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UA3/3/1 Memo Re: Student Government Finances

Charles Keown

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MEMORANDUM TO: President Kelly Thompson

SUBJECT: Student Government Finances

Please find attached responses from several universities to a letter I sent May 5 concerning an inquiry regarding financing student government activities. I have not tried to tabulate the results simply because they are so varied. I thought perhaps you would want to browse these letters prior to our meeting tomorrow with the student government leaders.

I recommend that you consider appointing a committee to come up with a plan of finances for student government. I believe the committee should include the Dean of Student Affairs; the president, vice president, and treasurer of Associated Students; Mr. Harry Largen, Business Manager; and perhaps other personnel from the Business Office.

The officers of Associated Students will not be available for committee work until sometime in August unless the work can be done prior to June 15. President Winky Menser will leave for summer camp on June 15 and will not be back until August.

At this time I do not know what topics may be discussed in the conferences that is to be held in your office, but I am reasonably sure that the major topic will be finances.

The attached information on student government financing at other universities has not been made available to anyone else. I have held it for your observation and for the committee if you see fit to appoint one.

Charles A. Keown
Dean of Student Affairs

CAK:ec

Enclosure
May 22, 1967

Dr. Charles A. Keown  
Dean of Student Affairs  
Western Kentucky University  
Bowling Green, Kentucky 42101

Dear Dean Keown:

Your letter, requesting information regarding student government financing, was referred to me by Dr. M. C. Beyerl, Vice President for Student Affairs.

In answer to your specific questions, the following information is provided:

1. Each student pays general fees of $110 per quarter for Indiana residents and $200 per quarter for non-resident students. No specific fee is collected for activities.

2. The University budgets, from student fees, funds to support athletics, convocations, student publications, student government, etc.

3. The student government is not basically a programming unit. Therefore, its budget is largely for operational expenses. For 1966-67, the budget of our Student Senate was $5915; the proposed amount for next year is $8400.

4. Since the concerts, athletic events, and other activities are supported by student fees, though they are not sponsored by the student government, admission to most of them is without charge for students.

If you desire additional information, please let me know.

Yours sincerely,

James Marine  
Director of Student Programs

JM:fm

cc: Dr. M. C. Beyerl
Dr. Charles A. Keown  
Dean of Student Affairs  
Western Kentucky University  
Bowling Green, Kentucky 42101

Dear Dean Keown:

Your letter requesting information about student government financing has been handed to me for replying.

Your specific questions are answered as follows:

1. Each student is assessed a fee of $5.00 per semester for student government. This fee is collected by the Business Office at the time of registration, along with all other expenses.

2. No

3. No

4. Some student government activities are free of charge to students and for others there is a reduced charge to students.

The Traffic Department is operated by the Student Government which charges a $1.00 registration fee and provides a sticker for the automobile. Fines for traffic-violations are collected and credited to this department of Student Government.

If you have any additional questions, please call on me.

Sincerely,

[Signature]

Ettie Turner  
Dean of Women and Chairman  
Student Affairs Committee  
ET/dp
May 18, 1967

Mr. Charles A. Keown
Dean of Student Affairs
Western Kentucky University
Bowling Green, Kentucky 42101

Dear "Charlie:"

In response to your inquiry of May 6, I hope the following information about our Student Government program and financing will be of some assistance to you. I shall try to answer your questions in the order enumerated:

Question No. 1: A total fee of $19.50 per quarter is collected from each student who is enrolled for five or more hours. This covers all activity fees: Health Service, Athletic Events, Cultural Affairs Programs, Student Newspaper, Yearbook, Student Club allotments - the works. It is collected as part of the total fees at registration by the Comptroller's Office as the final step in the registration process. Of this amount $4.17 per student per quarter goes to cover "activities fees" supervised through this office - not athletics; $6.50 for health fee also supervised by this office, as well as $1.00 Cultural Affairs; and $.50 for Identification Cards. Our student affairs total for activities is $5.67 per student plus $6.50 for health service operation.

Question No. 2: Of the activities fees collected $2,500 is appropriated to Student Government as its own budget. This money may be used as Student Government sees fit with the approval of its adviser.

Question No. 3: This year's allotment was $1,500. Next year's, as indicated above will be $2,500. All budgets for Student Activities are reviewed and approved by a Student-Administration Finance Committee composed of the Student Body President, President of Senate, and Treasurer of Senate, the Director of Student Activities (also Student Senate Adviser), the Dean of Women, and the Dean, Division of Student Affairs.
Question No. 4: All admissions are free upon presentation of ID Card to Concerts, Lectures, Athletic Events, and many others. For Student Center movies a fifteen cent charge is made to help defray added expense there.

I hope your year is ending satisfactory. If we can elaborate further on the above, please feel free to contact us again.

Sincerely yours,

[Signature]

Daniel J. Sorrells
Dean, Student Affairs

DJS:i
STUDENT GOVERNMENT FINANCES

Morehead University, Morehead, Kentucky

Morehead budgets $1,500 to student government for operating expenses.

On entertainment contracts involving "big-name" groups, the University underwrites the student government in these contracts by extending them credit to meet the current expenses including the deposit on the contract. Proceeds from the function reimburse the University. In other words, they use the same system as we used last year.

Morehead had the Kingsmen, a well-known group of performers, on their campus at a contract price of $1,500. They lost $400.00.
STUDENT GOVERNMENT FINANCES

Eastern Kentucky University, Richmond, Kentucky

The following information was acquired in a telephone conversation with Dean Martin, May 1, 1967. The student government at Eastern prepares a budget request each year which is presented to the dean of business affairs in the same manner as any other budget request.

For the current year, the University granted a budget of $3,500 to student government. This money was used for secretarial help in the office, telephone calls, stationery and etc. They also used $1,000 of this budget to send an Eastern student overseas for the summer in an exchange-type program.

Each class organization; freshman, sophomore, junior, senior at Eastern; collects $1.00 each semester from its members. The Business Office actually makes this collection at the time of registration. Twenty-five percent of this money is set aside for entertainment purposes and is administered by a committee whose chairperson is a member of the administrative staff from the office of the dean of students. The vice chairperson is president of the student government. The rest of the committee is made up of students and faculty. The other 75 percent of the fee are retained by the class organization for their own individual use for entertainment and expenses.

Eastern student government booked the Beach Boys for a performance in early April at $7,000 guarantee. They priced the tickets at $2.00 for any one having a student identification card and $3.00 to all others. They sustained a loss of $1,000.00.
Dean Charles A. Keown  
Dean of Student Affairs  
Western Kentucky University  
Bowling Green, Kentucky

Dear Dean Keown:

The following are answers to the questions posed in your letter of May 6, 1967.

1. A fee is collected from each full-time student (defined as one enrolled for 12 or more semester hours) at the time of his registration. It is collected by the University as part of his total tuition and fees.

2. The University does not strictly budget funds. As indicated above, it collects the fees and makes them available to the students for budgeting.

3. The annual amount collected to date equals $12.00 per semester per full-time student. For the current year the total amount was $200,000.

4. Students are admitted without charge to many of the activities financed by the student activity fee; other kinds of events also financed by the fee are supported by additional charges to students who actually attend.

I hope this information is useful to you.

Sincerely yours,

[Signature]

Harold W. Lavender  
Dean of Students
Dear Dean Keown:

I shall be happy to give you the information you requested concerning our Student Government's financial budget.

1. No fee in addition to the one set up in our registration fee is collected from any student.

2. The University sets aside a percentage of enrollment for the student activities budget.

3. The student activities budget for 1966-67 was $202,500.00. This is administered by a Student Activities Committee composed of faculty and student body members.

4. Although we do not collect fees from the various students for student body activities, the Student Government does sponsor concerts and entertainment, etc. Those for which admission fees are charged are opened to the students on the same charge that any other person might have.

I hope this will be helpful to you in your study.

Yours very sincerely,

Ella V. Ross
Dean of Students

EVR/1k1
Dear Dean Keown:

In reply to your letter of May 6, 1967, requesting information on the financial structure for student government at the University of Oklahoma, I am happy to provide the following information:

1. Our Student Government Activity Fund is provided for by a $1 allotment from the tuition of each full time regularly enrolled student each semester. This allotment is made possible by approval of the University of Oklahoma Board of Regents. This year the total allotment was approximately $28,000.

2. After the allocation is placed in the Student Government Activity Fund, recognized student organizations may be appropriated money from this fund on the basis of their needs. Approximately seventy-five organizations received appropriations from the fund this year. A separate budget is set aside for the operating expenses of the Student Senate, which controls the appropriations from the fund.

3. The allotment of the $1 fee from each student's tuition does not automatically admit him free of charge to any concert or activity on the campus. Admission is charged or not charged according to the needs and policies of the organizations sponsoring an event, upon appropriate approval.
May 15, 1967

Dean Charles A. Keown
Dean of Student Affairs
Western Kentucky University
Bowling Green, Kentucky 42101

Dear Dean Keown:

William and Mary established a student activities fee in 1935. This is a compulsory fee of $5.50 per semester which is used to support student government, debate, the weekly college newspaper, the annual, and a literary magazine.

The fee is distributed on a percentage basis. Last year, 3 percent of the fee or slightly over $1,000 was appropriated to student government. This was for essential operating activities and did not subsidize dances, concerts, entertainment, etc. Activities of this sort are supervised by a joint student-faculty Recreation Committee which receives an annual appropriation of approximately $3,000 from the College’s maintenance and operating budget.

A separate organization is responsible for the so called Lectures, Art and Music program and this organization is subsidized in the amount of $3,000 annually. There is no specific reduction of charges for students to attend activities sponsored either by the Recreation Committee or by the Lectures, Arts, and Music series.

Sincerely,

J.W. Lambert
Dean of Students
Dear Dean Keown:

I am in receipt of your letter concerning your student government and the financial consideration for this group. The student government association does not collect fees from the students. The fees are a part of the regular institutional fees and are collected by the college. The college budgets student government funds from the overall institutional fees. It is difficult to determine the amount since it covers many areas and only those that apply directly to the student government association are budgeted to that organization.

Under our policy a student is admitted to all ball games, receives the college newspaper, a year book, and most cultural convocations are free to the student. In some areas when the cost is exorbitant the student pays a reduced charge in order to meet the budget.

I hope this has been of some help to you. A complete description is difficult to give you since I am not sure as to the exact amount that is set for services such as the student newspaper, college year book, college union, athletic department, convocations and so on.

Best wishes to you. I hope that you are able to devise some financial structure for your student government.

Sincerely yours,

[Signature]

W. O. Hampton, Dean
Student Personnel Services
Dear Dean Keown:

Reference is made to your letter of May 5 and the study being made by your student government leaders regarding their financial structure. The following information is given in response to the questions asked in your letter:

1. Other than the Maintenance Fee, which is collected from all students for multi-purposes, we assess no specific fees.

2. From the Maintenance Fee Fund, we set up a budget for Student Activities; then, from the Student Activities Fund our faculty committee on Student Activities and Welfare (which has student representation on it) votes allocations to various activities--yearbook, school newspaper, student government, intramurals, etc.

3. As to the allocation for student government, it will run approximately $6,000 this year (depending on the final count of students) and approximately $6,500 next year. Student government is required to prepare a budget and submit a request for funds. When the budget is approved, the Dean of Men (who acts as sponsor) must sign all checks. If the student government does not spend all of its money, it reverts to the university's general fund at the end of the fiscal year.

4. For just about anything sponsored by our student government, we charge an admission fee. In the main, we are talking about "big name" entertainment. Student government is allowed to keep this money for further promotions, but it is subject to audit and the Dean of Men keeps a close check on the procedure. Many times the ASB (student government) will not sponsor an event but will "stake" another student organization if that organization can show...
that it has some financial backing. For example, if the "T" Club can put up $1,000, the ASB will guarantee the remainder of the booking fee. If the event is successful, neither suffers a loss. If the event is a financial failure, both the "T" Club and the ASB would share in the loss.

At one time, just a couple of years ago, we were allocating more money to the ASB than at present. We have nibbled away at this because the ASB simply did not need as much as they had annually requested. We have not met with serious resistance to this nibbling; and, if the ASB got into a pinch and needed money for something worthwhile, we would adjust their budget to cover it.

Please feel free to contact me if I can be of further assistance.

Sincerely,

[Signature]

Martin Peters
Dean of Student Services

MP:ja

P. S. We were shocked to hear of the death of Dwight Smith and his sister. I know that our students join yours in mourning the death of a fine athlete and an outstanding young man.
May 11, 1967

Charles A. Keown
Dean of Student Affairs
Western Kentucky University
Bowling Green, Kentucky 42101

Dear Dean Keown:

The Student Government Association at Indiana State University submits its proposed budget for the following year in the spring. The money for its operations is appropriated from the student fees that are paid by each student at registration. Student Government sponsors Homecoming activities, some of which are free and other which have an admission charge, such as Big Name Talent performance and the Homecoming Dance. It also sponsors Miss ISU Pageant in the spring for which there is an admission charge. However, Homecoming and Miss ISU Pageant both have their own money appropriated and does not come out of the operating Student Government budget.

If there is further information you desire, please write me.

Sincerely,

[Signature]

Mrs. Constance Risch
Acting Director, Student Activities

[Note: The handwritten signature is not legible.]
Dear Dean Keown:

This letter is in response to your letter of May 5, regarding the financial arrangement pertaining to our Student Government Congress.

The University operates on a Campus Privilege Fee system, amounting to $2.40 per credit hour. This covers the Union, Library, parking, Student Government, Student Health, Athletic Admissions, student newspaper, and a host of student activity groups. The total sum next year will be in the neighborhood of $600,000, depending of course upon the total number of credit hours taken by our entire student body.

The University has a committee of three administrators (Dean of Students, Dean of Women, Business Manager) and three student government officers who recommend the way in which the student fees will be distributed.

Next year, the projected budget for our Student Government Congress is $15,000.

The general policy regarding admissions is that no charge will be levied against the student. We do have some exceptions to this, however, as in cases where we bring in "big-name" entertainers.

I hope this answers some of your questions. If you are unclear on these points, please let me know and I'll try to be more explicit.

Sincerely yours,

James J. Rhatigan
Dean of Students

JJR: jg
Mr. Charles A. Keown  
Dean of Student Affairs  
Western Kentucky University  
Bowling Green, Kentucky 42101  

Dear Mr. Keown:

In reply to your request for information regarding the financial structure, $3,750 is allocated each semester from student fees to the Student Activities Board for disbursement. The money is collected only from full-time students.

Student government submits a budget just as any other organization, and the budget is studied and an allocation made. During the academic year 1966-67, $24,500 was allocated to student government. Funds are also appropriated to groups that are all campus in nature, such as the student newspaper, intramural sports, band, radio station, convocations, theatre, etc.

Last year we allocated $14,000 to convocations. This partly helps support the cultural program of the university. Students are permitted to attend the artist series, the Kennedy lecture series, and the chamber music series upon presentation of their identification card. Since our auditorium has a seating capacity of 2700 and our student body is much larger, the student is asked to go to the box office in advance of the activity and receive a ticket of admission upon showing his identification card. I hate to admit this but we do not always have a full house. We do bring professional groups, such as plays, choruses, traveling companies, to the campus. When the university brings these, a nominal charge of not more than a dollar is made to the students. Adults and faculty members would have to pay the full admission price.

If you wish additional information, please do not hesitate to write.

Very truly yours,

Margaret M. Deppen  
Associate Dean of Students

ejs
The following information was acquired from Dean Sparkman today, May 19. Murray Student Government is allocated $1.50 per semester per student for full time students (12 hours). This money comes from the residential fee which is $20.00.

The Business Office sets aside $1.50 per semester in a separate fund marked "Special Fund".

Fifty cents of the $3.00 per year is marked for speakers and cannot be used for any other purpose. The remainder of the special fund is used for travel, office expense and other student government projects and entertainment. According to Dean Sparkman most of the funds is used for various kinds of entertainment-cultural programs.
May 6, 1967

Dean of Student Affairs
Auburn University
Auburn, Alabama

Dear Sir:

Student government leaders on our campus in an effort to develop a better financial structure for their organization are seeking information on how other student governments are financed and what budgetary procedures are followed.

This office, in order to assist in this study, is soliciting the advice of other universities concerning the financial structure which they employ on their respective campuses. It would, therefore, be appreciated if you would forward to us information that would describe financial structure of student government on your campus.

Specifically, we are interested in answers to the following questions:

1. Is a fee collected from each student? If a fee is collected, by whom is it collected and how much per student? $8.50 per quarter

2. Does the university budget funds to student government from appropriated funds or other type funds? Yes from student activity funds

3. If you are at liberty to reveal the figures, it would be helpful to know the annual budget allocated to student government. $673.00

4. Where fees are collected from each student for student government activities, what is your policy on admission to student government sponsored concerts, entertainment, etc.? Are students admitted without charge or reduced charge? Admitted without charge except for $5 for popular entertainment $0 for athletic

Please add any additional information which you feel might be helpful to us in this study.

Your consideration of this request will be appreciated.

Sincerely yours,

Charles A. Reed
Dean of Student Affairs

CAK:ec
May 22, 1967

Charles A. Keown
Dean of Student Affairs
Western Kentucky University
Bowling Green, Kentucky 42101

Dear Sir:

In reply to your inquiry of May 6 relative to:

1. "Is a fee collected from each student?" - Yes, a fee is collected at each registration by the University Business Office Fee Clerk.

2. "Does the university budget funds to student government from appropriated funds or other type funds?" - No, the student government has complete jurisdiction over the fees collected (activity fee) from the direct assessment indicated above.

3. Annual budget allocated to student government is $105,000.00

4. Student government sponsored entertainment varies in admission policy. In some instances the "Program Council" pays all the costs and in others the entertainment, etc. is offered to the students at a reduced admission charge.

I hope the above information answers satisfactorily your inquiry. If we can offer anything additional please advise.

Respectfully,

[Signature]

[Name]

[Title]

Student Agency Accountant