

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**Fee Allocation Process  
For Student Organizations**

**4-015  
STUDENT SERVICES  
JANUARY 2017**

POLICY

- 1.01 The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university life on the campus of OSU Institute of Technology (OSUIT). Programs and services supported by the Student Activity Fee are student centered with students as the primary participants or beneficiaries. The Fee Allocation process for student organizations encourage student self-governance through student leadership development and forms a joint partnership with Student Life office and other student organizations, thus enhancing the quality of the educational experience.
- 1.02 The Fee Allocation Committee shall:
- A. Consist of one member from each student organization and at least one representative from Student Life office to serve as committee chair.
    - 1. Each student organization shall select a representative from their organization to serve on the committee. This member is intended to attend all meetings of the committee.
  - B. Meet in the fall semester of each academic year at a date and time established by the Student Life office.
  - C. Receive proposals and make recommendations to the Director of Student Life regarding the allocation of designated funds to the student organizations for the current academic year.
- 1.02 The Student Life office will determine total award amount to be distributed to the student organizations.
- 1.04 Allocation funds are for one academic year but are not intended to be the total funding for a student organization. Clubs/organizations are encouraged to pursue other sources of funding (i.e., dues, fundraisers, sponsorships).

ELIGIBILITY

- 2.01 Only those student clubs/organizations registered, recognized and in good standing by the Student Life Office will be eligible to participate in the funding process.
- A. The following is required to be a registered, recognized club/organization in good standing:
    - 1. A current copy of the organizations constitution and by-laws (less than 3 years old).
    - 2. A current club registration form including names and contact information for club advisors and current officers.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

3. A current copy of an executed signature card indicating persons authorized to make disbursements of club funds.
  4. An audit of the club/organization must be completed or in the process of being completed by the Student Life office.
  5. The club/organization cannot be on probation for any reason.
  6. Registration forms and signature cards must be updated anytime there is a change in advisors or officers.
- 2.02 Student clubs/organizations that have not registered at the beginning of the academic year with the Student Life Office will be considered inactive, existing funds will be frozen, and the club will lose all privileges entitled to registered student clubs/organizations on the OSUIT campus.

PROCESS

- 3.01 To participate in the Fee Allocation process, a student organization must complete and submit to the Student Life Office a Budget Proposal Summary form, a copy of their audited statement, and an itemized list of their income and expenses from the previous fiscal year. The deadline for submission of documents will be published at the beginning of the fall semester.
- 3.02 A student member of the student organization is allotted fifteen (15) minutes to make the presentation to the committee.
- A. Budget proposals will be reviewed based on the following criteria:
1. Past performance and budget management of the organization.
  2. Programs and services that serve the greatest number of students.
  3. Programs and services that support the development of community on campus.
  4. Community service involvement.
  5. Support of OSUIT campus and community events.
- 3.03 Funding recommendations from the committee members will be processed and funds will be transferred to the student organizations account no later than October 15<sup>th</sup>.
- 3.04 The following items cannot be funded from fee allocation monies:
- A. Alcoholic beverages
  - B. Charitable donations – any donated funds must be raised through fundraisers (monies may be transferred to the Student Government Association to help defray the cost of campus and community events).
- 3.05 New student clubs/organizations are permitted to apply for start-up money to help fund activities of the organization for the remainder of the academic year.

Approved: December 2016  
Revised: January 2017