

Service and Activities Fee Information

Purpose of Fees:

Section 1. Services and Activities Fees

A. Services and Activities Fees are defined in [RCW 28B.15.041](#) to mean “fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs” of their particular institution.

RCW 28B.15.041:

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.

B. “It is the intent of the legislature that the governing boards ensure that students have a strong voice in recommending budgets for Services and Activities Fees” ([RCW 28B.15.045](#)), and that Services and Activities Fees expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas ([RCW 28.15.044](#)).

RCW 28B.15.044 – Services and activities fees – Legislative declaration on expenditures:

*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

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.

D. The Board of Regents shall adhere to the principle that the desires of the Services and Activities Fee Committee be given priority consideration for funding items that do not fall into the categories of pre-existing contractual obligations, bond covenant agreements, or stability of programs affecting students ([RCW 28B.15.045\(2\)](#)). Expenditures of Services and Activities Fees, however, are permitted for the construction, equipping, and betterment of buildings and facilities for student activities and services ([RCW 28B.10.300](#)).

Composition and selection of SAF Committee:

Section 2. Committee Membership

A. The intent of this Committee is to be comprised of at least seven (7) and no more than nine (9) voting members who are currently matriculated students at UW Bothell and not elected or appointed officers of the ASUWB Senate, Student Technology Fee Committee, or serving in an officer or staff position for any student news media. The voting membership of the Committee should strive for a committee that is strongly representative of the student body, considering academic programs, class level, gender, cultural backgrounds, and other characteristics of the student body.

B. Ex-officio, non-voting members of the Committee should include a representative from Budget and Fiscal Services, and a representative from Student Affairs. The Chair of the Committee, with approval of the Chancellor, may appoint any other ex-officio member. The role of the representatives from Budget and Fiscal Services and Student Affairs is to provide information and orientation, background materials, and general support and guidance to the Committee.

D. The ASUWB Senate appoints members of the Services and Activities Fee Committee according to procedures for appointing students to University committees and boards established by the ASUWB Senate application process. The ASUWB president shall appoint, in consultation with his or her executive committee, a member of the ASUWB Executive Committee to serve as one of the voting members. The Chancellor makes the final appointment for all members sans the ASUWB representative. The chairperson of the Services and Activities Fee Committee shall be selected by the members of that Committee ([RCW 28B.15.045 \(3\)](#)) at its first business meeting. The chairperson will ideally possess monetary experience and have knowledge of the student fees. The chairperson shall call and preside over Committee meetings, prepare agendas, and serve as liaison to the broader University community where appropriate.

RCW 28B.15.045(3)

(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.

Funding Process

H. The Committee shall send its final recommendations for an annual operating budget and long-term capital expenditures along with supporting documentation to the Chancellor on or about May 1 of each year. Within 10-business days after receiving the Committee's annual budget recommendations, the Chancellor will provide a written response to the Committee. In formulating his or her response, the Chancellor may seek the view of other affected University groups and senior administrators as to the final recommendations of the Committee prior to making his or her recommendation to the Board of Regents. In the event the Chancellor disagrees with any of the Committee's recommendations, the dispute resolution process described in Section 7 will be invoked.

I. At the time the Chancellor submits his or her proposed budget recommendations to the Board of Regents for the expenditure of services and activities fees, he or she shall also submit a copy of the Committee's recommendations and supporting documents along with any response from the administration.

J. Members of the Service and Activities Fee Committee shall have an opportunity to address the Board of Regents before the Regent's decisions on services and activities fee budgets and dispute resolution actions are made ([RCW 28B.15.045 \(1\)](#)).

Funding Criteria Utilized to make determinations

Section 6. General Criteria for Evaluating Funding Requests

A. Requests for funding are evaluated by:

1. The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.
2. The degree to which the request supports a UWB student program or activity or provides a direct service that is of general interest and has broad appeal to currently enrolled UWB students;
3. How well the proposed program, activity, or service is conceived and organized and, if previously funded, its track record for success;
4. The likelihood of partial or full funding from another source or the probability that alternative funding (full or partial) is available from another source;
5. The number and diversity of currently enrolled UWB students likely to benefit from the program, activity, or service in proportion to the level of proposed funding

SAF Principals for Funding

1. Student led, student governed, student centered.
2. The proposals should benefit a broad body of students.
3. The degree to which a proposal is linked to an academic program (as it relates to point 1).
4. A proposal's track record of success, and/or research incorporated into the proposal.
5. The amount of opportunities made available to the student body

The following document is comprised of excerpts from the Service and Activities Fee Bylaws and RCW's. The full bylaws can be found at: <http://www.uwb.edu/studentlife/safc/safbylaws>