

Cleveland State University

General Fee Advisory Committee

APPLICATION FOR GENERAL FEE UNIT STATUS Including FUNDING PROCEDURES Document

Submission Deadline: Last Day of Fall Semester Classes

Return to Department of Student Life ♦ MC 106 ♦ Attn: Steve Liss

Application Must Be Typed

Attach Cost Estimates, Constitution, & Other Supporting Documentation

SECTION A: Applicant Information

Date Application Submitted _____

Program/Organization Name _____

Number of Members in the Organization _____ Year Organization Recognized/Established at CSU _____

Student President/Director Name & Address _____

Student Phone & Email _____

Student's Signature** _____

Advisor Name & Campus Address _____

Advisor's Phone & Email _____

Advisor's Signature** _____

** Signatures indicate: (a) full support of this application, and (b) attached materials/guidelines have been read and are understood.

SECTION B: Organization/Program Information (Attach additional sheets if necessary)

1. Please describe in detail the organization/program for which you are currently seeking General Fee Unit status; include (a) purpose/goals, (b) organization/program structure, and (c) any relevant timeline information:

2. What additional accomplishments will your organization/program be able to achieve as a General Fee Unit?

3. How will the CSU student body benefit from the organization/program being granted General Fee Unit status?

4. How will you assess organization/program effectiveness as a General Fee Unit?

SECTION C: Financial Information

1. Please list below all anticipated General Fee expenses associated with the organization/program; include fringes for personnel requests:

EXPENSE ITEMS	COST
(a) _____	_____
(b) _____	_____
(c) _____	_____
(d) _____	_____
(e) _____	_____
(f) _____	_____
(g) _____	_____
(h) _____	_____
(i) _____	_____
(j) _____	_____
Total Cost	\$ _____

2. Describe additional funding sources for this Organization/Program:

Notes:

1. Please see attached FUNDING PROCEDURES document for critical information regarding General Fee processes/guidelines.
2. Student Organizations must submit an approved CSU Constitution as part of their application.
3. Student Organizations granted permanent General Fee funding to establish scholarship-receiving student leader positions must adhere to all University regulations pertaining to these positions; e.g. leadership requirements, stipend levels, minimum GPA.
4. Student Organizations granted permanent General Fee funding are required to have an Advisor or Liaison assigned by the Department of Student Life.



Cleveland State University

General Fee Advisory Committee

FUNDING PROCEDURES

Adopted 11.21.03 ♦ Revised 3.25.05 & 9.15.06 ♦ Updated January 2010

I. GUIDING PRINCIPLES

Funding approved by the General Fee Advisory Committee shall be allocated for the purpose of enhancing or supporting campus life (e.g. student engagement, student-based co-curricular programming, or student community development). Priority consideration regarding funding decisions will typically go to: (a) student organizations before departmental or assembly functions, and (b) programs that have the potential to involve and/or positively impact the greatest number of CSU students.

II. DEFINITIONS

- A. **General Fee Spring 2010:** Fee that all CSU students pay each semester in support of campus life programs; New/Undergraduate – \$40.00 per credit hour (fee cap from 12-16 credits; resumes at 17); Graduate/Law – \$40.00 per credit hour (fee cap from 13-16 credits; resumes at 17). Fee changes are approved by CSU Board of Trustee action.
- B. **General Fee Summary Report:** Annual report completed in the Spring Semester by all General Fee Units and submitted to the General Fee Advisory Committee in order to summarize/assess activity funded via the General Fee. The General Fee Advisory Committee sets submission deadline by the end of each Fall Semester.
- C. **GFAC:** General Fee Advisory Committee; a committee comprised of students, faculty, and administrators charged with making recommendations on General Fee issues to the Vice Provost for Undergraduate Studies.
- D. **GFAC Student Panel:** Sub-Committee comprised of all voting and non-voting student members of the GFAC; typically responsible for establishing and coordinating application/interview processes associated with General Fee Funding Procedures.
- E. **GFU:** General Fee Unit; a Student Organization or Department that has a consistent level of permanent annual General Fee funding from the University; these are units identified by CSU as essential contributors to campus life.
- F. **Permanent Funding:** Funding allocated to a General Fee Unit on an annual basis in conjunction with the University fiscal year (July 1 – June 30); sometimes referred to as “Base Budget” funding.
Note: Permanent/Base Budget funding is subject to review and funding levels may change accordingly.
- G. **Temporary Funding:** Funding allocated to General Fee Units on a “one-time-only” basis in support of special projects or material needs above and beyond that which is funded via permanent allocations.
- H. **Non – GFU:** CSU Student Organizations or Departments that do not have General Fee Unit status.

III. CURRENT GENERAL FEE UNITS (GFU)

A. Student Organizations:

Board of Elections (BOE), Campus Activities Board (CAB), Cauldron, Gavel, Greek Council, Judicial Board, Student Bar Association (SBA), Student Government Association (SGA), Vindicator, WCSB, Whiskey Island

B. Departmental:

Student Life

IV. PERMANENT FUNDING PROCEDURES

See section VI for additional information on GFU Classification and Funding Criteria

A. GFU:

1. The GFAC will decide via vote whether to consider/accept Applications For Increased Permanent Funding from General Fee Units. If the GFAC votes affirmatively, an interview process will be established during the Spring Semester and appropriate GFU will be notified by campus mail/email.
2. Timing of said process may vary, but each GFU will be given at least three weeks (15 working days) to submit a request. The GFAC Student Panel will establish and conduct an application/interview process, and issue recommendations to the full GFAC.
3. Given extenuating circumstances (e.g. issues of staffing, organizational structure, university policy), the GFAC may vote to accept and act upon GFU Applications For Increased Permanent Funding earlier than the established timeline.
4. The GFAC reserves the right to decrease permanent funding when considering allocations to General Fee Units.

B. Non-GFU:

1. Non-GFU may solicit permanent funding, to begin the following fiscal year, by submitting an Application For GFU Status to the GFAC Chair (or designee) by the last day of fall semester undergraduate classes.
2. Given exceptional circumstances, the General Fee Advisory Committee may then vote to invite specific Non-GFU seeking permanent funding to participate in a Spring Semester interview process conducted by the GFAC Student Panel.
3. This interview process may coincide with the timeline and procedures established to consider permanent funding requests from General Fee Units. Student Panel recommendations will be presented to the full GFAC.
4. Student Organization "invitees" must include an approved CSU Constitution as part of their application submission.
5. Student Organization "invitees" granted permanent General Fee funding to establish scholarship-receiving student leader positions must adhere to all University regulations pertaining to these positions; e.g. leadership requirements, stipend levels, minimum GPA.
6. Student Organization "invitees" granted permanent General Fee Funding are required to have an Advisor or Liaison assigned by the Department of Student Life.
7. Non-GFU granted permanent General Fee funding have, by definition, attained GFU status.

V. TEMPORARY FUNDING PROCEDURES

A. GFU:

1. Budget permitting, the GFAC may vote to implement a temporary/one-time-only funding process for special projects or needs during the Fall Semester. This process shall only be open to General Fee Units.
2. If the GFAC decides to accept temporary funding requests, an application and interview process will be established and each GFU will be notified by campus mail/email. Timing of said process may vary, but each GFU will be given at least three weeks (15 working days) to submit a request. The GFAC Student Panel will conduct the application/interview process, and issue recommendations to the full GFAC.

B. Non-GFU:

1. Student Organizations and Departments that are not permanently funded by the General Fee are not eligible to receive temporary monies via the GFAC.
2. Student Organizations may request temporary funding for special projects/needs via the Student Bar Association and/or the Student Government Association Finance Committee. Interested parties are encouraged to contact SBA and SGA for further information.

VI. GUIDELINES FOR GENERAL FEE UNIT CLASSIFICATION & FUNDING

A. As previously noted, General Fee Units are Student Organizations or Departments that have a consistent level of permanent annual General Fee funding from the University; these are units identified by CSU as essential contributors to campus life. Historically, a General Fee Unit has been considered to exhibit some or all of the following criteria:

1. **Centrality:** The unit has a broadly-stated purpose to serve a significant segment of the university community on an inclusive and non-discriminatory basis, i.e. the unit's membership, focus, and purpose are not primarily motivated and/or encouraged on the basis of race, gender, religion, age, disability, sexual orientation, or any other special interest.
2. **Demand:** The unit offers services and/or activities for more than its own members on a regular basis.
3. **Comparative Advantage:** To a significant degree, the unit is essential and/or integral to the concept of campus life.
4. **Cost/Quality:** The unit serves a considerable number of students in a cost effective and high quality manner.

B. It is typically not reasonable and/or feasible for a General Fee Unit to be funded through another campus governing or administrative body. Further, the unit can be categorized as one of the following:

1. **Representative Body/Student Governance:** may be established in association with recognized academic divisions; may make decisions about funding to other student organizations; may impact judicial processes via the Student Code of Conduct.
2. **Student Media** (or "free press"): including but not limited to student newspapers/publications, radio stations, web sites, etc.
3. **Programming:** present activities/events/entertainment that appeals to a significant spectrum of students and/or involves their direct participation.

- C. The aforementioned criteria are not considered to be mandatory or exhaustive. Rather, they are to be used as a guide by the General Fee Advisory Committee in determining the funding, creation, admittance, or continuation of GFU status. At the General Fee Advisory Committee's discretion, additional criteria may be used for determination of GFU status and funding levels.
- D. In order to decide whether a new or existing unit is to possess GFU status and/or receive funding, the General Fee Advisory Committee may, at its discretion, invite any new or existing unit to present its case as to why GFU classification is necessary. Such an invitation may be made upon petition by the unit itself. However, no university unit has any inherent right to present to the Committee its petition to receive or retain GFU status. Determination of GFU status and funding levels will remain the sole discretion of the General Fee Advisory Committee.
- E. A record of GFAC funding decisions and associated decision-making processes will be kept on file and made available for review upon request.

VII. REVIEW PROCESS

A. General Fee Summary Report:

The General Fee Advisory Committee will require each GFU to complete a *General Fee Summary Report* by April 30th of each academic year. Through this process, each GFU will be asked to summarize and assess all activity funded by General Fee monies. All submissions will be kept on record by the GFAC for review upon request. Failure to submit the General Fee Summary Report may result in a financial penalty; this penalty shall be administered in the current or following fiscal year at the discretion of the GFAC.

B. General Fee Status Review:

1. The General Fee Advisory Committee will review the GFU status of all permanently funded units once every 4-6 years. This review will occur on a rolling basis, with 2-4 GFU receiving critical evaluation each academic year. Units participating in the status review process will be given a minimum of one month to submit supporting documentation and present detail regarding mission/procedures/accomplishments to the GFAC at a regularly scheduled meeting.
2. The General Fee Advisory Committee will, in accordance with the guidelines and criteria set forth herein, consider: (a) the alteration of General Fee funding levels, or (b) revocation of GFU status when a unit does not warrant such classification.

VIII. EMERGENCY FUNDING

The Vice Provost for Undergraduate Studies may exercise the authority to accommodate emergency one-time-only General Fee Unit funding needs when they cannot be addressed within the parameters established by section V.A. of this document. Such actions will be reported at the next General Fee Advisory Committee meeting.

IX. AUTHORITY

The General Fee Advisory Committee will have the authority to amend or cancel the foregoing criteria and procedures in accordance with established Committee practices. Notice of changes to General Fee Advisory Committee policy/procedure shall be made available to all requesting CSU student organizations and departments.