

25-26 S&A Process Support

Updated 1/15/25

Introduction

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- 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
\(bellevuecollege.edu\)](http://bellevuecollege.edu)

S&A Process Timeline – Part 1

January 15	Notification to campus community indicating S&A application and materials are posted on S&A website.
January 15	Invitations for volunteers and nominations to serve on S&A Committee sent out to campus community.
Jan. 21 - Feb. 14	Training Sessions offered on-campus
January 31	Deadline for volunteers and nominations for committee members
February 7	Committee members appointed
Feb. 10 – 21	Training for Committee members
February 17	Application Materials Deadline for upload to website @ 5:00pm
Feb. 18 - 21	Student Engagement staff compile applications for Committee
Feb. 24- Apr. 11	Committee review application materials
March 25 - 27	Final Exams

S&A Process Timeline – Part 2

Mar. 28- Apr 7	Spring Break
April 15	Initial Recommendation sent out
April 18	Appeals due @ 5pm
Apr. 21- May 1	Appeals hearings
May 2	Appeal decisions sent to applicants
May 9	ASG review and vote
May 13	President's Cabinet review
May 14-16	S&A packet sent to Board of Trustees
May 27	First read by Board of Trustees
June 18	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 25-26: 1 Document to Fill Out and Upload

Application Packet contains:

- General Information
- Process Timeline
- Instructions
- Section 1- Group Information (Required)
- Section 2- 25-26 Budget Ask (Required)
- Section 3- Request Acknowledgement/ Signatures (Required)
- Supplemental Documentation (Optional)

S&A Application – What has Changed?

- Updated language
- Updated dates

S&A Application 25-26: 1 Document to Fill Out and Upload

Application Packet contains:

- General Information
- Process Timeline
- Instructions
- Section 1- Group Information (Required)
- Section 2- 25-26 Budget Ask (Required)
- Section 3- Request Acknowledgement/ Signatures (Required)
- Supplemental Documentation (Optional)

S&A Application 25-26: 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 25-26: 1 Document to Fill Out and Upload

Application Packet contains:

- **25-26 Budget Ask Summary (Required)**
 - The numbers for 25-26 ask:
 - Rollover request from 24-25 Budget
 - New funding from 25-26
 - 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 25-26: 1 Document to Fill Out and Upload

Application Packet contains:

- **S&A Funding Request Acknowledgement 2025-2026 (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 25-26: 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:

$$\begin{aligned} &\textbf{Your Ask} \\ &= \\ &\textbf{Requested amount from available 25-26 S\&A Funds} \\ &+ \\ &\textbf{Requested Rollover Amount from 24-25 Budget} \end{aligned}$$

S&A Application – Your Allocation

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

$$\begin{aligned} &\textbf{Your Allocation} \\ &= \\ &\textbf{Approved funds from available 25-26 S\&A funds} \\ &\quad \textbf{(approved by S\&A Committee)} \\ &+ \\ &\textbf{Approved Rollover amount from 24-25 Budget} \\ &\quad \textbf{(approved by S\&A Committee)} \end{aligned}$$

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 (Found on website)**
 - **Service and Activities (S+A Use) Compliance and Guidance Document**
 - **ASG Financial Code**
 - **Killian Document**
 - **RCWs Pertaining to S&A**

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 find (S&A) funds can not be used when the primary focus of request is related to worship.

Compliance

Religious activity funding and political campaign funding:

The ASG Funding Request contains the following statement:

- “ASG does not fund the following: any student organization/project that is in violation of the ASG Bylaws; direct religious worship, exercise or instruction, or the promotion of non-secular beliefs; campaign contributions (under no circumstance may public funds be used as a gift or campaign contribution to any elected official or employee of a public agency).”

Additionally, RCW 42.17.550 prohibits the use of public funds to finance political campaigns.

- The Washington State Constitution provides the following:
- “No public money or property shall be appropriated for or applied to any religious worship, exercise or instruction or the support of any religious establishment...”

Compliance

Religious activity funding and political campaign funding:

While “worship” is not defined specifically, Washington courts have framed it as conduct that manifests a devotion to religion or religious principles in thought, feeling and belief. Religious instruction is that category of instruction that resembles worship and manifests a devotion to religion and religious principles in thought, feeling, belief, and conduct, i.e. instruction that is devotional in nature and designed to induce faith and belief in the student.

In evaluating requests for funding, the S&A Committee should follow a view-point neutral process of review that applies equally to all student groups. Student organizations that are political or religious in nature may still receive S&A funds. The funds must be distributed in a manner that is viewpoint-neutral and exposes students to a wide array of perspectives and cannot be a vehicle for the promotion of one particular political, social, economic, or religious viewpoint. Such funding must also comply with the legal prohibitions against funding political campaigns or direct religious worship, exercise, or instruction.

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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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 movie night.

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?

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?

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 equipment budget this year. Instead of cutting the equipment budget, 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 equipment budget this year. Instead of cutting the equipment budget, 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 February 17 @ 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.**