

## ADMINISTRATIVE PROCEDURES

<b>Title: STUDENT ACTIVITY/SERVICE FEE</b>	<b>Identification:</b> 5.13
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	<b>Effective Date:</b> 04/29/02
<b>Authority:</b> SBE 6A-14.0247; 6A-14.057 FS 240.319; 240.465 HCC Rule 6HX-10-5.008	<b>Signature/Approval:</b>  Gwendolyn W. Stephenson

### PURPOSE

This procedure establishes a District Student Activity/Service Fee Advisory Board and the corresponding guidelines by which the annual funds allocated to the overall college component of the student activity/service fee will be recommended for distribution.

### PROCEDURE

The Student Activity/Service Fee Advisory Board will develop on an annual basis the component of the student activity/service fee budget. The Student Activity/Service Fee Advisory Board will consist of the president and treasurer of each campus Student Government Association (SGA), (or his/her designee, if the position is temporarily vacant a designated student will be appointed by the campus Dean of Student Services); two campus Deans of Student Services; one Campus President; and the college's Director of Budget. The Director of Student Services, and/or his/her designee, will chair the Student Activity/Service Fee Advisory Board.

The Student Activity/Service Fee Advisory Board will establish a schedule of meetings, to be published in October of each year, as to when it will review and recommend allocations for inclusion in the development of the budget for the next fiscal year. The Student Activity/Service Fee Advisory Board will finalize and submit its recommendations by March 1 each year to the College President.

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**History:** Formerly 3.421