



STUDENT ACTIVITY FEE HANDBOOK

Last Revision September 2006

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 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.

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 on which it is generated.
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 a set \$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.
7. The use of this fee should be public knowledge and made available to students.

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 the 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 the students.

STUDENT ACTIVITY FEE BOARD

The role of this Board is to review the use of the funds for consistency with the established principles and practices. The Board will review all end-of-year audits. It shall be the responsibility of this 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. This Board shall meet at least once each semester and will publish, annually, a report on the expenditures of the student activities funds. The 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 Director of Unions and Student Activities, a Director of Student Affairs/Director of Student and Enrollment Services from the East and one 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 recommended by the UPUA President, a member of the Faculty Senate Committee on Student Life, and staff support selected by the chair as appropriate. A majority of the members of the Board will be students. The meetings will be open to the general University community so long as there is seating available.

CAMPUS ALLOCATION COMMITTEES

Allocation committees at the Campuses are to be made up 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.

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 student's applications; the GSA President will only be present during consideration of the graduate student's 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 process as newcomers. Applicants will be rank-ordered and the

appropriate percentage of undergraduates and graduates will be selected. Successful candidates will be notified and appointed to one of four committees. Those not selected may also elect to run via the UPUA election process.

Ten students will come to UPAC via the UPUA/GSA election process. The number of graduates to undergraduates seated will be based on current enrollment figures. Unexpected vacancies will be filled by the next highest ranked applicant from the most recent interview. The University Park Allocation Committee is comprised of **four (4)** sub-committees, which meet weekly throughout the year except four weeks of summer.

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

TIERS

The University has established three separate tiers of the Student Activity Fee at each campus. Currently, once a campus chooses a tier, the campus can request to increase to the next tier through the Fee Board. This request if approved would go into effect the next fiscal year. If a summer fee is collected the rate is pro-rated.

SUMMER FEES

Each campus may elect to assess an activity fee during the summer session on an annual basis. The revenue generated from the summer 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 summer revenue will be deposited into the summer activity fee budget at each campus collecting the summer fee.

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. Based on identified student need and through the established allocation process, these resources may be used to provide out-of-class services and programs for the commonwealth campuses only.

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.

AREAS ELIGIBLE FOR FUNDING AT ALL LOCATIONS

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.

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

FACILITIES

Student Activity Fee Funds cannot be used to retire the long term debt on major construction projects. 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. Office furniture for student offices, furniture student lounges and other student areas.

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

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.

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, dealing with diversity should be listed in this category except for travel expenses to get to diversity 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.

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 expenses that the Student Activity Fee is paying towards a given trip. 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

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 use 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

LIMITATIONS ON STUDENT ACTIVITY 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.
2. The Student Activity Fee should not be used to replace what is currently being funded by University general funds used to permanently support 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 Student Activity Fee income to support what is currently being funded by general funds. The Student Activity Fee 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 student activity fee sponsored event. With the approval from the sponsoring organization a group may sell a commodity or fund raise at a student activity fee sponsored event.
6. Requestors must use student activity fee funding in the manner in which they were allocated.
7. Activities sponsored by the student activity fee must be open to all University students at the location that is funding the event.
8. The student activity fee 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 exception being 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 Student Activity Fee 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 Student Activities Fee 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 Organization.

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.
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 Student Activity Fee.
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 activity whose primary purpose is to engage in the willing act of attempting to convert another person to accept the religious beliefs or faith of any individual or group, or whose primary purpose is to engage in a religious celebration or ceremony or other worship service, except when such activity is for educational purposes.

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.

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 that 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 Richel Perretti 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 Richel Perretti 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: _____

**STUDENT ACTIVITY FEE BOARD
SECOND APPEAL FORM
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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.

Name

Title

Email Address

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 Richel Perretti 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.

APPENDIX D

**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:

**STUDENT ACTIVITY FEE BOARD
SECOND APPEAL REVIEW FORM
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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.