1. POLICY

This policy sets forth Adams State University’s policy concerning the appropriations of Student Life Purpose Fee funds.

1. PURPOSE

Adams State University shall charge a Permanent Student Purpose Fee known henceforth as the Student Life Purpose Fee (SLPF). This policy is an overview governing the appropriation processes associated with this fee.

1. DEFINITIONS
	1. **Department Chair**: The ASU faculty or staff member that acts as the administrative head of an Adams State academic program.
	2. **Appropriations Committee**: A Sub-Committee of the AS&F Budget Committee, responsible for drafting and submitting Allocation Proposals. This Sub-Committee shall be governed by the rules and regulations governing the AS&F Budget Committee.
	3. **Allocations Proposal**: The funding proposal submitted for AS&F Senate approval by the Appropriations Committee. Contains suggestions for which proposals shall receive funds.
2. PROCEDURES
3. The Student Life Purpose Fee shall be distributed by two categories; Operations and Campus Impact Funds (CIF).
	1. Operations shall receive 70% of the annual fee revenue and shall be overseen and administered by the Director of Student Life, in accordance with administrative duties and responsibilities.
	2. CIF shall receive 30% of the annual fee revenue and shall be overseen and administered by the Associated Students and Faculty Senate (AS&F). Campus Impact Fund funds may be requested by campus departments or organizations.
4. Campus Impact Fund appropriations process.
5. Within AS&F, requests for Campus Impact Fund funds shall be reviewed by the Appropriations Committee. Campus Impact Fund funds shall only be used on projects with broad campus wide impact. Projects must benefit the local campus community.
6. AS&F Clubs may not request for funding from Campus Impact Fund.
7. Requests shall be assessed based on their merit and impact on the campus economy.
8. Funding Requests shall be categorized as follows;
	1. Department Request; Applies to departments who seek funds. Departments shall submit the “Campus Impact Fund Department Request Form”. Required endorsements include the Department Chair from the affected department and an AS&F Senator which represents that school.
	2. Unattached Student Request; Applies to any dues paying AS&F members who seek funds which do not pertain to an academic department. Students shall submit the “Campus Impact Fund Student Request Form”. Required endorsements include 100 AS&F dues paying member signatures and an AS&F Senator. Communication with affected departments is encouraged.
	3. Independent Research Request: Applies to any dues paying AS&F members who seek funds in order to fund independent research projects. The requestor shall submit the “Campus Impact Fund Research Request Form” which requires endorsements from an affiliated Department Chair, the Institutional Research Board Chair and an AS&F Senator.
9. In the case of requests unaffiliated with an academic department, individuals and/or organizations must seek sponsorship from an AS&F “Senator at Large”.
10. Upon the conclusion of the funded project, a follow up report shall be presented at an AS&F Senate regular business meeting. Individuals who received research funding shall present their findings as an academic lecture, within 30 days of the project’s conclusion.
11. Appropriations Committee Process
	1. All initial requests shall be submitted to the Appropriations Committee by the census date. Allocations shall be fulfilled bi-Annually and requests shall be divided into “Fall” and “Spring” semester requests.
		1. The Appropriations Committee shall review the requests and may require changes to the initial documents.
	2. Revisions shall be submitted no later than two weeks after notification of required changes.
	3. All Allocations Proposals shall be reviewed by the Adams State Executive Committee, who shall give an advisory opinion on the proposed funding.
	4. Initial Appropriations Committee Allocations Proposals are due the first meeting after the first quarterly of each semester, depending on the submission date of the initial proposal.
		1. The AS&F Senate shall vote to approve or deny the Allocation Proposal. If the proposal is approved, allocations shall be made to appropriate accounts. This process shall be overseen by the AS&F Vice President of Finance.
		2. If AS&F Senate denies the initial Allocation Proposal, a revised proposal shall be presented and voted upon at the next AS&F official business meeting.
		3. A ⅔ vote is required to approve Allocations Proposals, in accordance with the procedural rules of AS&F Senate.
12. Misuse of Funds and Investigations
	1. Allegations of misuse of funds shall be brought to the AS&F Chief Justice, who will open an investigation into the claims according to the bylaws of the AS&F Constitution.
		1. If allegations of misuse of funds are determined to be true, punitive measures may be pursued, including requiring a full refund of funds allocated.
		2. Confirmed allegations of misuse may be appealed within one week of the Chief Justice's verdict.
13. Any funds remaining after the project’s completion shall be refunded to the Campus Impact fund within 30 days of project completion.
	1. Upon the conclusion of the funded project, a follow up report shall be submitted to the Appropriations Committee. Individuals who received research funding shall present their findings as an academic lecture, within 30 days of the project’s conclusion.
	2. If follow-up reports are not submitted by the deadline, the Budget Committee will send out reminder notices
	3. Failure to submit follow-up reports may jeopardize future funding.
	4. Follow-up reports will be checked for accuracy, and any unused funds will be transferred back into the AS&F contingency account.
	5. A follow-up report shall consist of
		1. all receipts and funding requests
		2. a follow-up report sheet
		3. a presentation in a regular senate meeting
14. The rate this fee shall increase and/or decrease by the Colorado State rate of inflation.
15. REMAINING FUNDS

Any funds remaining in the Campus Impact Fund two weeks prior to the last quarterly of the academic year shall be added to the last quarterly of the academic year.

1. RESPONSIBILITY

The Associated Students and Faculty Senate is the primary organization responsible for ensuring this policy is properly disseminated and implemented.

VI. AUTHORITY

This policy has been prepared under the authority of Associated Students and Faculty Government.

VII. HISTORY

VIII. ATTACHMENTS

 Campus Impact Fund Department Request Form

Campus Impact Fund Student Request Form

 Campus Impact Fund Research Request Form