

ASBCC Funding Guidelines

All students enrolled at Brookdale pay a student activity fee and are thus automatically a member of the Associated Students of Brookdale Community College. This allows them to participate in the College's activities program. ASBCC student funds are managed by the Student Life & Activities Office through the oversight of the Student Life Board. The following Guidelines are the guiding principles by which ASBCC funds are managed for Clubs and Organizations.

Recent legal cases before the Supreme Court have affirmed the rights of Colleges and Universities to collect student activity fee monies and distribute them. At the same time that the courts ruled that funding activities and programs where an integral part of the educational process they tasked higher learning institutions with confirming that their fee distribution process is fair and "view-point neutral". One step in creating a fair process is the creation of and adherence to funding guidelines.

General Funding Guidelines

1. A club or organization must be recognized by the Student Life Board before it can apply for funding.
2. All active clubs that were fully funded for the past year may request full funding for the next academic year, equal to \$1000 directly deposited into their general account. Newly formed or re-organizing groups that were inactive in the past year may request \$500.
3. No funds will be allocated for expenditures for capital equipment for a newly organized club or organization. There will be a probation period of one full academic year for every new club or organization.
4. No budgeted funds may be used to offset the costs of community participation in any event without the approval of the Student Life Board.
5. No budgeted funds shall be used for gifts to political parties, religious affiliations, or charitable organizations. No budgeted or generated funds may be used toward the purchase and/or consumption of alcoholic beverages at any ASBCC club event or club meeting.
6. It is the responsibility of each club and organization to check periodically with the Student Life Board treasurer as to the status of its account.
7. All dues and generated income must be deposited through the Warner Student Life Center's Info Desk Register for crediting to the respective club's or organization's account (checks are made payable to ASBCC or Brookdale Community College; no starter checks, address must be imprinted.) NO club or organization is authorized to have its own off-campus checking or savings account.
Club and organization income and dues may be used as seen fit by the club or organization. Unused income from one fiscal year shall be carried over to the next fiscal year. In the event a club becomes inactive for two consecutive years, any income remaining will be forfeited to the ASBCC and transferred to the general reserve account.
8. Requests for all funds must be signed by a club or organization's official (President) and an advisor and approved by the organization's assigned Student Life Administrator. Additional request for funding beyond the amount available in a club's account must be approved by the Treasurer of the Student Life Board and the Finance Committee.
9. Every request for funds, whether budgeted or generated, must be supported with vouchers or receipts to justify disbursement. Itemized receipts are required for all off-campus club events or club meetings. All funds not expended must be returned to the office Student Life & Activities within

one week. All reconciliations whether receipts, vouchers, or return of funds must be conducted in the Student Life & Activities Office by a representative of the student organization. No inter office mail transactions will be accepted.

10. Clubs and organizations who fail to submit to the Student Life Board treasurer (or in the Student Activities Office by a representative of the student organization) vouchers or receipts on allocated or advance funds shall have their budgeted funds frozen and risk possible loss of funds.

11. Clubs and organizations may sponsor fund raising activities to generate income. The Finance Committee will advance funds against approved line allocations. The money must be returned to the line allocation from which it was advanced with the proceeds of the fund raising event. Any monies left after this will be credited to the club's approved budget income. All fund raising events must be approved by a Student Life Administrator and scheduled for time and space by the Student Activities Office. Fund raising events that have an admission fee are required to have tickets. All unsold tickets must be turned in along with the cash receipts.

12. Raffles are considered illegal without a permit from the State of New Jersey. Therefore, organizations will not be permitted to run raffles unless they obtain a permit. Your assigned Student Life Administrator may assist your club with this process.

13. All requests for additional program fund should be discussed with the organization's advisor and Student Life Administrator before they can be submitted through the Student Life Board treasurer to the Finance Committee for consideration and final disposition. Organizations requesting additional funds for conferences travel or program events must submit a completed Program Proposal Form (see Appendix).

14. All accounts will be reviewed in January and May and any additionally allocated funds for programs and events will be withdrawn if budgeted activities did not occur.

15. All capital equipment must be purchased using the Brookdale purchase order system.

16. When planning a pre-approved trip all clubs and organizations are required to check on the availability of the Student Activities vans with the Office of Student Life and Activities within a timely manner. Bus and Mass Transit requests will be managed by the Office of Student Life & Activities.

17. Clubs must obtain prior approval for all off-campus activities. Students are still bound to the BCC Student Conduct Code at off-campus club events. In addition, clubs must submit a list of students participating in day and/or overnight programs involving travel. Travel that requires airline tickets, hotel lodging, or any other hired transportation services will be arranged by the Administrative Assistant in the Office of Student Life & Activities.

18. All clubs and organizations will be responsible for maintaining accurate and complete records of all financial transactions.

19. All clubs and organizations will be responsible for submitting financial reports no later than one week following any fund raising project to the Student Life Board treasurer.

20. Each club or organization shall have its own constitution (which conforms to the ASBCC guidelines for writing constitutions) and a statement of purpose. Copies of both documents must be on file with the Office of Student Life and Activities as part of the organization's Application for Recognition.

21. All clubs and organizations must submit an Office Club Roster Report and equipment inventory list to the Student Life and Activities no later than the sixth week of each term.
22. It is the responsibility of each organization to notify the Student Life Board of any significant change in its membership. If the membership of any authorized club or organization should fall below ten currently enrolled students, the allocated funds shall be reviewed by the finance committee.
23. Clubs and organizations MUST check their mailboxes (in SLC 101) weekly.
24. All requests for the use of campus facilities, food service, print shop, TV&AV services, and police coverage MUST BE APPROVED by the Office of the Student Life Activities first.
25. All arrangements for bus trips, other off-campus, or speaker or performance events where commitments are made or contracts are signed MUST BE APPROVED by the Office of Student Life and Activities.
26. All planned activities MUST BE APPROVED by the group's assigned Student Life Administrator. Guest performers/lecturers must be engaged by contract. All contracts must be forwarded to the Student Activities Office (at least three weeks in advance to the event) for authorized signature or routing for College Regulation authorized signatures.
27. All clubs and organization must present to the Finance Committee an annual report of the previous year's programs and activities when presenting a request for funding for the next fiscal year.
28. All press releases regarding club events sent to off-campus publications must be issued by the Office of the College Relations. All requests for College Relations services must be approved and forwarded by the organization's Student Life Coordinator. Clubs and organizations are encouraged to make use of Happenings and The Stall to inform members of club activities. All other communications must be approved by a Student Life Coordinator. Student organizations are not permitted to generate newsletters or have their own club letterhead and/or business cards.
29. Clubs and organizations that fail to submit their budget for the previous fiscal year, and do not use allocated funds or report activity during the subsequent year will be presumed to be inactive and will be dropped from the chart of accounts.