POLICY ON STUDENTS' COUNCIL SPONSORED ACTIVITIES

Version	Rev. 00
Short description	Policy for SC Sponsored Students Activities
Relevant to	Students and Stakeholders
Approved by	Principal
Responsible officer	Dean of Students
Responsible office	Office of the Principal
Date introduced	September, 2026
Related University Documents	University Charter, Statutes and other relevant policies
Related legislation	Universities Act, 2012, Public Finance Management Act, 2012
Key words	Students' Council Sponsored Activities

September, 2026

1. ACKNOWLEDGEMENT

We acknowledge the following who contributed in the formulation of this policy; Members of the University Management Board and members of policy formulation committee.

2. APPROVAL

The Kerio Valley University College having been awarded its Charter on 18th June 2026 set itself on a growth path guided by its vision of “To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation”. At its foundation, the University is being guided by the 2024 to 2029 strategic plan. The process of recruiting its top managers was completed in 2026. The University then embarked on the process of developing its policies to guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. This Policy is just one of the many policies that the University is rolling out. My special thanks go to all those who put in their time, effort and skills to develop this Policy.

By virtue of the authority vested in me as the Chairman of Council of the Kerio Valley University College, I hereby sign this Policy on Students' Council Sponsored Activities this ____ day of _____, 2026.

CHAIRMAN OF COUNCIL

3. FOREWORD

This policy provides a general framework through which student leaders can organize student centered events meant to support learning process. Such activities give the student leaders experience, a sense of responsibility and lead to the development of talent and mitigate against engagement in irresponsible behavior. They include religious, professional, life skill and cultural among others.

The SC Sponsored Activities are budgeted for at the beginning of the financial year and programmed to fit in during the semester period. The activities are open for all students including the post graduate, the undergraduate and the diploma students. The students with special needs are given opportunities to engage in their own activities to allow them mingle and relate with their own issues. The activities are organized to supplement other co-curricular activities such as games and sports and are meant to contribute to the all-round growth and development of students.

Students Council is the executive arm of the Kerio Valley University College Students' Organization. The membership includes Chairperson, Vice-Chairperson, Treasurer, Secretary, Special Member - Entertainment, Games and Sports, Special Member - Persons with Disability and Special Member - Post Graduate and International students.

The Office of the Dean of Students oversees the running of the SC Sponsored Activities throughout the Academic year. Through this policy framework, it is hoped that students will take the initiative and responsibility of engaging in activities that provide sound growth and all round development.

Prof. Paul K. Tarus

Ph.D, M.Sc, B.Ed (Kenyatta)

PRINCIPAL

4. EXECUTIVE SUMMARY

This policy sets out the general guidelines on Kerio Valley University College Students' Council sponsored activities. It is drawn from the legal framework of the Universities Act (Amended 2016), the University statues 2013, and other rules and regulation of the University. Students Council sponsored activities are budgeted for in each financial year and funds are drawn from the Kerio Valley University College Students Organization account as well as rent accruals from Students' Centre premises. It provides guideline and standard to be maintained during such events and identifies staff and students responsible for the events.

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7. PURPOSE

The purpose of this policy is to outline those activities carried out by the Kerio Valley University College Students Council within the academic year as per the KVUCSO budget. It also provides guidelines on the use and accounting of the allocated funds and responsible officers who are supervising the activities.

8. POLICY STATEMENT

The Kerio Valley University College Students Council Sponsored Activities Policy provides the guidelines of organizing co-curricular activities that enrich the learning process of the students of the Kerio Valley University College.

9. SCOPE

This policy shall confine itself to Students Council activities that have been planned and budgeted for in the academic year as guided by existing rules and this policy.

10. DEFINITION OF TERMS

Policy:	Set of ideas or plan or deliberate system of principal to guide decision and achieve a rational outcome.
Students' Council:	is the executive arm of the Kerio Valley University College Students Organization (KVUCSO).
Dean of Students:	any person recognized by the University Council and the Senate to be in charge of the students' welfare services at the university

1. BACKGROUND

The Kerio Valley University College is one of the Public Universities in Kenya.

This document sets out the policy of the University in relation to Students' Council sponsored activities management and supervision as per the University procedures and statues.

2. INSTITUTIONAL VALUES

Vision

To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation.

Mission

To provide quality education, training and research in Education, Science, Agriculture, Arts and Technology and inculcate holistic values for societal development.

Core Values

At Kerio Valley University College, we are committed to:

a) Customer focus

b) Professionalism

c) Innovation

d) Integrity

e) Inclusiveness

f) Accountability

Statutes and Rules and Regulations Governing the Conduct and the Discipline of the Students of the Kerio Valley University College.

4.1.2. The Student Council may organize an event in accordance with the policy guidelines spelt out in this policy document and as provided for in the Rules and Regulations Governing the Conduct and the Discipline of the Students of the Kerio Valley University College.

5. Categories of Events

The following shall be the categories of SC events:

a) Religious

b) Professionals/Academic Oriented

c) Entertainment

d) Life Skill

e) Health

f) Environmental

g) Cultural

6. Management of SC Events

a) The Students' Council shall at the beginning of the semester draw a schedule of activities to be carried out.

b) The Students' Council shall draw up a budget to finance the activities and seek approval by the UMB through the office of the Dean of Students

c) Once approved by the UMB, the Students' Council shall constitute organizing committees for the various events and proceed with logistical arrangements for each event as per approved schedule.

d) The committee constituted to organize the various events shall be chaired by a member of the Students' Council.

e) The Dean of Students shall appoint officers from his/her office to co-ordinate the event and shall work closely with the committee.

f) Officers appointed by the Dean of Students shall be responsible for the administrative and financial matters of each event and shall account for the funds allocated in each event.

g) External organization willing to support/partially sponsor the activities shall be approved by the Dean of Students. In case of monetary support, payment shall be made to the KVUCSO account.

7. Procedure for conducting activities

Once an activity is muted the Secretary of the committee shall write a letter to the Dean of Students requesting for permission to carry out the activity

8. General Conduct of Students during the events

a) Students' activities shall be approved by the Principal through Deputy Principal (ASA) and the Dean of Students.

b) Student shall be held responsible for any damage or loss of a University property or facility

c) Students must comply with University Rules and Regulation.

d) It's an offence to interfere with or block scheduled activity.

9. IMPLEMENTATION

9.1. This policy shall be implemented in accordance with relevant legislation, alongside other policies of the University.

10. EFFECTIVE DATE

This policy shall be effective from the date of approval by the University Council.

11. REVIEW

This policy shall be reviewed from time to time as need arises.

Kerio Valley University College
(Home of Knowledge and Innovation)
P.O. Box 9-30704, TAMBACH, Kenya
Tel: +254 725905303| Fax: +254 37412833
E-mail: deanofstudents@kvucld.ac.ke

OFFICE OF THE DEAN OF STUDENTS

CLUBS AND ASSOCIATION FORM

AUTHORITY TO HOLD A MEETING

REF. KVUC/DOSA/CLSO/082

DATE _____

NAME OF THE CLUB OR ASSOCIATION _____

AGENDA:

1. _____

2. _____

3. _____

4. _____

5. _____

Requested by _____

Reg. No _____

Position in Club _____

Name ..... Name.....

Signature..... Date..... Signature..... Date .....

CHAIR OF THE CLUB **CHAIR STUDENTS' COUNCIL**

APPROVED BY

NAME.....SIGNATURE .....

THE DEAN OF STUDENTS

Cc -Principal Security Officer

-HoD Central Services