



Student Activity Committee (SAC)

Purpose: The Student Activity Committee was established to review and approve requests to fund leadership, cultural, educational, recreational, social, service and civic activities sponsored by chartered PCC student clubs and organizations and academic programs and departments. It is anticipated that a student activity committee composed of diverse student leader representatives will be better able to address the disbursement process to benefit of all students.

Committee Structure: The Student Activities Committee is composed of seven members and one administrative staff employee. These individuals are the SGA President, SGA Vice President, SGA Treasurer, four representatives from active clubs/organizations, and the Director of Student Engagement and Leadership, who will serve as the facilitator for the process, but does not vote. The Vice President for Academic Affairs and Student Services or his/her designee will identify the four clubs that will appoint a representative to serve on the committee. Appointments will be made for two-year terms. Clubs and organizations may serve consecutive terms. The Student Activities Committee will follow guidelines for allocations as outlined by the Vice President for Academic Affairs and Student Services or his/her designee. All funding appropriations must be consistent with applicable college policies, local, state and federal laws and acceptable fiscal and accounting procedures.

Funding Request Guidelines and Procedures: Regular funding requests can be submitted two weeks after the beginning of a term. SAC will consider special funding requests on a case by case basis which will include review and approval by the Vice President for Academic Affairs and Student Services and/or his/her designee.

- Funding requests for activities will be reviewed in which the order they are received.
- Funding is given to activities that enhance student life and improve the educational climate at the college.
- SAC funding shall be based on the merits of activities and open to the entire college community.
- SAC will not fund instructional activities, religious activities, charitable causes, partisan political activities or salaries for full-time or part-time staff.
- Funds allocated by SAC may not be used to grant scholarships, purchase alcoholic beverages, pay fees or fines or purchase text books for classes.
- SAC only allocates funds on a term or semester basis. Unused funds will be returned to SAC at the end of each term or semester.



- SAC does not guarantee to fund the total expenditures of a student organization or club request. Student organizations and clubs are encouraged to obtain other fund sources (ex. dues, sponsorship, fundraising, etc.).
- SAC funds should not be the only source of funding to host an event/travel.
- Each club/organization is very highly encouraged to provide funds to assist in the cost of the event/travel (money raised through fundraisers). This will not be the determining factor however, it will be taken into consideration when going through the approval process. We understand that in the past the total cost for some events/travel have always been covered by SAC funds. However, with over 30 active clubs/organizations and academic programs, departments all requesting SAC funds, we are requiring everyone to be on the “same playing field”. This will allow the funds to stretch throughout the year which includes summer terms.
- SAC funds will cover travel expenses for one advisor per seven students.
- Utilization of funds by academic departments/committees must be for events and/or activities only and not course assignments required for a grade.
- Departments/committees are encouraged to partner with clubs/organizations to promote collaboration and strengthen student-employee rapport.

These updates have been reviewed and approved by Vice President of Academic Affairs/Student Services and Assistant Vice President of Student Support Services.