

**Fort Valley State University
Student Activities Fee
Business Plan
FY 2015 – FY 2019**

NOTE:

The report format has been modified to apply to the Fort Valley State University Student Activities Fees, which is not a traditional Auxiliary Department.

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III. Description of Services/Operational Overview

Description of Services:

The Student Activities fee is not an “auxiliary” unit, in that it is not a department or office. Rather, the application of the fee, through the Office of Campus Life, provides students with opportunities to learn outside the traditional classroom setting and assists in the retention, progression, and graduation of Fort Valley State University students.

All Fort Valley State University students enrolled in four or more semester hours are assessed a Student Activities fee. The University has chosen to exempt students enrolled in three semester hours or less from payment of the student activity fee because these part-time students rarely participate in extra- and/or co-curricular events. These students do, however, have access to most opportunities offered by the Office of Campus Life. The Student Activities fee is \$71.00 per semester. The funds collected from the student activity fee is administered through the Office of Campus Life, as recommended by the Student Activities Budget Committee (a committee comprised of student government association representatives and faculty/staff members) and approved by the President of the University.

Funds are used to support extra- and co-curricular life at Fort Valley State, including all of the Student Life programs, events, organizations, services, and facilities as described in detail in the Fort Valley State University Student Handbook.

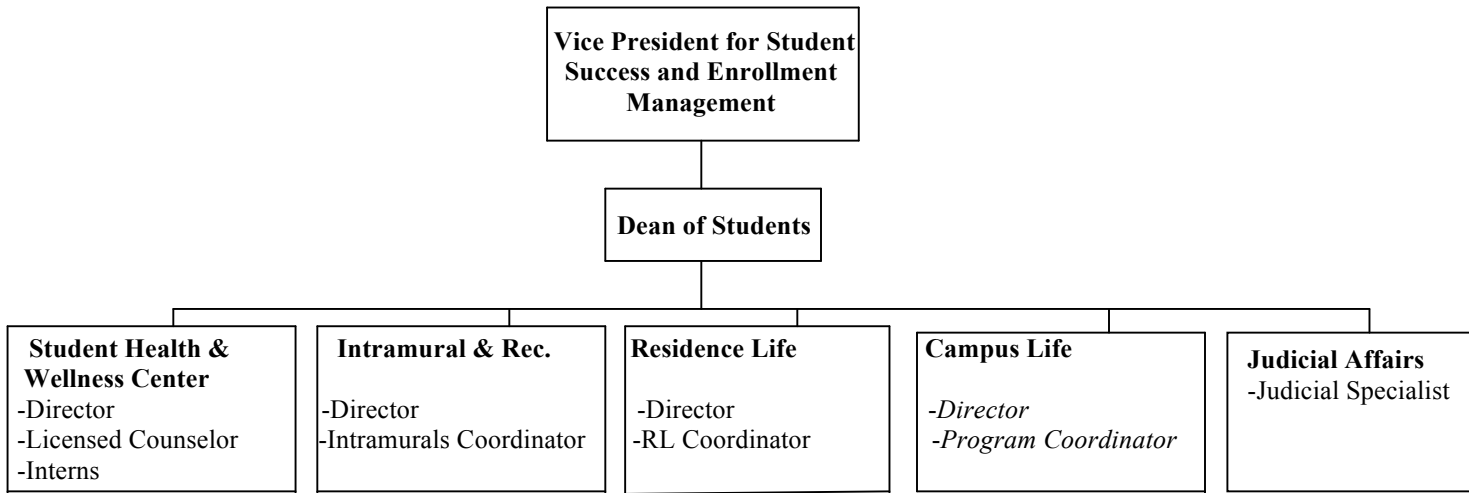
These programs, events, organizations, services, and facilities are non-academic and student-centered, with students as the primary participants or beneficiaries. All aspects of the expenditure of Student Activities fees are available to students regardless of race, national origin, color, sex, age, religion, or disability. The University is committed to providing equitable Student Life benefits for all students, to include traditional and non-traditional students, those taking classes in the day and evening, those studying on campus or online, and those studying at the Fort Valley and Warner Robins campuses.

Student Activities fees support the following:

- Programs –Artists and Lecturers Series, Black History Month, Players Guild, Constitution Day, Honors Program, International Week, and Leadership Conferences/Training.
- Events –Commencement, Honors Convocation, Family Night, cook-outs, concerts, picnics, Spring Fling, etc.
- Organizations - about 65 diverse extra- and co-curricular Recognized Student Organizations (RSO), including the Campus Activities Board, the Student Government Association, the Student Ambassadors, the student newspaper, and the student-run radio station are eligible to receive financial support from Student Activities fees.
- Services –RSO Office and Advisor Training.

- Facilities – Game Rooms (Lyons and Student Amenities Center).

Office of Student Success Organizational Chart:



Italics font denotes positions funded by Student Activities Fees.

Operational Overview:

The Fort Valley State University Student Activity Budget Committee, as defined by the Fort Valley State University Statutes “shall recommend policies and procedures concerning the student activity programming other than student conduct and discipline and assist in the budgetary process involving student activities funds.” The Committee conducts business in an unbiased and judicious manner, assuring equal opportunity to all funding applicants.

The Committee is composed of at least 50 percent students (minimum of four) as required by the University System of Georgia. The Committee solicits proposals from campus organizations each April, and after consideration of proposals, recommends an annual expenditure budget to the President of the University. The budget process is completed in the spring prior to the academic/fiscal year for which the funds are to be expended.

In order to be considered, the budget request should include the name of the organization and a detailed summary of proposed activities. Information regarding anticipated income from fundraising and the anticipated number of students to be served by the organization is also requested. Additionally, campus organizations are required to report on the success of any projects funded the previous year by Student Activities funds.

The Student Activities Budget Committee, in making its recommendations, will take into consideration the following provisions in regard to how Student Activities Fees should be used and who should receive funding:

1. Student Activities fees must be used in accordance with State, University System, and institutional policies.
2. The function of the organization should be in accordance with the mission of the University.

3. The organization requesting funding must provide extra- or co-curricular programming of which students are the primary beneficiaries. Student Activities Fees must be used by organizations to provide recreational, entertainment, social and/or culturally enriching programs or services which do not solely support academic programs.
4. Applicants should demonstrate campus/community involvement.
5. Student organizations requesting funding will have received recognized status from the Office of Campus Life.
6. Student Activities Fees should not fund scholarships, unless approved by the Dean of Students. All scholarships must be in compliance with state and institutional policy.

After deliberation by the Committee, the chair prepares the Mandatory Student Fee Participation Form, also required by the University System of Georgia, indicating the names of committee members present, date, and the specific results of the vote taken.

The allocation recommendation of the Committee is forwarded to the President of the University for final institutional approval. The Office of Campus Life shall assure that all transactions involving Student Activities fees are conducted in accordance with State, University System, and institutional policies and procedures.

Any fee revenue generated above the amount anticipated (for example, due to larger-than-anticipated enrollment) resides in an “Unassigned Balance” account. This account is managed by the Dean of Students.

If enrollment generates less fee income than anticipated, the Dean of Students determines if funds available in the Unassigned Balance account can be utilized to offset the budget shortfall. (This eventuality is discussed with Student Activity Budget Committee members during their deliberations in the spring.) In the case that there are not sufficient funds available in the Unassigned Balance account, the Dean of Students will address budget reduction measures with line-item supervisors and make the necessary adjustments.

IV. Relation to Mission

Unit Mission Statement: Intuitional Mission Statement (Excerpt):

The mission of The Fort Valley State University is to advance the cause of education with emphasis upon fulfilling commitments that our community members have undertaken collectively. As an institution of the University System of Georgia, Fort Valley State University naturally embraces the principles articulated by the Core Mission Statement for State Universities as approved by the Board of Regents of the University System of Georgia. The university’s primary commitments include, among others, enhancement of teacher training programs grounded upon a liberal arts foundation, as reflective of over 110 years of experience and tradition. . .

Mission of Student Activities Fees through the Campus Life Office:

The Office of Campus Life, part of the Division of Student Success and Enrollment Management, supports the mission of the University and the retention, progression, and

graduation of a diverse student body by providing opportunities through Recognized Student Organizations and Campus Life sponsored activities designed to develop networks of support through positive interactions outside the classroom setting; enhance marketability and quality of life by providing leadership, personal and professional development experiences; and to provide access to a wide array of cultural, social and recreational programs.

Program Mission:

The mission of the Office of Campus Life is to enhance student involvement through extra-curricular activities, programming, organizations and leadership opportunities which will contribute to their growth and maturity as they successfully progress toward academic pursuits.

V. Goals and Objectives

The goals of the student activities program are:

- Provide an array of activities to address the campus living needs of our diverse student population
- Work with student organizations, such as the Student Government Association to notify students of events; utilize social media for activity notifications

The operational goals of the student activities program over the next five years are to continually monitor the programming needs of the current student population and make program adjustments accordingly.

It should be noted that some goals and objectives are set separately by the various organizations which are funded with student activity fees. The Student Activity Budget Committee considers costs and benefits of all previous allocations in making decisions about whether to re-allocate funds for the next year.

VI. Critical Success/Performance Factors

Critical success is determined by various measures including number of students participating in events, data received from student/client satisfaction surveys, results of Annual Employee Evaluations, and student/faculty/staff/administrative evaluations.

The primary challenges involved in student activity sponsored programs include increasing costs and increasing requests to expand services and activities. Requests for expansion of services, programs, and activities are largely related to the lack of social entertainment in close proximity to the campus. Also, the recent strengthening of admissions standards and implementation of an admissions deadline have resulted, and will continue to result, in a more prepared student who

will seek out a robust extra- and co-curricular environment when selecting an institution of higher education. A new challenge will be the equitable distribution of services to students in light of the increasing requests.

VII. Revenue Sources/Projections & Fee Strategy

Each year, the Student Activity Budget Committee recommends a Student Activities fee allocation to the President of the University based on anticipated enrollment and the \$71 per semester activity fee. The Committee struggles to balance the need for increased funding with the desire to keep the cost-of-attendance low. Additional revenue is generated through sales for events such as homecoming, judicial fines, and the orientation fee.

VIII. Financial Plan

See attached spreadsheets.

IX. Performance Measures

See Section VI. Critical Success/Performance Factors.

Spending Procedures

Additionally, all Student Activities funds are used to support extra- and co-curricular life at Fort Valley State, including all of the Student Life programs, events, organizations, services, and facilities as described in detail in the Fort Valley State University Student Handbook.

These programs, events, organizations, services, and facilities are non-academic and student-centered, with students as the primary participants or beneficiaries.

All aspects of the expenditure of Student Activities fees are available to students regardless of race, national origin, color, sex, age, religion, or disability.

The following fiscal procedures must be followed:

- a) The event or activity must be well planned to include timely coordination with the Office of Student Life.
- b) The signature of the appropriate faculty/staff sponsor must appear on all financial documents to be processed for payment by the Office of Campus Life.
- c) Purchases should be made via normal purchasing procedures. This includes use of the departmental purchasing card and/or submitting a purchase request form to the Office of Student Life for approval.
- d) Under no circumstances should accounts be established with local business using Fort Valley State University's name.
- e) Under no circumstances should purchases be made using funds collected from ticket sales or fund raising projects without first depositing the funds in the Business Office.
- f) All ticketed events are required to go through the Wildcat Ticket Office. Reconciliation must be performed to reconcile the number of tickets sold to the amount of money collected. Any revenue collected must be deposited in the authorized account approved by the Business Office.
- g) Under no circumstances should individuals be promised payment for services until and unless an approved contract has been secured through the Office of Campus Life. All contracts submitted for approval must be accompanied by a *Vendor Registration Form* completed by the invited guest. Also funding request can be submitted through the organizations Orgsync portal. Please contact the Office of Campus Life for more information.
- h) All contracts must be “all inclusive” and should be submitted to the Office of Legal Affairs for Review and the Vice President for Business and Finance for final approval. A sample contract is attached. Please contact the Office of Student Life when you need an electronic copy of the contract.
- i) All requests for payment of guests or services must be submitted to the Office of Campus Life no later than two weeks prior to the event.
- j) All groups are encouraged to look to outside sources for grants and donations, to increase revenue raising activities, and/or to coordinate activities and pool

resources with other student groups whenever feasible. Any interaction with outside organizations should be cleared with the Division of External Affairs.

- k) Student Activities funds should not be used to purchase equipment, except as approved by the Dean of Students.
- m) Any promotional material regarding sponsored event should include a statement, "Funded with Student Activities Fees."

Enclosures: Vendor Registration Form
Performance Agreement