

Title V. FINANCE CODE

Chapter 1. OVERVIEW

Section 01: Purpose

- a) The Finance Code is to define the financial parameters in which the Association can operate and outline the acceptable use of fees and revenues accrued by the College in connection with the Association activities, programs, events, initiatives, and assist supplemental funding for registered BC student organizations.
- b) All revenues and expenditures are subject to the policies, regulations, and procedures set forth by the Federal Government, State of California, the Kern Community College District, and Bakersfield College.

Section 02: Finance Allocations

- a) Association accounts are to be used exclusively for Association matters.
- b) No funds, unrelated to the Association or any registered student organization activities, may be deposited in Association Accounts.
- c) A self-operating budget is determined for each Departments through the allocations set within the Annual Budget
- d) The Department of Finance will monitor the directors' spending to ensure adherence to the Finance Code and Annual Budget.
- e) Directors may appeal to the Department of Finance for a budget amendment or increase.
- f) Funds allocated to the departments must be used within the context of their purview and constituency
- g) All funds expended by the directors must benefit the Association and may not be used for profit or personal gain.

Section 03: Advisor Authority

- a) The funds expended or generated from or for any Association accounts will be disbursed as defined by the Finance Code, except in the following circumstances:
 - 1) If the Association cannot convene a regular or special meeting under the Brown Act to vote on the disbursement of the fee prior to a particular activity or event, the BCSGA Advisor (or Dean of Students), in concurrence with the Vice President of Student Affairs, may authorize the disbursement of funds.
 - 2) The BCSGA Advisor may disallow expenditure of the fee if determined the expenditure will not support a permissible use. If the BCSGA Advisor disallows the expenditure, the Director of Finance will be notified of the disallowance with an explanation or reason supporting such decision.
- b) The BCSGA Advisor shall be directly responsible for the conduct of all Association financial activities and shall be governed in this exercise by the KCCD Board Policies.
- c) All funds raised or expended in and for the common treasury and general welfare of the Association shall be maintained by the BCSGA Advisor, in keeping with all District policies and procedures, in consultation with the BC Vice President of Student Affairs, under the direction of the President of Bakersfield College.
- d) The BC Vice President of Student Affairs shall be the final decision on all fiduciary matters and controls.

Section 04: Amending the Finance Code

- a) The Finance Code shall serve as the final and absolute document pertaining to financial procedures for the Association and amendments are to be enforced only after the amendment process is official and complete.

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- b) All appropriation bills that amend the Finance Code or the Annual Budget should be advertised to the BC Student Body before being voted upon by the Senate.
- c) Any part of the Finance Code can only be amended by at least a two-thirds (2/3) majority vote of the Senate's total voting membership and confirmation of the BCSGA Advisor.

Chapter 2. ASSOCIATION ACCOUNTS

Section 01: General Principles

- a) All Association Accounts are established to promote the general welfare and morale of the students, shall be a common treasury, and expended in such a way as to benefit the current and long-term interest of BC students.
- b) Stewardship of the fee rests with the elected representatives of BCSGA under the trusteeship of the BCSGA Advisor.
- c) Management of the fee shall be in accordance with the best business practices, including sound budgetary and accounting procedures subject to the control and regulation of the KCCD fiscal policies.
- d) Representation by members of the Association shall be required in the raising and expending of Association funds.

Section 02: TA 100: BCSGA General Fee

- a) The purpose of a student body organization, defined in the California Education Code, authorizes a college district governing board to establish regulations for student body activities.
- b) The name of this “fee” shall be known as the “BCSGA Student Services Program”

Section 03: TB 150: Campus Center Fee

- a) Education Code Section 76375 authorizes the governing board of a community college district to establish an annual building and operating fee for financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center.
- b) The fee may not exceed one dollar (\$1) per credit hour and may not exceed ten dollars (\$10) per specified student per fiscal year.

Fees collected pursuant to ECS 76375 shall be placed in a fund known as the Student Body Center Fee Fund; custody of these moneys shall be the responsibility of the Chief Business Officer of the district, or designee. The Chief Business Officer and the student body government, or its designee, must approve expenditure of these moneys. The appropriate use of the fee income and the student body center facility shall be the responsibility of the Association for whom the fee was collected.

Section 04: TA 200: Student Representation Fee

- a) AB 1504 (2019) requires California Community Colleges to collect at the time of registration a student representation fee (SRF) of \$2 per semester or per quarter, if the CCC has a student body association. It requires \$1 of the fee be used to establish and support the operation of the Student Senate for California Community Colleges (SSCCC), a statewide community college student organization. Students can opt out of paying the fee.
- b) The funds generated from the collection of the Student Representation Fee must be deposited in a separate restricted fiduciary fund established only for the Student Representation Fee.
- c) The BCSGA Advisor will have custody of the funds collected from the Student Representation Fee.
- d) The Student Representation fee may only be spent on activities that provide the Association the means to state their positions and viewpoints before city, county, district, and/or state government agencies. This includes attending conferences that provide students with training for stating their opinions and any conference that meets for the purpose of gathering student opinions in order to express them before city, county, district, and/or state government agencies. The BC Dean of Students approves expenditures of monies collected from the Student Representation fee.

Section 05: Renegade Pantry Account

- a) The Association may host a Renegade Pantry account for the purpose of holding funds for distribution that support the mission and wellness of the Renegade Pantry or Student Assistance Programs.
- b) Such account may be housed and managed within the BC Foundation Office.

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Section 06: General Reserves

- a) The BCSGA Advisor shall provide the Department of Finance with an annual report on the status (including interest and expenditures) of all reserves.
- b) Reserves may be established from current operating funds, gifts, or by segregation of available surplus.
- c) Interest earned by such funds may be credited to the selected reserves earning it. Establishment of, addition to, or reduction of a Reserve must be approved by the BCSGA Advisor.

Section 07: Project Reserves

- a) The Association may, by action of the Senate and with the approval of the BCSGA Advisor, set aside funds for a specific future project, which shall be classified as a "Project Reserve".
- b) The BCSGA Advisor must review all established Project Reserves annually and recommend any adjustments to the Finance Committee, which shall make recommendations to the Senate and then the BC Vice President of Student Affairs for approval.
- c) The BCSGA Advisor or the BC Vice President of Student Affairs has the authority to cancel Project Reserves as deemed necessary to assure that the Association funds are conducted in a fiscally responsible manner.

Section 08: Contingency Reserves

- a) The Association may, by action of the Senate and with the approval of the BCSGA Advisor, set aside funds for contingencies.
- b) Contingency Reserves shall be reviewed annually by the BCSGA Advisor and adjustments recommended to the Department of Finance, which shall make recommendations to the Senate and the BC Vice President of Student Affairs for approval.

Section 09: Scholarship Accounts

- a) Association Scholarship Accounts must be established for scholarship granted to the students enrolled at Bakersfield College.
- b) Such scholarship-based accounts must be housed and managed within the BC Foundation Office.
- c) BCSGA may raise and/or set aside funds for scholarships.
- d) BCSGA scholarship accounts are established only by transfer of active fundraised Association funds and/or by donations from individuals or groups.
- e) BCSGA scholarship accounts shall be established only with the prior written approval of the BCSGA Advisor.
- f) If interest is earned by the scholarship, the interest shall be credited back to the scholarship account(s).

Section 10: Investments

- a) Association funds, including scholarship funds, may be invested only with the written approval of the BC Vice President of Student Affairs.
- b) Such investments must be housed and managed within the BC Foundation Office.

Chapter 3. BCSGA STUDENT SERVICES PROGRAM

Section 01: Overview

- a) The BCSGA Student Services Program fee is an optional \$15 fee collected at the time of registration per instructional semester. This fee, although collected by the District, is given to the Association for disbursement throughout the campus, aiding programs and services, and supporting the welfare of the student body and organizations.
- b) Students receive a BCSGA Sticker (otherwise known as the “Kern Value Card Discount Sticker”) on their BC student identification cards.
- c) The Association provides benefits as a “thank you” for those students who have paid the fee. These benefits include free academic supplies, discount tickets programs, free admission to home football games, student activities events, discounts at local businesses, access to the BCSGA Scholarships and Grants, etc.
- d) At Bakersfield College, as at our neighboring colleges, this fee is a “negative check off” wherein the fee is automatically assessed at registration. Students then have the option of waiting to pay for their classes and coming to the Office of Student Life for a waiver, which is then presented to the Business Services Office along with payment.
- e) The Office of Student Life will host a comprehensive list of programs and services which are supported by this fee on the website.

Section 02: Exemptions

- a) The following students are NOT currently assessed the fee when apart of the:
 - 1) Dual Enrollment program
 - 2) Inmate Scholars program (Incarcerated)
 - 3) Apprenticeship program

Section 03: Refunds

- a) All students have the right to request a refund for a BCSGA fee.
- b) Requests will only be honored automatically during the first and second weeks of the Fall and Spring.
- c) Students will be able to petition the Department of Finance for past semesters or outstanding payments for refunds.

Chapter 4. STUDENT ORGANIZATION ACCOUNTS

Section 01: Student Organization Club Accounts

- a) Student Organization Accounts (“StudOrg Accounts”) may be established and credited with funds raised through:
 - 1) Dues, assessments, and donations from members
 - 2) Income from events
 - 3) Sales of goods or club merchandise
- b) All StudOrg Accounts must be hosted by the BC Business Services Office.
- c) Student Organization collections and disbursements are handled through the BC Business Services Office.
- d) All collections and expenditures shall be approved by the StudOrg Advisor, StudOrg President/Treasurer, BCSGA Advisor, and supported with receipts and invoices.

Section 02: Closure of StudOrg Accounts

- a) Any remaining balance in a StudOrg Account after the student organization has not registered with the Office of Student Life or has been inactive for at least three consecutive instructional years, will revert to the Association fund.

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- b) The last StudOrg Advisor on file and the Director of Student Organizations must be informed of the impending closure of such accounts at least fourteen (14) instructional days prior to such closure.

Section 03: Account Violations

- a) Any violation(s) of the Finance Code in whole or in part may result in restricting funding. Further action may be taken at the discretion of the BCSGA Advisor.
- b) These actions may involve:
 - 1) Freezing an account,
 - 2) Taking executorships over the account,
 - 3) Closing the account
 - 4) Redistribution of funds, and/or
 - 5) Disqualification from consideration of requests
- c) Any inquiry made to the student organization by the, BCSGA Advisor, BC Dean of Students or Director of Student Organization, regarding an account must be responded to in writing within ten (10) instructional days or the account may be frozen until the concern is addressed.

Section 04: Fundraising Campaigns by Student Organizations

- a) All drives or events that include solicitation of contributions or memberships; the sale of merchandise; the collection of books, money or other items of value, or any other fundraising techniques or activities must be approved by the BC Office of Student Life
- b) All fundraisers by registered Student Organization may be voted upon in the affirmative by a majority of its members, in a StudOrg meeting, and indicated in their minutes.
- c) Copy of the minutes and detailed plans of the fundraiser must be submitted to the BC Office of Student Life and the Director of Student Organizations for their approval in order for the event to take place.
- d) The detailed plans must include:
 - 1) The purpose of the fundraising campaign
 - 2) Organizations that will participate
 - 3) Organizations or individuals that will benefit
 - 4) Method of soliciting funds raised
 - 5) Method of distributing funds raised
 - 6) Safeguards taken for all cash collections including checks
- e) All fundraising activities must be for college-related functions or community or civic activities in conformity with the guidelines set forth in KCCD Board Policies.
- f) Valid receipts along with purchase requisition forms must be presented in order to receive reimbursement for personal funds utilized in fundraising activities.
- g) If tickets or items are sold for five dollars (\$5.00) or more, numbered receipts must be issued and delivered to the BC Business Services Office upon depositing funds.
- h) All funds collected will be deposited with the BC Business Services Office no later than the next business day.

Section 05: External Banking Club Accounts

- a) StudOrgs are not permitted to external (off-campus) bank accounts
- b) Deposits in private and/or personal banks are prohibited
- c) Any StudOrg found having off-campus bank accounts will be requested to close and adjudicated accordingly as directed by the BC Office of Student Life.

Section 06: Requisitions for StudOrg Purchase

- a) All requisitions for purchase shall be filled out completely and given to the BC Business Services Office before Association finances are expended.
- b) The StudOrg Advisor, StudOrg Treasurer, or authorized student officer, and the BCSGA Advisor must sign the requisition to indicate approval of said expenditure.

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- c) Proper documentation must accompany the requisition (i.e. invoices and minutes).
- d) The BC Business Services Office will process the purchase order, request for a transfer of funds, or disburse checks.
- e) Two informal quotes are required on all purchases, which total more than one thousand dollars (\$1,000). These quotes must be received in writing.

Chapter 5. ANNUAL BUDGET FOR THE ASSOCIATION

Section 01: Annual Budget of the Association

- a) The BCSGA Annual Budget of the Association ("Annual Budget") shall outline and control in detail the entire Association student financial program for each fiscal year.
- b) If the Association fails to adopt an annual budget, the BCSGA Advisor is authorized to adopt the immediately preceding fiscal year's budget to ensure continuity of operations.
- c) Until the Annual Budget is adopted, the BCSGA Advisor may authorize financial actions necessary to fulfill legal contracts and commitments.
- d) Approval of the budget does not eliminate the requirement for an individual authorization for expenditures where authorization is specifically required.
- e) Requests pertaining to major line item alterations (\$5,000 or more) of the initial Annual Budget must be referred to the Finance Department before submission to the Senate for action.
- f) Requests pertaining to minor line item alterations (less than \$5,000) of the initial Annual Budget can be referred only to the Finance Department and may not need submission to Senate for action.

Section 02: Annual Budget Development

- a) Before taking office, the BCSGA Advisor shall provide the President-elect and Vice President-elect with a report on the expected revenue, from all sources, for the upcoming instructional year, and historical data on expenditures.
- b) At the Convening Meeting of the Senate for each session, the President and the BCSGA Advisor, with assistance from the Executive Cabinet, must develop, plan, prepare, and present the Annual Budget to the Senate, which will then be referred to the Department on Finance.
- c) No later than two (2) instructional weeks after the presentation of the Annual Budget to the Department on Finance, the President shall review, approve, and submit the proposed budget for the upcoming fiscal year, to the BC Vice President of Student Affairs, or designee, for approval.
- d) After the approval from the BC Vice President of Student Affairs, the President will request the Annual Budget to be placed on the next Senate agenda for adoption via a Senate Appropriation Bill.
- e) The Annual Budget for the fiscal year, commences July 1, shall be completed and approved by the Senate and submitted to the President of Bakersfield College for Board of Trustees approval no later than July 1st of each instructional year.

Section 03: New Annual Budget Line Items

- a) Any Co-Sponsorship request for funding (e.g. student organizations, departments, divisions, grants, or individuals) shall be presented to the Department on Finance.
- b) Those requesting a line item in the Annual Budget shall be required to resubmit a written proposal for funding per year, for a max total of five (5) years, in order to be considered for an Annual Budget line item.
- c) The Budget Request process and forms will be development and managed by the BC Office of Student Life.
- d) The BC Office of Student Life shall distribute budget request forms to all entities seeking allocations from BCSGA. These forms must be turned into the BC Office of Student Life within the announced time to be considered a part of the Annual Budget preparation.

Chapter 6. ACCOUNT MANAGEMENT

Section 01: Expenditures

- a) The BC Dean of Students (and/or BCSGA Advisor) is designated by the President of Bakersfield College as trustees of the Association Funds. All funds expended are subject to procedure established by Finance Code, and are subject to the approval of each of the following three persons prior to any such expenditures:
 - 1) The BCSGA Advisor
 - 2) The BC Employee who is designated as the budget signatory for the account
 - 3) The President of Bakersfield College
- b) These three signatories will verify that established procedures have been followed.
- c) The BCSGA Advisor shall review all proposed Association Fund expenditures and may disallow inappropriate expenditures. If expenditures are disallowed, the BCSGA Advisor shall notify the Director of Finance.
- d) Requests for the Association approved expenditures specifically listed below must be submitted to the BC Vice President of Student Affairs for approval.
 - 1) Buildings or other structures to be installed on school premises, or fixtures to be installed into existing structures
 - 2) Equipment, which will be attached to the premises
 - 3) Contributions to any out-of-college organization
 - 4) Purchases made from any KCCD employee
- e) The BCSGA Advisor, BC Dean of Students, and the BC Vice President of Student Affairs shall be the only persons designated who may withdraw funds for expenditures.
- f) Evidence supporting all expenditures must be kept on file, in the BC Office of Student Life. Signed receipts, timesheets, invoices, or other properly approved documents are acceptable. Cancelled checks do not meet this requirement.
- g) The Association funds shall not be obliged to pay or reimburse for any expenditure made by a student or KCCD Employee, or by any other person prior to appropriate approvals as delineated in the Finance Code.
- h) Confirming purchase orders covering the prior year's Association approved purchases shall only be issued by the BCSGA Advisor.

Section 02: Emergency Purchases

- a) When the BCSGA or StudOrg Advisor needs to purchase items (limit of \$1,000 or less) for an activity or event at the last minute, the private funds of the Advisor may be used and reimbursements will be made if the Advisor presents receipts to the BC Business Services Office for all expenditures.

Section 03: Unauthorized Purchases

- a) Any purchase made willfully or through neglect, that does not comply with the purchasing procedure of the Finance Code shall not be a financial liability of the Association or the StudOrg.

Section 04: Prohibited Purchases

- a) Student funds are prohibited for the following expenditures:
 - 1) Equipment, supplies, forms and postage for curricula or classroom use, or for district business;
 - 2) Repair and maintenance of equipment;
 - 3) Salaries or supplies that are the responsibility of the district, not including stipends issued for BCSGA Officers;
 - 4) Articles for the personal use of district employees;
 - 5) Gifts, loans, credit, or the purchase of accommodations for district employees or others.

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Section 05: Donations and Fundraising

- a) All donations and funds raised shall subject to all applicable Bakersfield College regulations, policies and procedures.
- b) The BCSGA Advisor shall be informed in writing of all such gifts and funds at the time the gifts or funds are made.
- c) All gifts to the Association shall be accepted by the BC Foundation Office in accordance with college policies.
- d) Collections, solicitations, contributions, or donations of money or materials shall not be initiated or accepted without the specific authorization of the BCSGA Advisor.
- e) Authorized collections, solicitations, contributions, or donations shall be conducted in accordance with regulations established by the BC Foundation Office.

Section 06: Equipment

- a) All equipment purchased with Association funds is the property of Bakersfield College.
- b) The use of equipment purchased solely with Association funds shall be at the discretion of the Senate with approval from the BCSGA Advisor.
- c) The use of equipment purchased partially with Association funds and partially with District funds shall be agreed upon mutually between the Senate and the BC Administration.
 - 1) Any proposed disposal or sale of equipment acquired fully or partially through District funds is subject to Education Code sections 81450-81460 et seq., and the District's Asset Management Policies and Procedures
- d) Any proposed disposal or sale of equipment acquired solely through Association funds is subject to the approval of the BCSGA Advisor.

Section 07: Contracts

- a) The BCSGA Advisor must approve all contracts in advance.
- b) All contracts must be in writing and in accordance to KCCD fiscal policies.
- c) Contracts are not binding until signed by the appropriate KCCD Employees and the contracting party.

Section 08: Profits from Association Events

- a) Profits from any Association related event or activity are Association funds, and may not be credited to another account, or later diverted to accounts of special groups, or the college general fund.
- b) Sharing of income and expenses from activities co-sponsored by the Association and the District must be agreed to in writing prior to initiation of the activity.

Section 09: Loans

- a) The Association may co-sponsor or loan funds to student organizations or other campus entities through written agreement with either the Senate or a Department.
- b) Such co-sponsorships or loans must be made through regular procedures involving the recommendation of the Department of Finance and approval of the BCSGA Advisor.
- c) Procedures for the repayment of the loans and/or agreement to participate in profits must be made in writing prior to any agreement.

Section 10: Use of Association Funds to hire KCCD Employees

- a) Association funds may be used to hire KCCD Employees to assist in Association operations, in accordance with all KCCD Human Resources policies and procedures.
- b) Association may not hire or employ individuals as "BCSGA Employees"
- c) KCCD Employees employed using Association funds shall be under the supervision of the appropriate District employee.

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Section 11: Audit

- a) The Association fund books, financial records, and/or procedures are subject to annual audit.
- b) The Association may also request an external audit, but the cost of that audit will be paid out of Association funds.
- c) Reports of the audit are submitted to the President, BCSGA Advisor, and the BC Vice President of Student Affairs.
- d) Audit information, except that contains confidential information, shall be released to the Association by the BCSGA Advisor.

Chapter 7. CAMPUS COLLABORATIVE ACTION GRANTS

Section 01: Purpose

- a) To establish a direct method where campus community entities can request financial assistance from the Association to further the mission of their office while collaborating with the Student Body.

Section 02: Mission

- a) Campus Collaborative Action (CCA) Grants are available to any Bakersfield College affiliated department, service, or office (BC Agency) for programmatic assistance that enhances overall quality of student life on campus. CCA Grants should be used to boost the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, governance, leadership, group development, campus and community service, and informational programs and activities.

Section 03: Funding

- a) These allocations for these grants are funded through the purchases of the BCSGA Student Services Program.
- b) Grants are contingent on availability of funds.
- c) The Department of Student Activities must allocate and award annual no less than \$5,000 annually.
- d) Allocation of CCA shall be given based on the BC Agency compliance with the CCA Conditions and Process handbook established annually by the BC Office of Student Life.
- e) The authority of accepting and processing the CCA Grants is given to the BC Office of Student Life and each BC Agency must comply with the CCA Grant requirements.
- f) The Department of Student Activities will review and hear CCA requests only from recognized BC Agencies.
- g) The Director of Student Activities will place all properly completed CCA Grants on the next scheduled Department of Student Activities agenda for allocation approval.
- h) These grants are intended to support organization activities, but not to fully fund them.
- i) BC Agencies are not guaranteed funding.
- j) Grant funding for an organization will be based on the Department of Student Activities' evaluation of the BC Agencies' requested event, submitted budget request, available funds, and information gathered during the presentation.

Section 04: Application

- a) The CCA application must request and include the following items for the grant proposal:
 - 1) Proposal description;
 - 2) Methods of advertisement;
 - 3) Methods of evaluation;
 - 4) A statement of support from other collaborators;
 - 5) The itemized budget report; and
 - 6) The quotes/proof for all item requested.
- b) The CCA Application process and forms will be development and managed by the Office of Student Life.
- c) The BC Office of Student Life shall distribute CCA forms to all entities seeking allocations from the Association. These forms must be turned into the BC Office of Student Life within the announced time.

Section 05: Eligibility of the CCA Grant Requests

- a) Any BC Agency that meets the following criteria is eligible to apply for CCA Grants:
 - 1) Fully established department, service, or office at Bakersfield College;
 - 2) Is not already receiving funds from BCSGA or the Office of Student Life; and

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- 3) The BC Agency is in good standing with the College.
- b) Student organizations of off campus entities are not eligible for CCA Grants.

Chapter 8. STUDENT TRAVEL GRANTS

Section 01: Purpose

- a) To establish a direct method where students can request financial assistance from the Association to further their academic knowledge at a conference presentation.

Section 02: Mission

- a) Student Travel Grants are available to any Bakersfield College enrolled student for attending a conference at which the applying student(s) are presenting or receiving an award. Grants should be used to boost the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, governance, leadership, group development, campus and community service, and informational programs and activities.

Section 03: Funding

- a) These allocations for these grants are funded through the purchases of the BCSGA Student Services Program.
- b) Grants are contingent on availability of funding.
- c) The Department of Student Activities must allocate no less than \$2,000 annually.
- d) Allocation of grants shall be given based on the compliance with the StudOrg SOF Conditions and Process handbook for travel grants established annually by the BC Office of Student Life.
- e) The authority of accepting and processing the Grants is given to the BC Office of Student Life and each student must comply with the Grant requirements.
- f) The Department of Student Activities will review and hear grants requests only from enrolled students.
- g) The Director of Student Activities will place all properly completed Grants on the next scheduled Department of Student Activities agenda for allocation approval.
- h) These grants are intended to assistance students, but not to fully fund them.
- i) Applying students are not guaranteed funding.
- j) Grant funding for an organization will be based on the Department of Student Activities' evaluation of the student(s) requested event, submitted budget request, available funds, and information gathered during the presentation.

Section 04: Application

- a) The Grant application must request and include the following items for the grant proposal:
 - 1) Proposal description;
 - 2) Methods of advertisement;
 - 3) Methods of evaluation;
 - 4) A statement of support from other collaborators;
 - 5) The itemized budget report; and
 - 6) The quotes/proof for all item requested.
- b) The Grant Application process and forms will be development and managed by the Office of Student Life.
- c) The BC Office of Student Life shall distribute Grant forms to all entities seeking allocations from the Association. These forms must be turned into the BC Office of Student Life within the announced time.

Section 05: Eligibility of the Grant Requests

- a) Any Student that meets the following criteria is eligible to apply for the Student Travel Grant:
 - 1) Preference maybe given to students who have purchased the BCSGA Student Services Program.
 - 2) Is not already receiving funds from BCSGA or the Office of Student Life; and
 - 3) The Student(s) is in good standing with the College.