

# Ancillary Services Policy

<b>Purpose</b>	To define operating parameters for Ancillary Services.
<b>Policy</b>	Ancillary Services are self supporting.
<b>Applies to</b>	Ancillary Services employees, Financial Services and Facilities.
<b>Procedure:</b>	<ol style="list-style-type: none"><li>1) Revenue from each Ancillary Service must cover or exceed all operating costs of staff, supplies, advertising, etc. without subsidy from the College's operating budget.</li><li>2) The College supplies facilities, heat, light, cleaning, accounting, and maintenance services as required without charge to Ancillary Service.</li></ol> <p>Profits generated by Ancillary Services are returned to the general College operating fund.</p>

**1. Policy Sponsor:** Director of College Services

**2. Approvals:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date:**