1. General

1.1. Definitions

1.1.1. *Student Senate* [website]

1.1.1.1. "Oberlin Student Senate is the central governance organization for the student body. It is the principal advocate for the interests of the student body to the Oberlin administration and faculty and ensures effective student participation in the faculty governance system. The Senate is a central forum for common dialogue within the student community and for the development of legislation to actualize common goals."

1.1.2. Student Activity Fee

1.1.2.1. The Student Activity Fee mandatory tuition fee charged semesterly as a part of tuition to enhance student life. The current fee is $296 per semester.

1.1.3. Student Activity Fund (SAF)

1.1.3.1. The SAF is the cumulative Student Activity Fees of all enrolled Oberlin College students, redistributed to the student body for the creation of social, cultural, religious, and educational activities for students, for the improvement of student life, and to augment the general welfare of students.

1.1.3.2. SAF allocations are not available for departmental use, and can only be accessed by Student Organizations.

1.1.4. Student Finance Committee (SFC)

1.1.4.1. SFC is the body of student government charged with the judicious allocation and oversight of the Student Activity Fund, establishing related policies, monitoring organizational expenditures, ensuring accountability to the student body, and preserving the integrity of student finances.

1.1.5. Student Organizations

1.1.5.1. Student Organizations are created, led, and administered wholly by Oberlin College students, and are the primary recipients of SAF allocations.

1.1.5.2. In order to be eligible for SAF allocations, Student Organizations must be chartered with the Office of Student Leadership and Involvement and registered as active in Presence.

1.1.6. *Office of Student Leadership and Involvement (OSLI)* [website]

1.1.6.1. OSLI “strives to meet the social, cultural, educational, spiritual, and recreational needs of all members of the Oberlin College community.”

1.1.6.2. In this role, it is responsible for chartering Student Organizations, maintaining Presence, and assisting with planning and execution of student activities.

1.1.7. Presence (GOberlin)

1.1.7.1. Presence (GOberlin) is a campus-wide system run by OSLI used to facilitate Student Organizations and other campus activities.

1.1.7.2. Presence registration requires listing an organization Liaison, Treasurer, and Advisor. All three individuals must confirm their role within Presence in order for an organization to be considered “active.”

1.1.8. Head Treasurer

1.1.8.1. The Head Treasurer is the senior member of SFC responsible for executing all SAF transactions. The Head Treasurer is a member of the SFC Leadership Team.

1.1.9. Student Organization Treasurer

1.1.9.1. Student Organization Treasurers are selected by their respective Student Organizations, and bear responsibility for oversight and execution of their organization’s finances. Treasurers report to their organization’s Chair and serve as a liaison to SFC.

1.1.10. Treasurer Training

1.1.10.1. Treasurer Training, conducted by SFC at the beginning of each semester, provides an overview of SFC’s structure, policies, processes, and updates. Attendance is mandatory for all Student Organization Treasurers each semester, regardless of prior experience, and is a prerequisite for accessing SFC funds.

1.1.11. Business Hours

1.1.11.1. Business Hours are defined as 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding federal holidays and Oberlin College academic breaks.

1.2. SFC Guiding Documents

1.2.1. Student Senate By-Laws

1.2.1.1. The Student Senate By-Laws outline the role of SFC in allocating the SAF.

1.2.1.2. While SFC operates autonomously from Student Senate, the VP of Student Finance serves as the primary liaison between Student Senate and SFC.

1.2.2. SFC Charter

1.2.2.1. The SFC Charter establishes and outlines the purpose of the Student Finance Committee (SFC).

1.2.2.2. Amendments to the SFC Charter require a supermajority vote of SFC and majority vote of Student Senate.

1.2.3. SFC By-Laws

1.2.3.1. The SFC By-Laws provide a lucid and detailed description of and set of guidelines for SFC operations and procedures.

1.2.3.2. Amendments to the SFC By-Laws require a supermajority vote of SFC.

1.2.4. SFC Policies

1.2.4.1. SFC Policies outline specific regulations regarding allocations and expenditures of the SAF.

1.2.4.2. Amendments to SFC Policies require a majority vote of SFC.

1.2.5. SFC Member Contract

1.2.5.1. The SFC Member contract outlines the expectations, and responsibilities for SFC members.

1.2.6. Student Organization Treasurer Contract

1.2.6.1. The Student Organization Treasurer Contract outlines the expectations and responsibilities for Student Organization treasurers.

1.2.7. Treasurer Handbook

1.2.7.1. The Treasurer Handbook provides a detailed description of the processes, procedures, and support of allocation and expenditures for a given academic year.

1.2.7.2. All SAF transactions must be filed through the forms present in the Treasurer Handbook.

1.2.8. Student Organization Leadership Handbook

1.2.8.1. The Student Organization Leadership Handbook is created by OSLI and outlines guidelines and support for Student Organizations.

1.3. General Policies

1.3.1. All funds allocated to a Student Organization must be spent in accordance with the organization's charter, procedures established by the guiding documents of SFC, the rules and policies of Oberlin College, and all applicable local, state, and federal laws.

1.3.2. Barring special circumstances, SFC only allocates the SAF through specific line-item requests. Lump-sum allocations are seldom approved and constitute a privilege that may be revoked in cases of mismanagement.

1.3.3. All SAF allocations are determined solely at the discretion of SFC. Funding decisions are made by majority vote and are considered final.

1.3.3.1. If a Student Organization Treasurer disagrees with a decision, they may submit an appeal following the procedures outlined in the SFC Charter.

1.3.3.2. Line items rejected by SFC during Ad Hoc in a given semester will be reconsidered within that same semester on a case-by-case basis.

1.3.4. While SFC broadly adheres to all policies outlined in this document, exceptions can be made for special circumstances. The relevant organization treasurer must bring any special circumstances for consideration before SFC in advance.

1.3.5. A storage space must be acquired by Student Organizations if requesting allocation for items that are non-perishable, are able to be reused, stored, or are leftover from any programming or events held by an organization. Non-eligible storage spaces are personal living quarters, personal vehicles, communal spaces in dorms, etc.

1.4. Retroactive Spending

1.4.1. Retroactive spending is a request for funds already spent, but not previously allocated by SFC, including overspending on P-cards and spending funds requested, but not yet approved by SFC.

1.4.2. Retroactive spending will only be reimbursed in situations with extreme extenuation circumstances, such as those in which students' health or safety was at risk. If an organization believes a given situation should be considered, it is the responsibility of a treasurer to promptly inform SFC on the details of the situation, which SFC will review on a case-by-case basis.

1.5. Misuse of Student Funds

1.5.1. If any member of SFC believes that any spending request represents an inappropriate use of student funds as outlined in any SFC guiding document, they may stop that form from being processed. In any questionable cases, the decision of the Head Treasurer is final.

1.5.2. If the Head Treasurer determines that an organization's treasurer has misused SFC funds, the Head Treasurer reserves the right to charge the treasurer's term bill in order to recover the funds.

1.6. Consequences for Student Organizations

1.6.1. Two-Strike System:

1.6.1.1. The two-strike system mandates the removal of a treasurer when two violations of the treasurer contract have been committed. Examples of strikes include but are not limited to policy violations, major submission errors, or failing to submit forms for honorariums.

1.6.1.2. After receiving two strikes within a semester, a Student Organization's funds are frozen until a new Student Organization Treasurer(s) is selected and trained. The new Student Organization Treasurer(s) and Liaison must attend office hours for a specialized training by the SFC treasurer.

1.6.2. Consistent negligence or egregious violations of SFC Policies by a Student Organization may result in a ban on future allocations.

1.6.3. Any Student Organization violating Oberlin College policies, local, state, or federal law will have their funds immediately frozen and will be reported to the appropriate judicial body.

1.6.4. Any Student Organization found to have abused, exploited, or otherwise circumvented SFC policies or procedures, or to have intentionally engaged in deception, dishonesty, or fraud, shall be subject to the immediate suspension of all activities. Such action shall necessitate a meeting with both SFC and the Director of Student Involvement to determine further sanctions, which may include permanent suspension.

1.6.5. SFC reserves the right to take appropriate action, on a case-by-case basis, in response to any negligence, misuse of funds, or other conduct not expressly addressed in the SFC Policies.

2. Allocation and Expenditure Guidelines

2.1. Allocation Timeframes

2.1.1. Allocation Period

2.1.1.1. Budgets

2.1.1.1.1. Student Organizations receive funding through semesterly or yearly budgets.

2.1.1.1.2. Budgets for a given semester are submitted and reviewed near the end of the preceding semester at dates announced by SFC during Treasurer Training.

2.1.1.2. Ad-Hoc Sessions

2.1.1.2.1. Student Organizations may receive additional funding through Ad-Hoc Sessions.

2.1.1.2.2. Ad-Hoc Sessions are held during the semester on Sundays from 12pm-4pm, excluding breaks and holidays.

2.1.1.3. Reallocations

2.1.1.3.1. Reallocations allow Student Organizations to reallocate funding from one line item to another line item, that may or may not have existed in the initial allocation.

2.1.1.3.2. SFC votes on reallocations on a weekly basis during the semester, excluding designated holidays and academic breaks.

2.1.2. Expenditure Period

2.1.2.1. Student Organizations are permitted to spend allocated funds only during the academic semester, including Fall Break, Thanksgiving Break, and Spring Break.

2.1.2.2. Student Organizations are not permitted to spend allocated funds during reading period, examination periods, Winter Term, or Summer Break.

2.1.2.3. Expenditure forms typically open during Treasurer Training and close shortly before reading period.

2.1.2.4. Unspent funds in a Student Organization's account do not roll over, and will return to the Student Activity Fund at the end of each semester.

2.2. Programming Types

2.2.1. General Interest Meetings

2.2.1.1. General Interest Meetings are a type of programming held by many student organizations at the beginning of the semester, or by new organizations after charter approval, with the intent of introducing students to the organization.

2.2.2. Regular Meetings

2.2.2.1. Regular Meetings are held to contribute to the organization's mission, and often require minimal or no funding.

2.2.3. Off-Campus Trips

2.2.3.1. Funding for off-campus trips may be requested when the proposed trip directly advances the organization's mission and when adequate resources to achieve the same purpose are not available on campus.

2.2.3.2. Types of off-campus trips include tournaments, competitions, outdoor excursions, and religious events.

2.2.4. Events

2.2.4.1. Student Organizations may request funding for a wide variety of events, provided they are open to all Oberlin College students. Types of events include guest speakers or lectures, on-campus performances, and cultural celebrations.

2.2.5. Fundraisers

2.2.5.1. SFC does not allocate funds for fundraisers. Student Organizations may hold fundraising events with independently raised funds.

2.2.6. Other

2.2.6.1. SFC may fund programming not specifically listed above if it contributes to a Student Organization's mission.

2.3. Profits and Sales

2.3.1. SFC may allow Student Organizations to invest externally generated funds back into their organization.

2.3.2. Student Organizations that generate income through events or fundraising not sponsored by SFC may add the income to their account, increasing their total available funds for the semester.

2.3.3. Student Organizations are not permitted to disburse funds generated by SFC-sponsored events to organization members.

2.4. Prohibited Items

2.4.1. Completely prohibited items include:

2.4.1.1. Firearms, explosives, or other weapons.

2.4.1.2. Illicit substances or items.
2.4.1.3. Devices or items primarily for personal use.
2.4.1.4. Gift Cards.
2.4.1.5. Transfers to non-Student Organization bodies within Oberlin College
2.4.1.6. Transfers or donations to external organizations.

2.4.2. Items permitted under specific conditions include:

2.4.2.1. Clothing or accessories, including jerseys for Club Sports must bear official Oberlin College branding or logo.
2.4.2.2. Alcohol purchases are allowed only for religious organizations for which alcohol constitutes a core aspect of a religious event. SFC may consider the purchase of alcohol for select performers at the Dionysus Disco, where alcohol is an agreed upon rider in their official contract.
2.4.2.3. Gifts or prizes are considered on a case-by-case basis, and are typically required to bear official Oberlin College branding.
2.4.2.4. Student Organizations may transfer allocated funds only to other chartered and active Student Organizations.
2.4.2.5. Photography requests are only approved if they directly contribute to a Student Organization's mission. General photoshoot requests are rarely approved.

2.5. Spending Procedures

2.5.1. Purchase Cards

2.5.1.1. Purchase Cards (P-cards) are tax-exempt Oberlin College official credit cards used by Student Organizations to directly spend funds. P-cards are verified by SFC and issued by the Office of Student Involvement, and most carry a spending limit of $1,800. Increases to the spending limit are approved on a case-by-case basis.
2.5.1.2. P-cards must be requested at least one week ahead of the required date, and must be picked up directly from the Office of Student Involvement by the treasurer.
2.5.1.3. As there are a limited number available, P-cards must be returned to the Office of Student Involvement as soon as possible after the intended purchases have been completed, ideally within two business days.
2.5.1.4. Only one P-card is available for online subscriptions, and must be requested specifically.

2.5.2. Request for Payment

2.5.2.1. Request for Payments (RFPs) are Oberlin College's system for direct deposits and checks. RFPs are verified by SFC and filled by the Accounts Payable office, and can be used for purchases including unpaid invoices, honorariums, and reimbursements.

2.5.2.2. RFPs require significantly more time to review and fill than P-cards, and requests must be submitted at least three weeks ahead of the required date.

2.5.3. ObieBuy

2.5.3.1. ObieBuy is a college-wide system used for purchases from specific affiliated vendors, including Amazon, Staples, and B&H. ObieBuy requests are verified by SFC and filled by the Office of Student Involvement.

2.5.3.2. ObieBuy requests must be submitted one week ahead of the required order date.

2.5.4. Transportation Form

2.5.4.1. Transportation Forms are used by Student Organizations to access Oberlin College-affiliated rental cars. Transportation forms are verified by SFC and filled by the Transportation Office.

2.5.4.2. In order to use Transportation Forms, all intended drivers must complete an MVR background check. Drivers without an Ohio drivers license must pass a written test administered by the Transportation Office.

2.5.4.3. Transportation Form requests must be submitted two weeks ahead of the date vehicles are required.

2.5.5. Local Vendor Form

2.5.5.1. Local Vendor Forms (LVFs) are used by Student Organizations to purchase goods or services from certain participating local businesses in Oberlin. LVF requests are verified by SFC and executed by the treasurer, following which the treasurer must submit all receipts along with the signed LVF directly by email to Accounts Payable.

2.5.5.2. LVF requests must be submitted one week ahead of the required date.

2.5.5.3. It is the responsibility of the treasurer to confirm that a given local business accepts LVFs as a form of payment prior to submitting a request to SFC.

2.5.6. Internal Purchases

2.5.6.1. Processes for Internal Purchases vary. See Pricing Guide (3.2) for more details.

3. Pricing Guide

3.1. General Guidelines

3.1.1. The SFC Pricing Guide outlines the guidelines and requirements for Student Organization spending.

3.1.2. Student Organizations should refer to the pricing guide when requesting SFC funds.

3.1.3. For items not specifically outlined in the Pricing Guide, SFC considers precedent when evaluating requests.

3.2. Internal Purchases

3.2.1. AVI Foodsystems

3.2.1.1. In addition to operating all dining halls at Oberlin College, AVI provides catering services to Student Organizations, and has the capacity to fill many requests.

3.2.1.2. Under Oberlin College's contractual obligation, AVI holds the right of first refusal for any on-campus catering events exceeding $500 in food costs. Student Organizations must offer such events to AVI first and obtain written confirmation of refusal before requesting funding from SFC.

3.2.2. Concert Sound

3.2.2.1. Concert Sound provides audio, light, and streaming services across campus, and is required for most venues.

3.2.2.2. Pricing for Concert Sound varies significantly across events. Student Organizations must request a quote from Concert Sound (csound@obelrin.edu) before requesting funding for audio services.

3.2.3. Facilities

3.2.3.1. Facilities services are necessary for many events that require chairs, tables, or other significant set-up.

3.2.3.2. Pricing for Facilities services varies significantly across events. Student Organizations must request a quote from Concert Sound (csound@obelrin.edu) before requesting funding for facilities services.

3.2.4. Printing Services

3.2.4.1. Printing requests are used by Student Organizations to print promotional posters, pamphlets, periodicals, or any other

form not available through traditional library printers. Printing requests are submitted directly to Oberlin College Printing Services by email.

3.2.4.2. Printing Services recommends all organizations get direct quotes on their printing costs before budgeting.

3.3. Advertising

3.3.1. Student Organizations are required to advertise their events to the Oberlin College student body. Advertising includes posters, emails, social media posts, and other forms of communication.

3.3.1.1. Due to limited posting space, SFC funds a maximum of 30 posters per event for Student Organizations, except in special circumstances.

3.3.2. Student Organizations are never permitted to advertise events before receiving confirmation of SFC allocation. Advertising events that have not been funded is considered a serious violation.

3.4. Food

3.4.1. For on-campus events exceeding $500 in food costs, Student Organizations may request external vendors only after offering the event to AVI. (see 3.2.1.2)

3.4.2. All food trucks require a permit from the Town of Oberlin.

3.4.3. Organizations wishing to cook using SFC funds must provide SFC with a statement that proves they have an industrial kitchen and at least participant who is ServSafe certified.

3.4.4. Official guests of Student Organizations may receive a food subsidy of up to $20/day.

3.4.4.1. For partial day requests:

- $10 breakfast
- $10 lunch
- $15 for dinner.

3.4.5. Students traveling off-campus may receive a food subsidy of up to $15/student per day.

3.4.6. Food for General Interest Meetings may be funded at a maximum of $50.

3.4.7. For internal performer organizations, food for rehearsals may be funded at a maximum of $50 per week.

3.4.8. Due to Oberlin College Policy, tips cannot exceed 20% of food orders.

3.5. Lodging

3.5.1. Student Organizations seeking funds for lodging in Oberlin must book through the Oberlin Hotel. Treasurers must contact the Oberlin Hotel's front desk and request a room through their Student Organization.

3.5.1.1. The Oberlin Hotel enforces a two-night minimum stay.

3.5.1.2. Student Organizations may apply a college discount with the following prices:

- Single room $159/night
- Double room $189/night
- Each additional guest (parties of 3 or more) will cost $20/night.

3.5.1.3. Rates during specific time periods (homecoming, board meetings, graduation, etc.) may be increased.

3.5.1.4. If the Oberlin Hotel is unable to accommodate a specific request, Student Organizations may pursue alternative lodging arrangements.

3.5.2. Student Organizations seeking off-campus lodging should adhere to the U.S. Federal Government per diem rates.

3.5.2.1. Per diem rates are available on the Government Services Administration (GSA) website. [link]

3.5.2.2. For AirBnBs, the total cost must adhere to the GSA per diem rates.

3.6. Transportation

3.6.1. *Airport Oberlin Shuttle* [website]

3.6.1.1. The Airport Oberlin Shuttle is the only approved form of transportation to and from the Cleveland Hopkins International Airport. All Student Organizations are required to use the Airport Oberlin Shuttle service for members, guests, and other transportation requirements.

3.6.2. Rental Vehicles

3.6.2.1. Student Organizations may only request rental vehicles through Oberlin College's official system. Please refer to the Transportation Office's website for the latest vehicle pricing guide, and refer to Enterprise for descriptions of the vehicles available.

3.6.2.2. Daily charges for a vehicle are incurred on a 24 hour cycle. This means that key pick-up and drop off must occur during regular business hours.

3.6.2.3. Vehicles may not be picked up or returned on weekends. Student Organizations that return keys outside of business hours will be charged for each additional day until the next business day.

3.6.2.4. Any rental beginning on a weekend or before 8am on a weekday will be charged a $25 drop fee.

3.6.2.5. Long-term rentals (longer than seven days) typically have lower rates.

3.6.3. Gas

3.6.3.1. Student Organizations may only request gas for the cost of travel for sponsored activities.

3.6.3.2. Student Organizations may use p-cards to pay for gas for rental vehicles provided by Oberlin College.

3.6.3.3. Student Organizations are not permitted to use p-cards with personal vehicles, and must request reimbursement via the RFP form. Student Organizations will be reimbursed at the given gas rate as listed on the AAA website for the exact number of miles of official travel. Student Organizations must also submit a map documenting the number of miles traveled with their request.

3.7. Merchandise and Gifts

3.7.1. Student Organizations may request funding for merchandise at a maximum of $20 per person, provided that it contributes significantly towards the Student Organization's mission.

3.7.1.1. Interested organizations must assess financial need through an anonymized google form and provide SFC with:

- Number of people requesting merchandise
- Amount of financial assistance required

3.7.2. Student Organizations are not permitted to resell merchandise purchased with SFC funds.

3.7.3. Student organizations may request funding for stoles and/or cords for graduating seniors, with a maximum of one stole and/or one cord permitted per senior. To be eligible for SFC funding, organizations must provide documentation demonstrating senior membership, along with a list of graduating seniors who will receive these items.

4. Honorariums

4.1. Overview

4.1.1. An honorarium is a payment given for professional services for outside speakers, performers, or other guests brought to Oberlin College by a Student Organization. All honorariums require a written endorsement from OSLI.

4.1.2. When evaluating requests for honorarium funding, SFC will consider the following factors in addition to the guidelines of this policy: expected event attendance, accessibility to the student body, level of campus interest in the subject, uniqueness of the event, and—when applicable—the honorarium levels paid by academic departments for comparable speakers.

4.1.3. In order to provide adequate time for contract negotiation, event planning, and form processing, Ad Hoc requests for honorariums must be submitted at least five weeks ahead of the event.

4.2. Contract Negotiation

4.2.1. Student Organizations interested in requesting an honorarium must first request a quote from their proposed guest. After receiving an initial quote, Student Organizations must wait until securing SFC allocation before proceeding.

4.2.2. Student Organizations are never authorized to negotiate on behalf of Oberlin College. Once SFC approval is confirmed, Student Organizations must reach out to the Director of Student Involvement, who will handle all contract negotiations.

4.2.3. Any contract negotiations before receiving official SFC approval will result in automatic rejection for consideration by SFC.

4.3. External Honorariums:

4.3.1. Speakers and Performers: Honorarium amounts for speakers and performers vary, and SFC will consider all reasonable requests. Student Organizations must provide supporting information (e.g., portfolio, website) when requesting an honorarium.

4.3.2. Coaches for Club Sports:

4.3.2.1. SFC may fund one coach for each club sports team at a maximum of $1,000 per semester. Student coaches are eligible for SFC funding only if they have previously been employed as paid coaches outside of Oberlin.

4.3.2.2. SFC does not fund travel costs for coaches.

4.4. Student Honorariums

4.4.1. Performers:

4.4.1.1. SFC funds student performers at a maximum of $50 per hour of performance time, and one hour of rehearsal time.

4.4.1.2. Student performers seeking a degree from the Conservatory are automatically eligible for consideration.

4.4.1.3. Student performers not seeking a degree from the Conservatory must demonstrate a previous professional repertoire including previous albums, performances, teaching experiences.

4.4.2. Photographers:

4.4.2.1. SFC funds student photographers at a rate of up to $50 per hour, with an additional 30 minutes of editing time billable for each hour of shooting

4.4.2.1.1. Only student photographers with professional experience outside of Oberlin College are eligible for this rate.

4.4.2.2. Student photographers must demonstrate professional experience such as through a portfolio, website, or previous contracts.

4.4.2.3. Student photographers without professional experience outside of Oberlin College will be funded at Oberlin College minimum wage with an additional 30 minutes of editing time billable for each hour of shooting.

5. Regular Student Wages

5.1. Overview

5.1.1. Regular wages are reserved for positions in chartered student organizations that require long-term, regular commitment.

5.1.2. SFC only reviews payroll requests on a yearly basis; semesterly changes are automatically rejected.

5.1.3. Although various student organizations may fulfill the qualifications to receive wages, ultimately wage allocation is at the discretion of the Student Finance Committee, as decided during the budgeting process.

5.1.4. Any documented employment fraud automatically disqualifies an organization from receiving funding for wages, and will immediately be reported to the Director of Student Involvement.

5.2. Organization Eligibility

5.2.1. The Student Organization must provide a distinct, well-established service that contributes substantially to the welfare of the Oberlin College campus and students who are not directly involved in the organization.

5.2.2. The Student Organization must have been registered as active for 5 consecutive years.

5.2.3. The Student Organization must demonstrate consistent financial responsibility.

5.3. Position Eligibility

5.3.1. The Student Organization cannot function effectively without the waged position in question.

5.3.2. The duties of the position cannot reasonably be expected to be completed without a significant level of compensation.

5.3.3. The position must require a significant and consistent time commitment, such as holding regular office hours and completing large projects on a recurring basis.

5.3.4. The position must be assigned in a demonstrably transparent and democratic manner.

5.3.5. Compensation will not be granted in cases where students receive course credit for their position or service.

5.4. Wages

5.4.1. All regular wages are automatically set at the Oberlin College minimum wage.

5.4.2. Wages may only be paid through Oberlin College's official payroll system, including registration with the Office of Student Involvement and TimeClock Plus.

5.5. Hours

5.5.1. Regular wage requests are calculated in terms of the average hours of commitment per week.

5.5.2. Student work hours are established at a preferred minimum of 5 per week and must not exceed 10 per week, unless special circumstances are approved.