

## Managing Resident Students' Social Funds

### Statement of Policy/Introduction:

The management and advisement regarding the allocation and expenditure of funds collected from students is a serious professional responsibility. Working with students' funds requires accurate, consistent procedures implemented with the highest levels of care and integrity. Professional staff are advised to avoid any appearance of impropriety, even when well - meaning.

The information contained in this brief document should be read carefully at this time, discussed by the Residential Life Staff, under the leadership of the Director of Residential Life, and used as a reference point throughout the year.

Revisions may be made from time to time, based upon such staff discussions and approved by the Vice President for Student Affairs. All programs, activities, and account actions are under the supervision and authority of the Vice President for Student Affairs. The Office of the Vice President for Student Affairs has oversight regarding all actions and intended actions pertaining to these accounts.

The College President has determined that all monies collected from students will be deposited with the Cobleskill Auxiliary Services which serves as "banker", handling both deposit and disbursement of funds within these procedures as authorized by the Vice President for Student Affairs and his designee(s).

### Definitions:

Social/Hall Council Funds are a specific portion of those monies deposited following student bill payment. These funds are used to support activities and functions to directly benefit the residents of the building (and their specifically invited guests, under approved circumstances). Such funds may be used for educational, social, recreational, or cultural purposes, for example. Common uses are for events, receptions, disposable supplies, and equipment which is not permanently affixed to the building. Approved purchases become the property of the Hall Council during the course of the academic year in which the funds were collected and at the end of the year any remaining supplies and equipment are presumed to be transmitted to those residents who follow in succeeding years.

Examples of typical expenditures include: decorations and refreshments for events, discounts for residents' tickets for events (i.e. discount from the ticket price for a stage show), awards/prizes for building decoration or other authorized contests designed to enhance community - building, videos for hall movie nights, the cost of a speaker or a speaker's expenses, art show, books, magazine subscriptions, recreational equipment for the common good, and other support for educational and Personal Development Programs, for example.

Expenditures are usually not made for large equipment or for carpeting and wall paneling, for example - due to safety regulations and for complications pertaining to semi - permanent installations which may engender costs for the College at some future time. The costs of replacement or repair upon removal are also factors. If Hall Councils are interested in such purchases in the form of contributions to the College or to the College Foundation, it will be necessary to request and justify an exception to these policies. The Vice President for Student

Affairs will consult with others as necessary on the campus and make final determinations regarding such exceptions.

Authorized expenditures are those which have been voted by the Hall Council under procedures of the constitution, approved by the advisor (hall director), and approved by the Director of Residential Life. An itemized bill or receipt must be presented for each disbursement requested, unless an advance of petty cash is approved by the Director of Residential Life (or the Vice President in his absence). An advance of \$50 or less can be made upon the presentation of planned expenditures with approximate costs. Receipts must be retained for actual expenditures made and returned to Cobleskill Auxiliary Service (CAS) for the record along with the unspent portion of the "advance".

Signature of the advisor (hall director) verifies that the Hall Council has voted positively on such expenditure and that minutes of that Hall Council meeting are on record with the advisor if they are needed at some future time.

Disbursement orders of \$50 or more for hall council purposes must include:

1. A copy of the minutes attached and highlighted, reflecting the council's decision to spend the money
2. The hall council treasurer's initials on the copy of the minutes
3. A signature by the Director of Residential Life indicating receipt of the minutes and approval of the purchase

Staff Programming Funds are another specific portion of those monies deposited (\$75.00 per semester for each RA and RD). These funds are used to support the actual costs of the programmatic efforts of the building's Residential Life staff through supplies for presenters, refreshments for participants, publicity, and notes of appreciation, for example. Programmatic efforts will stimulate the growth, development and sense of community of students in educational, cultural, social/recreational, and in other ways consistent with the Personal Development Program themes. Some programs which have been successfully implemented include: Time Management, Nutrition and Fitness, Career Development, Transitioning from Cobleskill, Sexual Violence Awareness, Stress Reduction, and Resume Writing among scores of others.

Staff programming funds are disbursed with the approval of the Residence Hall Director (and the counter - signature of the Director of Residential Life for amounts of \$50 or greater).

Campus Programming Funds are that portion of the monies collected and deposited which are used to support campus-wide programming efforts as well as to provide additional support to building-based significant programs. Student and volunteer recognition events to highlight service and/or recruit new students to service may be supported through these funds. Campus programming funds are disbursed by the Director of Residential Life.

**Receipt of Funds:**

Each resident student will be assessed \$25 per year. This transaction will be made through

Student Accounts on the student's Statement of Charges.

Funds collected will be deposited into accounts by the Director of Residential Life as follows:

\$5.00 per student to Campus Programming Fund

Allocation to Staff Programming Fund for each hall shall consist of \$150.00 per RLO staff member (RD plus RAs) per academic year.

The remainder of funds collected shall be allocated to the Hall Council Account for hall - wide programming as previously defined.