

**SECTION: 1. GENERAL**

**SUBJECT: INSTITUTIONAL DEVELOPMENT**

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**Background:** A portion of student fees is allocated to the category of Institutional Development and is used to augment selected educational activities.

**Point of Contact:** Vice President for Student Affairs

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Vice President for Student Affairs, Faculty, and Students.

**Date of approval by LCSC authority:** August 1, 2017

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 08/2017

**Summary of Major Changes incorporated in this revision to the policy:** Policy reformatted. In addition, the procedures for disbursement have been updated to include more specific timeline information.

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**PURPOSE AND NEED:**

The purpose of this policy is to establish guidelines for the use of funds derived from the Co-curricular/Institutional Development activity fees assessed to LCSC students.

**POLICY:**

1. Awarding Cycle and Committee

- A. All recognized administrative, instructional, and social college groups (i.e., student organizations) may apply for funds from the Co-Curricular/Institutional Development account.
- B. Applications for funds may be submitted each semester for appropriate activities (see Section 2.0) by a date determined and published by the Vice President for Student Affairs. Applications will only be considered for activities scheduled to commence after the application due date. An awarding cycle is defined as the date immediately following an application due date through the following application due date.
  - 1) Requested corrections or clarifications prior to the awarding of funds will be included with the application, and a decision will be made taking into account the new information.

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- 2) Requested corrections or alterations to an application after the awarding of funds must be submitted in writing to the Vice President for Student Affairs. The Vice President for Student Affairs will determine if the original award may be used.
  - 3) Funds will only be available for use for one year following the award.
  - C. A committee comprised of no less than three (3) members of the ASLCSC leadership, and the Vice President for Student Affairs (or his/her designee) will review applications and award funds.
  - D. The total amount of funds made available for each awarding cycle will be established by the Vice President for Student Affairs in consultation with the LCSC Budget Office. Unused funds will be carried over to the next awarding cycle.
    - 1) The committee will be provided applications and approximate funding available prior to the meeting.
  - E. Clubs that have been awarded funding for an activity or event should be in good standing at the time of travel.
  - F. All students traveling for an awarded event shall be currently enrolled students, and will not travel individually outside the parameters established by the application and staff/faculty member.
2. Criteria for funded activities
- A. Funds are to be used to pay for activities wherein individual students or groups of students will participate in professional conferences or meetings, participate in field trips, participate in student competitions external to the campus, or will secure special speakers or other guests who provide unique services to the college community.
    - 1) Funds may not be used for department social gatherings or end of semester/year social events.
  - B. Funded activities must include or have direct impact on LCSC students.
    - 1) Preference will be given to projects impacting a significant number of students and the campus community as a whole.
  - C. Funds used for professional conferences or meetings, field trips, or student competitions may be used to pay for travel expenses (including lodging, transportation, and meals) as well as registration fees. Funds used for professional conferences or meetings, field trips, or student competitions may not be used for

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- presentation materials or other personal expenses incurred by the traveler(s). Funds may not be used to pay for professional memberships, organizational memberships, or entertainers (other than those who are contracted to offer a scholarly, motivational, or similar talk).
- D. Funds may be used to pay for faculty or staff member expenses at the discretion of the committee making the awards in a given awarding cycle.
  - E. Application is to be made through a faculty or professional staff member. Applications submitted solely by a student will not be accepted.
  - F. Funds will be used to reimburse a campus department, unit, or organization for expenses incurred in the current fiscal year and evidenced by the College's accounting records. Funds will not be available in advance of an awarded activity.
  - G. Funds will only be transferred upon receipt of a short report describing the activity after its conclusion. The report must include the final number of students involved in or impacted by the activity.
  - H. Expenses will be paid from the divisions' local accounts, which will be reimbursed quarterly, and upon receipt of a brief report, with a listing of expenses. Copies of all requisitions, IDGs, and other proof of expenses must be attached.
    - 1) For the purpose internal/external audits, all receipts must reflect reimbursement to a faculty/staff member, established vendor, or current student. Receipts or copies of checks to a third party not meeting the above criteria will not be considered sufficient documentation for reimbursement.
3. Applications and Proposals
- A. An electronic application form for funds will be made available on the Student Affairs web site no less than three (3) weeks prior to the application deadline for a given awarding cycle. Notice will be given to the campus community when the application is available.
  - B. Applications should include a breakdown of the expenses being submitted for funding (e.g., travel, lodging, meals), number of students impacted (or potentially impacted), and the name(s) of faculty or staff members who are associated with the project. A short narrative describing the proposal, relevant dates, and locations should also be included.
  - C. Applications will be reviewed within one (1) week of the submission deadline and award notifications will be sent electronically to all recipients. All applications will

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be considered but not necessarily awarded. Activities may be funded partially at the discretion of the awarding committee.