

# **Student Activity Fee Allocation Committee (SAFAC) Handbook**

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## **Table of Contents**

- I. Student Activity Fee (SAF)
- II. Student Activity Fee Allocation Committee (SAFAC)
- III. SAFAC Communications
- IV. Maintenance of Reserve Fund
- V. Reporting SAF and SAFAC Handbook Violations
- VI. Eligibility for Requesting and Receiving Allocation of Funds
- VII. Evaluation of Funding Requests and Allocation of Fees
- VIII. Procedures for Requesting Funds
- IX. Funds Allocation and Accounting
- X. Funds Usage Guidelines
- XI. Student Travel
- XII. Appeal Process for Revocation of Funds and Denied Requests

## I. Student Activity Fee

### 1. History and Background

In the fall of 2012, the Student Government Association (SGA) took on the student activity fee initiative and reached out to the student body. Based on a student survey conducted by an HPU Social Statistics class, 86% of those surveyed indicated they wanted to better fund activities and over 80% were willing to pay an activity fee. After further discussion, SGA recommended to the University President to implement a Student Activity Fee. In March of 2013, HPU President Dr. Geoffrey Bannister approved a student-initiated activity fee starting fall of 2013 academic year “to enhance the collegiate environment by improving co-curricular opportunities and activities, to improve student activities designed to increase student satisfaction and retention, and to enrich the campus environment and encourage the involvement of students, thereby promoting academic achievement and the development of student potential” (refer to Approval Memo dated 3/1/13).

2. Future Changes to the Student Activity Fee (SAF): SAFAC or SGA may recommend in the future fee changes to the HPU president or his designee for approval.

“While this fee is currently proposed indefinitely...students, through their representative student government and with the advice and counsel of their HPU faculty and staff advisors, can change or discontinue the fee at a future date. If such an action occurs, the timing of such changes must be in line with the university’s annual billing and financial aid cycle and procedures. The university reserves the right to discontinue the fee at the president’s discretion” (refer to Approval Memo dated 3/1/13).

3. SAF: Is a non-refundable fee that is assessed to the students as noted below:

a. Undergraduate activity fee assessment is levied each fall and spring semesters at:

Full-time	\$50.00
Part-time	\$25.00

b. Graduate activity fee assessment is levied each fall and spring semesters at:

Full-time	\$25.00
Part-time	\$13.00

4. The SAF is charged to undergraduate and graduate students enrolled in the fall and spring semesters. Students only taking online courses who reside off-island may submit a Waiver Form for consideration. Forms are due by the Last day to Register for Classes.

5. Breakdown of SAF:

SAFAC or SGA, if deemed necessary, may recommend allocation percentage changes to the HPU president or his designee for approval. As of July 2016, the percentage allocations per semester to the following categories are:

Campus Activities Board (CAB)	50%
CAB is a student-run and SAF funded organization that strives to enhance the student experience through quality entertainment, creative programming, and	

community involvement. The SAF funds will be used to operate the organization, support CAB sponsored student initiatives.

Recognized Student Groups and Departments	20%
Recognized student groups (including honor societies, recreational and sports clubs, RSOs, and other departmental recognized student groups) will receive priority for SAF funds. Student organizations may also receive start-up funds from SAFAC each academic year. HPU departments that host programs that directly affect the student body may submit Funding Requests for activities, programs, resources, services, and events to SAFAC for review.	
Registered Student Organizations (RSO)	10%
RSOs (academic and professional, cultural and spiritual, special interest) are registered through the Office of Student Activities. SAF go to support their events and activities during the academic year.	
Student Government Association (SGA)	8%
SGA is the student governing body at HPU. The SAF funds will be used to operate the organization and support SGA sponsored student initiatives.	
Campus Recreation	9%
Campus Recreation provides recreational and intramural programs throughout the academic year. The SAF funds will aid towards supporting such initiatives.	
Reserve Fund	2.5%
Reserve funding is a pre-determined amount allotted for unforeseen circumstances such as an unusually low enrollment year. If the reserve fund reaches \$5,000.00 or more, SAFAC shall open the reserve fund for recognized student organizations submit Funding Requests. SAFAC will be responsible for alerting all concerned parties regarding the opening of the fund and the reserve application process.	
Student Activity Fee Allocations Committee	0.5%
Provide the Allocations Committee with funds to help with the promotions and day to day business of SAFAC.	

6. Unused funds per semester will roll over to the next semester and remain in the category to which it was originally allocated.

## **II. Student Activity Fee Allocation Committee (SAFAC)**

1. The Student Activity-Fee Allocation Committee (SAFAC) is the designated institutional body responsible for allocation of the SAF funds collected each year to recognized student organizations and departments at HPU.

2. The SAFAC policies and procedures are under the jurisdiction of Hawai'i Pacific University's president or his designee. Any policy changes and circumstances not covered in the SAFAC Handbook shall be resolved by SAFAC and approved by the HPU president or his designee. Approved additions and changes to the handbook will be effective immediately.

### 3. Membership:

- a. SAFAC shall consist of four (4) HPU students, the Dean of Students, one (1) member from Faculty Assembly, one (1) staff-at-large representative, and three (3) alternates (one student, one faculty, and one staff).
- b. Membership terms are for one academic year, from the period of July 1 through June 30. Membership confirmation shall be made in June or July. Members may seek reappointment for subsequent terms.
- c. SAFAC members will select a SAFAC Chair for the academic year.
- d. The four HPU student representatives shall consist of the SGA President and a Student Senator and two non-Senate members appointed by the Student Senate. In addition, the Student Senate will appoint the student alternate. The Student Senate Speaker, SGA Treasurer, and other SGA officers are not eligible to be SAFAC members.
- e. The SGA President may appoint his/her alternate from the Executive Council when he/she is unable to attend a SAFAC meeting.
- f. The Dean of Students may appoint his/her designee when he/she is unable to attend a SAFAC meeting.
- g. The SAFAC Chair or Dean of Students will solicit a faculty representative and faculty alternate appointed by the Faculty Senate Chair.
- h. The SAFAC Chair or Dean of Students will solicit a staff representative and staff alternate appointed by the Provost/Vice President of Academic Affairs or his/her designee. The Provost will seek recommendations from Staff Council.
- i. Vacancies may be filled throughout the year by way of the processes outlined above.
- j. The Assistant Director, Student Activities shall serve as a non-voting member (SAFAC Secretary) to coordinate various tasks including budget transactions and communications with requestors. In the event the Assistant Director is unable to attend the meeting or assist with the tasks, he/she shall designate a member from the Office of Student Activities to serve in his/her place.

### 4. Duties:

- a. Members are expected to be active in SAFAC throughout the entire year. SAFAC responsibilities include, but are not limited to:
  - Write meeting minutes.
  - Review Funding Requests and document allocations.
  - Hear SAF and SAFAC complaints.
  - Review petitions from recognized student organizations/departments for changes in policies or budgets.
  - Recommend the distribution of reserve funds.
  - Recommend changes that improve upon SAFAC policies and procedures.

- Follow up with recognized student organizations/departments on Funding Requests and program evaluations as appropriate.
  - Develop and distribute surveys to determine student interests and fee spending priorities.
  - Report on allocations, spending, and program results to the HPU community.
  - Maintain communication with the community via website, email, social media, etc.
  - Be engaged in the committee and contribute to discussions and projects.
- b. SAFAC has the authority to deny or freeze SAFAC provided funding on the basis of, but not limited to, misuse of funds and violations of HPU policies and procedures.
  - c. Members of the HPU community may request written minutes or other documents as appropriate.
  - d. SAFAC will establish a yearly calendar of meetings (which must occur at least once a month). Additional dates may be scheduled, as necessary, during the academic year.
  - e. Members are required to attend all SAFAC meetings and appropriate training sessions. In the event a member is unable to attend, he/she must give advance notice to the SAFAC Chair. An alternate member will then step in. Due to the demands and time commitment required, members are allowed two excused absences per semester.
  - f. If a student representative on SAFAC is elected to serve as SAFAC Chair, he/she will receive a non-academic tuition waiver of \$500 per fall and spring semesters (non-SAF funds) for fulfilling the SAFAC Chair responsibilities.
  - g. SAFAC Chair responsibilities include:
    - Work with the committee to establish meeting dates/times for the fiscal year.
    - Create meeting agendas and forward along with pertinent documents received from the SAFAC Secretary to the committee prior to the meeting dates.
    - Take minutes during scheduled committee meetings.
    - Confirm meeting minutes and work with SAFAC Secretary to ensure the SAFAC website is up to date.
    - Schedule weekly office hours and work with the SAFAC Secretary (and other SAFAC members, as needed) on a regular and frequent basis to keep up to date with all SAFAC business, including current expenditures and revenue.
    - Assist the SAFAC Secretary in monitoring and addressing SAFAC emails, including funding notifications.
    - Bring complaints and appeals to the attention of the committee and oversee related processes.
    - Establish training sessions for new members and/or requestors, when applicable.
    - Conduct outreach to registered student organizations and encourage student leaders to propose and plan SAF funded student events, programs, and initiatives that benefit the student body.
    - Work with the committee to develop and distribute surveys to determine student interests and fee spending priorities.
    - Work with the SAFAC Secretary to update the website, social media, and marketing materials.
    - Ensure that the committee adheres to the SAFAC handbook.
    - Other duties as assigned.

5. SAFAC will provide resources and sessions to help the community learn about the process and procedures when requesting SAF funds (e.g. how to complete a Funding Request, SAFAC's criteria for evaluating Funding Requests). SAFAC highly recommends individuals interested in requesting SAF funds to attend the workshops and read materials available online.

6. SAFAC will request activity and spending reports from CAB, SGA, and Campus Recreation on a monthly basis.

7. Conflict of Interest: If committee members have a conflict of interest that interferes with their ability to make a fair and objective decision on a proposal, they shall recuse themselves.

8. SAFAC members shall divide responsibilities that support the Committee's work (e.g., training sessions, marketing, and communications). The responsibilities shall be determined at the first fall semester SAFAC meeting.

### **III. SAFAC Communications**

1. Official communications will come through [safac@hpu.edu](mailto:safac@hpu.edu). Student organizations and university department representatives may not refer to SAFAC member emails, text messages and any form of social media (e.g. Facebook) as official communications regarding SAFAC matters.
2. Those who would like to get a hold of SAFAC members may contact the SAFAC Secretary at 808-544-0277. Students, faculty and staff may also use [safac@hpu.edu](mailto:safac@hpu.edu) to communicate to SAFAC members.

### **IV. Maintenance of Reserve Fund**

1. Each semester SAFAC will set aside funds equal to 2.5% in an emergency reserve to cover any shortfalls in anticipated SAF amounts or other emergency situations.
2. Reserve funding is a pre-determined amount allotted for unforeseen circumstances such as an unusually low enrollment year. If the reserve fund reaches \$5,000.00 or more, SAFAC shall open the reserve fund for recognized student organizations to submit Funding Requests. SAFAC will be responsible for alerting all concerned parties regarding the opening of the fund and the reserve application process.

### **V. Reporting SAF and SAFAC Handbook Violations**

Anyone wishing to report the misuse of SAF funds or a violation of SAFAC policies and procedures can do so by sending a notification to [safac@hpu.edu](mailto:safac@hpu.edu) or calling 808-544-0277.

### **VI. Eligibility for Requesting and Receiving Allocation of Funds**

Any recognized student organization or department at Hawai'i Pacific University that wants to plan activities, programs, resources, services, and events involving Student Activity Fee-paying students may submit a Funding Request to SAFAC. It is important to remember that SAFAC is a

supplemental funding source. A group should not expect to be fully funded by SAFAC for their events.

- a. SAF funds may be allocated for activities, programs, resources, services, and events that enhance the cultural, recreational, social and/or intellectual life of the university.
- b. A student organization requesting funds must be a recognized organization in good standing with a department at HPU.
- c. The activity, program, resource, service, or event must be an approved activity by the department/college it falls under (an organization/department is required to go through that department's/college's approval process).
- d. The amount a recognized student organization or department receives varies depending on how the proposal meets the mission of the organization/department, achieves the program outcomes, and/or will benefit the students of HPU.

## **VII. Evaluation of Funding Requests and Allocation of Fees**

1. Criteria for evaluating Funding Requests from recognized student organizations and departments include, but not limited to:

- a. Recognized student organizations will receive priority consideration for SAF funds.
- b. Programs and services are student-planned and/or encourage student decision-making and leadership.
- c. Programs and services targeted to the largest number of students and/or communities representing students consistent with the need.
- d. Programs and services consistent with the Strategic Plan of the University and/or the mission of the organization/department.
- e. Uniqueness of the program or service provided.
- f. Projects planned well in advance.
- g. Clear plans for evaluating the programs and services provided.
- h. Alternative and/or additional sources of funding from other groups, departments, or organizations.
- i. Contribution to the University educational experience beyond the curriculum.
- j. Perception of value and fiscal responsibility by students who may not be directly involved or benefit from the service or program.
- k. Contribution to diversity.
- l. Evidence of sound fiscal responsibility and realistic marketing plan.
- m. The program demonstrated excellence in the past.
- n. Quality of application (accurate, clear, detailed, well written)
- o. Submitted SAFAC evaluations within 10 business days after the program/event.

2. Meeting the criteria stated above does not guarantee funding. Previous access to funding from SAFAC does not guarantee continual funding from semester to semester. Each Funding Request will be considered on a case by case basis.

3. Organizations/departments are responsible for submitting the Evaluation Form within 10 business days after the program/event to SAFAC to outline the impact of the activity, programs, resources, services, or events provided. Failure to do so may jeopardize consideration and/or

approval of future funding requests, and may place the recognized student organization or department on probation.

### **VIII. Procedures for Requesting Funds**

1. Eligible recognized student organizations and departments in good standing must submit a completed Funding Request Form to SAFAC by the established deadline. Incomplete forms will not be accepted. Refer to the [www.hpu.edu/safac](http://www.hpu.edu/safac) for specific dates. If request is for travel, see section XI.
2. SAFAC reserves the right to request the fund requestor (or his/her designee) to present their proposal. In the event the requestor wants to present to SAFAC, he/she must contact the SAFAC Chair. The SAFAC Chair will work with the requestor and confirm the date and time of the presentation.
3. Individuals may not present gifts, money, or food to committee members with the intent of bribing or unjustly influencing their vote.
4. Organizations/departments are allowed to resubmit a Funding Request that has been denied.
5. Recognized student organizations must attach an Activity Request Form (ARF) with the funding request. The ARF does not have to be approved when the SAFAC Request Form is submitted.
6. Recognized student organizations and departments are solely responsible for the planning and execution of the event/activity. When SAFAC allocates SAF funds, this does not mean the event/activity is approved. The event/activity approval must come from the department or college that oversees the recognized student organization or department.
7. Event/Travel organization/department co-sponsors must be identified on the SAFAC Funding Request Form or SAFAC Student Travel Request Form. An explanation as to their role in the event/travel must be explained.

### **IX. Funds Allocation and Accounting**

1. Once a Funding Request is approved, recipients must get proper approval for the activity/program/resource/service/event as determined by the department/college that oversees the organization (e.g. RSOs by Student Life via the Activity Request Form, departments by the college/division, etc.) or program.
2. Funds must be used for the approved expenses (goods and services) only as permitted by SAFAC and organizations/departments must adhere to HPU policies and procedures. It is the responsibility of respective departments that oversee the organizations/programs to complete the appropriate forms to expend funds and maintain necessary documents.



3. Unused SAF funds shall remain in the SAFAC general fund. If appropriate budget transfers are necessary, SAFAC will work with the Business Office accordingly. All original receipts and invoices must be turned in with the SAFAC Evaluation Form within 10 business days after the program/event.

4. In the event SAFAC is made aware of misused funds, SAFAC will look into the matter and decide how to handle future Funding Requests from the responsible organization/department. Also, the case may be referred to the Code of Student Conduct or requestor's supervisor as appropriate. Such actions may jeopardize consideration and/or approval of future funding requests, and may place the recognized student organization or department on probation.

5. The Dean of Students or his/her designee will work with the Budget Office and Business Office directly regarding Adaptive Planning budget posting, internal transfers and SAF account balances. All original receipts and invoices must be turned in with the SAFAC Evaluation Form. The Dean of Students or his/her designee will report findings, actions taken, questions and concerns to SAFAC and the various offices. Recognized student organizations and departments who do not submit original receipts/invoices or inconsistently miss deadlines to reconcile expenses will be reported to SAFAC. Such actions may jeopardize consideration and/or approval of future funding requests, and may place the recognized student organization or department on probation.

6. Recognized student organizations and departments who were allocated SAFAC funds may change the event date within the semester the funds were approved. In addition, recognized student organizations and departments may increase or decrease amounts (within reason) between approved line items of an approved request due to changes in pricing, goal, needs, etc. as long as it does not exceed the total approved allocated funds or fund unapproved items. The Requestor must inform the SAFAC Chair in advance (and prior to the event) via email to [safac@hpu.edu](mailto:safac@hpu.edu), and document these changes accordingly in the Evaluation Form.

7. Promotions: Organizations/programs that receive SAF funds are required to include the SAF logo on their marketing materials and to acknowledge the use of SAF funds at the event (e.g. SAF station poster, program, announcement at the event). Failure to do so may jeopardize consideration and/or approval of future funding requests, and may place the recognized student organization or department on probation.

#### **X. Funds Usage Guidelines**

1. SAF-paying students may be charged a discounted fee (e.g. admission fee) and non-SAF-paying students and guests may be charged a fee to participate in an activity or event.

2. Recognized student organizations may fundraise using SAF funds for set-up costs of fundraising that directly benefits the student organization. At the conclusion of the fundraiser, the startup amount will be deducted from proceeds. In the event the fundraiser is unable to break even, future Funding Requests by the organization may be limited or denied.

3. SAF funds or proceeds from a SAF-supported fundraiser or event may not be used to make direct contribution to charitable organizations or individuals.
4. SAF funds may be used to purchase reusable logo wear; SAF funds may not be used for one-time promotional gear.
5. All reusable items (e.g. supplies, equipment) purchased with SAF funds is the property of the University, and must be purchased using HPU policies and procedures. Departments and organizations will be responsible for the maintenance and upkeep of the equipment. SAFAC will recommend to requestors about existing items available at the university before supporting purchase of similar items. Contact the Office of Student Activities at 808-544-0277 to inquiry about the inventory of supplies.
6. When requesting funds for guest speakers and presenters with travel arrangements, student organizations and university departments need to propose an honorarium amount to include such expenses.
7. SAF funds may not go towards expenses such as: paying an organization's or department's debt (including payment or reimbursement for events that already occurred); purchase of alcoholic beverages; activities or materials that endorse a specific political party, candidate, or specific legislation; individual membership dues; HPU faculty and staff honoraria; normal operating expenses for HPU departments; activities and travel which are considered to be a part of a student's normal expenses for attaining credit toward a degree; awards (pins, stoles, or plaques); and activities that would jeopardize the university's tax exempt status. This list is not exhaustive, but provides examples of prohibited items. SAFAC reserves the right to deny funding based on additional considerations.
8. Allocated SAF funds are based on HPU's fiscal year. The fiscal year starts July 1 of one year and ends June 30 of the next year. Funds that are allocated may be used between August and May of the fiscal year. SAF funds recipients will not be able to process transactions utilizing SAF funds after June 1 of the current fiscal year. Unused SAF funds will be retained by SAFAC.
9. Recognized student organizations and departments that do not use the allocated funds within the semester the request was approved will lose the funding, and will need to resubmit a funding request.
10. SAFAC shall consider all Funding Requests at designated times of the year; refer to the SAFAC calendar.
11. An approved event that is funded partly or in whole by SAF, whether hosted by a recognized student organization or university department, in which alcohol is available, must adhere to the Alcohol and Drug policy and procedures. These regulations can be referenced in the Student Organization Handbook and the Student Handbook.

## **XI. Student Travel**

1. Recognized student organizations and departments sponsoring student travel may request funds for travel to conferences and professional development opportunities utilizing the SFAC Travel Application.
  
2. Out of state travel requests must be made using the SAFAC Travel Application along with the HPU Travel Request Form and a copy of the conference brochure or other documentation. Eligibility of travel is determined by the department that oversees the organization/program and all expenses must be processed within the respective departments. All travel must adhere to HPU policies and procedures.
  
3. The following criteria will be used to determine funding:
  - a. The maximum utilization and efficiency of all funds requested, if applicable.
  - b. Alternative and/or additional sources of funding from other groups, departments, or organizations.
  - c. Amount of individual contributions by members participating in event.
  - d. Meaningful impact to the maximum number of students.
  - e. Contribution to the campus community.
  - f. Past contributions of the recognized student organization and/or department-sponsored travel group.
  
4. SAFAC may allocate funds to cover up to 50% of non-course required travel related expenses (e.g. airfare, lodging, conference registration, ground transportation). Expenses such as meals, office supplies, printing of conference related materials, leis, recreational activities, and gifts will not be approved under the travel application. SAFAC will not allocate funds for travel related to expenses that are requirements for courses.
  
5. All Travel Applications must be submitted to SAFAC a minimum of 10 weeks prior to the proposed travel date.
  
6. Participants who receive SAF funds for travel are required to (1) complete the Evaluation Form and (2) submit a video or give a presentation. This is a great way to share your findings and experiences to the HPU community relevant to their travel.

Option one is to create a 3-5 minute video to highlight the trip, what was gained/accomplished on the trip, and how members and the student community benefited from this travel. The other option is to present the group's experience on-campus in a workshop/program format. Participants/groups must submit the evaluation form and video to [safac@hpu.edu](mailto:safac@hpu.edu) within 30 days of the return trip. Option two is to give a presentation detailing the experience. Participants must schedule (date, time, location) the presentation within two weeks of the return trip. Individuals/groups are responsible for planning the presentation and sending an invitation to SAFAC members via email at [safac@hpu.edu](mailto:safac@hpu.edu).

SAFAC reserves the right to specify what the recognized student organization or department will contribute to the HPU community. These specific events/activities will be included in the funding approval notice. This information must be documented in the Evaluation Form to be considered for allocation for future terms.

7. The travel request form must show at least one alternative and/or additional source of funding beyond individual out of pocket funds (e.g., fundraising activity) to raise funds to help off-set the travel expenses.

8. SAFAC travel funds shall be awarded to SAF paying students who are members of recognized student organizations or affiliated with HPU departments. Furthermore, SAFAC shall allocate travel funds to support student travel only. SAFAC funds shall not be allocated to cover expenses for faculty and staff who serve as chaperones or trip advisors (meaning non-SAF paying students). It is the responsibility of the recognized student organization and department to cover the non-student expenses through fundraising or other means.

## **XII. Appeal Process for Revocation of Funds and Denied Requests**

1. Revocation of Approved Allocations: SAFAC may cancel approved allocations in the event the student organization or university department is not adhering to the SAFAC Handbook and/or the directions and deadlines set forth by the Student Activity Fee Allocations Committee.

2. Denied Funds: A written request to [safac@hpu.edu](mailto:safac@hpu.edu) to appeal SAFAC's decision must be submitted to the SAFAC Chair within five business days after receiving notice. The SAFAC Chair will then contact the organization representative to schedule a time to address the committee members. Provide additional documentation as needed.