



## Associated Student Body (ASB) Honoraria Guidelines

### Introduction

#### Acronyms and definitions

##### Acronyms

<i>Full phrase/title</i>	<i>Acronym</i>
Associated Student Body	ASB
Finance Committee	FIN
Student Engagement	SE
Inclusion Multicultural Engagement	IME

##### Definitions

Honorarium: “A token to bestow recognition to a student organization leader for volunteer services they perform.”

Student Fee ([hyperlink](#)): “The annual [Associated Student Body (ASB)] Student Body Fee for the typical full-time undergraduate student is \$360. This is based on enrollment for two

semesters. Students registered for fewer than 10 semester credits are charged the [ASB] Student Body Fee at the rate of \$18 per semester credit.”

Volunteer Agreement Form ([VAF](#)): Overseen by Student Engagement, the Volunteer Agreement Form (VAF) is necessary to process and receive an honorarium. The Volunteer Agreement Form must be completed in order to receive an honorarium. Completion of these form documents that student organization leaders are volunteers and not employees.

W9 (W9) or W8-BEN (W8-BEN): A W9 or W8-Ben tax form must be completed and submitted to the business office in order to receive an honorarium as a student organization leader. This form submission requirement is separate from any tax documents that you submit to HR related to student employment positions and should not be equated to a W-2.

Necessary information includes:

- Social security number
- Signature
- Date of signature

## Basics: What is an honorarium?

An honorarium (plural: honoraria) is a token to bestow recognition to an individual for volunteer services they perform. Honoraria are considered and approved as part of ASB’s annual budget allocation process. Student Engagement recognized Student Organizations may request honoraria as part of their organization’s requested budget. Their request will be evaluated based on the requirements and rules outlined in the Honoraria Guidelines and a decision will be rendered by the Finance (FIN) Committee during Allocations Weekend. Honoraria are not compensation for hourly labor. Instead, honoraria is an incentive and small reward for those students dedicating personal time as volunteers to lead extracurricular activities within the college community. These awards act as a “thank you” for the significant contributions students make through their work via student organizations for our campus culture.

## Background on honoraria

Student organizations that implement honoraria receive funding from the Student Fee, which is an annual charge of \$360. This fee is included in all students’ tuition packages. As a pool, the student fee is allocated by ASB to fund student organization activities. The intention of the student fee is somewhat ambiguous, only stating that “The annual Associated Students of Lewis

& Clark (ASLC) Student Body Fee for the typical full-time undergraduate student is \$360. This is based on enrollment for two semesters. Students registered for fewer than 10 semester credits are charged the ASLC Student Body Fee at the rate of \$18 per semester credit.” Student Engagement and ASB have interpreted this phrasing as contributing to the greater campus-wide community. Under this precedent, FIN examines the impact student organizations make on campus. Therefore, projects, events, and activities that many students can participate in are prioritized over initiatives that impact fewer students. FIN recognizes that honoraria can uplift students who otherwise would be unable to dedicate time to student organizations due to job obligations or financial burdens. In turn, these students bring positive impacts to our campus culture. However, an honorarium is issued to an individual student, and thereby money would technically go to one person. Therefore, honoraria would not be adequately prioritized with a campus-wide impact precedent used in allocations. To remedy this tension, FIN has developed the honoraria guidelines to eliminate confusion and create a framework for implementation.

## **Eligibility Requirements**

### **Student Organizations/Clubs**

1. Must be recognized as a student organization by Student Engagement
2. Must be eligible for student fee funding
3. Must not receive academic credit for the held student organization position
4. Must not receive outside funding for a stipend or honoraria equivalent.
  - a. Student organizations implementing honoraria cannot “double-dip” and have both student fee and outside funding go toward honoraria.

### **Student Unions/Affinity Group Eligibility**

1. Must be recognized as an affinity group by Student Engagement
2. Must be recognized as an affinity group by Inclusion Multicultural Engagement
3. Must be an active member within United Front
4. Must participate in Affinity Honoraria allocations

# **Honoraria Guidelines**

## **Rules and Limitations**

1. Honoraria for student organizations and student union/affinity group leaders (in total) cannot exceed 15% of overall budget request.
2. Honoraria may not be referred to as stipends.
3. Honoraria can only go toward student volunteer positions.
4. These guidelines do not apply for non-student honoraria, such as for keynote speakers.

## **Suggestions for Implementation**

1. Student organization/club ought to have a sustained and active membership for several years before introducing honorariums for leadership and general roles.
2. When first establishing honoraria for student leaders, the organization ought to pull from their current budget allocation. FIN cannot sustain budget increases due to new honoraria requests.

## **Prohibited honoraria language**

1. “Stipend” or “stipends”
2. References to direct “compensation,” “payment,” or “hourly wage”
3. Words such as: “work,” “labor,” or “job” that imply beyond a volunteer-based role
  - a. These examples are nonexhaustive

## **Recommended honoraria language**

1. A “thank you” or a “token of appreciation” for student leaders
2. “Volunteer” or “volunteering” as a substitute for “working”

# Honoraria Distribution

## Affinity Group Honoraria

The Finance (FIN) Committee in conjunction with the Equity, Inclusion, Justice Committee (EIJC) sought an equitable methodology to guarantee honoraria for affinity leadership.

1. Affinity organizations and unions will receive a lump sum to be distributed through United Front.
  - a. United Front will ultimately determine what percentage of the lump sum goes to each individual union and may update these amounts at their discretion during United Front meetings.
  - b. The lump sum can be modified by contacting EIJC([asbequity@lclark.edu](mailto:asbequity@lclark.edu)) and FIN([treasurer@lclark.edu](mailto:treasurer@lclark.edu)).
2. Student unions, like all other student organizations, can allocate a max of 15% of their total budget to honoraria for their members
3. ASB wants to ensure that Affinity Groups receive honoraria for their volunteer work and this system can always be improved by meeting with the chair of the Equity, Inclusion, & Justice Committee ([asbequity@lclark.edu](mailto:asbequity@lclark.edu)) and the ASB Treasurer ([treasurer@lclark.edu](mailto:treasurer@lclark.edu))

## Student Organization Honoraria

1. Student organizations add honoraria within their budget application during the allocations process
2. Student organizations may not appeal for honoraria in the spring
  - a. However, if the student organization was denied an honorarium during allocations due to prohibited language, the student organization may appeal to the FIN in the fall semester during the academic year—not the spring.

## Embezzlement

Please refer to our Student Code of Conduct policies here:

- [Fraud Policy](#) - Defrauding the College is prohibited.
- [Forgery & Falsification of Records](#) - Requesting funding for a specific purpose but then changing the purpose.

Any suspicion of embezzlement or fraud will be referred to the Office of Student Rights & Responsibilities and also subjected to ASB's own internal processes.

## FAQ

### Why is ASB not providing an hourly wage?

Student leaders are not technically employees of the school or ASB. Instead, they are considered volunteers who are dedicating their time and energy to help their peers and improve the student experience. Honoraria are a common way to show appreciation for volunteers' efforts and encourage them to continue their work.

Additionally, ASB cannot provide an hourly wage because given the limited pool of money that comes from the Student Fee; it would be financially unsustainable for us to do so as well as being difficult for the Finance Committee to audit that the correct amount of hours are being reported.

### How did FIN determine the honoraria ceiling (15%)?

During a student government conference, hosted by University of Portland in 2022, financial contacts for regional student governments shared that on average, they dedicate 15% of their total budget to compensation. We are attempting to model the other Oregon college student governments that utilize a Volunteer Agreement Form to "pay" their "employees." This does not include larger schools such as Oregon State University and Portland State University, as they have their student government on a payroll due to a different nature of student fee money use. We are implementing the 15% ceiling for honoraria to be in accordance with norms and practices of regional student governments.

### How do I determine whether my group should get an honorarium?

**Time and Effort:** The student leaders should consider the amount of time and effort they have dedicated to their role. Leaders who have gone above and beyond their expected duties or have put in extra time and effort to ensure the success of the organization or event may be inclined to request honoraria.

**Availability of Funds:** The availability of funds within the organization may also play a role in determining whether a student leader receives an honorarium. If the student organization has limited funds available, they may need to prioritize whether student leaders receive an

honorarium or if the organization would rather use that funding for organization activities or other expenses.

## Why are affinity group honorariums separate from other student organizations?

ASB recognizes the work that Affinity Group leaders do for marginalized members of the Lewis and Clark College community; additionally, Affinity Groups and Student Unions work with ASB and have representatives that work in the ASB Senate. ASB wants to guarantee that these vital organizations do not have their honoraria needlessly cut from one union, while another union continues to have an honorarium. Unions will utilize the United Front as a mechanism to distribute honorariums among themselves in an equitable manner.

## Are student organizations funded by the Student Media Fee eligible for honorariums via ASB?

No. These guidelines only apply to organizations funded by the Student Fee. Student Engagement oversees the allocation of the Student Media Fee, and will ultimately decide whether these guidelines apply to Student Media Fee funded organizations.