



# Student Activity Enhancement Fee Policy

<b>Policy #:</b>	SA006.1
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	VP for Student Affairs
<b>Responsible Office:</b>	Career & Student Dev
<b>Originally Issued:</b>	August 8, 2020
<b>Latest Revision:</b>	February 12, 2025
<b>Effective Date:</b>	February 12, 2025

## I. Policy Statement

The Student Self-Assessed Fee Oversight (SSAFO) Committee, in conjunction with the Chief Business Affairs Officer and the Chief Student Affairs Officer, has established a limited supplemental funding pool to assist Recognized Student Organizations (RSOs), university departments, and their activities through an application/evaluation process.

## II. Purpose of Policy

To establish guidelines and procedures for allocating the student activity enhancement funds to RSOs and university departments, ensuring fair distribution and usage in support of student activities.

## III. Applicability

This policy applies to Recognized Student Organizations (RSOs) and university departments seeking supplemental funding for activities that benefit the students of ULM.

## IV. Definitions

- **RSO:** Recognized Student Organization in good standing with ULM.
- **SSAFO Screening Committee:** The Student Self-Assessed Fee Screening Committee reviews applications to determine if they should be forwarded to the full **SSAFO Committee** for review, returned for adjustments, or recommended for funding approval. The SSAFO Screening Committee is composed of 4 individuals (3 for quorum)
  - Chief Business Affairs Officer or designee.
  - Chief Student Affairs Officer.
  - Director of Student Development.
  - Chair of the SSAFO committee.
- **SSAFO Committee:** Student Self-Assessed Fee Oversight Committee oversees the allocation of the student activity enhancement fee. The **SSAFO Committee** comprises seven voting and three non-voting members. Quorum requires five voting members present. Proxy voting is permitted and must be submitted by email prior to the meeting. Alternate members may replace absent committee members to meet quorum requirements.
  - **Non-Voting Members:** Chief Business Affairs Officer, Chief Student Affairs Officer, Director of Student Development.
  - **Voting Members:** Chair of SSAFO Committee (CAB or SGA President, alternating), an RSO President (not a CAB or SGA member), two RSO student representatives, a representative from the Faculty Senate, a representative from the Staff Senate, and a representative from Athletics.
  - The Committee Chair will only vote in case of a tie.
  - Members on the committee **MUST** abstain from voting on funding for their specific group, department, or sub-unit.

- All representatives serving on the SSAFO Committee will be appointed by the Chief Student Affairs Officer with approval from the ULM President. Each member of the committee may serve up to three academic years and may be re-appointed for an additional three years.

## V. Policy Procedure

- **Eligibility for RSOs:**
  - Organizations must be in good standing with ULM and have no past-due financial obligations.
  - Must have been an RSO for a minimum of two full academic years. Organizations returning after a suspension must complete two academic years without any disciplinary actions before applying.
  - Must demonstrate leadership transition beyond founding members.
  - Must have regularly scheduled practices and/or meetings.
  - Must maintain financial stability, including a yearly operating budget and detailed spending reports.
  - Must have a minimum of 10 continually active members for at least one year.
- **Application Submission:** Eligible RSOs and university departments must submit the Student Activity Enhancement Request Form (see section XI) by the 15th of the month preceding the SSAFO Committee's bi-monthly meetings, with exceptions noted for the February meeting (last working day in January) and the September meeting (first Friday in September).
- **Meeting Schedule:** The SSAFO Committee convenes bi-monthly, with additional special meetings as needed for events like bowl games or national competitions.
- **Application Review Process:** Applications are reviewed by the SSAFO Screening Committee to determine if they should be forwarded for full committee review, returned for adjustments, or recommended for funding approval. Emergency allocations are allowed by majority vote under extenuating circumstances.
- **Documentation and Supporting Materials:** Applicants must provide an operating budget and a detailed report on how the requested funds will be spent. Funding for projects involving construction or manufacturing must include renderings, quotes, and anticipated timelines from the prospective company for the committee's consideration.
- **Funding Decision Communication:** After the SSAFO Committee's decision, each applicant will receive an email from the Director of Student Development detailing the funding decision, including the approved amount and any specific restrictions or conditions. One request per semester can be granted to an RSO; One request per year can be granted to a department included in the university budget.
- **Use of Funds:** Allocated funds must be strictly used for the purposes approved and:
  - All funds must be used during the academic year awarded (no carryover) and post-event, itemized receipts, invoices, or other official documentation must be submitted to the SSAFO Committee and the ULM Controller's office for reconciliation.
  - All funds must be spent in accordance with university and state purchasing and travel policies and cannot be used for professional services or honorariums paid to ULM faculty/staff, adjunct, or guest faculty. Additional restrictions include:
    - No funding for gifts (plaques & recognition awards are exceptions).
    - No funding for food, except for travel expenses.

- No funding for leisure clothing or promotional giveaways, unless available to all students at an open venue.
  - Funding for RSO events must be open to all students.
- **Annual Funding Limits:** Funding is capped at \$10,000 per academic year for departments and \$15,000 for RSOs, except under special circumstances approved by the SSAFO Screening Committee and the ULM President.
  - **Priority and Matching Funds:** Priority for funding is given to requests where departments or RSOs contribute from their own accounts. Matching funds for university facility projects may include a time limit to secure the match, considering the strategic needs and potential benefits to the student community.
  - **Departmental Funding Prioritization:** Departmental funding requests must be prioritized by the Dean, Vice President, or Division Head if multiple items are requested. This ensures strategic allocation based on broader institutional priorities.
  - **Facility Funding and University Projects:** Funding for university facilities and significant projects may include one-time funding, matching funds, or bonded funds. These funds are considered on a case-by-case basis, especially if the facility or project is designated for student or organizational use.
  - **Probation and Funding Return:** Failure to provide required documentation within two weeks post-event, or changes to event details without timely notification, will result in probation and potential ineligibility for future funding for two academic years. Unused or misallocated funds must be returned to the supplemental funding pool.
  - **Emergency and Reserve Funding:** An 8% reserve is set aside each academic year to cover any unforeseen emergency funding, which is only utilized with approval from the ULM President.
  - **Exceptions and Special Cases:** Exceptions to this policy will only be made in extenuating circumstances where a sports team, club sport, or departmental team has an opportunity to represent the university in a significant event. E-mail voting may be utilized if necessary.

## VI. Enforcement

The SSAFO Oversight Committee enforces the policy with support from the Chief Business Affairs Officer and the Chief Student Affairs Officer. Sanctions for non-compliance include denial of future funding and probation for failing to use funds appropriately. Specific criteria for committee composition and voting, including the roles of alternates, are established to ensure proper governance and accountability.

## VII. Policy Management

Managed by the SSAFO Committee in conjunction with the Chief Business Affairs Officer and the Chief Student Affairs Officer.

## VIII. Exclusions

Exceptions for funding limits and eligibility may apply in extenuating circumstances or special events as determined by the SSAFO Committee.

## IX. Effective Date

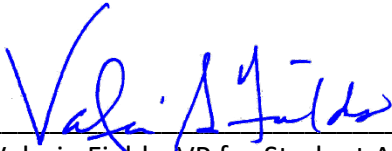
February 12, 2025

## X. Adoption

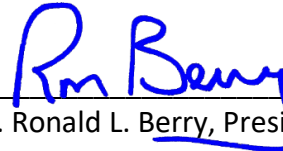
This policy is hereby adopted on this 12th day of February 2025.

Recommended for Approval by:

Approved by:



Dr. Valerie Fields, VP for Student Affairs



Dr. Ronald L. Berry, President

## XI. Appendices, References and Related Materials

SAEF Request Form: <https://www.ulm.edu/studentdevelopment/saef.html>

## XII. Revision History

- **Initial Policy Adoption:** August 8, 2020 - The ULM Student Activity Enhancement Fee Funding Request Procedure was approved by the SAEF Steering Committee.
- **Latest Revision:** February 12, 2025 - This policy was formally adopted to establish an official document, codifying the pre-existing procedures related to the Student Activity Enhancement Fee and ensuring compliance with university governance standards.