

Knox College Student Senate Campus Life Committee
Campus Life Enhancement Fund Regulations and Guidelines

Background

In 2018, the Student Senate Campus Life Committee repurposed a portion of the Senate restricted fund into a separate fund for general campus improvement initiatives, the Campus Life Enhancement Fund. Championed by Campus Life Chair Zane Huffman, any student or employee of Knox College can request funds towards products, services, or infrastructure to directly improve the quality of life on campus. Previously, the fund has been used to purchase and install new benches and picnic tables across campus. The fund has also been used for smaller initiatives such as rentable hammocks and lawn chairs.

Mission Statement

The Campus Life Enhancement Fund's goal is to provide funding for student, staff, and faculty projects that are designed to enhance college products, services, or infrastructure. Approved requests should demonstrate that they directly improve the quality of life on campus.

Part I. Regulations and Rules

- i. Funds may only be used for projects exclusively on Knox College property.
- ii. Both Knox College students and faculty can apply to use student campus enhancement fund monies.
- iii. The Student Senate Campus Life Committee reserves the right to add stipulations to any proposal in order to ensure the integrity of the Campus Life Enhancement Fund monies.

Part II. Administration

- i. All funds requests shall be reviewed by the Student Senate Campus Life Committee and submitted to the Student Senate General Assembly for approval.
- ii. The assets of the Fund shall be used solely for the purposes of, and in accordance with, the Campus Life Enhancement Fund Regulations and Guidelines.
- iii. All students invested in a funds request will be personally responsible for upholding the Knox College Honor Code as well as the regulations of the Campus Life Enhancement Fund.

Part III. Usage

- i. *Funds Time Frame:*
 - a. Funds allocated by the Campus Life Committee must be utilized within 20 weeks of the date the funds are granted.
 - b. Ongoing or long-term budget allocations can be issued, but must be reviewed every year.
 - i. It is recommended that a request include the names of at least four Knox College students who will be responsible for the project in question, especially in long term or work intensive projects.
- ii. *Unused Funds:*

- a. All unused funds, both by students and the committee itself, return to the Campus Life Enhancement Fund and remain at the discretion of the committee at the end of each academic term.

Part IV. Approval

- i. Students and/or employees of Knox College who wish to use the Campus Life Enhancement Fund must first submit a funds request to the Campus Life Committee for review.
- ii. Students and/or employees invested in a funds request must then appear before the Campus Life Committee to present their project.
- iii. A majority vote of the Campus Life Committee members present at the meeting during which funds request is reviewed will be reported to the Student Senate as a recommendation for approval of the request at the following meeting of the Student Senate general assembly.
- iv. Students and/or employees invested in a funds request shall appear before the Student Senate General Assembly to present their project.
- v. When a use of funds has been approved by Student Senate, the Campus Life Committee chair must email a copy of the approved application to the Campus Life Office. In the email, the maximum amount of awarded funds must be clearly stated. The Campus Life Office will facilitate the relevant purchases and/or allocation of monies.