

Student Services

AP 5430 CO-CURRICULAR ACTIVITIES

Reference:

Not applicable

Co-curricular activities add a necessary dimension to the total educational experience of students. To conduct co-curricular activities requires annual financial support, a shared responsibility of the college and the activities. These guidelines provide procedures to be followed in regards to required financial support.

For purposes of funding, the following establish the major classifications of co-curricular activities:

1. An extended laboratory for an approved and scheduled instructional course. An extended laboratory is defined as the practicum in which "what is learned" through instruction is put into use through production, performance, or competition, at times extending beyond the limits of the scheduled class periods. Most often occurs in: intercollegiate athletics, performance activities, publications activities.
2. Extracurricular activities not directly related with courses or scheduled classes but enhance and complement the total college experience for students. Included in this category are: student government, student clubs, club sports, intramurals, and activities that relate to the general welfare of any registered student.

A co-curricular activity is defined as an activity which:

- Holds for the students involved: standards and expectancies for attendance, participation, and achievement in the activity similar to those held for students in regularly scheduled classes.
- Is conducted under the supervision of the instructor of the pertinent course, the Division Dean of the instructional division involved, or the appropriate Vice President or designee.

The Division Dean shall prepare an annual budget for the co-curricular activity indicating both anticipated income and expenditures. The Division Dean shall forward proposed budget to the appropriate Vice President for review and approval.

Financial Support

The financial support of each co-curricular activity is a shared responsibility of the college's general fund and the activity. The college's general fund will normally fund costs

relating to approved co-curricular activities. The activity is generally expected to be as self-sufficient as possible and to provide for student-involved costs as indicated below.

- a. registration and entry fees
- b. transportation
- c. meals and lodging
- d. awards/scholarships
- e. stipends
- f. production costs
- g. officiating costs
- h. publicity
- i. printing of programs, tickets, covers, etc.
- j. activity supplies and materials
- k. ticket sales and collection
- l. emergency student loans

Colleges will designate funds for associated costs for instruction and supervision of approved co-curricular activities. Such costs may include:

- a. Instructional salaries
- b. Instructional facilities
- c. Instructional equipment
- d. Instructional supplies and materials
- e. Travel expenses incurred by members of the instructional staff
- f. Conference expenses incurred by members of the instructional staff
- g. Maintenance expenses for equipment and facilities
- h. Transportation of staff to activities and other authorized events.

Expenditures of College general funds in support of co-curricular activities will be made through the normal procedures established for requisitioning supplies, equipment, and services. Such requisitions must be signed by both the Dean and the appropriate Vice President.

At Chabot College, general funds may be used to augment Activity Trust Funds when it is determined that Activity Trust Funds are not sufficient to fully fund the co-curricular activity and that it is important that the activity be conducted.

At Las Positas College, the authorized Associated Student Body and co-curricular activity shall establish a trust fund through the college business services office of Las Positas College. Records and accounts of the trust fund will be maintained by the college business services office in compliance with all District accounting procedures. Income for the trust funds is derived from the college bookstore profits and by monies raised by special events, ticket sales, sale of publications, donations, fund raisers, etc. All income must be submitted to the college business services office for deposit to the appropriate fund. Expenditures from the trust fund will be made by purchase order, requisition or request for disbursement. All expenditures must be approved/signed by the College's

Vice President and the College's Business Officer prior to being processed through the college business services office. The records and accounts of the fiduciary trust funds will be included in the annual audit of the District as required by state law.

Approved: March 18, 2014

Board Reviewed: November 16, 2021