

The Undergraduate Student Activity & Programming Fee Policy

Section 1. Purpose and Scope

The University is committed to providing equitable Student Life benefits for all students, including traditional and non-traditional students, those taking classes in the day and evening, and those studying on campus or online. To support this commitment, Undergraduate Student Activities & Programming Fees (SAPF) are collected from students to support events and activities on campus. The fee funds extra- and co-curricular opportunities. The funds collected from SAPF are predominately administered through the respective student governance bodies, as approved by the Dean of Students or their designee.

SAPFs are to be made available to students regardless of race, national origin, color, sex, sexual orientation or expression, age, religion, or disability. At the end of each fiscal year, any surplus funds or remaining balances shall be administered by the Dean of Students, and these funds shall only be expended in a manner that clearly supports student life programming and initiatives.

This Policy supersedes and is superior over any other document, policy or statement that in any way conflicts with or contradicts it. The University reserves the right to adjust the SAPF fees to be charged at any time it deems necessary. The Dean of Students reserves the right to allocate a portion of the SAPF to University initiatives that are predominately geared towards supporting student life programs and needs.

Unless otherwise approved by the Dean of Students or designee, funds that are collected shall be limited to the support the following programs for the benefit of the campus community:

- Programs of cultural and educational enrichment;
- Recreational and social activities;
- Tutorial programs;
- Athletic programs;
- Student publications and other media;
- Student services to supplement or add to those provided by the University;
- Remuneration and reimbursement of reasonable and necessary travel expenses in support of an approved student-related activity;
- Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity;
- Compensation for professional non-student employees of the Student Council to the extent that they are consistent with hiring practices and compensation rates

and the hiring is managed and the employees supervised by an authorized Clark office or official;

- Compensation for core and essential students positions for the work of the student council

Alcohol

As general practice, registered student clubs and organizations are not allowed to sponsor events that include alcohol, and/or host events at facilities whose primary sales come from that of alcohol (e.g. bars, breweries, etc.). In limited circumstances, registered student clubs and organizations may request an exemption to this policy only when:

- The University serves as host for the event or approves the off-site location;
- The event is not open to non-Clark community members;
- The majority of the membership in the respective sponsoring registered student clubs and organizations is 21+ years old;
- Alcohol is provided via a cash bar and served by a licensed bartender; and
- Appropriate measures are taken to ensure moderate and legal consumption.

Student organizations may request to have alcohol served at a program provided that the alcohol is served by a [TIPS](#)-certified individual and alcohol is not the primary focus of the program. The vendor must have a minimum \$1 million per occurrence of Liquor Law Liability Insurance in addition to \$1 million per occurrence of general liability insurance and excess umbrella liability coverage of \$5 million. Organizations are not permitted to have an “Open Bar” at any student organization-sponsored event. Alcohol must be purchased with cash from event attendees or accessed by way of pre-purchased drink tickets. No SAPF funds can be utilized for the purchase of or to go towards the usage of alcoholic beverages. Individuals are not permitted to bring their own alcohol to student events for personal consumption.

Student Organizations

All money in a student organization account must be spent within University guidelines and follow University policies for expense reimbursement. Student governance bodies are empowered to allocate SAPF funds to the registered student clubs and organizations in a manner that does not violate Clark policies or state or federal anti-discrimination laws. Any expenses above \$1,000 require pre-approval by the Dean of Students or their designee.

SAPF's money will not be used for any activity deemed to be illegal by local, state or federal statutes.

Students and registered student clubs and organizations cannot sign agreements or contracts with any third party (such as airlines, buses, bands, speakers, disc jockeys, vendors, food trucks, facilities for off-campus events).

The University is liable only for contracts executed by an authorized University official. The University will not assume legal liability for contracts executed by a student or a registered student club and organization.

Requests for any student or registered student club and organization to solicit advertising or to accept paid advertisements for any purpose must be initiated through the Office of Student Leadership & Programming (SLP) or designee of the Dean of Students. Additionally, any student or registered student club or organization wishing to solicit corporate and event sponsorship for any purpose or project affiliated in any way with the University must obtain permission in advance. All requests or proposals must be submitted through SLP or a designee of the Dean of Students.

Fiscal and accounting procedures established by the University shall be adopted and observed by the respective student governance bodies. These procedures may include, among other things, provisions for an annual audit and for dissemination of information regarding the budgeting process - including a list of funded activities, current allocations and expenditures.

Fundraising

If a student organization wishes to co-sponsor an event with an organization outside of Clark University, all arrangements and financial transactions must be completed through SLP or a designee of the Dean of Students. 100% of the profits or proceeds from the event must be deposited into the student organization's account and cannot be used as a donation or profit split with the outside organization. In the case that the outside organization is a registered 501(c)3 organization with non-profit status, the student organization may donate based upon sales, provided they take the proper steps beforehand with SLP.

Any funds collected by registered student clubs and organizations must meet the requirements found in the Student Clubs and Organization Handbook. The Handbook requirements include but are not limited to the following:

1. Funds and online fundraising may only be accepted in the form of cash or check (made out to Clark University with student group name written on Memo line). Any use of other forms of payment (e.g. Venmo, Apple Pay, etc.) are prohibited.
2. Student groups cannot use non-University approved fundraising platforms to directly receive funding from donors, or to receive funding from donors through a third-party organization. These include but are not limited to GoFundMe, Kickstarter, and similar platforms.

If a gift is being made to a student group, the donor must donate through University Advancement to ensure they receive proper acknowledgement from the University for their donation. Gifts cannot be accepted or processed by members of the student group. Gifts received to student groups via check must be routed to SLP to ensure proper

processing. Additionally, any student or recognized student group wishing to solicit corporate and event sponsorship for any purpose or project affiliated in any way with the University must obtain permission in advance. All requests or proposals must be submitted through [SLP](#).

Fiscal and accounting procedures established by the University shall be adopted and observed by the respective student governance bodies. These procedures may include, among other things, provisions for an annual audit and for dissemination of information regarding the budgeting process - including a list of funded activities, current allocations and expenditures.

Related Information

History/Revision Information

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