Division of Undergraduate Education
Entertainment and Student Programming Funding

Effective March 5, 2012

The following divisional guidelines are to be considered above and beyond current campus policy.

The Division of Undergraduate Education has a wide range of reasons for sponsoring events with food and beverage, including student recruitment and outreach, development and alumni relations, community building among students, faculty, and staff; the need to hold day-long meetings and trainings, and other events.

The goal of all such events is to advance the academic mission of the division and campus. The recent and drastic drop in state funding means we must ensure that expenditure of divisional funds, regardless of fund source, is prudent, purposeful, and effective.

That spending is permitted by these guidelines does not imply that it is prudent, purposeful, and effective.

The event sponsor and all approvers must always consider whether the planned use of funds will, more likely than not, benefit our students at least as much as other possible uses.

The general principle on the funding limits is that, in our current budgetary times, when food and beverage has an important place in an event, meals should fit within the “Light Refreshment” limit.

Approvals
All individuals in the request and approval chain should review the proposal critically, and ensure there is sufficient information to forward to the next part of the approval chain. Requests that arrive at the divisional offices are expected to be detailed, complete, and timely.

Event approval requests that fall within these guidelines should arrive at least one week before the event.

Event approval requests that do not follow these guidelines or that require top level approval (for alcohol, spousal attendance, staff morale building, retirement, etc.) must arrive two weeks before the event.

Business Meetings
A meeting has a specific agenda and business need.

Attendees are primarily faculty, staff, student staff and external individuals as necessitated by the business need. Every attendee has a business need to attend.
Meetings of fewer than six individuals do not include food or beverage unless the meeting requires attendance of people not affiliated with UCSC.

Meetings with three hours or less of business, excluding mealtime, do not include food or beverage. Exceptions: Beverage service may be included if the meeting requires attendance of people not affiliated with UCSC and begins in the early morning. Lunch at an on campus location, not to exceed the current dining hall lunch cost ($10.32/per person as of January 2012) may be included if the meeting includes six or more faculty attendees and can only be scheduled during the lunch hour due to restricted schedules.

Meetings of more than three hours but less than one day are limited to “Light Refreshments”, although this limit (presently $18 per person) may be applied to any combination and schedule of consumables, excluding alcohol.

Daylong meetings are limited to the sum of the “Light Refreshments” and “Breakfast” limits (presently $18 + $26 = $44 per person for the day), although, for example, these funds could be used for lunch and two coffee breaks.

**Annual Events and Receptions**
Annual events and receptions, community-building activities across units, welcome or holiday events for college alumni, college fellows, honors students, receptions associated with distinguished visitor events (focused on the guest, alumni, and faculty, rather than students), outreach events, expanded spring tours and the like are subject to the “Light Refreshments” limit.

Annual events that could be construed as a “Business Meeting” fall under the “Business Meeting” guidelines. Annual Events and Receptions include broad categories of individuals (all College faculty, all unit staff, all campus advisors, and so forth), rather than specific individuals, and generally a dozen or more individuals.

Individuals not associated with the purpose of the event may not attend. Unless there is a bona-fide business purpose for their attendance, spouses, partners and significant others may not attend. Spouses, family, and others may appropriately be affiliated with the purpose of a retirement or development event (with VPDUE approval). Affiliation with UCSC does not guarantee that an individual is associated with the purpose of an event.

Events that do not include students may include alcohol subject to campus policies.

**Student and Prospective Student Programming**
Student programming includes events such as dinner and presentation with a faculty member, events organized for K-14 students, student-focused receptions associated with a distinguished visitor, prospective student outreach, support for student organizations or groups, and similar events that may or may not also include UCSC faculty, staff, and alumni.
Events including dinner or lunch are subject to the "Light Refreshments" limit; however low-cost/low-effort options such as delivered pizza are highly recommended and expected for most events.

Events not including dinner or lunch may spend up to one half of the "Light Refreshments" limit per student.

**UCSC Alumni and Donor Events**
Alumni and donor events, such as the Scholarship Benefit Dinner, Founder’s Day etc., are important donor cultivation opportunities. Provosts, faculty, and other senior staff working with University Relations to personally invite alumni and donors to a donor event may expense their own attendance.

Non-state funds, at the internal event cost (i.e., fair market value), can cover attendance fees of the Provost and up to two students, generally students with direct ties to the event purposes (e.g., scholarship recipients for the annual Scholarship Benefit Dinner). The invited alumni and donors will need to pay the full amount through University Relations. If a college table is desired, Provosts should let the event organizers know the names of the individuals joining the table.

Requests for such expenditures should include a brief description of the outreach activity being undertaken and its prospect for increasing the donor base of the college.

**Campus Limits**
Campus limits may be applied to meetings with major donors or prospective donors, as certified by the senior divisional development officer, when a development officer is attending.

**Exceptions to this policy**
Exceptions to divisional policy will be taken seriously. If an exception is granted it will apply to an individual event and **will not** set a precedent for future events. Formal requests for exception must:

- Cite the UCSC and UE policies for which an exception is sought.
- Explain the need, purpose, prudence, and effectiveness of the fund use.
- Arrive with other documentation, including CruzBuy requisitions, at the divisional office at least **two weeks** prior to any announcements or catering deadlines.