The Activity & Service Fee (A&S Fee) is paid per credit hour by the students of the University of North Florida as authorized by Florida Statute 1009.24. “The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the student government association of the university, except that the president of the university may veto any line item or portion thereof within the budget when submitted by the student government association legislative body.” A&S Fee funding is utilized to provide programming and support services for the student body through various entities. Activities and services provided by the A&S Fee shall complement the academic mission of the University and enrich campus life. A&S Fees shall be allocated and expended in accordance with all applicable policies of the University of North Florida and laws of the State of Florida and the United States of America.

1. The A&S Fee Budget is legislated as a line-item budget and shall be governed by Title VIII: The Finance Code of the Student Government Statutes. A&S Fee budget allocations shall adhere to the line items specified herein unless revised by a statutorily-permitted process.

2. Line items for OPS wages with the student distinction are to be filled only by currently enrolled students during fall and spring semesters. Any student may fill positions during intersession and summer terms so long as the student will be enrolled during the following fall or spring semester.

3. Salary increases have been budgeted in the central 402099 Salary Reserve for all A&P and USPS positions funded by the A&S Fee. Adjustments shall be made in accordance with the policies of the University President or University Budget Office and upon the results of performance evaluations, in consultation with appropriate parties.

4. In fiscal year 2015/2016, the University-mandated 6.5% overhead on A&S Fee revenue which has been paid for through index 402098.

5. Let it be enacted that $180,000 in budget authority, “Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year,” be allocated from the Student Government Fund Balance for the amount of $180,000 into the 402097 Index for the FY 2015/2016 A&S Budget effective July 1, 2015. These funds will be available via
Special Requests as outlined in Title VIII, and must follow the appropriate Fund Balance expenditure procedures.

6. Budget authority up to $150,000 generated from excess A&S Fee revenue and/or unexpended Index balances shall be allocated to the 402097 Index effective July 1, 2015 as per Chapter 830.4 of Title VIII, “Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year”. Approved Fiscal Year 2014/2015 year-end encumbrances shall be transferred from 402097 to the appropriate departmental Indexes, following the normal legislative process.

7. Each Budget Director shall submit a final report of annual expenditures to the SG Business Manager and SG Treasurer no later than 5:00 p.m. on June 30, 2016 stating the unexpended balance of their budget.

8. Cash Flow Reserve — It shall be required that Cash Flow Reserves maintain an unreserved balance equal to or greater than the total cash basis operational cost of the first quarter of Fiscal Year 2015/2016.
1. Funding of 140011 Arena Wages requires that the UNF Arena continue to be controlled by the Division of Student Affairs. If control of the facility is transferred to a department within any other Division of the University of North Florida, the SG Business Manager shall begin procedures to freeze Index 140011 Arena Wages.

2. Funding of 140011 Arena Wages assures that Student Government shall not be charged for space usage of the UNF Arena for concerts/events. This provision shall apply to a maximum of four concerts/events per academic year. Should production costs exceed $1500 for any given event, the Associate Vice President of Student Affairs shall arbitrate an agreeable solution in the matter. Production costs are defined as setup, operating, clean up, and the additional expense of staff utilized in events.

3. Funding of 140011 Arena Wages assures that Student Government and student organizations holding events in the UNF Arena have full use, if necessary and possible, of the facility during the event. This includes the basketball and volleyball team locker rooms, as well as other locker rooms, classrooms, and the multi-purpose room. Areas understood to remain off limits are the training room, individual offices, and one classroom. If at all possible, areas setup for an event should be closed for up to 24 hours before an event in order to protect the setup. Any conflicts that may arise are to be arbitrated by the Associate Vice President of Student Affairs.

4. A student organization shall not be required to submit an advance deposit for facility damages.

5. The parking lot behind the UNF Arena should be reserved during student events, if necessary. Students, faculty, and staff should find alternative parking during that time. This includes students using the training room and community members using the aquatic center. Any conflicts that may arise are to be arbitrated by the Associate Vice President of Student Affairs.

6. If at all possible, team practices shall be moved to alternate locations or days if a student organization needs use of the UNF Arena for the date of an event.

7. Osprey Productions shall be permitted to hold two dates per month to use for booking student entertainment events in the months of October, November, February, March, and April. If any held date is removed without the consent of Osprey Productions, the SG Business Manager shall begin procedures to freeze Index 140011 Arena Wages.
8. Recreation shall provide the use of equipment to A&S fee-paying students free of charge. Exceptions may be made for late fees related to usage and for damage to equipment.

9. At least two intramural officials shall be present to referee all basketball, football, and soccer games as a condition of funding 402030 Recreation.

10. Recreation shall provide referees for homecoming sporting events at no additional cost.

11. Recreation — 140011 Arena Wages, 402030 Recreation, and 402031 Student Wellness Complex shall remain a centralized budget in Fiscal Year 2015/2016. The Director of Recreation shall report to Dr. Mauricio Gonzalez, Vice President for Student and International Affairs, or Mr. Everett Malcolm, Associate Vice President for Student Affairs.

12. 402030 Recreation— Campus Recreation OPS Intramural Staff positions may not exceed an hourly wage of $8.50/hour and OPS Challenge Course Staff positions may not exceed an hourly wage of $9.00/hour.

13. Student Wellness Complex – OPS Fitness Trainer, Climbing Wall Staff, and Building Operators positions may not exceed an hourly wage of $8.50/hour.
Funding for the Spinnaker Media 402400 shall be decentralized for fiscal year 2015/2016. This index shall include encompass the funding for Spinnaker Television, Radio and Print (referred to here and after as “Spinnaker”). The SG Business Manager shall arbitrate any disagreement over the terms of this rider.

1. The Spinnaker Advisor will have budgetary oversight and management of the budget for Index 402400 in accordance with Title VIII: The Finance Code of the SG Statutes.

2. Annual Spinnaker Subscription funding for FY 2015/2016 shall provide the Student Body with Spinnaker printed publications distributed on campus. Funding shall be provided at 65 cents per unit and shall be provided for up to 7,000 units per issue for a maximum of 6 issues. Subscription funding for future fiscal years shall be considered and reviewed on an annual basis.

3. Spinnaker Television and Radio shall conduct a student viewership survey once per fall and spring semester. The Television Station Manager and Radio Station Manager shall report the results of the viewership, and listenership surveys for their respective media outlets at the annual A&S Fee Budget Hearing. The Television Station Manager and Radio Station Manager shall also report on the number of students involved in the production of Spinnaker Television and a report on the amount of in-house programming as compared with syndicated content and movies.

4. Spinnaker Television and Radio shall submit a detailed report to the Business Manager and Treasurer at the beginning of each semester (Summer, Fall and Spring) of what positions and how many hours a week will be worked by those individuals and shall notify the Business Manager and Treasurer of any changes made throughout the year.
1. 402010 Student Union — The Student Union shall remain a centralized budget in Fiscal Year 2015/2016. The Student Union Director shall report to Dr. Mauricio Gonzalez, Vice President for Student and International Affairs, or Mr. Everett Malcolm, Associate Vice President for Student Affairs.

2. 402010 Student Union OPS Wages – Student Union OPS Student positions may not exceed an hourly wage of $9.00/hour. Student Union OPS Non-Student positions may not exceed an hourly wage of $9.00/hour. Student Union OPS Wages may not include Graduate Interns.
1. Travel expenses are only authorized from 402060 SG Executive, 402062 SG Business & Accounting Office, 402017 Osprey Productions, 402041 Club Funding and 402028 Student Conference Travel. All other Indexes are prohibited from expending A&S Fee funding for travel. Only currently enrolled individual students and Registered Student Organizations may request funding from the Student Conference Travel Index. One (1) transfer of funds up to $10,000 may be made into Student Conference Travel Index 402028 from the Special Request Index 402097 following the completion of a Centralized Budget Transfer Form. Travel funding in the SG Executive budget is to be expended for Florida Student Association and Florida Board of Governors meetings, and other purposes as authorized by the Student Body President. Travel funding in the SG Business & Accounting Index is to be expended for the development of A&S Funded A&P and USPS staff that directly support Student Government.

2. The annual Student Government banquet is inclusive of Student Government’s three branches, three agencies, and professional staff. No branch or agency shall be permitted to have a separate banquet funded by A&S Fees. Student Government shall have a single awards banquet at the conclusion of the spring semester funded by a line in 402060 SG Executive.

3. 402025 Homecoming — When Alumni Services released the administration of annual homecoming activities in 2004, Index 402025 was established to control A&S Fee funded portions of the campus-wide event. The Student Body President shall appoint a committee to coordinate the A&S Fee funded portions of homecoming. A committee chair shall be designated no later than September 1, 2014. Committee membership shall include the Budget & Allocations Committee Chair, SG Treasurer, and Osprey Productions Director or their designees.

4. 402041 Club Alliance/Club Funding — Registered Student Organizations shall only be eligible to receive A&S Fee funding after meeting requirements specified in Title VIII, Title XI, and policies and procedures established by Club Alliance. Club funding is intended to provide, support, and promote special events and equipment that enhance the academic mission of the University and promote campus life. Expenditures for food products must be used for special events or other programming held on-campus with the intent of enhancing the quality of that event. Clubs shall not use A&S Fees to purchase t-shirts costing more than $7 per item and specialty apparel/ polo shirts costing more than $15 per item.
5. Let it be enacted that $20,000 in budget authority, “Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year,” be allocated from the Student Government Fund Balance for the amount of $20,000 into the 402041 Index for the FY 2015/2016 A&S Budget effective July 1, 2015. These funds will be available via Club Funding for the purpose of budget amendments and must follow the appropriate club funding board procedures.

6. 402062 SG Business & Accounting — Final approval from the Student Body President is required to employ SG Student Assistants.

7. 402060 Student Government Executive — 10% of OPS wages and Operating Expenses must remain in the annual budget following the change in SG Executive Administration.

8. 402017 Osprey Productions — Ticket sale revenue from A&S Fee, Student Government sponsored events, including Homecoming, will be available to Osprey Productions for additional programming. An amount equal to the unexpended revenue generated over the current fiscal year in addition to the amount remaining within Osprey Production’s revenue pool from previous years shall be allocated to Osprey Productions to be used for additional programming. Budget authority, up to $100,000, shall be transferred from the Student Government Special Request Index 402097 to the Osprey Productions Index 402017.
1. **402004 Academic Center for Excellence** — As of June 30, 2007, Student Government will no longer appropriate funds to the Academic Center for Excellence through the annual budgeting process. This agreement was made binding by the University Administration at the signing of the Fiscal Year 2006/2007 A&S Fee Budget.

2. The African American Student Union, an office within Student Affairs, will continue to receive its A&S Fee allocated funding for the next six years; FY 12/13 – FY 16/17, unless the University administration picks up the funding in whole or part for the African American Student Union Office, SG will continue to fund at the current allocations of $39,047 for OPS wages, $500 for Salary (police coverage), and $12,290 for Operating Expenses. Should the administration begin funding the African American Student Union Office in part or whole during the next six fiscal years, funding will be pro-rated so that the total amount allocated remains at $51,838. As of June 30 2012, Student Government will no longer appropriate funds to the African American Student Union through the annual budgeting process with the rationale that the administration began fully funding the African American Student Union in the 2011/2012.

3. An agreement was reached between Student Government and The Vice President for Student & International Affairs for FY 2014/2015 to no longer provide A&S funding to the following indexes: 140012 Intercultural Center for Peace, 140025 Child Development Resource Center, 140044 Aquatics Center, 402020 Women’s Center, 402021 International Center, 402027 Interfaith Center, and 402801 LGBT Resource Center and instead to have the aforementioned indexes funded through the SL&S Fee. In return, Student Government agreed to request no funds through the SL&S Fee budget process.
Student Union Fee

The Student Union Construction Fee, a designated portion of the Activity & Service Fee, was implemented in Fiscal Year 2001/2002 to build a new state-of-the-art Student Union at $2.00 per credit hour. It was increased to $4.24 per credit hour in Fiscal Year 2004/2005.

Revenue generated from the $4.24 per credit hour fee will be utilized to fund debt service on the Student Union construction bond. Remaining revenue generated by the fee shall be a secondary funding source for utilities, plant operations and maintenance (PO&M) for the Student Union after space rental revenue from third party contractors has been exhausted.

Future revenue generated from the Student Union Fee must be annually authorized for expenditure by the Student Senate as part of the Activity & Service Fee budget process. Remaining revenue at the end of each fiscal year will accumulate in a fund balance for facility repairs, equipment replacement, and renovations. Draws on this fund balance are subject to authorization by the Student Senate.

Wellness Center Fee

The Wellness Center Fee was implemented in Fiscal Year 2009/2010 to build a new state-of-the-art Student Wellness Center at $2.94 per credit hour.

Revenue generated from the $2.94 per credit hour fee will be utilized to fund debt service on the Wellness Center construction bond. Remaining revenue generated by the fee shall be a secondary funding source for utilities, plant operations and maintenance (PO&M) for the Wellness Center. Remaining revenue at the end of each fiscal year will accumulate in a fund balance for facility repairs, equipment replacement, and renovations.