



2022-2023 ASGRC Financial Code

FINANCIAL CODE

INTRODUCTION

In compliance with Washington State law, Green River College has established the Service and Activities Fee (522 Fund) into which shall be placed fees and revenues received by the College in connection with Campus Life and activities of Associated Student Government, intercollegiate athletics, recreation programs, performing and cultural arts programs, publications, radio stations, clubs, and organizations.

All funds gathered and expended in the 522 Fund are subject to the policies, regulations and procedures of the Board of Trustees, the State Board for Community College Education, and the Budget and Accounting Act of the State of Washington.

The legal responsibility for the Service and Activities fee monies rests with the Board of Trustees. The President has delegated to the Vice President of Student Affairs and/or Dean of Campus Life the responsibility of overseeing the fund.

This code is part of the administrative procedures of Community College District 10 for the purpose of properly maintaining public funds.

ARTICLE I PURPOSE

The purpose of this Financial Code is to carry out the provisions indicated in the preceding introduction, while at the same time providing for the effective administration of the Campus Life Office.

ARTICLE II OBJECTIVES

The raising and expending of 522 funds by Green River Campus Life clubs has the objective of enhancing the general educational experience and maximizing the success of every student by providing a meaningful variety of wellness focused, educational, cultural, recreational and social programs, activities, and services.

ARTICLE III FUNDS

Section 1 – Source of Funds

Service and Activity funds are received from four sources:

- a. Student fees paid at the time of registration and tuition due dates.
- b. Revenues from activities sponsored by Campus Life and/or clubs.
- c. Interest income.
- d. Contributions.

Section 2 – Use of Funds

1. Funds in the 522 accounts can be used only for Campus Life and Activities at Green River College.
2. Staff/Faculty budget managers may determine how budgeted monies can be spent so long as the expenditure is not in violation of college policies or applicable state and federal laws. Additional approval is needed from authorized signature authorities.
3. Prizes can be awarded for service or contests using 522 funds with the following criteria:
 - a. Prize value is limited to a maximum of \$50 per prize with a maximum of \$100 per event
 - b. Prizes must be a certificate for a campus activity or an on-campus service or product (i.e. Gator Grille, Daily Grind Café, Paper Tree Bookstore, Campus Life activity).
**All prizes are subject to prior approval from the department involved.
 - c. Prizes can only be awarded to currently enrolled students. Exceptions are subject to approval from the Dean of Campus Life.
 - d. Contest rules must be submitted in detail for approval. At the end of the contest the winner(s) name(s) and ctcLink EMPLID must be submitted to the Student Life Office and the Business Office Internal Controls department.
4. No 522 funds may be used for professional or classified staff salaries and/or stipends, unless it is voted on and approved by the S&A Budget Committee and approved by the ASGRC Senate.

5. All activities using 522 funds for food MUST have a sign-up sheet prior to events or collected at the event with all participants listed. Sign-up sheets must be submitted to the Campus Life Office drop box (SU 240) or Student Union Info Desk (1st floor of the SU) within 48 hours of the conclusion of the event/activity.
6. Events will be evaluated on participation and sign-ups and can be subject to cancellation by the Dean of Campus Life.

Section 3 – Accounting and Reporting Responsibility

1. It shall be the responsibility of the Vice President for Business Administration, under the direction of the College President, to maintain proper accounting of financial transactions of all 522 monies and to provide reports to the administration, students, and other interested parties upon request.
2. Separate accounts shall be kept on each activity and related information is available to interested parties during regular Campus Life office hours.

Section 4 – Deposits and Expenditures

1. All funds collected or revenues produced by or through Campus Life shall be deposited with and/or expended through the Business Office of the College.
2. The official records of all monies for Campus Life and its subsidiary units are maintained by the Business Office.
3. All monies, including fundraised dollars, collected as a result of any Campus Life activity, funded or non-funded, must be turned into the Student Life Program Specialist II or the Assistant Director of Student Life at the end of the event. If it is after office hours, on a weekend, or on a holiday, such monies must be deposited at the end of the event by Campus Safety into the safe in the cashier's office located in the Student Affairs Building. These funds may not be held by any club member or advisor for more than 24 hours.
4. Funds must be deposited with the Student Life Program Specialist II or the Assistant Director of Student Life as described. At this time, a receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of these monies. If funds are directly deposited with the Cashiers Office the receipt must be turned in to the Student Life office within 3 business days.
5. No disbursements for any account are made except by checks prepared by the Business Office. No revenue monies may be expended until they are properly deposited and recorded in the business office and checks prepared in a routine manner. Cash is not available for purchases.

Section 5 Voluntary Student Fees

1. A voluntary student fee must be initiated and approved by the ASGRC senate before proceeding to an Associated Student Body vote. 5% of the student body must cast a ballot in which a 51% majority is needed to pass the referendum. The authority to determine the use of the fee is left solely to students and it must be used for "student purposes". The duration of such a voluntary student fee is two (2) years and will be reviewed thereafter by the ASGRC Student Government to increase, decrease, eliminate or retain as is with the exception of any voluntary student fees assessed for building projects.

ARTICLE IV

STUDENT CLUBS

Section 1 – Funded Clubs

1. Any activity whose basic aim is to promote the objectives of the Financial Code may be recognized as a funded activity upon approval of the Associated Students of Green River College (ASGRC) Student Government.
2. Recognized student clubs may be formed to promote any legal purpose, as stated in the ASGRC By-Laws.
3. Student clubs must be open to all students, except in cases in which there is reasonable justification for exceptions, directly related to the purpose of the club, determined by the ASGRC Student Government. Approved exceptions must comply with all College, state or federal laws.
4. The membership of student clubs must be composed solely of currently registered students at Green River College. Faculty, staff, administrators and alumni may hold non-voting associate membership.
5. The fact that a recognized student club provides a service to its members or the College in general is justification for providing the organization with funds to the limit that resources are available in the budgeting process. For specifics regarding Church/State Issues and Student Services, and Student Political Issues see the sections after Article IV Section 1 – Funded Clubs.
6. Donations using 522 funds are prohibited.
7. Seed money from a 522 fund can be used for fundraising activity. The money used to pay for expenses of a fundraiser will be deducted from the total amount raised at the end of the fundraiser. The remaining fundraised dollars will be placed in the Campus Life fundraising account (Foundation account). Fundraisers that involve entities outside of the college must be approved by the Foundation. Fundraising records are maintained by Campus Life Staff, including deposit slips, invoices, and receipts. Clubs wishing to access their raised funds must make a request to the Manager of Student Activities who will then work with the Foundation to expend funds.
8. Clubs shall make requests from the Club Programming fund in the annual 522 budget. Budget requests under \$50 can be approved by the Student Life office for each club once per quarter. Budget requests must be entered through the request form on the GRC Clubs webpage by 5pm on Friday to be considered the following week by the Student Life office or ASGRC. The ASGRC Finance Committee will review requests during their weekly meeting and provide a recommendation to the ASGRC Senate. Senate will vote on all requests during their weekly business meeting. Requesting clubs will work with the Manager of Student Activities to expend all approved funds.
9. Clubs which have similar purposes shall be reviewed by the Director of Student Activities & Engagement. Already funded programs cannot receive club funding.
10. Fund-raising projects of student clubs are subject to the approval of the Dean of Campus Life or designee.
11. Funds generated in any manner by a recognized student club will be held in a College account. (Refer to Article III, Section 4 Deposits and Expenditures.)
12. The fiscal affairs of all recognized student clubs are subject to the provisions of this Code. Violations of this Code by a student club shall be cause for referral to the appropriate College body or official and violators will be subject to review

and adjudication as the Dean of Campus Life deems appropriate.

Section 2 – Funding Option

1. See Club Funding Policy (ASGRC Bylaws).
2. ~~Clubs receiving funding shall not be entitled to carry a balance forward at the end of the fiscal year. Funds remaining shall revert to the 522 Reserve Fund. Fundraised dollars exceeding \$100.00 can be carried forward providing all expenses have been paid.~~

ARTICLE V BUDGETING

Section 1 – Account Responsibility

1. The general long-range operational aspects of the 522 funds shall lie with the Dean of Campus Life.
2. Account responsibility for specific funds shall be assigned by the Dean of Campus Life.
3. The daily administrative responsibility for the proper management of the 522 Fund shall lie with the Dean of Campus Life.
4. The Student Life Program Specialist II shall have monthly budget reports updated and ready to share, upon request, by the 15th of each month for the preceding months budget (if the 15th falls on a weekend or holiday, the report will be available on the next business day.)
5. The Student Life Program Specialist II shall inform the Finance Committee of the current status of the 522 budgets upon request. The Finance Committee Chair will share the entire 522 budget to senate.

Section 2 – Revenue Estimates

1. Estimates of income into the 522 Fund will be made by the Dean of Campus Life in collaboration with the Sr. Director of Financial Services during the last two (2) weeks of December of each year.
2. This revenue estimate will be the basis for beginning the budgeting process for the coming fiscal year.
3. Revenue estimates will be based on the number of full-time equivalent (FTE) students projected for the forthcoming year.
4. No adjustments will be made to increase revenue levels after estimates have been made unless so advised by the Vice President for Business Administration.

Section 3 – Budget Development Process

The budget development process shall follow the statutes of the State of Washington. RCW 28B.15.045 sets forth the requirements for budgeting 522 funds. The following budget development process meets State requirements as set forth in RCW 28B.15.045.

1. The 522 Budget Development Process shall commence during the Winter Quarter each year. The Dean of Campus Life will request a budget projection from the Director of Budget during the last two (2) weeks of December. A budget request form and a budget timeline shall be sent to all currently funded programs through the appropriate 522 Budget area supervisor. The current supervisory personnel as of September 2016 are:
 - a. Director of Recreation and Athletics
 - b. Director of Activities & Engagement
 - c. Director for Financial Aid/Student Employment
 - d. Director of Diversity, Equity & Inclusion
 - e. Dean of Campus Life
 - f. Dean of Enrollment and Completion
 - g. Director of Auxiliary Services
 - h. Director of the Center for Transformational Wellness

2. The budget for each student program/activity must be developed by students participating in the program in conjunction with the appropriate advisor/coach/supervisor.
3. All requests for monies shall be prepared in writing and shall outline the planned program and justification for expenditures.
4. The Dean of Campus Life shall convene the S&A Budget Committee for mandatory training prior to addressing the balancing of the budget.
5. The Dean of Campus Life shall submit the budget requests to the S&A Budget Committee. The S&A Budget Committee shall be composed of the following:
 - a. ASGRC Vice President of Finance— Chairperson
 - b. Voting members of the ASGRC Finance Committee (5 members).
 - c. Up to three currently registered students
 - d. The ASGRC President, Sr. Director of Financial Services, and Dean of Campus Life shall serve as ex-officio members, the Student Life Program Specialist II shall serve as the official record keeper for this process
6. The Dean of Campus Life shall advertise for up to three (3) currently registered student positions. Interested students will apply and interview with the Dean of Campus Life and the ASGRC President.
7. Meetings of the S&A Budget Committee shall be open, but the chairperson shall have the authority to declare an executive session within provision of the Open Public Meeting Act. The purpose of the S&A Budget Committee is to hear all budget requests for 522 Funds and to prepare a balanced budget.
8. Every request for funds must be presented to the S&A Budget Committee. These presentations will be scheduled in advance and shall consist of three (3) minutes for presentation and two (2) minutes for questions per budget line. Presentations are a mandatory part of the budget process. Those areas that do not participate can be subject to reduced or eliminated budgets.
9. There shall be a minimum of two (2) open meetings of the S&A Budget Committee resulting in a balanced budget. These meetings shall be announced across campus at least five (5) academic days prior to their convening.
10. Prior to the third Thursday in March, the S&A Budget Committee shall submit a balanced budget to the ASGRC Senate. Within ten (10) academic days after receiving the budget from the S&A Budget Committee, the Senate shall take action on the proposed budget. The Senate shall not have line item voting power. In the event the Senate fails to take action within ten (10) days, the S&A Budget Committee's budget shall be considered approved.
11. Upon approval by the Senate, the budget is sent to the ASGRC President. The President shall either pass or veto the total budget within four (4) academic days. The President shall not have line item veto power.
12. In the event of presidential veto, the senate shall have the right to override by a two-thirds vote of the body. The Senate shall have five (5) academic days after receiving the vetoed budget in which to act.
13. In the event the budget is unable to pass the Student Senate within the allotted time, the following groups and/or persons shall meet in S&A Budget Emergency Committee on the sixth academic day following presidential veto:
 - a. College President or Vice President of Student Affairs
 - b. Dean of Campus Life

- c. ASGRC President
- d. ASGRC Vice President of Finance– Chairperson

Section 3 – Budget Development Process continued

14. The S&A Budget Emergency Committee shall have three (3) days in order to agree upon a budget. If they are unable to arrive at a budget, then the original budget developed by the S&A Budget Committee shall be submitted to the Board of Trustees at their next regularly scheduled mtg.
15. If the budget is approved by the ASGRC Senate, ASGRC President, the Dean of Campus Life, and the Vice President of Student Affairs, it is submitted to the Board of Trustees for consideration at one of their regularly ~~regularly~~ scheduled meetings prior to the conclusion of the fiscal year.
16. Upon adoption by the Board of Trustees, all budgeted programs shall be guaranteed funding for that fiscal year so far as revenue permits.

Section 4 – Budget Approval

1. Recommendations for the budget approval shall be indicated by signature of the ASGRC President or the S&A Budget Committee Chairperson (whichever is appropriate), the Dean of Campus Life and the Vice President of Student Affairs.
2. Final approval of the 522 Fund shall rest with the Board of Trustees.

Section 5 – Quarterly Revenue Review

1. Each quarter, as soon as accurate enrollment data can be determined, the total revenue level is subject to review by the Dean of Campus Life.
2. If a revenue shortfall occurs and budget cuts are deemed necessary, the Dean of Campus Life in consultation with the ASGRC President can recommend changes to the current year's budget to the Finance Committee
3. The Finance Committee shall within one month submit a bill to the Senate outlining proposed budget revisions. Approval is accomplished by majority vote of the Senate sitting in quorum, and approval of the ASGRC President. In the event of presidential veto, a two- thirds vote of the Senate sitting in quorum shall be required for approval.

Section 6 – Finance Committee

1. The Finance Committee, the Finance Committee Advisor, and the Dean of Campus Life are responsible for overseeing the budget.
2. Once the budget is adopted, the committee is responsible for:
 - a. Recommending to the Senate appropriate action/policies on all requests for 522 Funds;
 - b. Approving initial club funding according to club policy;
 - c. Monthly review of the 522 Funds

Section 7 – Emergency and Capital Project Fund

1. The Emergency and Capital Project Fund is maintained for the purpose of assuring the integrity and continuance of programs and activities for students and should be 5% of the annual budget.
2. This account will be available for specific groups or clubs to make request for unexpected costs or the development of innovative programs.

3. Requests must be submitted to the Dean of Campus Life and Associated Students of Green River College Student Government in which it must be approved with a majority vote in a timely manner.
4. The following accounts are set up within the fund:
 - a. Disaster/calamity/catastrophe account. This account shall be 20 percent of the previous year's annual 522 Fund and shall be used in cases of disaster/calamity/catastrophe.
 - b. The uniform replacement account. This account shall be fifteen thousand dollars (\$15,000) for uniform replacement annually.
 - c. Capital Improvement Account. After the demands of the disaster, calamity, and catastrophe account and the uniform replacement account are met, the remaining funds shall be split equally between the capital improvement account and the fund balance account. The capital improvement account shall be used for the acquisition of real property and capital purchases. Additional funds may be directly deposited into the capital improvement account by action of the Student Senate and concurrence by the Board of Trustees.
 - d. The Fund Balance Account. This account shall contain all remaining fund balances of the 522 Funds. It shall be used in support of revenue shortfall, support of extraordinary, unbudgeted, one-time programs and any remaining funds shall revert to the current senate fund on a quarterly basis.
5. Current 522 Funds balances shall be deposited into the Emergency and Capital Project Fund. Available monies shall be first used to meet the requirements of the disaster account, uniform replacement account and the capital account. Remaining monies shall be placed in the fund balance account.

ARTICLE VI

EXPENDITURE PROCEDURES

Section 1 – General

1. Purchase requests: All requests for purchase to be made from accounts in the 522 Budget shall be initiated by the person(s) having account responsibility and processed through the Campus Life Office.
 - a. Request for purchase shall be made through an email from the person(s) having account authority to the Program Specialist in Campus Life. The email should include any/all contracts, quotes, w-9's, riders and all other pertinent information/documents. Please indicate whether this will be a hand carry check or a PO, payable on receipt. The Program Specialist will create a requisition in ctcLink which will generate an approval request for the signature authority.
 - b. The person(s) having account responsibility acknowledges receipt of items ordered by sending invoices or receipts to the Student Life Program Specialist II in the Campus Life Office who will contact Accounts Payable with payment approval.
2. Reimbursement: Since no expenditures can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchase.

Absolutely no reimbursements will be made without prior approval from the Dean of Campus Life, Directors with oversight of S&A budgets and/or the Student Life Program Specialist II.

3. Advance Payment: It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Dean of Campus Life or designee. Advance of funds is to be strictly controlled and is not intended to take the place of the regular ordering procedure in the purchase of supplies. Advance payment is appropriate for per diem student group travel (except mileage); deposit payment of speakers, officials, entertainers when called for in their contract; and rental of outside facilities. A request for advance travel funds is made on the Travel Authorization Form (A-40). All group student travel must use Form A-40 and the Group Travel Report. These forms must be returned to the Business Office together with a properly completed Travel Expense Voucher (A-20) within 72 hours after returning to campus.
4. Reporting of expenses: The person(s) assigned account responsibility is responsible for the proper disbursement of funds when advance payment has been made. Unexpended funds along with the Group Travel Report completely filled out are to be returned to Student Life Program Specialist II upon return of the group.
5. Emergency Procedures: Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency, the process may be expedited by contacting the Dean of Campus Life and/or Directors of Student Activities & Engagement, Director of Recreation & Athletics or the Director of Diversity, Equity & Inclusion for verbal authorization for purchase. This emergency procedure must be followed by the normal procedures outlined elsewhere in this section. In no case is purchasing to be initiated without prior approval of the Dean of Campus Life. All students, faculty, and staff shall be personally liable for expenditure commitments made in violation of this procedure.
6. Appropriate Authorization: In the event an authorizing staff member for an account is not available to approve a purchase request, the following persons are authorized to sign a request:
 - a. Vice President of Student Affairs
 - b. Dean of Campus Life
 - c. Dean of Enrollment & Completion
7. An accounting of all purchase requests granted shall be kept on file in the Campus Life Office.
8. Budgets that exceed their allocation for the year and that do not have additional funding sources to cover overages will start the following year at the deficit of the overspending from previous year.

Section 2 – Travel

If 522 Funds are to be used for travel by members of a funded activity, a Travel Authorization Form (A-40) must be submitted by the person(s) having account responsibility through the Dean of Campus Life.

1. Travel and Lodging: The following guidelines have been established for meals and can be less than but cannot exceed these amounts when using 522 Funds unless there has been prior approval from the appropriate director AND

Dean of Campus Life. Approval of an increase in the rate is to be used sparingly and only for exceptional circumstances: Breakfast - \$10; Lunch - \$15; and Dinner - \$20. When there is a reimbursement requested for meals and lodging, itemized receipts must be presented to the Business Office.

2. College Vehicles/Shuttles: The College maintains vehicles/shuttles for the purpose of providing transportation for members of recognized student clubs. These clubs will be charged on a per mile basis, for shuttles, driving expenses will be incurred as well. Users of College vehicles shall comply with all Motor Pool Regulations. Violations of the Vehicle Policy and/or Motor Pool Regulations will result in the loss of vehicle privileges.
3. Private Vehicles: The use of private automobiles is reimbursable at the current College rate with prior approval.
4. Off Campus Rental Vehicles: Those organizations utilizing off campus rental vehicles after obtaining prior approval, will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicle.
5. No travel out of the Pacific Northwest region shall be made by groups funded through appropriated 522 funds. The Pacific Northwest region shall be defined as the State of Washington and the following contiguous cities: Portland, Oregon; Vancouver and Victoria, B.C.; Coeur D'Alene and Lewiston, Idaho; and all colleges within the NWAC for scheduled league contests, and other regionally defined and nationally recognized conferences. Defined regions must include Washington State. Prior approval must be obtained. Groups traveling outside of the Pacific Northwest Region or regionally defined area must have prior approval and use fundraised dollars. Travel costs for advisors of instruction-based clubs and organizations must be paid from division funds or with club member vote, they can use fundraised money when attending conferences or competitions with students.

Section 3 – College Facilities

College programs not ordinarily held on the weekends will incur expenses for custodial and maintenance services. Deductions will be made from organizations, activities, and administrative accounts for these expenses through the normal College accounting process. Events on Fridays may be charged a rental fee for use of college facilities. Additionally, if events/activities include tickets (for sale or not for sale) for off-campus community members, expenses for custodial and maintenance services will be incurred.

Section 4 – On Campus Per Diem

The following guidelines have been established for meals associated with on-campus programs/events and can be less than but cannot exceed these amounts when using 522 Funds unless there has been prior approval from the appropriate director AND Dean of Campus Life. Approval of an increase in the rate is to be used sparingly and only for exceptional circumstances: Breakfast - \$12, Lunch - \$15, Dinner - \$25.

Appropriate documentation must accompany request for payment (complete Meals with Meetings form, flyers/promotion for program/event, list of attendees). Rates listed above must be inclusive of full meal, taxes and fees. These elevated rates only include events using the on-campus food vendor. All other instances must follow the per diem rates in Article VI, Section 2, subsection 1.

ARTICLE VII CONTRACTS

Section 1 – Responsibility

The Dean of Campus Life or designee must approve contractual agreements pertaining to any activity using 522 Funds.

Section 2 – Invalid Contracts

Contracts pertaining to any student program made without prior approval of the Dean of Campus Life or designee are invalid. Responsibility for payment of invalid contracts rests with the individual(s) making the contract and may not be paid from 522 funds.

ARTICLE VIII CODE LIMITATIONS

Any of the articles, sections, and parts of this Financial Code shall be decreed inoperable and void if the article, section or part is contrary to State Statutes or Community College District 10 rules or regulations. Written changes will be made on a yearly basis to keep the Code up-to-date for persons utilizing 522 Funds.

ARTICLE IX AMENDMENT PROCEDURE

Changes to this Financial Code will be collected from the ASGRC executive staff as well as the Campus Life staff throughout the academic year. Proposed changes will be made and submitted to the Dean of Campus Life after the conclusion of spring quarter each year for consideration by the Vice President of Student Affairs, who shall forward the amendment to the College President. Amendments approved by the President shall be returned to the Dean of Campus Life for insertion into the Financial Code.

ARTICLE X RESERVE FUND

The fund balance account is maintained for the purpose of assuring the integrity and continuance of programs and activities for students. All remaining unspent service and activity fee monies shall, at fiscal year-end, revert to the fund balance. This account shall be maintained as the cash reserve that students use to establish their S&A Annual Budget.

Section 1 – Fund Balance Contingency

1. This account should be 5% of the annual budget. This account will be available for specific groups or organizations to make requests for unexpected costs or the development of innovative programs. Requests must be submitted to the Associated Students of Green River College and approved with a majority vote in a timely manner.

Section 2 – Student Reserve Account

1. This account shall be maintained at least twenty percent (20%) of the previous year's annual allocated S&A Fund Balance for use in cases of disaster, calamity, and catastrophe and will be used in the case of a revenue shortfall. The Student

Reserve Account will be used in accordance with the above-stated philosophy of fund use, primarily to enhance the extra-curricular and co-curricular experience of students on campus either through capital improvements or program augmentation. Monies will be released from the account only after a two-thirds vote of the ASGRC Student Government and upon the approval of the Dean of Campus Life. However, expenditures from this account for capital projects require the approval and signatures of the ASGRC President, Dean of Campus Life, Vice President of Student Affairs, College President and approval by the Board of Trustees.

APPENDIX

OPEN MEETING ACT

RCW 42.30.200

The multi-member student board which is the governing body of the recognized student association at a given campus of a public institution of higher education is hereby declared to be subject to the provisions of the open public meetings act as contained in this chapter, as now or hereafter amended. For the purposes of this section, "recognized student association" shall mean any body at any of the state's colleges and universities which selects officers through a process approved by the student body and which represents the interests of students. Any such body so selected shall be recognized by and registered with the respective boards of trustees and regents of the state's colleges and universities: PROVIDED, that there be no more than one such association representing graduate students, and no more than one such association representing each group of professional students so recognized and registered at any of the state's colleges or universities.

RCW 28B.15.041

"Services and activities fees" defined.

The term "services and activities fees" as used in this chapter is defined to mean fees, other than tuition fees, charged to all students registering at the state's community colleges, regional universities, The Evergreen State College, and state universities.

Services and activities fees shall be used as otherwise provided by law or by rule or regulation of the board of trustees or regents of each of the state's community colleges, The Evergreen State College, the regional universities, or the state universities for the express purpose of funding student activities and programs of their particular institution. Student activity fees, student use fees, student building use fees, special student fees, or other similar fees charged to all full time students, or to all students, as the case may be, registering at the state's colleges or universities and pledged for the payment of bonds heretofore or hereafter issued for, or other indebtedness incurred to pay, all or part of the cost of acquiring, constructing or installing any lands, buildings, or facilities of the nature described in RCW [28B.10.300](#) as now or hereafter amended, shall be included within and deemed to be services and activities fees.

RCW 28B.15.044

Services and activities fees — Legislative declaration on expenditure.

It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or university administration and governing board to the extent that such budget recommendations are intended to be funded by services and activities fees. It is also the intent of the legislature that services and activities fee expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

RCW 28B.15.045

Services and activities fees — Guidelines governing establishment and funding of programs supported by — Scope — Mandatory provisions — Dispute resolution.

The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education. This responsibility includes ensuring certain lawful agreements for which revenues from services and activities fees have been pledged. Such lawful agreements include, but are not limited to, bond covenant agreements and other contractual obligations. Institutional governing boards are also expected to protect the stability of programs that benefit students.

The legislature also recognizes that services and activities fees are paid by students for the express purpose of funding student services and programs. It is the intent of the legislature that governing boards ensure that students have a strong voice in recommending budgets for services and activities fees. The boards of trustees and the boards of regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of programs supported by services and activities fees. Such guidelines shall stipulate procedures for budgeting and expending services and activities fee revenue. Any such guidelines shall be consistent with the following provisions:

- (1) Student representatives from the services and activities fee committee and representatives of the college or university administration shall have an opportunity to address the board before board decisions on services and activities fee budgets and dispute resolution actions are made.
- (2) Members of the governing boards shall adhere to the principle that services and activities fee committee desires be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students.
- (3) Responsibility for proposing to the administration and the governing board program priorities and budget levels for that portion of program budgets that derive from services and activities fees shall reside with a services and activities fee committee, on which students shall hold at least a majority of the voting memberships, such student members shall represent diverse student interests, and shall be recommended by the student government association or its equivalent. The chairperson of the services and activities fee committee shall be selected by the members of that committee. The governing board shall insure that the services and activities fee committee provides an opportunity for all viewpoints to be heard at a public meeting during its consideration of the funding of student programs and activities.
- (4) The services and activities fee committee shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of those services and activities fees with supporting documents simultaneously to the college or university governing board and administration.

(5) The college or university administration shall review the services and activities fee committee budget recommendations and publish a written response to the services and activities fee committee. This response shall outline potential areas of difference between the committee recommendations and the administration's proposed budget recommendations. This response, with supporting documentation, shall be submitted to the services and activities fee committee in a timely manner to allow adequate consideration.

(6)(a) In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college or university administration shall meet with the services and activities fee committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the governing board.

(b) If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the services and activities fee committee within fourteen days.

(7) The dispute resolution committee shall be selected as follows: The college or university administration shall appoint two nonvoting advisory members; the governing board shall appoint three voting members; and the services and activities fee committee chair shall appoint three student members of the services and activities fee committee who will have a vote, and one student representing the services and activities fee committee who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

(8) The governing board may take action on those portions of the services and activities fee budget not in dispute in accordance with the customary budget approval timeline established by the board. The governing board shall consider the results, if any, of the dispute resolution committee and shall take action.

(9) Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the chief fiscal officer of the institution.

(10) Services and activities fees and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, chapter [43.88](#) RCW.

(11) All information pertaining to services and activities fees budgets shall be made available to interested parties.

(12) With the exception of any funds needed for bond covenant obligations, once the budget for expending service and activities fees is approved by the

governing board, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the services and activities fee committee and the governing board, and the

governing board and the services and activities fee committee give their express approval. In the event of a fund transfer dispute among the services and activities fee committee, the administration, or the governing board, said dispute shall be resolved pursuant to subsections (6)(b), (7), and (8) of this section.

(13) Any service and activities fees collected which exceed initially budgeted amounts are subject to subsections (1) through (10) and (12) of this section.

ASGRC CLUBS FUNDING POLICY

The intent of this policy is to provide a more equitable and less formal means for interested students to obtain funds for their recognized organizations. See ASGRC By-Laws for further information regarding Clubs Funding Policy

522 CHAMPIONSHIP FUND

During the 1982-83 budget preparation process, the Senate adopted a policy on athletic competition at conference tournaments. All varsity sport teams who qualify for conference tournaments will be funded from the Championship Fund. This includes conference competition in their annual 522 budgets.

STUDENT LIFE FISCAL RESPONSIBILITIES FOR FACILITIES AND EQUIPMENT

522 funds have been appropriated for the purpose of upkeep in the Mel Lindbloom Student Union and specific Campus Life areas. The following is a breakdown of area responsibilities.

AREA

Athletic & Recreation Equipment
 Cafeteria
 Campus Life Administrative Office Area
 Campus Life General Office Area
 Conference & Event Services
 The Current Office Area
 Drama Equipment
 Drama Flats and Staging
 Drama Lighting
 Drama Shop Located in Auburn
 Games Area
 General Lounge Area
 Gymnasium Scoreboard
 Radio Station Area
 Student Union Equipment/Furniture

FUND

522 Fund/Booster
 S.U.E.
 522 Fund
 522 Fund
 S.U.E.
 General Fund/522 Fund
 522 Fund
 522 Fund
 522 Fund
 General Fund
 Bookstore/522 Fund
 522 Fund/S.U.E.
 522 Fund
 General Fund/522 Fund
 522 Fund, S.U.E.

522 FUND ACCOUNT AUTHORIZATION**Administrative**

Athletics	Director of Athletics & Recreation and Dean of Campus Life
Student Life	Director of Student Activities & Engagement and Dean of Campus Life
Gymnasium	Director of Athletics & Recreation and Dean of
Campus Life Student Leadership Training	Director of Student Activities &
Engagement, Director of	
	Diversity, Equity & Inclusion and Dean of Campus
Life Campus Life Student Leaders	Director of Student Activities &
Engagement, Director of	Diversity, Equity & Inclusion
Conference Services	Director of Auxiliary Services and Dean of Campus
Life	

ASGRC

Director of Student Activities & Engagement and
 Dean of Campus Life
 Director of Athletics & Recreation and Dean of Campus Life

Athletics**Auxiliary Activities**

Current	Dean of Campus Life and Vice President of Student Affairs
KGRG FM	General Manager of KGRG and Dean of Campus Life
KGRG 1	General Manager of KGRG 1 and Dean of Campus Life

Recreation

RAC Operations	Director of Athletics & Recreation and Dean of Campus
Life RAC Staffing	Director of Athletics & Recreation and Dean of Campus
Life	
Rec Sports	Director of Athletics & Recreation and Dean of Campus Life

Performing Arts

Jazz Choir	Choir Director/ Dean of Campus Life
Drama	Drama Instructor/ Dean of Campus Life

Campus Life

Director of Student Activities & Engagement,
 Director of Diversity, Equity & Inclusion and Dean
 of Campus Life

Clubs

<u>Club Programming Fund</u>	Manager of Student Activities & Programs and Dean of
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Campus Life

522 FUND ACCOUNT AUTHORIZATION (continued)

Student Services

Business Office	Dean of Campus Life
Data Processing	Dean of Campus Life
Campus Life Insurance	Dean of Campus Life
Equipment Fund	Dean of Campus Life
Program Services	Dean of Campus Life
SU Improvement/Reserve	Dean of Campus Life

Student Employment

Athletic Accounts	Director of Athletics & Recreation and Dean of Campus Life
The Current	Dean of Campus Life
Drama	Drama Instructor/Advisor and Dean of Campus Life
KGRG FM	General Manager of KGRG FM and Dean of Campus Life
KGRG 1	General Manager of KGRG1 and Dean of Campus Life
Gator Activity Board (GAB)	Director of Student Activities & Engagement and Dean of Campus Life
Student Leader Summer Training	Director of Student Activities & Engagement, Director of Diversity, Equity & Inclusion and Dean of Campus Life
ODEI	Director of Diversity, Equity & Inclusion and Dean of Campus Life
Recreation & Athletics Center Campus	Director of Athletics & Recreation and Dean of Life
Student Government Dean of	Director of Student Activities & Engagement and Campus Life
Instructional Awards	Director of Financial Aid
Choir	Choir Director and Dean of Campus Life
Writing Center	Director of Writing Center and Dean of Campus Life
Math Learning Center	Director of Math Learning Center and Dean of
Campus Life Tutoring & Resource Center and Dean of	Director of the Tutoring & Resource Center and Dean of
	Campus Life

VARSITY SPORTS UNIFORM PROCUREMENT

DEFINITIONS

Uniform: Any item provided to an athlete for the purpose of representing Green River College in a varsity athletic competition. Uniforms are the property of the Green River College Athletic Department. Uniforms may not be given to and/or purchased by an athlete. No uniforms may be personalized. They will be issued by the equipment supervisor to each athlete. Athletes will sign for the items and will be responsible for returning the complete uniform at the conclusion of each season.

Replacement Year: That fiscal year in which the complete set of uniform items for a varsity sports programs will be purchased through the business office at Green River College. Uniforms for the following sports will be ordered after March but before July 1: soccer, volleyball, men's and women's basketball.

Supply Item: Any item with a life expectancy of one year purchased from 522 funds and provided to an athlete for varsity competition and/or practice.

Equipment: Any item used for the functioning of a sport programs with a life expectancy of more than one year must be purchased from 522 or Gator Booster funds.

(Surplus uniform, supply and equipment items may be disposed of at an annual "surplus sale," supervised by the Athletic Director in coordination with the Colleges' Surplus Office, per the delegation found in the RCW 43.19.1919. All proceeds go into the fund from which the item was purchased.)

An athlete may not be given or purchase any uniform items. Personalization of a uniform item will be by use of Velcro, which allows the College permanent use of the item.

UNIFORM PURCHASE PLAN

EVERY TWO YEARS:

Volleyball – Home/Away
Women's Soccer – Home/Away
XCcountry/Track – Home/Away

EVERY THREE YEARS:

Men's Basketball – Home/Away
Women's Basketball – Home/Away
Baseball – Jackets

The above plan is intended to be a guide in uniform procurement. All uniform purchases will be made on an as- needed basis, to be determined by the Director of Athletics & Recreation.

SUPPLY ITEMS (PURCHASED BY INDIVIDUAL SPORT):

MEN'S BASKETBALL:	practice gear, socks,
shoes	WOMEN'S BASKETBALL:
gear, socks, shoes	practice
SOCCER:	practice gear, socks, goalie uniform, goalie gloves, shoes
VOLLEYBALL:	practice gear, socks, shorts, shoes
CHEER	practice gear, poms, shoes
X COUNTRY/TRACK	practice gear, shorts, shoes

PURCHASING

For any request over \$30,000 (including tax & shipping) the item(s) must go to bid. The Purchasing Office can assist with this process.

RECEIPT OF GOODS

The staff member receiving the goods will check all goods against the packing list and make note of any discrepancies, sign and OK payment on the receiving copy, and return to the Accounts Payable Department. Do not hold the receiving copy for an extended length of time waiting receipt of the entire order. A partial payment can be made for the goods received. Delays in processing receipts may cause loss of any applicable prompt payment discounts. Occasionally an invoice will be included with the goods or will be sent to the person receiving the goods. All invoices must be sent to the Accounts Payable Department.

MISCELLANEOUS

Correspondence or follow-up on orders should be handled through the Purchasing Department. A copy of any correspondence sent directly to a vendor should be sent to the Purchasing Department so it can be made a part of the file.

Material requested on a free trial basis should be treated as any other purchase, marking the requisition "On Approval." After examination, the receiver should return the receiving copy of the field order with either an approval for payment or a note stating that the goods were returned.

The Purchasing Department will keep the departments informed concerning problems with, or changes to, orders. Due to the large number of orders handled by the Purchasing Department, it is not possible to follow-up on every order. Follow-ups for specific orders will be made on request.

The State of Washington has executed contracts for the purchase of commonly used materials. The use of these contracts is mandatory in most cases.

PRIOR APPROVAL OF TRAVEL

All requests to travel must be submitted through your immediate supervisor and Vice President of Student Affairs to the college President for prior approval. This includes travel within the Green River Community College District and the areas of Seattle, Tacoma, and Olympia. (Use form A-40, Travel Authorization.)

All agencies are required to maintain a positive system of control over travel consistent with regulations as set forth in the State of Washington Policies, Regulations, and Procedures Manual.

USE OF PRIVATELY OWNED AUTOMOBILE

Reimbursement shall be made at the rate determined by the State for official pre-approved travel. Mileage between points in the State shall be determined on the basis of the distances shown on the latest State Highway Commission map, and the out-of-state mileage on the basis of standard highway mileage guides or by odometer readings. "Vicinity" miles, as determined by a printed copy of the most direct point-to-point route, shall be shown on the voucher as a separate figure for each day's travel. Miscellaneous expenses, such as ferry, bridge tolls, and parking, will also be reimbursed upon

submission of receipts verifying the expenditures. For point-to-point mileage, visit the GatorNet site.

Vicinity mileage, determined by a printed copy of the most direct point-to-point route, shall be listed for each day of the month traveled, giving destination and purpose. **No more than two individuals may be reimbursed for one trip.**

CAMPUS MOTOR POOL VEHICLE USE REGULATIONS

When requiring a bus or van (and a driver when needed), simply go to transportation@greenriver.edu and fill

out the form, showing all of your needs for the special event. The form will be found on the Campus Safety web site. If a question arises, call the Safety Office at x3350 and they will walk you through the process. If the change is-last minute call Campus Safety's line at x3350 and changes will be made for the upcoming trip.

SHUTTLE RESERVATIONS

A. Use

1. Campus and state-owned vehicles can be used ONLY ON COLLEGE BUSINESS.
2. Please remember you are representing Green River College and should conduct yourselves in a manner creating a positive image.

B. Scheduling Shuttles

1. All reservations must be conducted through the email: transportation@greenriver.edu
2. The form for reservations is located on the Transportation webpage that shows all pertinent information for scheduling transportation
3. The form will contain the following information in the body of the meeting request: Event contact name (GRC employee only), Name of the GRC employee assigned as the group escort, Contact cell phone number, Pick-up location (address if not on campus) and time, Departure time, Destination address (to include all stops required), Pick-up time at destination and any special instructions, and Name, campus extension and budget code for payment processing.
4. All shuttle reservations must be made at least 72-hours prior to the event day and will be based on availability. Cancellations must be made 24-hours prior to the event or the budget number provided will be charged for four hours of driver's time. All student groups on shuttle trips must be accompanied by a GRC employee unless granted prior approval by the Dean of Campus Life & Director of Campus Safety.

C. Considerations

1. Parking fees and tolls are to be paid at the time by the Group. The shuttle/van drivers do not cash.
2. Most drivers are provided by campus safety. Exceptions are made for 12passenger vehicles and 7passenger van. Approval must be granted by the Dean of Campus Life or appropriate Director in the Campus Life Department.
3. Not all vehicles are guaranteed upon request of a bus/van.
4. Groups may not request a specific driver (they each have specific schedules and are limited in the drive hours per state laws for CDL drivers.)
5. Any changes to a special event must be submitted to transportation@grenriver.edu during normal business hours. If an emergency occurs after hours, please call Campus Safety's main number at: 253.288.3350.

D. Cancellation Policy

1. Must be sent electronically (ideally 1 week in advance)
2. 24-hour notice minimum without cost

3. If a trip is cancelled within 24hrs, there will be a charge of four hours at driver's rate

E. Available Shuttles

1. Two (2) - 24 passenger shuttle + driver = capacity 25 total
2. One (1) – 24 passenger shuttle + driver = capacity 26 total
3. One (1) – 36 passenger shuttle + driver = capacity 37 total
4. One (1) – 39 passenger shuttle + driver = capacity 39 total

MOTORPOOL VAN RESERVATIONS

The same reservation procedure will take place as with the Shuttle Buses. All student groups on van trips must be accompanied by a GRC employee unless granted prior approval by the Dean of Campus Life and the Director of Campus Safety. The group will need to designate who will be driving and provide a copy of a valid driver's license upon picking up van on the day of the event.

A. Considerations

1. The following information is required in the body of the meeting request to: transportation@greenriver.edu
 - i. Event contact name – GRC employee
 - ii. Name of GRC employee assigned as group escort
 - iii. Contact cell phone number
 - iv. Pick-up time of van and estimated arrival time back to campus
 - v. Destination address
 - vi. Budget code for payment processing
2. Drivers must have a valid WASHINGTON STATE DRIVER'S LICENSE, current insurance, and shall abide by the Motor Vehicle Laws of the State of Washington.
3. Drivers are responsible for reading the RULES AND REGULATIONS located on the clipboard for each vehicle and/or in the vehicle itself.
4. If a member of your group drives a van and they are a volunteer or a GRC employee, they are covered by our State insurance. However, if the driver is found negligent, personal insurance may be required. Not all personal policies provide coverage when driving for work. It is up to the driver to check and understand personal policies.
5. It is the group's responsibility to remove any garbage left behind from your trip. If the vehicle is low on gas and you do not have time to fill up, please notify the safety dispatch upon return of the vehicle.
6. If the van falls below a half of a tank of gas, it is the responsibility of the group's leader to fill the tank to full. There will be a fuel card provided at time of pick up. Each time the fuel card is used to fill gas in the state vehicle, an original, itemized receipt must be obtained and turned in with the keys and clipboard to Campus Safety upon return of the van.

B. Hours of Service

1. All hours and days are available with proper advanced reservation

C. Available Vans

1. One (1) – 7 passenger van
2. One (1) – 8 passenger van
3. Six (6) – 12 passenger vans

D. Cancellation Policy

1. Cancellation as soon as you are aware is greatly appreciated to allow another group to book

E ACCIDENTS

1. If you are in an accident, please call 9-1-1 immediately.
2. Drivers are responsible for immediate reporting of ALL DAMAGE and ALL ACCIDENTS to Campus Safety.
3. The State does not assume financial responsibility for DRIVER NEGLIGENCE. The College may require a driver to pay for all accident expenses caused by reckless or negligent driving.

F. BREAKDOWNS

1. If you have mechanical problems, during business hours call Campus Safety for assistance at any hour.

G. CREDIT CARDS

1. The credit card is located inside the KEYHOLDER and MUST REMAIN THERE.
2. NEVER USE THE CREDIT CARD FOR ANY OTHER VEHICLE.
3. The credit card should only be used for gasoline, oil and minor parts (i.e. windshield wiper, antifreeze, etc.)

G. RETURNING SCHEDULED VEHICLES

1. The driver must sign the form on the clipboard. Please write in the date, the driver's name your class or department name, beginning and ending mileage, and destination(s).
2. Return the vehicle in a neat condition. Remove trash and personal belongings.
3. The driver must park the vehicle in its space where the vehicle was picked up.. The Driver must secure the vehicle, locking doors and windows and removing the key.
4. The driver must return the clipboard, with keys, credit card and gas flips, to the Campus Safety Office.

H. COST

1. The cost per mile will be determined by the Transportation office and will also include gas used during the trip.

I. VIOLATIONS

1. Violations of the vehicle rules and regulations may result in the loss of vehicle privileges for the department involved.

CHURCH/STATE ISSUES AND STUDENT SERVICES

(revised 2/03)

by W.Howard Fischer, Sr. Assistant Attorney, Education Division

Recognition: Religious groups must be given recognition on the same basis as ("Indirect aid") other student groups, without regard to the religious nature of their activities or the content of their speech. Healy, 408 U. S. 169 (1972).

S&A Funding: A college may consider requests for S&A funding by recognized ("Direct aid"; S&A student groups with a religious orientation.

Fees are for the

Express purpose If S&A funds are made available to recognized student groups for of funding student group activities, religious student groups may also receive such services and funds for their activities, including religious activities.

Programs at the Rosenberger, 515 U.S. 819 (1995); Prince, 303 F.3d 1074 (9th Cir. Institution) 2002)

Programs at the Institution)

Accounting: In the case of fundraising projects that have used S&A funds as "seed money", all revenues are then commingled with state funds and are under college and state spending restrictions of public funds.

In the case of fundraising projects that have not used S&A funds as "seed money", all revenues should be held in a separate college "trust " account.

Facilities Use: 1. Where a college allows student groups to use campus facilities, it must permit the same use to religious groups upon the same (fee or non-fee) basis. Widmar, 454 U.S. ("Indirect aid") (1981).

2. A college may not close its facilities to recognized student groups desiring to use facilities for religious worship or discussion. Widmar, 454 U.S. 263 (1981).

3. Religious activity, however, should not take place on a public campus with such frequency or regularity that

the college may be perceived to have endorsed the religion involved. See AGO 1978, No. 10; AGO 1995, No. 3.

The College has an ability to establish reasonable time, place and manner restrictions on the use of its facilities.

Outside The Washington State constitution prohibits student groups from

Affiliations: sharing office space and materials with off campus religious

organizations. **College Logo:** Religious clubs may not use letterhead of the college. It gives an impression that the college is endorsing religion and is violative of the federal and state constitutions.

College materials When a college offers student body clubs time, supplies and AV

& equipment: and other equipment to convey their club messages, the time, supplies and equipment are a "forum" and access cannot be denied to religious clubs based

upon the religious content of their speech. Prince, 303 F.3d 1074, 1091-92 (9th Cir. 2002)

STUDENT POLITICAL ISSUES-January 2010

By David Stoler, Sr. Assistant Attorney General & Chief Education Division and Dr. Mari Kruger, Pierce College Puyallup & CUSP Past President

Student Political Clubs:

S&A fees are public funds, subject to control by the Board of Trustees and expenditure by the college's student life administrator. They may be used to fund officially recognized student political clubs or organizations.

Recognition:

Student political groups should be given recognition on the same basis as other student groups, without regard to viewpoint.

Recognition Procedures:

Funding may include fees for political speakers, travel expenses and other relevant club activities as deemed reasonable by the institution. Activities of clubs or student political groups should be approved or sanctioned by the student government association in advance of expenditures and off-campus speakers subjected to a college off-campus speaker policy. "Programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas." RCW 28B.15.044.

Political student clubs or groups may use college letterhead if officially sanctioned.

Facilities Use:

Student political clubs or groups may use college facilities in the same manner as other officially recognized student clubs or groups even if the use is political in nature.

The college can establish reasonable time, place, and manner restrictions on the use of its facilities. Therefore, if political use is dominating the facility and impacting the use by others, such use may be limited.

Political student groups and off-campus political groups may post, vend, and distribute in the same manner as non-political groups, per college WACs and practices regarding reasonable time, place, and manner restrictions on the use of its facilities. Application of such policies must be content-neutral and uniform.

Lobbying with Public Funds:

"Lobbying" means to attempt to influence the passage or defeat of any state legislation. "Legislation" means matters pending or proposed in either house or matters that may be the subject of action. "Attempt to influence" includes legislative staff as well as legislators.

1. State agencies are prohibited from using, directly or indirectly, public funds for lobbying, unless (a) expressly authorized by statute (rare); (b) officers, employees or students are communicating with a member at that members' request; or (c) communicating a request for legislative action or appropriation through proper legislative channels. "Proper legislative channels" include contacting a legislator in person; attending a legislative hearing; or lobbying legislators on campus. Such activity should be included in the institution's quarterly report. Student government associations or its equivalent are an exception and are allowed to lobby per item #3 below.
2. State agencies are permitted to (a) provide information or communicate on matters related to official agency business to any elected official or officer or employee of a public agency, including the legislature; and (b) advocate the

official position or interests of the agency. Again, these are reportable.

3. Student political clubs or groups must consult with the Student Life Office so any lobbying activity may be included in the institution's quarterly Public Disclosure Commission report.
4. Voluntary student fees and services and activities fees may be used for lobbying by a student government association or its equivalent and may also be used to support a statewide or national student organization or its equivalent that may engage in lobbying.

Use of Funds:

1. Under no circumstances, may public funds be used as a gift (including entertainment) or campaign contribution to any elected official or officer or employee of a public agency. Nor may facilities (employees, stationary, postage, machines, etc.) be used for the purpose of assisting a campaign for election or for the promotion or opposition to any ballot proposition unless expressly used by the student government association or its equivalent utilizing services and activities fee funds or voluntary student fees.
2. Student orchestrated grassroots lobbying or other indirect forms of lobbying, i.e., mailing campaigns of postcards and letters; "call your legislator now" campaigns; mobilizing students and non-state employees to action; rallying public support; organizing rallies in Olympia; and creating citizen action groups, are allowable and are to be reported to the college's student life administrator.

References:

- [2] Fischer, W.H., Coats, R., Kruger, M. (2001). Student political issues, WA Attorney General.
- [3] RCW 28B.15.044
- [4] SB5776