Overrealized Student Service Fee Allocation Process (OSS Committee)

1. Definitions
   a. Section 54.503 of the Texas Education Code states that Student Service Fees “shall be used only for the support of student services.” Furthermore, student services are defined as “activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.”

2. Guidelines
   a. Event or activity must meet the definition of student services as set forth in the Texas Education Code (please see above).
   b. Must be one-time funding (ongoing and/or continuing events should go through the Student Service Fee process).
   c. Must meet the following criteria:
      i. An event or activity with a timeline that does not allow the participants to request monies through the SSF process and
      ii. A budget request that exceeds the amount of funding available in other SSF supported accounts (i.e. Student Government Association, Dean of Students Emergency Fund and Student Organization Allocation Committee).
   d. Fees cannot be used for marketing purposes, faculty and staff salaries, donations or university sponsored events.
   e. Recommended funding guidelines are equal to a minimum of $1,000 to a maximum of $50,000.
   f. Requesting unit and or individual must be able to demonstrate that their current budget is in good standing.
   g. Please note that budgeting shortfalls and/or other monetary deficiencies that are within the control of the organizer or participants (i.e. poor planning, missed deadlines, zero fundraising) will not be considered.

3. Committee Make-up
   a. SGA President or appointee
   b. Provost or appointee
   c. VP of Business and Administration or appointee
   d. VP of Student Access and Success or appointee
4. Process
   a. Complete application form which can be found online on the SGA and DoS website.
   b. Application must be completed 2 weeks in advance if at all possible.
   c. Application must include budget sheet and price quotes.
   d. OSS committee will review and make recommendations to the President for final decision within 3 working days.
   e. President can reject recommendation, approve or make adjustments.
   f. The Dean of Students office will coordinate this process.