


PROCEDURE

Subject	Student Activity Budget Review (SABR) Committee – Baccalaureate Degree Programs Page 1 of 2	Number: 5.17.02
Source	Vice President of Educational and Student Services	Reference(Rule#) 6HX14-5.17
President's Approval/Date: 7/13/10		

PURPOSE

To establish procedures by which baccalaureate degree-seeking students and college staff jointly prepare the annual student activity budget, and the allocation/disbursement of the funds from the student activity and service fee.

PROCEDURE

The Baccalaureate Student Activity Budget Review Committee (B-SABR) oversees the development and expenditure process of the budget funded from the student activity and service fee.

A. Membership

The B-SABR Committee is comprised of the following members with the majority of the membership comprised of currently enrolled students.

- Vice President of Educational and Student Services, Chair
- Bacc - SGA President
- Bacc - SGA Vice President /SGA InterClub Council (ICC) President
- Bacc - SGA Secretary/Treasurer
- BSN Student Representative
- BSN Student Representative
- One Student Representative from Each Baccalaureate Program
- Appointment from Vice President of Baccalaureate Programs
- Advisor, Student Activities (Bradenton)
- Advisor, Student Activities (Venice)
- Faculty Representative from Baccalaureate Programs
- Associate Vice President of Business & Administrative Services, ex-officio
- Financial Services Coordinator, ex-officio
- Executive Assistant to the Vice President of Educational and Student Services, Recording Secretary

B. Notification of Proceedings

1. All B-SABR Committee meetings are open to the public pursuant to Florida Government-in-the-Sunshine Law.
2. All B-SABR Committee meetings will be announced through *SCF-Portal*, public bulletin boards at each official College site, and Student Government Association meetings.
3. Minutes of the B-SABR Committee proceedings will be recorded and distributed to 1) all B-SABR Committee Members, 2) all Student Government Executive Committee

members, 3) advisors of all approved student clubs/organizations, and 4) the Office of the College President. All minutes of the B-SABR Committee proceedings will be posted on public bulletin boards at each official College site.

C. Annual Budget Development

1. The B-SABR Committee will develop *Budget Assumptions & Objectives* in support of the College's Strategic Plan as the basis for the allocation of the anticipated funds generated from the student activity and service fee.
2. Parameters for allocating anticipated available funds will be established through a simple majority vote of the B-SABR Committee members present at the budget preparation and development meeting(s) prior to the review of budget requests from clubs, organizations, and College departments.
3. Clubs, organizations, and departments allocated funds during the current fiscal year will be required to complete specific documentation as described in the Student Organization Handbook to be eligible for allocation consideration in the next fiscal year.
4. Requests from new clubs, organizations, and/or College departments will be given consideration for funding.
5. Specific allocations must be approved by a simple majority vote of the B-SABR Committee members present at the designated budget preparation and development meeting(s).
6. The B-SABR prepared budget will be forwarded to the College President for approval through established College budget preparation and approval process.

D. Current Fiscal Year Budget Disbursements

1. The B-SABR Committee will establish three official dates for meetings during the academic year to allocate any unexpended and available student activity funds. The meetings will be scheduled in September, November, and February of each academic year. Additional meetings to allocate available funds may be requested through approval of the respective campus Baccalaureate Student Government Associations and/or the chair of B-SABR.
2. Allocations in the current fiscal year will be based upon the B-SABR approved *Budget Assumptions & Objectives* developed during the B-SABR budget preparation and development process.
3. Parameters for allocating funds in the current fiscal year should reflect the initial allocation parameters established during the B-SABR budget preparation and development process.
4. Only clubs, organizations, and College departments that meet the requirements for B-SABR Committee funding consideration (as documented in the Student Organization Handbook) will be allocated new funds or provided access to expend previously allocated funds.