

ACTIVITY FEE USE GUIDELINES

A. Activity Funds May Be Expended for the Following Purposes:

- 1 Talent payment for lectures, convocations, theatre, etc.
- 2 Printing and engraving.
- 3 Orchestras, bands, and DJ's for campus events.
- 4 Programs and decorations for campus events.
- 5 Travel, meals and lodging for those representing the University.
 - a. Students would be reimbursed for reasonable actual expenditures provided receipts are available.
 - b. Staff members would be reimbursed under regular University travel regulations, except when staff members are traveling with students in student groups and meals and lodging are billed in total and not separately identifiable. Such payments will be for reasonable actual expenditures provided receipts are available.
- 6 Furniture and capital equipment for student organization offices and activity areas.
- 7 Major musical instruments and music supplies.
- 8 Books and periodicals which specifically pertain to the activity or organization objectives.
- 9 Non-cash awards and prizes presented by or to students.
- 10 Recreational equipment.
- 11 Advertising for campus-wide events.
- 12 Custodial, Physical Plant, and/or Campus Police for services in support of student activities.
- 13 Rental of facilities for student activities.
- 14 Telephone equipment rental and tolls in support of student activities.
- 15 University - approved organization memberships.
16. Meals solely under the following provisions except those that are necessary as a result of travel:
 - a. For those being recognized for outstanding performances or services to the campus at an annual recognition banquet and those formally participating in such a program.
 - b. For student participants in banquets in which they are elected representatives of the student body and the event is to enhance the overall student activities or government program of the campus and for those faculty advisors participating in such programs as a necessary part of their duties.

For refreshments at campus-wide receptions and programs.

- 1 Actual travel costs not to exceed state travel regulations incurred by students in the performance of duties associated with student activities such as the student government.
- 2 Wages for necessary non-University staff to carry out student activities, athletics and/or student government functions.
- 3 Uniforms for athletic teams and cheerleaders, provided such remains the property of the University.
- 4 Costs to administer the activity funds including salaries wages, computers, telephones, and other supplies expenses, and equipment.
- 5 University employees may be paid for services beyond regular assigned duties on an overload basis with the approval of the Director of Campus & Community Life and the

employees' supervisor.

B. Activity Funds May "NOT" be Expended for the Following Purposes:

- 1 Honoraria to University staff or students for presenting programs for student activities or athletics.
- 2 Salaries or wages to University staff or students for participating in student activities, organizations, or athletics.
- 3 Cash awards, or awards that can be easily converted to cash.
- 4 Personal subscriptions or memberships.
- 5 Donations.
- 6 Alcoholic beverages or bar equipment or bartenders.
- 7 Contributions or expenditures in connection with any political campaign (including primaries) on behalf of any candidate for public office, or financial support of any kind to organizations whose activities consist substantially of attempting to influence legislation.

C. Funds Collected Through this Mechanism must be Expended in Accordance with the Following Restrictions:

- 1 Not to co-mingle the collected funds with funds from other sources or with funds for other organizations.
- 2 Adhere to all applicable rules and regulations of the State Board of Accounts.
- 3 Not use funds collected through the mandatory fee process for support of litigation against the University.
- 4 Not use funds collected through the mandatory fee process for support of any political campaign or in behalf of any candidate for public office.
- 5 Not use funds collected through the mandatory fee process for the purposes of attempting to influence legislation.

D. Eligible organizations agreeing to the condition and restriction set forth in this policy may make applications to the appropriate administrative office designated on each campus to work with student organizations. The chief administrative office on each campus or the designee shall review each application to insure compliance with the terms of this policy.

*Effective July 1967
Board of Trustees Meeting and
Amended June 3, 1978
Richmond, Indiana and
Amended June 11, 1979
Board of Trustees Meeting
Bloomington, Indiana*