

It is acceptable to use University funds for food/hospitality for the following:

Program Level: (*note 2*)

- Welcome Back event for faculty, staff and students - once/fall quarter (budget TBD)
- New Student Orientation - one annual for single admission point programs (LS, HDSP); quarterly for rolling admissions programs (MSEd, MSLOC, MSHE) (budget TBD)
- Monthly Faculty Meeting during academic year (all degree programs: HDSP, LS, MSEd, MSLOC, MSHE) ($\leq \$75/\text{mtg}$)
- Coordinator or Director & Student Lunch - quarterly - ($\leq \$100-\150) (*note 3*)
- Evaluation (admissions, student progress, faculty search) meetings ≥ 3 hours - snack/coffee ($\leq \$50$)
- Orientation event for adjunct faculty/instructors - undergraduate & MS programs (budget TBD)

School Level:

- Annual Retreat
- Annual Holiday Party
- Annual General Appreciation Event (focus = staff)
- Introductory events (e.g., new faculty welcome events typically associated with recruiting)
- Flowers in recognition of death of immediate family members
- Retirement events for long-term University employees
- Office of Student Affairs/Student-organized Annual Ice Cream Social
- Monthly School-wide Faculty meeting

It is not acceptable to use University funds for food/hospitality for the following: (*note 4*)

- Working meals with only Northwestern insiders (faculty, staff, or students) in attendance (This includes meal-time search committee meetings)
- Research or academic group meetings without outside participants
- Resignation/Separation events for staff - goodbye lunches, gifts
- End-of-quarter/end-of-year celebrations
- Dissertation defense celebrations
- Flowers or gifts for any occasion; see exception for flowers at School level
- Food for classes (*note 5*)

(1) Informed by the University Entertainment and Courtesy Policy & Procedures and pertains to all sources of funding.

<http://www.northwestern.edu/financial-operations/policies-procedures/policies/entertainment.pdf>

(2) The reference Program Level applies to SESP degree programs, e.g., the graduate programs in Human Development and Social Policy and Learning Sciences, the MSEd program, MSLOC program, MSHE program, and the undergraduate program. This authorization does not extend to sub-groups, like research groups, projects, or committees. Faculty and staff affiliated with research projects are assumed to have a primary program affiliation and thus we presume they will be included in approved program and school-level social events. This note is particularly important with regard to research groups, as the provision of food as a courtesy or for the purposes of social gatherings would be impermissible on sponsor funds anyway.

(3) At the director or coordinator's discretion, the director, coordinator or a designated faculty member may host a quarterly lunch with students (estimate < 10) for the purpose of group advising, to gather program feedback, or for some other purpose deemed strategic by the program head. This applies to LSMA, LSPHD, HDSP PhD, MSEd, MSHE, and MSLOC.

(4) We recognize it is important to a social community to offer hospitality on occasions like employee life transitions (e.g., staff leaving, students defending, other life celebrations - weddings, birthdays). Per University policy, these celebrations, of a more personal nature, should be funded by the supervisor and/or the participants. If programs or other sub-groups would like to consider creating a "hospitality fund," seeded with personal contributions, that might be one way to handle these occasions, but any such fund have to be personally managed. The "rules" for use and management of such a fund, would have to be negotiated among the participants, self-managed, and would be separate from University funding and University business systems. Otherwise, people might prefer to handle these things on an ad hoc basis, as many do presently.

(5) With the exception of all-day or through-mealtime classes per an approved program model (only MSLOC).