

# S&A Funding Request Acknowledgement Document 2021-22

Applications for 2021-22 S&A funds can be submitted by any BC student organization or BC office or staff for co-curricular and extracurricular involvement experiences for BC students. Parties submitting application for funds should submit (upload) the following:

1. S&A Funding Request Acknowledgement Document (Word Document) **(Required)**
2. 2021-22 S&A Funding Request Summary (Excel Document) **(Required)**
3. Additional Information - If applicant wishes to share additional information, additional documents can be uploaded. Please be aware that the committee will review additional documentation if necessary but there is no guarantee that documents will be reviewed. Any additional documents should only be provided to document your funding request. **(Optional)**

## Application Information (please print or type)

|  |  |
|--|--|
| Name of student organization or BC office submitting request:                                  |  |
| Name of individual submitting request:   |  |
| If student organization, name of Student Organization Advisor:                                 |  |
| If BC office or staff, name of Dean that supervises office or staff member submitting request: |  |
| Amount being requested from 2021-22 S&A funds:   |  |

## Compliance Acknowledgement

S&A funding requests must meet compliance guidelines below. Please initial and date next to each compliance guideline indicating that you have reviewed your request and you are indicating that the request meets the compliance guideline.

| Initial | Date | Compliance Standard  |
|---------|------|--|
|         |      | Requested funds are not curricular in nature. They are for <b>co-curricular</b> or <b>extracurricular</b> involvement (Killian, pg 2). A class is not required for the experience and the funds are not being used for curriculum needs.   |
|         |      | Requested funds are not being used for items that could be "considered part of the fundamental educational objective of, and basic services provided by the college." (Killian, pg 5). If a service is viewed as a <b>basic operational service</b> of the college or department, the item should not be funded through the S&A process.   |
|         |      | Requested funds are being used in a manner proportional to the extracurricular or co-curricular use. (An example of proportional funding would be the funding of a renovation project where the space is used for both institutional and student extracurricular/co-curricular uses. If funds were being spent to upgrade the space, the percentage of the total project cost funded by S&A funds should not exceed the percentage of time that the extracurricular/co-curricular events use the space.) |
|         |      | If requested funds are used as "seed money" (i.e. money used to start a new program that complies with S&A funds use), all resulting revenues from the event/service are considered to have been co-mingled with state funds and therefore fall under college and state spending restrictions pertaining to public funds. (Killian, pg. 6).  |
|         |      | Requested funds will only be used as specified by the approved funding request. If funds are not used during the approved funding window, the funds will be returned. Unused funds do not roll over into the subsequent fiscal year unless approved by the S&A committee.  |
|         |      | Requested funds are not being spent on outreach or recruitment activities to non-students (Killian, pg. 6).  |
|         |      | If requested funds are being used for student employment, the employment meets all other criteria guiding S&A fund use.  |

Please fill out the additional information on second page of document.

### Additional Acknowledgements

This section should be completed by the individual submitting the request.

By signing, I acknowledge the following:

- I have reviewed or taken part in the on-line S&A training. If I have questions, I understand that I can contact the Carrie Moore, Director- Office of Student Programs or the Finance Office.
- I certify that the information provided in my funding request documents is complete and accurate.
- I understand that funding is not guaranteed from year to year.
- I understand that rollover funding may not be granted.
- I understand that at the end of the fiscal year, there will be a final S&A report that will need to be submitted by those who received S&A funds. In the report, the following information will be necessary:
  - A reconciliation statement detailing how funds were used as compared to budgeted/ requested.
  - Inventory list and location of all items purchased with S&A funds during the fiscal year.
  - A review of how learning outcomes or goals of the funding were met or not met.

|   |  |
|---|--|
| Name of individual submitting request<br>(please print or type) |  |
| Signature of individual submitting request:                     |  |
| Date  |  |

### Oversight Acknowledgement

This section should be completed by the Student Organization Advisor or Dean of the department or supervisor of the staff member submitting funding request.

By signing I acknowledge the following:

- I have reviewed this request (this document as well as the 2021-22 S&A Funding Request Summary (Excel Document) with individual/ group submitting request.
- The request meets S&A as well as campus compliance standards.
- The request documentation is complete and accurate.
- I support the request.

|  |  |
|--|--|
| Name of Student Organization Advisor or Dean/Supervisor (Please print or type) |  |
| Signature of Student Organization Advisor or Dean/Supervisor                   |  |
| Date   |  |

### Additional Information

#### Documents and regulations that guide S&A Fund Usage:

- Services and Activities (S+A) Fee Use – Compliance and Guidance Document
- ASG Financial Code
- Killian Document (October 2018 Revision)
- Campus policies and procedures
- RCW 28B.15 - <https://apps.leg.wa.gov/rcw/default.aspx?cite=28B.15>
  - Specific sections - .041, .043, .044, .045

#### Questions Related to Compliance and S&A Use:

If one has a question regarding compliance or use of S&A funds, please contact the Office of Student Programs Director, Carrie Moore or the Finance Office.