Section L. Public Education Course Fees

Introduction	The conduct of the Auxiliary's PE program allows for the collection of certain fees to provide funding for certain Auxiliary programs. Fee types and their uses may include but are not limited to those listed in this section.
L.1. Custodial Fees	Some PE courses are conducted in buildings whose management charges the Auxiliary custodial or rental fees. If the building owners do not provide anyone to collect fees, Auxiliarists may do it for them. In collecting these fees, Auxiliarists must inform students that the Auxiliary is not charging for instructing the course. Such fees should be properly labeled as, "custodial fees." The fees must be kept separate, both for accounting purposes and physically, from any collections for texts and other materials. When custodial fees become too costly, flotillas should make every effort to re-locate to a classroom site with little or no cost.
L.2. Course Material Fees	When conduct of a PE course involves texts or training aids that become student property, the purchase of these materials must not be mandatory. The purchase of course materials must not be a condition of class attendance. Attending class without purchasing materials must not be termed auditing, nor will course completion certificates earned by students through satisfactory class attendance, homework preparation, and passing of an exam, as may be required of the class, be withheld for not purchasing materials, but an examination and certificate fee may be charged. Course texts, aids, and related items may be sold to students at fair market driven prices.
L.3. Administrative Fees	Administrative fees are used to support various authorized Auxiliary programs and may be added to textbook costs. These fees support purchase of teaching aids such as pencils, paper, projectors, bulbs, screens, and miscellaneous audio-visual or operational equipment. The collected fees shall not be used for any flotilla social function.
L.4. Registration Fees	Some classes are conducted as part of organized adult education programs which require the collection of registration fees. This fact must be amply advertised in the advance course publicity. The Flotilla Staff Officer - Finance (FSO-FN) shall collect and deposit these fees to the flotilla treasury for furtherance of Auxiliary programs. Such funds shall not be used for flotilla social activities. Some programs are established where payment must be given to course sponsors or instructors as wages. In this case, the Auxiliary will arrange for the institution to keep the payment as an Auxiliary donation.

L.5. Remuneration	Auxiliary instructors serve as volunteers, therefore, they and their units are prohibited from collecting or receiving any compensation for their services performed as Auxiliarists.
L.6. Course Surcharges	In some instances, units are adding surcharges to the costs of PE materials in addition to the administrative fee to support other Auxiliary programs. Such surcharges should be added to the administrative fee and not separately advertised. A small, general increase to the course materials costs is the preferred method of supporting other programs.
L.7. Prohibited Use of Fees	Funds collected from the sale of public education materials may not be used for social activities. Funds may be used to support all other authorized activities conducted independent of the course.