



STUDENT ACTIVITY FEE HANDBOOK

Last Revision

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Official Website of SAF Handbook:

<http://www.sa.psu.edu/usa/studentactivities/pdf/ActivityFeeHandbook.pdf>

Table of Contents

I.	General Information.....	3
A.	History and Background.....	3
B.	Purpose.....	3
C.	Guiding Principles.....	4
D.	Role of Student Activity Fee Board.....	5
E.	Structure of SAF Board Meetings and Agendas	5
F.	Changes to SAF Handbook.....	6
II.	Campus Allocation Committees.....	6
A.	Commonwealth Campuses.....	6
B.	University Park.....	6
III.	SAF Tiers and Summer Fees.....	7
A.	Tiers.....	7
B.	Summer Fees.....	7
IV.	Lump Sum Allocations.....	7
V.	Funding.....	7
A.	Areas Eligible for Funding at All Campuses.....	8
B.	Areas Eligible for Funding at Commonwealth Campuses Only.....	12
C.	Limitations on SAF Fund Use.....	13
D.	Items That Will Not Be Funded	14
VI.	Appeals.....	15
	Appendix A.....	18
	Appendix B.....	20
	Appendix C.....	22
	Appendix D.....	24

I. GENERAL ALLOCATION

A. HISTORY AND BACKGROUND

The University Board of Trustees approved a \$25 per semester student activity fee at the September 1995 Board Meeting. The fee was assessed beginning with the fall 1996 semester. In the spring of 1998, with the approval of the students as appropriately organized at each Penn State location, the Chair of the Student Activity Fee Board (SAF Board) went forward to President Spanier with a proposal for raising the fee in accordance with the wishes of each location. The Board of Trustees passed the proposed increases as presented for each location. An inflation adjustment of \$1 per semester was made in the spring of 1999. Each year thereafter, the fee has been adjusted to account for inflation and to provide additional support for programs.

B. PURPOSE

The purpose of the fee is to provide funds to improve the co-curricular environment for undergraduate and graduate students. As part of this action, President Spanier agreed to the following guiding principles:

1. Revenue raised will remain at the campus in which it is generated with the exception of lump sum funding of the Council of Commonwealth Student Governments (CCSG), which independently works solely for the benefit of the Commonwealth Campuses. There shall be no exception to this rule other than CCSG for any reason.
2. Revenue should not replace current Student Affairs general funds activities monies.
3. Money generated by the fee should be used to support student activities and programs.
4. The student activity fee will not be folded into general tuition funds.
5. The funds raised should be allocated by an appropriate student committee or organization on each campus comprised of students, staff and faculty. At University Park, and other campuses that so desire, it will be a student run committee under the auspices of the Vice President for Student Affairs or a campus Director of Student Affairs/ Director of Student and Enrollment Services.
6. The fee was originally set at \$25 per semester and any increase beyond the cost of inflation adjustment will occur only after the approval of the students as appropriately organized at that time. The cost of inflation will be determined by and based on the current Consumer Price Index (CPI).
7. The use of this fee should be public knowledge and made available to students.

C. GUIDING PRINCIPLES OF THE SAF

THE FUNDS GENERATED THROUGH THE STUDENT ACTIVITY FEE SHOULD BE APPLIED TO AREAS THAT WILL:

- Improve the overall quality of the campus experience from the student's perspective.
- Increase opportunities for student involvement in the educational process, particularly the out-of-class experience.
- Enhance the appropriate out-of-class services and programs at the campuses based on identified student needs.

Thus:

- Enhancing student life and the overall student experience.
- Improving the educational climate.

Which will:

- Maximize opportunities for academic success supported by out-of-class student experiences.

THE PRIMARY GOALS FOR THESE FEES WILL INCLUDE:

- Working with the campus strategic planning process to enhance the campus environment and improve the co-curricular activities and programs at each campus.
- Improving student activities designated to increase student satisfaction and retention.
- Assisting in providing specialized services and programs for diverse populations on a student needs basis.
- Enriching the campus environment and encouraging the involvement of students, thereby promoting academic achievement and the development of student potential.

Activities and programs that enrich and improve the out-of-class environment both qualitatively and quantitatively should be fostered. Program enhancements should be highly visible and thereby improve the satisfaction of students.

D. STUDENT ACTIVITY FEE BOARD

The role of the SAF Board is to review the use of the funds for consistency with the established principles and practices. The SAF Board will review all end-of-year audits. It shall be the responsibility of the SAF Board to hear any appeals of decisions of the allocation committees; to recommend changes in policy and procedure; and to receive and review any proposals to increase the fee beyond the cost-of-living increases. The SAF Board shall meet at least once each semester and will publish, annually, a report on the expenditures of the student activities funds. The SAF Board will meet as needed to review appeals submitted to the board.

The Student Activity Fee Board shall be comprised of:

- the Vice President for Student Affairs who will serve as chair (or his/her designee) **
- the Senior Director of Union and Student Activities
- a Director of Student Affairs/Director of Student and Enrollment Services from the East
- a Director of Student Affairs/Director of Student and Enrollment Services from the West
- the University Park Undergraduate Association President (UPUA),
- the Council of Commonwealth Student Government President (CCSG)
- the Graduate Student Association President (GSA)
- the CCSG Campus Chair
- two elected representatives from CCSG
- the Chair of the University Park Allocation Committee (UPAC)
- a University Park student representative appointed by the UPUA President
- a member of the Faculty Senate Committee on Student Life

The Assistant Director of Union and Student Activities, Commonwealth Campuses and the Assistant Vice-President of Student Affairs overseeing Union and Student Activities (USA) and the Commonwealth Campuses will serve in an ex-officio capacity. These are both non-voting members.

The administrative assistant for the Senior Director of Union and Student Activities will serve as staff support. This will be a non-voting member.

The majority of the members of the SAF Board will be students. The meetings will be open to the general University community so long as seating is available.

If a SAF Board member can not attend a scheduled SAF Board meeting, he/she may assign an individual from his/her respective organization, who has a full understanding of SAF policy to sit on the board as his/her assigned representative (substitute). That assignee shall have full voting rights.

**That if the Vice President of Student Affairs foregoes active participation in Student Activity Fee Board meetings, policy recommendations of the Board will first be forwarded to the Vice President for comment and edit. Suggestions from the Vice President must be received by the Board within two weeks. The Vice President's suggestions will be considered in sub-committee meetings and will, if the Board sees fit, be voted upon as amendments to the original recommendations at the next regularly scheduled SAFB meeting. Final recommendations of the SAFB will be forwarded, by the Chair of the SAFB, directly to the University President. The Chair is urged to meet with all parties involved to properly represent the Board's recommendations and lobby for their swift implementation.

E. STRUCTURE OF SAF BOARD MEETINGS AND AGENDAS

The rules of procedure in the meetings of the SAF Board shall be those of Robert's Rules of Order, most recent edition. All motions shall be determined by a majority of the votes. Roll call votes may be initiated by the decision of the chair or by one member of the SAF Board.

The order of business at each regular meeting of the SAF Board shall be as follows:

1. Board Member Orientation(changes as follows):
Welcome from Chair, Roll Call, Adopt/Agenda, Adopt/Minutes, Announcements
2. Public Comment
3. Discussion Items
4. Recommendations to the University Vice-President
5. Future Meeting Dates

F. CHANGES TO SAF HANDBOOK

Any person serving on the Student Activity Fee Board for the given academic school year may ask for an editable copy of the handbook.

Any edits to be made shall be in red type face and the watermark shall reflect DRAFT. Final changes will be voted on at a Student Activity Fee Board monthly meeting.

II. CAMPUS ALLOCATION COMMITTEES

A. COMMONWEALTH CAMPUSES

Allocation committees at the Campuses are to be made up of the Director of Student Affairs/Director of Student Enrollment Services and the Student Government Association (SGA) President as co-chairs, one other staff member as chosen by the co-chairs, one faculty member chosen by the campus faculty organization, and six other students that represent the make-up and student enrollment at the campus. Other than the SGA President, the **six (6)** other students should not hold leadership positions on the Executive Board of the SGA, be a Senator or Committee Chair on campus. The Implementation Committee felt that there would be a conflict of interest with SGA having primary control of both their general funds budget and the activity fee. Concerns regarding representation on the campus allocation committees should be forwarded to the Chancellor at the campus and the Student Activity Fee Board for review.

B. UNIVERSITY PARK

The University Park Allocation Committee (UPAC) is made up of 35 students. From the applications submitted, 25 will be appointed by the Presidents of UPUA, GSA and the current UPAC Chair along with the Vice President for Student Affairs designee. The UPUA President will only be present during consideration of the undergraduate students' applications; the GSA President will only be present during consideration of the graduate students' applications. The selections will be based on application and interview. All current members of UPAC, if interested in serving, must reapply and go through the same application process. Applicants will be rank-ordered and appointed until a full committee is reached. Successful candidates will be notified and appointed to

one of four committees. Those not selected may also elect to run via the UPUA/GSA election process.

Ten students, eight undergraduate students and two graduate students will come to UPAC via the UPUA/GSA election process. Unexpected vacancies will be filled by the next highest ranked applicant from the most recent interview. The University Park Allocation Committee will meet weekly throughout the year except during the summer.

For more detailed information about individual allocation committees, please check the web page of the campus concerned.

III. SAF TIERS AND SUMMER FEES

A. TIERS

The University has established three separate tiers (or levels) under which each campus may choose to operate of the Student Activity Fee which can be at each Commonwealth Campus. Once a campus chooses a tier, the campus can request to change tiers by submitting a request to the Central Office for Commonwealth Student Activities. The request would require a review and action by the SAF Board by the end of the current fiscal year. This request if approved would go into effect the next fiscal year. If a summer fee is collected the amount of the fee is pro-rated.

B. SUMMER FEES

Each campus may elect to assess an activity fee during the summer session on an annual basis. The revenue generated from this fee should be used to support programs and activities during the summer it was collected. However, up to 10% can be used to support programs and activities that occur during the fall and spring semesters. The revenue will be deposited into the summer activity fee budget at each campus collecting the summer fee.

IV. LUMP SUM ALLOCATIONS

Allocation committees can approve lump sum allocations however the group receiving the lump sum allocation will need to submit an annual report of the expenditures to their SAF allocation committee. This information should then be used to complete the SAF Final Report for that campus location.

UPUA, CCSG and GSA organizations (as recognized by the Penn State University Board of Trustees) are eligible for "Lump Sum" Funding providing they meet and sustain the criteria outlined below. "Lump Sum" funding this year (2009) will be as follows: GSA Budget = \$59,542, UPUA Budget (without legal services) = \$139,628.55 and CCSG Budget = \$36,528.29.

Criteria for the respective organizations:

- Must be in good standing with the University (i.e. registered with the Office of Student Activities, no misconduct or arbitration within the last academic year and the seating of a full executive body).

- Must submit a “show cause” budget to the full Student Activity Fee Board by the January SAF Board meeting of each academic year.
- Each organization funded by “Lump Sum” funding will be subjected to a full audit each fiscal year. The organization will work with the Central Office of Commonwealth Student Activities to conduct the audit. All audits must be completed by September of the following fiscal year.
- After the completion of the fiscal year audit any unused funds must be returned to the Student Activity Fee Budget.
- After review of the audit and the “show cause” budget from each organization, the Student Activity Fee Board will make a “Lump Sum” funding recommendation to the President. The recommendation may not be decreased by more than 10% from the previous year’s funding.
- Each organization may co-sponsor events (be sure that the definition is included in the new policies) with recognized organizations.
- The organizations will not serve as allocating bodies to the University Park Campus. This role will be reserved for the University Park Allocation Committee.
- The UPUA, CCSG and GSA funded through this process are not eligible to submit a request for additional funding to the Student Activity Fee Board or to the University Park Allocation Committee.

V. FUNDING

The range of activities, which can be funded, is broad. The following list is not all-inclusive and the categories are not mutually exclusive. These lists provide examples of the range of potential areas for funding consideration. The unique needs of a particular campus may suggest a funding priority at one location but not at another location.

A. AREAS ELIGIBLE FOR FUNDING AT ALL LOCATIONS

1. CAMPUS ACTIVITIES

Funding in this general category is intended to increase the out-of-class experiences for students and add value to the Penn State experience. The following are examples of areas eligible for support:

1. Most one-time programs would be listed in this category, with the exception of one-time diversity programs, which should be listed in the Diversity category.
2. Additional or lump sum funding to student organizations.
3. Media, including publications and campus radio stations.
4. Publicity for student activities.

2. EQUIPMENT

ALL equipment is to be listed under this category, including equipment bought with the lump sum money given to organizations. Clubs and organizations from time to time need upgrades of equipment to support their purposes and activities. While the University has a responsibility to provide the basics such as access to the University computer system, there are other needs that facilitate opportunities for student involvement and campus-wide programming. A few examples are:

1. Poster printers
2. Computers for student organization offices
3. Barbells for the Barbell Club
4. Mats for the Karate Club
5. Stairmasters for the fitness center
6. Lockers for commuter students
7. Equipment for athletics

3. FACILITIES

Student Activity Fee Funds cannot be used to retire the long term debt on any future construction projects – the HUB and Health Center were exceptions to this. Campuses may consider the use of a portion of fee income for facility upgrades and refurbishing in direct support of the out-of-class experience. Any requests that fall outside of these two conditions must be reviewed and endorsed by the Student Activity Fee Board by completing the Special Request for Funding Form.

Some examples are:

1. Renovating/upgrading student lounges, fitness rooms and areas other than classrooms that are heavily used by students;
2. Paintings and other wall hangings to enhance the ambiance of a facility;
3. Purchase of office furniture for student offices, student lounges and other student areas.

4. PROGRAM SUPPORT

All campuses will have some type of campus wide programming needs that contribute to the well-rounded experience for their students. This helps to build a vibrant community. Campus wide programming boards/committees that program a series of events are the appropriate beneficiaries for this category such as:

1. Block Booking support
2. Lecture/Speaker series
3. Healthy Living Series
4. Music Programs
5. Movie Series

5. RECREATION

This area includes support for club sports, intramural and open recreation. Improvements in health and fitness areas should be listed under Facilities and equipment for these programs should be listed under Equipment. Examples of appropriate listings would be:

1. Varsity Sport teams which may be given start-up funding and then limited support for up to three (3) years
2. Fees for officials
3. Registration fees for tournaments.
4. Vehicle charges for traveling teams should count under this category and not under the travel category

6. DIVERSE POPULATION AND ISSUES

This category speaks specifically to programming and equipment purchased for, and in support of, or enhancing the understanding of non-traditional issues. ALL programs, regardless of what category they would be considered for that deal with diversity should be listed in this category except for travel expenses to those diverse events or programs. Some examples are:

1. Women's issues
2. Lesbian, gay, bisexual, transgender issues
3. Multicultural issues
4. Child care
5. Special lounges/equipment/programs for physically challenged

7. TRAVEL

This category speaks specifically to travel for students to go off campus for events where Student Activity Fee funds are used. Travel is permitted without geographic restriction (individual allocation committees may choose to restrict travel locations). Travel is defined as all travel expenses including lodging, meals, parking, tolls and transportation. This means that the subsidization of tickets, conference registration and/or admission fees affiliated with trips are NOT part of travel expenses. This Travel category also does not include travel paid to bring speakers and performers to campus as these expenses should be included as part of the program expense. A separate

detailed travel report will be collected annually to track travel trends. Some examples of travel are:

1. Travel to conferences (if approved by the allocation committee)
2. Travel to plays
3. Shopping trips
4. Outdoor adventure trips

8. LEGAL SERVICES AT UNIVERSITY PARK

1. Legal Services will be a joint venture between the Office of Student Affairs and the Dickinson School of Law, in consultation with the University Park Undergraduate Association and the Graduate Student Association.
2. The Full Time attorney who will direct the Legal Services Office will be hired on the recommendation of a search team composed of the parties described in item #1 above. In addition the attorney will be able to hire appropriate staff support (i.e. a staff assistant) within the constraints of the budget.
3. All legal fees associated with actual representation in court, such as court fees, will be covered by the student using the service and will not be supported by student activity fee resources.
4. The legal interns will be provided by the Dickinson School of Law, with the College covering the tuition cost associated with their internship credit.
5. The scope of services that this Legal Service Office will be allowed to provide will be limited to: Tenant-Landlord Issues, Credit-Consumer Issues and Contract Law Issues (i.e. leases or job agreements).
6. This SAFB recommendation will allow for a three year trial period which it will fund. The SAFB will receive yearly updates/reports during that time including presentations by the attorney for the service, the Office of Student Affairs, and the Dickinson School of Law.
7. It is understood that the rationale for the three year trial period is based on the precedent set with recreational sports, which the handbook clearly describes as follows: "Varsity Sport teams ... may be given start-up funding and then limited support for up to three (3) years." Based on this precedent, funding of legal services beyond the 1011-12 academic year will require SAF Board approval.
8. At the end of three years, the SAFB will decide whether to continue funding the program, based on annual reports, utilization statistics, and user feedback.
9. All advising, consultations, attorney-client meetings, third party interventions and phone calls/meetings on the client's behalf will be free to students, and only in instances where the case actually goes to court or to provide services beyond those outlined in #5 above, will students be charged a fee for legal services.
10. A \$2 per semester fee increase to the Activity Fee will be levied to fund this three year trial period, and this \$2 levy will be designated as a separate and distinct line item for "Legal Services" in 2009-10 and each subsequent year.

11. The Office of Student Affairs will be responsible for the location and housing of the legal services unit, as well as for routine overhead costs.

12. The \$2 per semester fee will only be assessed in 2009-10, 2010-11, 2011-12 at the University Park campus for three years.

B. AREAS ELIGIBLE FOR FUNDING ONLY AT COMMONWEALTH CAMPUSES

SELECTED SUPPORT SERVICES

Selected Support Service positions in Student Affairs may be funded. Some campuses lack some of the basic services, which are readily available at University Park. While the Implementation Committee understood that it is the responsibility of the University to provide staffing and student services at all locations, they were willing to allow the hiring, on wages, staff that students felt they were in dire need of but were lacking on their campus. Campuses may plan to use funds to enhance services where student need is evident. The fee cannot be used to replace general funds if the service is already in place. All positions must be on a wage basis and student staff is preferable in areas other than where a professional is indicated. Some areas eligible for enhancement are:

1. Athletics
2. Career Services
3. Childcare Service
4. Health Services
5. Personal Counseling
6. Student Activities

C. LIMITATIONS ON SAF FEE FUND USE

The purposes outlined and categories to be funded represent the places where the most progress can be made in enriching the out-of-class experience of the students in the campus community. The following should receive special attention:

1. Money may be used for wages, (preferably for students) but NOT for salaries. In some cases, wages for professional staff may be appropriate when student employees with appropriate time and/or experience are not available.
 - 1a. Activity fees may fund wages, preferably student wages, and may, only in extraordinary circumstances, fund salaries. Funding for a salaried position may only be considered if submitted directly by one of the SAFB's student representatives from UPUA or GSA with a copy of a resolution passed by the respective student government at University Park showing their support. Approval for use of activity fee money for specific salaries must be given by the Student Activity Fee Board and must be endorsed by both the Vice President for Student Affairs and the President. It is understood, however, that funding salaries with activity fee money is not the preferred means. Every effort to find alternative revenue sources to support salaried positions should first be explored before these approvals are given. The Commonwealth Campuses are still governed by Item number one above.
2. The SAF should not be utilized to replace what is currently being funded by University General Funds permanently supporting programs/services/equipment/activities; however, on a case-by-case basis and with the recommendation and concurrence of the allocation committee of that campus, an exception can be made. Campuses should have flexibility, but must be faithful to the principle of not using SAF income to support what is currently being funded by General Funds. The SAF can be used no less than three (3) fiscal years after University General Funds no longer support these initiatives. *
3. These funds should not be used for major renovations and/or construction of new buildings (discussion needed regarding % of fee that can be used and time limit).
4. Funding CANNOT be discriminatory, arbitrary, or capricious.
5. No person or sponsoring organization may make a profit from a SAF sponsored event. With the approval from the sponsoring organization a group may sell a commodity or fund raise at a SAF sponsored event.

*Exception: Beginning with the fall semester 2008, each campus may elect to allow student activity fee funds to replace the General Funds allocation from the 189-50 CO budget. Campus Allocations Committees may approve the use of General Funds to provide salaries for fixed term multi year appointments which support Student Affairs or any co-curricular student service. In return, student activity fee funds will replace funds equivalent to the General Funds allocation with a 4% increase to that pool each year. The traditional Student Activity Fee Board restrictions as to how those funds can be spent will be waived so long as expenditures fall within general University budget and accounting guidelines (Approved SAF Board 02/29/2008).

6. Requestors must use SAF funding in the manner in which they were allocated.

7. Activities sponsored by the SAF must be open to all University students at the location that is funding the event.
8. The SAF cannot be transferred to any General Funds budget.
9. 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.
10. Clothing is an allowable expenditure but the requester must show; 1) how the item(s) enhance the out of-class experience, 2) all students must have equal access to items being offered. The exceptions are items such as uniforms that must be returned to the University at the end of the season or fiscal year.
11. One registered student organization may conduct approved fund raising activities at SAF supported events providing 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. The registered student organization wishing to fund raise at an event supported by the SAF but sponsored by another registered student organization MUST have the permission of the sponsoring registered student organization to fund raise 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.
12. Definition of Co-Sponsorship – The University Park Undergraduate Association (UPUA) and the Graduate Student Association (GSA) will have the option of using portions of their budget to Co-Sponsor. Co-Sponsorship, as pertaining to UPUA/GSA, is the ability to put on an event or initiative in conjunction with another student organization, entity, or off campus establishment (i.e. the Borough Council).

UPUA/GSA 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. UPUA/GSA may not provide a lump sum of money to any organization. The UPAC Chair must be invited to the General Assembly for the deliberations concerning co-sponsorships, but may opt to send a representative in his/her place. The student governments must submit, in writing, to UPAC the items for which they will cover expenses. The student governments must pay for that item directly and may not release these funds directly to the student organization. UPUA/GSA may not co-sponsor after a program/event has taken place. The Student Activity Fee may only be used to support a program in accordance with UPAC's current caps (currently 80% of the total program costs).

If for some reason the UPUA/GSA's sponsorship is not known at the time of a UPAC allocation, the other sponsor must submit their involvement to UPAC so that UPAC can adjust the allocation accordingly. Funds allocated by UPAC will not be released to their ASA restricted account until UPUA/GSA submits this documentation.

UPUA/GSA and CCSG may co-sponsor each other's events throughout the year as the three governing bodies without this rule applying since they will not be going to UPAC for funding. Co-Sponsorship of travel expenses and equipment may not be considered.

Additional Policies:

- Programs conducted at UP must be open first to University Park students before any non-Student Activity Fee paying member may be allowed in to the event.
- Transfer of funds is not permitted from one organization to another.
- Any organization receiving funds directly from the Student Activity Fee Board may not come before UPAC for additional funding. They may, however, submit requests to UPAC to advertise in the *What's Going On Page* of the Daily Collegian.

D. 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, scholarships, salaries, or stipends.
4. Donations or charitable contributions of money or products.
5. Funding of philanthropic activities where the primary purpose is fundraising.
6. Retroactive events (events held prior to submitting the request for funding or events where funding has been committed before being notified of approval).
7. National association memberships on a per person basis. Individual memberships are not permitted; however, group memberships to a national organization are allowed.
8. Membership dues for fraternities or sororities.
9. Hiring of legal services or providing bail-bond funds.
 - a. Exemptions to this policy are restricted to the UP campus and are defined in section 8, item 5, page 11.
10. Honoraria for Penn State Faculty or Staff speaking about his/her area of expertise.
11. Expenditures which do not fall explicitly within AREAS TO BE FUNDED unless approved by the Vice President for Student Affairs or his/her designee.
12. Purchase of a specific gift for a specific person or items used to fundraise. This means that promotional items for events, door prizes, and participation prizes that are distributed randomly are allowable expenses to purchase with the SAF.

13. Personal, non-contractual gain of any student, faculty member, staff member, or any other person.
14. Purchase of or reimbursement for the purchase of alcoholic beverages.
15. Any religious ceremony or worship service, except when such activity is for educational purposes.
16. 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.

VI. APPEALS

Appeals are not heard solely on the basis of disagreement with the decision of the allocation committee. Grounds for an appeal are honored by the local allocation committee when one of the following is found to have occurred: 1) **Procedures were not followed**, 2) **Written policies were deviated from** and/or 3) **Facts were missing based on the policies in place at the time of the initial proposal**.

The steps for an appeal are as follows:

- Requestor appeals the local allocation committee using the **Local Appeals Form (Appendix A)** stating the grounds for the appeal. The appeal must be submitted to the local 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 **Local Appeal Outcome Report Form (Appendix B)** to document this review. This Appeals Board will notify both the chair(s) of the local allocation committee and the requestor of the outcome. The decision on the appeal must be communicated within five academic days from the date the requestor submitted the appeal. Copies of all allocation committee appeal decisions must be sent to the Student Activity Fee Board Chair or his/her designee.

- If the appeal is granted by the Appeals Board, then the local allocation committee must rehear the request. While reconsidering the proposal the local allocation committee may then choose: 1) to stay with the original decision made by the allocation committee, or 2) to 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 they have the right to further appeal to the Student Activity Fee Board. If the requestor feels there are still grounds for an appeal after the outcome has been communicated, they have the right to further appeal to the Student Activity Fee Board within five academic days of this decision.
- If the requestor chooses to further appeal to the Student Activity Fee Board the **SAF Board Second Appeal Form (Appendix C)** must be completed and submitted stating the grounds for the second appeal.
- Once the second appeal is received by the Student Activity Fee Board, the Chair of the Student Activity Fee Board will then appoint three members of the board to serve as the appeal committee to review the proposal and make a new decision as to whether or not to send the appeal back to the allocation committee to be reconsidered. The three board members appointed by the chair cannot have been a part of either the original allocation process or the first appeal process. The appointed board members reviewing the appeal will complete the **SAF Board Second Appeal Outcome Report Form (Appendix D)** to document this review.
- If the appointed Student Activity Fee Board members find that the local allocation committee's decision and the first appeal decision from the local allocation's Appeals Board was appropriate, a letter will go to the original requestor stating that the decision stands as is and this will be the end of the appeals process. If the appointed board members find that proposal warrants reconsideration it will be sent back to the local allocation committee to be reconsidered. The Student Activity Fee Board Appeal Committee must review the appeal and notify appealing individual/group within five academic days after appeal committee is selected.
- While reconsidering the request after the second appeal, the local allocation committee may then choose: 1) to stay with the original decision made by the allocation committee, or 2) to award more than the original allocation. This will be a final decision.

APPENDIX A

**STUDENT ACTIVITY FEE
LOCAL ALLOCATION COMMITTEE APPEAL FORM
PAGE 1 OF 2**

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

*(Note: 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 individual submitting form: _____ **Title of individual (if applicable):** _____

Telephone Number: _____ **Email:** _____

Name of Student Organization/Department appealing the Local Allocation Committee decision (if individual submitting form is not affiliated with a student organization/department, leave blank):

Give a brief description of initial funding request:

Date of event: _____ **Date funding is needed by:** _____

List rationale of the Local Allocation Committee for denying all or partial funding:

Appeals are not heard solely on the basis of disagreement with the decision of the local allocation committee. Listed below are the grounds for an appeal that are honored by the Local Allocation Committee.

Check box(es) that reflect the reasons you feel there are the grounds for this appeal:

- 1) Procedures were not followed
- 2) Written policies were deviated from
- 3) Facts were missing based on the policies in place at the time of the initial proposal.

**STUDENT ACTIVITY FEE
LOCAL ALLOCATION COMMITTEE APPEAL FORM
PAGE 2 OF 2**

Based on the box(es) checked for the grounds, write an explanation justifying this appeal. Please attach any supporting documentation:

Please list the name, title (if applicable) and email address of up to two more individuals affiliated with funding request/appeal that should be notified of the outcome of this appeal.

<u>Name</u>	<u>Title</u>	<u>Email Address</u>
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List the campus your Local Allocation Committee is at: _____

Date of funding denial notification from the Local Allocation Committee: _____

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

Please sign and date below:

Individual submitting appeal form:

Signature: _____ Date: _____

Local Allocation Committee member receiving this form:

Signature: _____ Date: _____

A copy of this form should be given to the individual submitting the appeal to the Local Allocation Committee. The Local Allocation Committee should keep the original form to submit to the Local Appeal Board for review. Once the Local Appeal Board completes the review process a copy of this form and the Appeal Review Form must be submitted to the Student Activity Fee Board. Forms can be faxed to Jay Arcuri at 814-865-2564.

APPENDIX B

**STUDENT ACTIVITY FEE
LOCAL APPEAL BOARD OUTCOME REPORT FORM
PAGE 1 OF 2**

To be completed by the Local Appeal Board reviewing the appeal.

(Note: The Local Appeal Board must notify both the requestor of the appeal and the chair(s) of the local allocation committee with the outcome of the appeal within five academic days from the date the requestor submitted the appeal.)

List the name, title and email for the 3 members of the Local Appeal Board:

<u>Name</u>	<u>Title</u>	<u>Email Address</u>
Staff Member		

Student

Student

Name of the Student Organization/Department/Individual requesting the appeal:

Date Local Allocation Committee notified requestor of funding decision: _____

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

Check box(es) the Student Organization/Department/Individual used as their rational for filing this appeal.

- 1) Procedures were not followed
- 2) Written policies were deviated from
- 3) Facts were missing based on the policies in place at the time of the initial proposal.

List requestor's appeal summary:

Local Appeal Board's decision: **Appeal Granted** **Appeal Denied**

Date Appeal Board's decision made: _____

**STUDENT ACTIVITY FEE
LOCAL APPEAL BOARD REVIEW FORM
PAGE 2 OF 2**

Based on all documentation submitted for this appeal, write a detailed explanation justifying the Local Appeal Board's decision any of the three grounds for an appeal.

1) Procedures were not followed:

2) Written policies were deviated from:

3) Facts were missing based on the policies in place at the time of the initial proposal:

Once the Local Appeal Board completes the review process a copy of this completed form must be sent to:

- the contact(s) listed on the original appeal form submitted by the requestor.
- The Local Allocation Committee Chair(s) to be kept on file.
- the Student Activity Fee Board with a copy of the original Local Allocation Committee Appeal Form completed by the requestor. Forms can be faxed to Jay Arcuri at 814-865-2564.

APPENDIX C

**STUDENT ACTIVITY FEE BOARD
SECOND APPEAL FORM
PAGE 1 OF 2**

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

(Note: Request for a second appeal must be submitted to the Student Activity Fee Board within 5 academic days from the date of notification of the first appeal decision from the local allocation committee.)

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

Telephone Number: _____ **Email:** _____

Name of Student Organization/Department appealing the Local Allocation Committee decision (if individual submitting form is not affiliated with a student organization/department, leave blank):

Date the Local Appeals Board notified you of their decision: _____

Write an explanation detailing the rationale given to you by the Local Allocation Committee and the Local Appeals Board to no reconsider your funding request:

Date of event: _____ **Date funding is needed by:** _____

Check the box(es) serving as your rationale for filing the second appeal. Write an explanation why you think this appeal warrants reconsideration by the Student Activity Fee Board for each box checked.

- 1) Procedures were not followed
- 2) Written policies were deviated from
- 3) Facts were missing based on the policies in place at the time of the initial proposal.

1) Procedures were not followed:

**SECOND APPEAL FORM
PAGE 2 OF 2**

2) Written policies were deviated from:

3) Facts were missing based on the policies in place at the time of the initial proposal:

Please list the name, title (if applicable) and email address of up to two more individuals affiliated with funding request/appeal that should be notified of the outcome of this appeal.

<u>Name</u>	<u>Title</u>	<u>Email Address</u>
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List the campus your Local Allocation Committee is at: _____

Please sign and date below:

Individual submitting appeal form:

Signature: _____ Date: _____

A copy of this form should be submitted to the Student Activity Fee Board. Forms can be faxed to Jay Arcuri at 814-865-2564. A copy should be retained by the individual submitting the appeal. Once the second appeal is received by the Student Activity Fee Board, the Chair of the Student Activity Fee Board will then appoint three members of the Board to serve as the appeal committee to review the proposal and make a new decision as to whether or not to send the appeal back to the allocation committee to be reconsidered. The Fee Board must review the appeal and notify appealing individual/group within five academic days after appeal committee is selected.

**STUDENT ACTIVITY FEE BOARD
SECOND APPEAL OUTCOME REPORT FORM
PAGE 1 OF 2**

To be completed by the SAF Board Appeal Committee reviewing the appeal.

(Note: The SAF Board must notify both the requestor of the appeal and the chair(s) of the local allocation committee with the outcome of the appeal within five academic days from the appeal committee is selected.)

List the name, title and email for the 3 members of the SAF Board Appeal Committee:

<u>Name</u>	<u>Title</u>	<u>Email Address</u>
Staff Member		
Student		
Student		

Name of the Student Organization/Department/Individual requesting the appeal:

Date Local Allocation Committee notified requestor of funding decision: _____

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

Date SAF Board Appeal Committee selected: _____

Check box(es) the Student Organization/Department/Individual used as their rationale for filing this appeal.

- 1) Procedures were not followed
- 2) Written policies were deviated from
- 3) Facts were missing based on the policies in place at the time of the initial proposal.

Based on all documentation submitted for this appeal, write a detailed explanation justifying the SAF Board Appeal Committee's decision any of the three grounds for an appeal.

- 1) Procedures were not followed:

**SECOND APPEAL REVIEW FORM
PAGE 2 OF 2**

Based on all documentation submitted for this appeal, write a detailed explanation justifying the SAF Board Appeal Committee's decision any of the three grounds for an appeal.

2) Written policies were deviated from:

3) Facts were missing based on the policies in place at the time of the initial proposal:

Summary of SAF Board Appeal Committee's decision:

SAF Board Appeal Committee decision: Appeal Granted Appeal Denied

Date SAF Board Appeal Committee's decision made: _____

Once the SAF Board Appeal Committee completes the review process a copy of this completed form must be sent to:

- the contact(s) listed on the original appeal form submitted by the requestor.
- the Local Allocation Committee Chair(s) to be kept on file.
- the Student Activity Fee Board to be kept on file.