

S&A Process Support

Updated 2/16/24

Introduction

- What's Found On-line
- S&A Process Timeline
- Who Reviews and Approves Funding
- S&A Application
- Criteria to Apply
- Compliance
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What's Found On-line?

- **Instructions**
- **Timeline**
- **Application Packet**
- **Training Information**
- **Compliance Documents**

Go to Student Engagement's Website and click on:

[How Your Fees are Spent :: Office of Student Engagement \(bellevuecollege.edu\)](#)

S&A Process Timeline – February/ March

- February 16** Notification to campus community indicating S&A application and materials are posted on S&A website.
- February 16** Invitations for volunteers and nominations to serve on S&A Committee sent out to campus community.
- March 1** Deadline for volunteers and nominations for committee members
- March 8** Committee members appointed
- Feb. 20- Mar. 13** Training Sessions offered on-campus
- March 11 – 15** Training for Committee members
- March 13** Application Materials Deadline for upload to website @ 5:00pm
- March 14 - 15** Student Engagement staff compile applications for Committee
- March 25 - 31** Committee review application materials
- March 20 - 22** Final Exams
- March 25- Apr 1** Spring Break

S&A Process Timeline - April/May/June

April 2-12	Committee review applications
April 12	Initial Recommendation sent out
April 16	Appeals due
April 15-19	Appeals hearings
April 19	Appeal decisions sent to applicants
April 26	ASG review and vote
April 30	President's Cabinet review
May 1-3	S&A packet sent to Board of Trustees
May 15	First read by Board of Trustees
June 11	Second read by Board of Trustees

Who Reviews and Approves Funding?

- **The S&A committee's** mission is to review requests and make a budget recommendation to the college and the Bellevue College Board of Trustees for annual approval..
- The S&A Committee is made up of seven voting members:
 - The ASG President and Treasurer
 - 2 Students at large
 - 1 Classified staff member
 - 1 Exempt staff member
 - 1 Faculty member
- The committee is advised by the Executive Director of Finance and the Director of Student Engagement. They will attend meetings and provide advice/ clarifications/ information for the committee. However, the Executive Director of Finance and the Director of Student Engagement are not voting members.
- The committee will meet for trainings, determination of committee's funding priorities, review of applications and appeals.

S&A Application 24-25: 1 Document to Fill Out and Upload

Application Packet contains:

- General Information
- Process Timeline
- Instructions
- Section 1- Group Information (Required)
- Section 2- 23-24 Budget Ask (Required)
- Section 3- Request Acknowledgement/ Signatures (Required)
- Supplemental Documentation (Optional)

S&A Application – What has Changed?

- Nothing has changed for 24-25.

S&A Application 24-25: 1 Document to Fill Out and Upload

Application Packet contains:

- General Information
- Process Timeline
- Instructions
- Section 1- Group Information (Required)
- Section 2- 23-24 Budget Ask (Required)
- Section 3- Request Acknowledgement/ Signatures (Required)
- Supplemental Documentation (Optional)

S&A Application 24-25: 1 Document to Fill Out and Upload

Application Packet contains:

- **Group Information (Required)**
 - Basic Information about your group/ request
 - Learning Outcomes/ Goals
 - # of students that utilize the service/ event/ offering

S&A Application 24-25: 1 Document to Fill Out and Upload

Application Packet contains:

- **24-25 Budget Ask Summary (Required)**

- The numbers for 23-24 ask:
 - Rollover request
 - New funding from 24-25
 - Line item breakdown of requested funds
- Applications also need to provide **Additional Funds** your group receives in addition to the S&A ask.

S&A Application 24-25: 1 Document to Fill Out and Upload

Application Packet contains:

- **S&A Funding Request Acknowledgement 2024-2025 (Required)**
 - Applicant will need to verify and sign off that application meets compliance with guiding documents.
 - For Student Organizations: Advisors will need to review application and acknowledge that the application is compliant and they support the application.
 - For Campus Offices/ Departments: Dean/Supervisors will need to review application and acknowledge that the application is compliant and they support the application.

S&A Application 23-24: 1 Document to Fill Out and Upload

Application Packet contains:

- **Supplemental Documentation (Optional)**

- If applicant wishes to share additional information, additional documents can be uploaded. Please be aware the committee may not review additional documentation.

S&A Application – Your Ask

Your S&A “ASK” consists of the following:

$$\begin{aligned} & \text{Your Ask} \\ & = \\ & \text{Requested amount from available 24-25 S\&A Funds} \\ & + \\ & \text{Requested Rollover Amount from 23-24 Budget} \end{aligned}$$

S&A Application – Your Allocation

Your S&A “Allocation” consists of the following:

Your Allocation

=

**Approved funds from available 24-25 S&A funds
(approved by S&A Committee)**

+

**Approved Rollover amount from 23-24 Budget
(approved by S&A Committee)**

Criteria to Apply

Who Can Apply?

Any BC student organization or BC office or staff can seek funds for co-curricular and extracurricular activities for BC students.

- Funds are for the benefit of BC student **co-curricular and extracurricular activities.**
- Funds can be used to cover yearly costs, startup costs and one-time asks (a specific event or equipment ask).
- Funds are not to be used for activities that are curricular in nature.

Compliance

Goal with compliance information is to make sure S&A funds are spent correctly.

- **Compliance Documents**

- **Service and Activities (S+A Use) Compliance and Guidance Document**
- **ASG Financial Code**
- **Killian Document**
- **RCW link**

The following section covers common compliance areas to review.

After the following section, there are compliance examples to review.

Compliance

- S+A funds are not curricular in nature. They are for **co-curricular** or **extracurricular** involvement (Killian, pg 2). A class cannot be required for an experience that is funded by S+A and S+A funds cannot be used for curriculum needs.
- **Extracurricular activity** is defined in the ASG Financial Code as:
“Any student activity which is available to any BC student, AND for which a student is not required to enroll in a course in order to participate. Students do not receive academic credits for participating in these activities. Students may earn extra credit at faculty discretion, but participation is open to all students.”

Compliance

- S+A funds are not curricular in nature. They are for **co-curricular** or **extracurricular** involvement (Killian, pg 2). A class (including independent study, online courses, etc.) cannot be required for an experience that is funded by S+A and S+A funds cannot be used for curriculum needs.
- **Co-curricular activity** is defined in the ASG Financial Code as:
“Any student activity which may offer an enriched academic experience that may complement credit course offerings, and is open to all BC students. BC Students do not receive academic credits for participating in these activities. Students may earn extra credit at faculty discretion, but participation is open to all students.”

Compliance

- S+A funds are not curricular in nature. They are for **co-curricular** or **extracurricular** involvement (Killian, pg 2). A class cannot be required for an experience that is funded by S+A and S+A funds cannot be used for curriculum needs.
- “A curricular activity is an activity that is assigned as part of a course of curriculum and is restricted to students who are enrolled in a particular class or program of study. Students earn academic credit for these activities. As defined in Services and Activities (S+A) Fee Use – Compliance and Guidance Document: “S&A funds are not curricular in nature. They are for **co-curricular** or **extracurricular** involvement (Killian, pg 2). A class cannot be required for an experience that is funded by S&A and S&A funds cannot be used for curriculum needs.”

Compliance

- S+A funds should not be 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 **basic operational service** of the college or department, the item should not be funded through the S+A process.

Basic operational services or part of fundamental educational objective can be seen as a gray area that will be up to the committee to determine. Is the request value added or requested by students beyond the normal college services?

Compliance

- S+A fund use should be 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.

Compliance

- If audited, one will need to clearly show how S+A funds were used for co-curricular and extracurricular purchases and not for curricular or institutional uses.

At the end of the fiscal year, S&A funds will be reviewed via an end of year report that will need to be submitted.

Compliance

- When S&A 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).

Compliance

- S+A funds may 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.

The committee is approving your specific ask and budget for a specific year of use. If funds are leftover at the end of the fiscal year, you could not use in the next budget cycle without getting clearance to reallocate the funds for a different purpose.

Rollover funds must be approved by the S&A Committee.

Compliance

- Associated Student Government (ASG) funds are S+A funds (Killian, pg. 1) and must adhere to this document, the Killian document, applicable RCWs, campus procedures and policies.
- **Key Point – If you are turned down for S&A Funds due to compliance issues, you can't ask ASG to fund the same request. They are bound by the same guidelines.**

Compliance

- S&A funds cannot be spent on outreach or recruitment activities to non-students (Killian, pg. 6).

S&A funds must be spent on current students- not future students.

Compliance

- S+A funds can be used for student employment if the employment meets all other criteria guiding S+A fund use.
- State fund (S&A) funds can not be used when the primary focus of request is related to worship.

Compliance – Reminders

- The compliance of an S&A application does not guarantee that the committee will fund the ask.
- Funding is not guaranteed from year to year.
- Requests to rollover funds are not guaranteed.

Examples

Please note that the following examples are meant to help applicants think about compliance. Ultimately, the determination of whether a S&A application is compliant and/or funded resides with the S&A committee.

Reminder:

- The compliance of an S&A application does not guarantee that the committee will fund the ask.
- Funding is not guaranteed from year to year.
- Requests to rollover funds are not guaranteed.

Example 1

I received \$5,000 dollars in S&A money specifically to put on a Battle of the bands event. However, I changed my mind and now want to put on a movie night.

Am I allowed to change the event?

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Am I allowed to change the event?

ANSWER – You can change the event but you would not be able to use the funds allocated for the Battle of the Bands. Funds are supposed to be used for what they were requested for. You would need to get approval from ASG to change what the funds are used for.

Example 2

I have spent 75% of the S&A funds that I received because my needs were under budget. Another group has asked me for my excess funds so they can increase their event budget.

Can I transfer my funds to the other?

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I have spent 75% of the S&A funds that I received because my needs were under budget. Another group has asked me for my excess funds so they can increase their event budget.

Can I transfer my funds to the other?

ANSWER – No. The funds can only be used for what they were requested for. You would need to ask for approval for a budget variance to make the transfer.

Example 3

Campus is cutting my department E-line budget this year. Instead of cutting the E-line, I want to cut my student employment budget and then ask for S&A funds to cover the deficit in student employment budget?

Can I make this budget ask?

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Campus is cutting my department E-line budget this year. Instead of cutting the E-line, I want to cut my student employment budget and then ask for S&A funds to cover the deficit in student employment budget?

Can I make this budget ask?

ANSWER – You could ask but the committee will most likely determine that the ask is operational in nature and not compliant.

Example 4

Students come to the Director of Student Services and ask for the office hours to be extended. Director of Student Services submits S&A request to fund additional student employment hours outside of existing office hours.

Can the director make this budget ask?

Example 4

Students come to the Director of Student Services and ask for the office hours to be extended. Director of Student Services submits S&A request to fund additional student employment hours outside of existing office hours.

Can the director make this budget ask?

ANSWER – Yes, the request could be viewed as outside of normal operations and a case could be made the director is responding to students' wants for additional services.

Example 5

A space on-campus is used as a classroom, conference space, meeting space and events room. The campus would like to upgrade the speaker system, screens and projector. The total cost of the project is \$100,000. The S&A committee receives a request to use \$100,000 of S&A funds to fund the project.

Does this request meet compliance standards?

Example 5

A space on-campus is used as a classroom, conference space, meeting space and events room. The campus would like to upgrade the speaker system, screens and projector. The total cost of the project is \$100,000. The S&A committee receives a request to use \$100,000 of S&A funds to fully fund the project.

Does this request meet compliance standards?

ANSWER – No. The applicant would need to determine what percentage of use is extracurricular and co-curricular and adjust the request to reflect that other campus uses are using the space and other campus budgets are also funding the project.

Final Thoughts

- **Applications are Due March 13 @ 5pm.**
- **If you have questions, please ask.**
- **Remember:**
 - **Funds are not guaranteed**
 - **Just because an ask is compliant, it doesn't mean the S&A committee will approve the funds.**
 - **Rollover asks are not guaranteed.**