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S&A Fund Training Module 1

Welcome

Welcome to the S&A Funds Training Module. This training is required for Associated Students of Highline College(ASHC), any student leaders, budget managers, and club consultants who request or manage funding from Services & Activities (S&A) Fees at Highline College.

By completing this training, you will:

- Understand the nature and legal framework of S&A funds
 - Be able to distinguish between permissible and impermissible uses
 - Follow correct procedures to maintain compliance with the Killian Guidelines and the S&A Financial Code (2025–2026)
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Section 1: Understanding S&A Funds

What Are S&A Fees?

- Services & Activities (S&A) Funds are student fees collected to support student-led extra/co-curricular activities, programs, and services.
- Once collected, S&A fees become **state public funds** and are governed by the **State Budget and Accounting Act** (RCW 28B.15.041).
- The use of these funds must comply with:
 - **Killian Guidelines** (state interpretation of RCW)
 - **S&A Financial Code 2025–2026** (Highline's interpretation of RCW)

Why is this important?

- Misuse of public funds can result in personal liability, removal of funding, or disciplinary actions.
 - Understanding these rules helps ensure transparency and equity in student programming.
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Section 2: Governing Authorities and Responsibilities

Oversight Structure:

- **S&A Budget Committee:** Student-majority group that recommends fund allocations.
- **Board of Trustees:** Final approving authority.
- **Center for Leadership & Service (CLS):** Implements and monitors S&A processes.
- **Budget Managers:** Trained individuals responsible for daily spending and compliance.

Note: Budget Managers must attend mandatory training annually before eligibility to request and access their program funds.

Section 3: Budget Request Process

Each Spring Quarter, organizations and departments may submit proposals for S&A funding. Follow this process to ensure your proposal is considered:

- 1. Review Requirements:**
 - Review the S&A Financial Code and Killian Guidelines.
 - Ensure your request meets the criteria for permissible use of funds.
- 2. Attend Annual S&A Mandatory Budget Manager Training:**
 - Attend the annual mandatory Training during the Winter Quarter.
 - At least one representative from each requesting organization is expected to attend.
 - Must attend to be eligible for S&A budget request.
- 3. Prepare a Budget Proposal:**
 - Use the official Budget Request Form.
 - **Include:**
 - Program mission and goals
 - Student benefit and impact
 - Requested dollar amounts by line item (salaries, travel, supplies, etc.)
 - Past spending data
- 4. Submit Proposal:**
 - Submit completed forms by the published deadline.
 - Late submissions may not be considered.
- 5. S&A Budget Proposal Presentation :**
 - Present your proposal to the student-led S&A Budget Committee.
 - Be prepared to answer questions and clarify any items.
- 6. Recommendation and Review:**
 - The committee will deliberate and make funding recommendations.
 - Recommendations are reviewed by the committee and the chair of the committee will present them to the Board of Trustees.
- 7. Final Approval:**
 - The Board of Trustees reviews and approves the final budget.
 - Approved budgets are implemented at the start of the new fiscal year (July 1).

Key Reminders:

- Requested funds must align with state and college policies.
- Funding is not guaranteed year-to-year.
- Strong proposals connect funding directly to measurable student engagement and success.

Section 4: Food and Refreshments

Food is a sensitive category and must follow strict guidelines:

- Meals must support a student-centered activity or engagement purpose.
- Light refreshments (snacks), up to 50% of lunch per diem, are permissible.
- Tips or gratuities are **never allowed**.
- Alcohol purchases are strictly prohibited.

Prior Approval Form (PA Form) for all food or consumable item purchases.

Section 5: Travel Guidelines

All travel must be pre-approved and meet these standards (Killian Guidelines, p. 8–10):

- Travel must serve a **student leadership or educational objective**.
- Out-of-state travel is permissible only if the program is **not available in-state** and is within budget.
- Travel must include: Informed consent forms, attendance tracking, and travel vouchers.
- Lodging must be modest and reasonable.
- In-State Travel has no funding limits
- Out-of-State Travel has a limit of **\$7,500 per trip**, any additional cost will be covered by the program's other funding sources.

Travel Authorization Form (TA Form) to work with CLS and Administrative Services to complete all necessary documents for any trips.

Section 6: Contracts and Services

- Students **may not** sign contracts.
- Contracts must be processed by CLS and signed by the appropriate administrator (Financial Code Sec. 7).
- Honoraria and speaker fees must follow college contracting procedures.
- Any service provider must submit a W-9 and be cleared by Finance.

Killian Guidelines & Financial Code Assessment

Killian Guidelines & Financial Code Assessment (80% or above to pass)

Section A: General Principles and Legal Framework

1. What do S&A fees become once collected?
 - a. A. Private funds
 - b. B. Student-owned money
 - c. C. Public funds**
 - d. D. Club-generated funds

2. What is the primary purpose of the S&A Budget Committee?
 - a. A. To enforce campus rules
 - b. B. To monitor staff salaries
 - c. C. To recommend student-focused spending**
 - d. D. To collect fees

3. To receive a budget proposal letter, a budget manager must:
 - a. A. Submit an essay
 - b. B. Attend annual training**
 - c. C. Write a letter to the CSAO
 - d. D. Host one campus event

4. Which program below can receive S&A funds?
 - a. A. Admissions Office
 - b. B. A religious student club**
 - c. C. Faculty Senate

- d. D. Institutional marketing
5. What is the cap on S&A-funded out-of-state travel for any one trip?
- a. A. \$2,500
 - b. B. \$5,000
 - c. **C. \$7,500**
 - d. D. No cap
6. Who presents the final budget to the Board of Trustees?
- a. A. Budget Manager
 - b. B. ASHC President
 - c. **C. S&A Budget Chair**
 - d. D. Business Office
7. What is the minimum GPA for students on the S&A Committee?
- a. A. 3.0
 - b. **B. 2.5**
 - c. C. 2.0
 - d. D. No requirement
8. What form is required for food requests?
- a. A. Travel Voucher
 - b. B. Event Planning Sheet
 - c. **C. Prior Approval Form**
 - d. D. Purchase Order
9. What is the fund balance minimum threshold?

- a. A. 10% of annual allocation
- b. B. 15%
- c. **C. 20%**
- d. D. 25%

10. Use of S&A funds for religious or political clubs must be:

- a. A. Approved by a church
- b. **B. Neutral in viewpoint**
- c. C. Voted by the staff
- d. D. Avoided at all costs

11. Unused S&A funds by year-end:

- a. A. Are carried over
- b. **B. Are returned to fund balance**
- c. C. Can be gifted
- d. D. Go to advisors

12. What is the **primary goal** of S&A funding?

- a. A. Reward student employees
- b. **B. Enhance student educational experience**
- c. C. Support faculty pay
- d. D. Fund tuition assistance

13. Snacks for events are capped at:

- a. A. \$25 per person
- b. B. 50% of the lunch per diem**
- c. C. 100% of dinner per diem
- d. D. No cap

14. What should be submitted after any student travel?

- a. A. Invoice only
- b. B. Class schedule
- c. C. Travel Expense Voucher**
- d. D. Email summary

15. How are S&A fee decisions ultimately approved?

- a. A. Student vote
- b. B. President's Executive Team
- c. C. Board of Trustees**
- d. D. Budget Manager's recommendation

P VS I Training Module

Section 1: Permissible Uses of S&A Funds

Permissible uses of S&A funds are:

- **Student-Centered**
- **Educational, cultural, recreational, or leadership-based**

Examples include (see Financial Code Section 5.1–5.7):

- Conference and leadership development for students (Sec. 5.1)
- Student salaries and stipends (must follow hourly limitations and payroll guidelines, Sec. 5.4)
- Club activities, student organization events (Sec. 5.2)
- Participation-based awards, certificates, or plaques (Sec. 5.5)
- Light refreshments during open events or meetings (must follow food policy limits, Sec. 5.7)
- Cultural or diversity events (Sec. 5.3)
- Equipment or materials tied to student programming
- Marketing, advertising, or promotional materials for student events

Special Notes:

- All travel must have a **clearly defined educational or leadership objective** (see Killian Guidelines, p. 8).
 - Student employee wages must be within the approved budget and tracked (Financial Code Sec. 5.4).
 - Food purchases must comply with institutional per diem limits and serve an educational/social purpose.
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Section 2: Impermissible Uses of S&A Funds

Impermissible uses include (refer to Financial Code Section 6 and Killian Guidelines, p. 4–7):

1. **Personal Expenses:**
 - Gas, groceries, tuition, or rent.
2. **Gifts, Donations, and Awards without participation criteria:**
 - Gift cards, flowers, tips, or giveaways not tied to engagement.
3. **Faculty or Staff Support:**
 - Using S&A funds to supplement staff/faculty salaries, professional development, or gifts.
4. **Political or Religious Support:**
 - Funding for specific candidates, churches, or religious ceremonies.

- Clubs can host events with a religious/political theme only if they are **student-led and viewpoint neutral**.
 - 5. **Private or Exclusive Events:**
 - Events that are invitation-only or not open to the general student population.
 - 6. **Unapproved Travel or Contracting:**
 - Reimbursing travel without prior approval
 - Signing contracts without appropriate signatures (must be signed by VP of Administration or designee — Financial Code Sec. 7)
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P VS I Assessment

Permissible VS Impermissible Assessment

Permissible Use of S&A Funds — Scenarios (Select: Permissible or Impermissible) (80% or above to pass)

1. S&A funds are used to cover student travel costs to an academic leadership conference.
 - **Permissible**
 - Impermissible
2. A multicultural club uses S&A funds to hire a guest speaker to educate about global issues.
 - **Permissible**
 - Impermissible
3. S&A funds are used to purchase supplies for a student-run food pantry benefiting enrolled students.
 - **Permissible**
 - Impermissible
4. S&A funds support purchasing art materials for a student-run mural project.
 - **Permissible**
 - Impermissible
5. A student religious club uses S&A funds to host a panel discussion on faith and education.
 - **Permissible**
 - Impermissible
6. S&A funds are used to cover printing costs of a student newspaper.
 - **Permissible** / Impermissible
7. S&A funds are used to support an LGBTQ+ awareness event on campus.
 - **Permissible**
 - Impermissible

8. Student athletes are awarded plaques recognizing their team contributions.

- **Permissible**
- Impermissible

9. A student environmental club buys plants for a sustainability initiative.

- **Permissible**
- Impermissible

10. S&A funds support team uniforms for an intramural sports club.

- **Permissible**
- Impermissible

Impermissible Use of S&A Funds — Scenarios (Select: Permissible or Impermissible)

1. S&A funds are used to buy flowers for a faculty member's retirement.

- Permissible / **Impermissible**

2. A club gives cash prizes to winners of a trivia night.

- Permissible / **Impermissible**

3. S&A funds are used to promote a specific political candidate.

- Permissible / **Impermissible**

4. A department uses S&A money for new classroom computers.

- Permissible / **Impermissible**

5. S&A funds are used to promote a religious service.

- Permissible / **Impermissible**

6. A student uses S&A funds for out-of-state travel with no educational purpose.

- Permissible / **Impermissible**

7. Funds pay for hosting prospective students for admissions tours.

- Permissible / **Impermissible**

8. S&A funds purchase furniture for a staff break room.

- Permissible / **Impermissible**

9. S&A funds buy t-shirts for students who didn't attend the event.

- Permissible / **Impermissible**

10. S&A funds are used for tips to food delivery drivers.

- Permissible / **Impermissible**

ASHC Questions

ASHC FAQs for Clubs

Q: What is ASHC?

A: ASHC is an acronym for student government at Highline College, the “Associated Students of Highline College.” ASHC is composed of several appointed officers, and club leaders that wish to participate. Once a club is recognized by student government, the club is able to send one representative to participate in fortnightly ASHC meetings, where they can recognize other student clubs and organizations as well as vote on measures brought to the council (including Contingency Requests).

Q: What is a Contingency Request?

A: A Contingency Request is a funding request brought to ASHC for consideration, by a campus group for student-centered co-curricular and extracurricular student life activities whose expenses exceed their normal budget. Student Clubs and Organizations usually request contingency funds for overnight and/or out of state travel, or supplies should they hit their supplies budget limit. ASHC members vote on whether to approve, deny, or table with recommendations Contingency Requests. When requests are approved, expenses are financed using the Contingency Fund.

Q: What is the Contingency Fund?

A: The contingency fund is an S&A budget that belongs to ASHC, and it exists for unexpected expenses associated with student-centered cocurricular and extracurricular student life activities. Groups can request funding from this fund by submitting a Contingency Request.

Q: How do I know whether or not I need to submit a Contingency Request?

A: Cassie will let you know when you submit your requests for travel and supplies. But also, please be sure to pay attention to your budget (which is located in the Google Drive folder for your club) so that you know how much money you have available.

Q: How do I submit a Contingency Request?

A:

1. Make sure the supply or travel you need funding for would be [permissible use of S&A fees](#).
2. Fill out a Clubs Form to tell Clubs Team about your supply or travel request
3. Get your supply or travel request approved by Cassie (you'll get notified via email)
4. If Cassie tells you to submit a contingency request, she will send you a [Contingency Request Form](#) (which can be found on [this webpage](#)). Complete this form and send it back to Cassie, when done, for peer-review. With her approval, send the final draft of your form to ashc@highline.edu at least two weeks prior to the meeting at which you would like your request considered.
5. Have a representative from your club be present at the ASHC meeting during which your request will be considered. Your representative should be ready to discuss the request with voting members: Why do you need the money? How does this supply or travel request help fulfill the mission of your club? How will this funding benefit your club members?

Q: How do club leaders vote on Contingency Requests?

A: During ASHC meetings, voting members **must** use the [ASHC Financial Code and Killian Guidelines](#) as evaluation criteria when deciding on whether or not to approve funding for a Contingency Request. Voting members **cannot** vote based on personal opinions or beliefs.

Q: Someday my club might want to submit a Contingency Request...how can I get practice with Contingency Requests?

A: Show up and participate at ASHC meetings! Usually there is **at least** one Contingency Request every meeting. Taking part in the voting process will help you become familiar with how Contingency Requests work, which will then help set you up for future success in requesting this funding for your own club activities.