

University Guidelines for the use of Student Activity Fees-Indianapolis Campus

A. General Guidelines

1. All expenditures must conform to existing University policies and procedures.
2. While these guidelines are extensive, this document is not an exhaustive listing of all University policies and procedures. Each student organization is responsible for knowing and abiding by all University policies and procedures as well as federal, state and local laws and regulations. Also, departments may impose more restrictive guidelines as long as they are not in conflict with this document or other existing University policies or procedures.
3. Any event funded in whole or in part by Student Activity Fee is open to all students.
4. Any items purchased via the Student Activity Fee are considered to be the property of the University. At no time can any item be used for personal profit or gain. Any equipment purchased via the Student Activity Fee must be returned to the University after the event is concluded. The department providing the funding is responsible for implementation of this guideline.
5. Any advertising, invitations, brochures or other marketing materials must state the event is being funded by Student Activity Fees and that the event is open to all students.
6. Student Activity Fee funds should not be co-mingled with funds from other sources or with funds from other student organizations.
7. A student group must be a Registered Student Organizations (RSO) in order to receive Student Activity Fee funds.
8. Failure to comply with these or any other University policies or procedures could result in the expenditure/reimbursement being disallowed and could result in the denial of future funding.

B. Student Activity Fee funds may be expended for the following purposes

1. Artist, performer, band and DJ fees for campus events, convocations and lectures.
2. Printing, duplicating or engraving costs.
3. Programs and decorations for events.
4. Student travel. These expenses will be reimbursed using normal University Travel guidelines. Examples of reimbursable expenses include: airfare, hotel, taxi, parking, per diem, conference registration, etc. Faculty and staff travel can be reimbursed via Student Activity Fee provided the travel is to a conference or event with a RSO when the faculty/staff serves as the official advisor to the RSO. The faculty/staff travel is limited to one person per conference or event per student group and the expenses for the faculty staff can be no more than that of the students attending. For example, if the students are limited to a \$500 reimbursement, the faculty/staff advisor is limited to a \$500 reimbursement.
5. Furniture and office equipment for student organization offices, student lounges or activity areas purchased under existing Purchasing department guidelines.

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6. Equipment or other tangible property. While the intent of Student Activity Fee is not to purchase equipment or other tangible property, it is recognized that in rare circumstances this would be a necessary expenditure. Expenditures for equipment should be reviewed and approved at the department level.
 7. Music supplies. Examples include sheet music, guitar strings, etc. This does not include musical instruments.
 8. Non-cash awards (excluding gift cards) and promotional items presented by or to students. This type of expenditure is limited to \$25 per person per occurrence.
 9. Sports supplies, equipment and practice fees (field/court time) pertaining to the purpose of the requesting organization.
 10. Advertising for student organization events.
 11. IU Police, custodial or physical plant services in support of student activities.
 12. UITS telephone equipment, service and long distance charges in support of student activities, i.e. student organization or government offices. No faculty or staff phone charges may be expensed to student activity fee funds.
 13. Organizational memberships in accordance with University guidelines. Personal memberships are not an allowable expense.
 14. Food and other refreshments (non alcoholic) for student organization events. Allowable charges include service charges, taxes, set-up fees and service personnel. The contracted University food service provider must be used for all events that are on campus unless the event qualifies for an exception.
 15. Wages, paid via the University payroll system, for students to carry out student activities, club sports and student government functions.
 16. Costs to administer the student activity fee funds including salaries, wages, equipment and other related expenses.
- C. Student Activity Fee funds may not be expended for the following purposes:
1. Honoraria to faculty, staff or other students for presenting programs for student activities.
 2. Salaries or wages paid to faculty, staff or students for participating in student organizations or activities.
 3. Cash awards, or awards that can be easily converted to cash.
 4. Gift cards.
 5. Personal memberships or subscriptions.
 6. Donations
 7. Alcoholic beverages or any illegal substance or paraphernalia.
 8. Gifts of any kind, to any individual, whether or not they are faculty, staff or students. Gifts, as referenced in these guidelines, are items for personal use for which the recipient does not exchange something of equivalent value. This definition of gift is not meant to include non-cash items of nominal value (less than \$25) given under other allowable provisions of these guidelines. For example, it is allowable to give a guest speaker an IUPUI coffee mug as a gift for speaking to a student group.

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9. Contributions for or expenditures in connection to any political campaign, including primaries and local elections, on behalf of any candidate for public office.
10. Financial support of any kind to organizations whose activities consist substantially of lobbying or other activities designed to influence legislation.
11. Direct or indirect support of litigation against the University.

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