

# University of Oklahoma Health Sciences Center Student Association

## Guidelines for Requesting Student Activity Fees (SAF)

The OUHSC Student Association collects a portion of the SAF assessed all students enrolled in OUHSC course work. The Student Association endeavors to return a major portion of these fees to OUHSC student organizations (SO) that do not receive SAF funding with the intent of enhancing student life for all students at the OUHSC (Oklahoma City) Campus. The policies and procedures for the application, awarding and expenditure of these funds are outlined below:

### **Eligibility:**

In order for a SO to receive funding they must be a recognized OUHSC SO with a constitution approved and on file with HSC Student Affairs. Priority for awarding funds will be given to SOs, which do not currently receive funding from SAF. Furthermore, each organization **must** have a representative attend one informational session. The following sessions are being offered in the DLB Student Union, **Rm 205**.

- Tuesday, September 8, 2009 at **7 a.m.**
- Thursday, September 10, 2009 at **Noon (12 p.m.)** and **5 p.m.**

### **Requesting funds:**

All requests must be filed using the OUHSC Student Association Request for SAF Allocation. The filing of the Request must be submitted by **Wednesday, September 16, 2009 at 5 p.m.**

### **Allocation of Funds:**

The “Request for Student Activity Fee Allocation” will be reviewed by the OUHSC Student Association Budget Committee, who will submit their suggestions to the Student Senate for final approval. The Budget Committee and/or the Student Senate reserve the right to modify the Request to conform to University and Student Association policy and procedures. Allocations will depend on available funds within the Student Association budget for disbursement to student organizations. All requests must demonstrate the funds will be used to benefit OUHSC student life. It is expected the benefit will be for students beyond the membership of the organization requesting the funds.

### **Expenditure of Funds:**

All Student Activity Fee funds are State funds and, therefore, governed by State law and University policy. A copy of the University Policy for Expenditure of Student Activity Fees will be provided to all recipients. Allocations will remain in the OUHSC Student Association University account and will be disbursed through the Student Association Treasurer in accordance with the approved budget.

Each organization receiving funds must file a summary of expenditures no later than the anniversary date of the award. Failure to file a summary will result in forfeiture of any remaining funds. Expenditure of the awarded funds must follow the budget approved by the Student Association. Exceptions or requests for budget reallocations must be approved by the Student Association Budget Committee.

Questions/Comments should be directed to Chris Conrady: [Christopher-Conrady@ouhsc.edu](mailto:Christopher-Conrady@ouhsc.edu)