



TO: Chief Executive Officers
Chief Business Officers
Chief Student Services Officers
Student Body Association Advisors

FROM: Marty Alvarado, Executive Vice Chancellor, CA Community Colleges Chancellor's Office
Lataria Hall, President, California Community College Chief Student Services Officers
Angelica Campos, President, Student Senate for California Community Colleges

RE: Allowable Student Representation Fee Uses

This guidance memo provides clarification on the appropriate use of the two dollar (\$2) Student Representation Fee (SRF).

Background

[California Education Code §76060.5](#) requires California community colleges to collect a student representation fee of \$2 at the time of registration to provide support for governmental affairs representatives of *local or statewide* student body associations who may be stating their positions and viewpoints before government offices and agencies. One dollar of every \$2 fee collected shall be expended to establish and support the operations of the Student Senate for California Community Colleges (SSCCC) and the remaining \$1 shall be used to support the local student body association (SBA). Community college districts may retain up to 7 percent of total fees collected for administering the SRF.

Allowable Use of Local Student Representation Fees

The \$1 SRF to support the local SBA shall remain in the custody of the chief fiscal officer of the community college and the money shall be disbursed upon the order of the governing body of the local SBA. SRF expenditures may be used for any purpose related to representing the views of students with governmental bodies with one exception. The student representation fees may not be used to support or oppose ballot measures or candidates.

Student body associations are encouraged to establish policies and procedures that include the expenditure approval process and to ensure that expenditures directly support legislative advocacy or student engagement in participatory governance. Allowable uses of the local \$1 SRF include, but is not limited to:

SRF Allowable Uses

May 3, 2022

- Student attendance at conferences, meetings, and events sponsored by the SSSCC or other nonpartisan student organizations that are for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of SSSCC officers
- Visits to legislative offices to lobby and advocate for issues affecting the student body
- Hosting costs (food, marketing materials, spirit wear) for on- or off-campus meetings, conferences, and events to provide the student body legislative training, legislative awareness and information, and to increase engagement in student government and participatory governance
- Travel costs (flight, mileage, lodging, local transportation, meals, business center use, incidentals & per diem) associated with attending or hosting conferences, meetings, and events
- Stipends to participate in participatory governance meetings and activities
- Organizational dues and or special donations to the SSSCC or any other recognized student lobbying association
- Local or campus media campaigns to make available information about legislative issues of interest to the student body
- Purchase of equipment used for lobbying and or advocacy (e.g. computers, printers, Wi-Fi hot spots, tablets, etc.)
- Subscriptions to education oriented newsletters and or magazines

The student body association makes the final approval for expenditures and is accountable for the proper use of the local portion of the Student Representation Fee revenue. College administrators and advisors are strongly encouraged to create enabling conditions that support the work of the student body association by removing obstacles that can hinder or prevent student advocacy efforts. For additional information please refer to Chancellor's Office [Legal Opinion 12-09 "Student Fee Handbook"](#) section 3.4.

cc: Daisy Gonzales, Deputy Chancellor
Lizette Navarette, Executive Vice Chancellor, Institutional Support and Success
Rebecca Ruan-O'Shaughnessy, Vice Chancellor, Educational Services and Support
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