

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 18.0
Procedure Title: Student Activities Fee – Request for Funding
Relevant Board Policy: [F.2.3 Student Fees \(Policy\)](#)
Originating Unit: Student Life
Maintenance Unit: Vice President of Student Success

- I. Purpose: Process for requesting funds from the Student Activities Fee.

- II. Procedure Statement: To request funds from the Student Services Fee, interested parties such as students, faculty and staff must complete the Student Activities Fee Advisory Committee Application for Funding on [AlamoEXPERIENCE](#). The Student Activities Fee Advisory Committee Application for Funding must be received by the Office of Student Life a minimum of six to eight weeks prior to when funding is needed.

- III. Other supporting documents and materials may be turned in to The Office of Student Life no later than one week before the Student Activities Fee Advisory Committee meeting.
 - A. Supporting documents to request payment for a performer, guest speaker or consultant must include the following:
 - i. Completed and signed Vendor Registration/Application (applicable only if the performer, speaker or consultant has NOT done prior business with Alamo Colleges). Refer to the Purchasing Department website:<https://www.alamo.edu/about-us/offices-departments/departments/purchasing/>
 - ii. Funding can be provided at 100% for performer, guest speaker or consultant.
 - B. Supporting documents for travel requests must include the following:
 - i. Completed Student Travel Authorization Form for overnight travel or Student Event Form for non-overnight travel. These forms are located on the Fiscal Affairs website under “forms”
<http://share.alamo.edu/ffa/WebPages/AccountsPayable.aspx>.
 - ii. Completed Travel Authorization Form for each employee traveling with students.
 - iii. These forms are located on the Fiscal Affairs website under “forms”
<http://share.alamo.edu/ffa/WebPages/AccountsPayable.aspx>.
 - iv. Funding can be provided up to 50% for travel.

- IV. Written notification of funding approval or denial will be given within five business days following the Student Activities Fee Advisory Committee meeting.

- V. The Student Activities Fee Advisory Committee maintains the right to request documentation for a funding decision.
- VI. Funds are used for approved activities as determined by the Student Activities Fee Advisory Committee.
- VII. The decision of the Student Activities Fee Advisory Committee is final.
- VIII. This procedure is in conjunction with § 54.503. STUDENT SERVICES FEES. (a) For the purposes of this section: (1) "Student services" means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections 54.504, 54.511, 54.512, and 54.513 of this code [Texas Education Code] and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code [Texas Education Code].

For specific reference details visit:

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm>

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Approved: (signed: Gilbert Becerra)
Vice President of Student Success

Approved: (signed: Dr. Robert Garza)
President