines. Raffles will need to be approved by the Office of Student Engagement and Institutional

Advancement.

- e. Alcohol, drugs, or other illegal substances and related paraphernalia
- f. Items or substances banned by the Albion College Student Handbook
- g. Rush shipping of any kind
- h. Graduation-associated articles, including but not limited to cords, stoles, serapes, caps, gowns, or other necessary graduation materials
- i. Reimbursements of any kind, except mileage reimbursements
- j. Direct or indirect donations: Direct donations shall be defined as SAF funding, including goods and services purchased with SAF funding, given directly to individuals, non-profit organizations, charities, other student organizations, or other non-College affiliated organizations. Indirect donations shall be defined as SAF funding used to purchase goods or services, including food, that is later sold to raise funds that are given to individuals, non-profit organizations, charities, other student organizations, or other non-college affiliated organizations.
- k. Any form of off-campus PR/advertising, except paper flyers
- l. Pledging, ritual, and initiation activities
- m. International or national dues
- n. Closed programs or activities that are not open to campus can be requested on a limited basis, in consultation with the Assistant Vice President for Student Development and/or designee.
- o. Student Engagement and Activities and/or Senate and/or The Committee reserves the right to deny funding for any item(s) of a questionable nature or that are deemed an inappropriate use of the SAF.

#### **Article VI: Spending and Accounting for SAF Funding**

1. Check Requests: Check Requests shall only be granted with prior permission from Student Engagement and Activities and any other relevant departments first.
  - a. Checks shall be written and issued for organizations upon submission and approval of a Check Request or Mileage Check Request form.
  - b. Forms shall be created and distributed by Student Engagement and Activities.
  - c. Forms must be turned in before the date of the use of funds. No check requests will be considered for events, activities, etc., that occurred before the form was turned in.
  - d. Forms shall be completed in full and signed by the appropriate officer(s)
  - e. Appropriate documentation shall be delivered to Student Engagement and Activities for all Check Request and Mileage Check Request forms. Appropriate documentation shall include but is not limited to receipts, contracts, quotes, or invoices.
  - f. All receipts are to be given to Student Engagement and Activities within 3 days of purchase. After 3 failures to provide necessary receipts within 3 days of purchase, organizations will lose purchasing abilities for the rest of the semester.
  - g. Any check requests or mileage check requests missing any of the above appropriate documentation will be subject to rejection and the inability to request a check or mileage reimbursement.
  - h. In order to have a check written directly to a vendor, appropriate documentation shall be delivered to Student Engagement and Activities.
  - i. Appropriate documentation will include but is not limited to an IRS Form W-9, an itemized invoice, quote, or contract proving the cost, the name of the vendor, or the goods or services being purchased
  - j. Check requests or mileage reimbursements will only be distributed upon approval of funds by the process as defined above.
  - k. Documentation will not be returned to the organization submitting the request, so copies are acceptable
    - i. All approved checks will be distributed by Student Engagement and Activities.
    - ii. Approved officer(s) will receive an email from Student Engagement and Activities when a check is available for pickup.
    - iii. If a request is not approved, the authorized officer(s) will be notified with an explanation of the denial and how to remedy the request, if applicable.

## 2. Campus Life P-Card

- a. General Clubs & Organizations and other types of organizations, including Senate, are eligible to use the P-card in making online purchases.
- b. Qualified Purchases: Only certain items are allowed in using the P-card card and must fulfill the mission of the club or organization.
  - i. Airfare: Associated taxes and baggage fees are permitted when purchasing airfare tickets
  - ii. Hotel Reservations: Only the hotel room(s) and associated fees are permitted. Pay Per View, room service, and mini fridge/in room purchases of any kind are prohibited.
  - iii. Recreational/concert/event tickets: Concerts and other tickets are only permitted for those events that are deemed essential to an organization. Associated taxes and fees are permitted when purchasing tickets.
  - iv. Large ticket equipment/supplies: The purchase of equipment and/or supplies which have a high price tag and are not easily purchased through other means/channels are eligible.
  - v. Amtrak Tickets: Associated taxes and fees are permitted when purchasing Amtrak tickets
  - vi. Any online purchases that cannot be purchased in any other way. Purchases through Amazon.com must go through the College's Amazon account.
  - vii. Student Senate is not bound solely to the above-qualified purchases. Due to the varied nature of operations of Student Senate, Student Senate may use the card for online purchases other than the ones listed above with the approval of the Appropriations Committee.
- c. Making P-Card Purchases
  - i. The P-Card will remain in the sole possession of Student Engagement and Activities and be used at the office's discretion.
  - ii. The treasurer or the president of the group/organization can use the P-card as a means to make online purchases by setting up an appointment with Student Engagement and Activities, who will, in turn, make the actual purchase for the group using the P-card.
  - iii. Prior approval of purchases through a budget request is required before use of the P-card, or an appointment for the P-card will not be granted.
  - iv. At no time will the P-card number or the card itself be given to individuals of a group/organization to be used to make purchases.
  - v. Any unauthorized use of the P-card, its numbers or the actual purchases in any way other than what was approved by Senate and Student Engagement and Activities is subject to sanctions by the Appropriations Committee and/or student conduct.
  - vi. Any purchases made on the P-card should not interfere with the Guidelines as specified in this document.

## 3. Line-Item Change Requests

- a. Funding may be transferred between existing, approved line items upon submission and approval of a Line-Item Change Request.
- b. A new budget request shall be created in Engage, stating the need for a line-item change.
- c. No funding can be transferred to a line item if doing so will cause it to exceed any limitations specified by the Guidelines.
- d. Organizations will receive notice of approval or denial upon the next specified budget approval date.
- e. If a request is not approved, the authorized officer(s) will be notified with an explanation of the denial and how to remedy the request.

## 4. Tracking Spending

- a. Organizations must account for their SAF funding using Engage
- b. Accounting for all allocated SAF money spent is critical for organizations to stay in good standing.
- c. All items should be accounted for exactly as they are submitted on Engage, providing the organization with a current running total of remaining funding.
- d. Organizations may request an official, updated copy of their budget spreadsheet from the Committee at any time during the semester by notifying the CFO by email.

## 5. Spending Requirements

- a. All organizations are expected to use Tax-Exempt status wherever possible. Tax-Exempt numbers or clarification of process can be requested from Student Engagement and Activities.
- b. All organizations that are allocated SAF funding by the Committee shall spend it according to their

approved budget unless a Line-Item Change Request is submitted and approved.

6. Rollover

- a. Approved funding may only be used during the semester in which it is allocated.
- b. Organizations may not roll over their allocated funding to a subsequent semester.
- c. All unspent funding will be designated as Rollover and allocated to General Clubs & Organizations for the subsequent semester.

7. Audits

- a. The CFO and the Committee reserve the right to conduct an audit of any student organization to ensure that SAF funding is being spent in accordance with the Guidelines.
- b. If it is found that an organization has inappropriately used or spent allocated funding, a recommendation for sanctions shall be presented to the Committee for discussion and approval.
- c. Sanctions may include but are not limited to funding limits, a required meeting with the CFO and/or the Committee, suspension of funding privileges, loss of recognition as a student organization, and/or forwarded for student conduct.
- d. If sanctions are approved by the Committee, they will be presented to the Senate for final review and approval.

#### **Article VII: Applying for Exception to the SAF Guidelines**

Any organization has the right to apply for exception to the Guidelines by submitting, in writing, a request to the CFO and the Committee. Requests for exception will be considered at the next regular meeting of the Committee, and are subject to approval by the Committee.

#### **Article VIII: Interpretation of the SAF Guidelines**

The Guidelines will be at the interpretation of the CFO and the Committee. The Senate Advisor(s) are the only entities that supersede this when deemed necessary. Advisors will ultimately defer to Senate rulings except in extreme circumstances.

#### **Article IX: Review/Revision of the SAF Guidelines**

The CFO and the Committee will conduct a review of the Guidelines not less than every two (2) years and at the discretion of the CFO and/or the Committee. Any revisions of the Guidelines will be subject to approval by the Committee, Student Engagement and Activities, and the Dean of Students.