



Type:	Campus Life	Created:	March 2023
Adopted By:	Board of Directors	Last Amended:	
Executive Responsibility:	Executive Director	Procedure:	

Section 1. Purpose and Description

The Student Activity Fund is intended to provide members funds to participate in conferences, lectures, events, and competitions centred on students and post-secondary education enhance members experience during their education. These experiences are designed to encourage further learning through the sharing of experiences and knowledge in a different platform away from the traditional classroom.

Section 2. Scope

The Student Activity Fund Policy provides the standard operating procedures for student activity funds. The procedures and guidelines are intended to provide a reasonable and systematic means for administering and operating student activity funds including administrative procedures; an effective system of management, delineation of responsibilities; appropriate internal controls, accounting, reporting, and record-keeping.

Section 3. Definition of Coverage

The Student Activity Fund is used exclusively to cover the direct grants to members engaged in student initiatives at Vancouver Community College and SUVCC members attending initiatives at other post-secondary institutions. The following are the recognized (but not limited to) initiatives that may qualify for funding, if approved:

- a) Conferences
- b) Lectures
- c) Events
- d) Competitions

Section 4. Funding Guidelines

The following expenses shall be eligible for funding. Funding shall not exceed \$250 per member per submission.

4.1 Events on Campus

- i. Speaker costs (fees, travel, accommodations);
- ii. Venue Costs;
- iii. Materials and Supplies;
- iv. Catering;
- v. Other costs associated with the event as approved by the Budget and Operations Committee

4.2 Events off Campus

- i. Travel;
- ii. Accommodations;
- iii. Food expenses (In accordance with Policy 20.01 Section 6);
- iv. Application fees
- v. Other costs associated with the event as approved by the Budget and Operations Committee