

Definitions of Events: Student Programming, Business, & Entertainment

According to the [policies & recommendations set forth by Financial Affairs](#), our definitions of event types allow DSAS staff to apply student programming, business, entertainment, and other event policies fairly and accurately across a diverse range of departments, units, participants and events. This fact sheet is a quick reference guide. For full definitions and all applicable event guidelines, visit Financial Affairs.

Non-Hosted Events (Business Events)

Non-Hosted or Business Events are activities supporting an underlying University business purpose and which are a natural function of the operation of the University. The following categories are to be used in defining an activity or event.

Student Programming Events: events and activities that support the University's educational mission in serving students. These programs may be put on by student-run organizations or by professional staff.

- Study halls or academic-based activities; student orientation programs and commencement exercises; student government meetings and association meetings; athletic team meals in accordance with NCAA rules; meals provided to volunteers and research subjects (clinical trials); student enrichment or training programs; and community support activities (e.g., snacks provided at blood donation event)

Academic Activities: lectures, colloquia, & seminars from visitors/official guests.

Business Meetings: any gathering of employees to conduct official University business where meals or refreshments are a necessary and integral part, not a matter of personal convenience. Employees refers to both FTE, academic, professional, & student staff members.

- University-wide meetings of functional offices; campus meetings of deans and directors; meetings of the Academic Senate; conferences; meetings of UC- or UCSC-appointed committees; extended formal training sessions; extended planning meetings; work group meetings; UCSC-hosted or sponsored meetings of learned societies, professional associations, or other external organizations to discuss official University business

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On-the-Job Meals: meals provided to any employee during work hours as a requirement of the employee's job (HR policy and Financial Affairs guidelines apply).

- RCSP supervisors eating a meal at a dining hall while on-duty as a function of their job; dining hall staff eating at a dining hall during their shift; the Dean of Students eating with students at a dining hall to gather feedback (University business).

Hosted Events (Social & Recreational Activities)

Social & Recreational or Hosted Events are activities supporting an underlying University business purpose, but are not a necessary operating function of the University. The following categories are to be used in defining your activity or event type.

Employee Morale: meals and related expenditures (e.g., labor charges, room rental, equipment rental, decorations, flowers, and similar expenditures) provided to employees as part of morale-building.

- An end-of-year BBQ to celebrate student staff employees; retirement parties and recognition receptions; an offsite “team building” activity or event with no other business function or meeting attached.

Entertainment: expenditures for meals or light refreshments and related services (e.g., labor charges, room rental, equipment rental, decorations, flowers, and similar expenditures) incurred in connection with events that are primarily social or recreational activities in support of the University's mission.

- Meals provided to donors for the purpose of generating goodwill; meals provided to visitors from other educational institutions, members of the community, medical center visitors, or employees from another work location where the purpose of the activity is social or recreational; tickets provided to prospective donors, employees, or student appointees in connection with an entertainment event; meals provided to a spouse, domestic partner, or other partner; cash contributions related to an entertainment event.

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- Special rule regarding donor-related events
 - Events held by the President or Chancellors are subject to reimbursement of expenses up to 200% of the listed limits without additional approval; note that this special rule would not include events for internal senior leadership.

Recruitment and Retention: hospitality meals and related expenditures (e.g., labor charges, room rental, equipment rental, decorations, flowers, and similar expenditures) incurred in connection with recruitment and/or retention events for:

- Student appointees, athletes, scholars, and for employees under consideration for or that currently hold positions requiring specialized training and/or experience of a professional, technical, or administrative nature; occasional (infrequent) meetings between students and faculty or administrators.

Student Outreach: outreach to prospective students.

- An event for highschool students who have already shown interest in UCSC or who are considering college; an activity or meal provided to transfer students on an official guest visit and tour of the University.

Note #1: *any expenses incurred from or related to hosting an activity or producing an event must be documented & submitted on the appropriate forms whether reimbursable or not; failure to do so may lead to restrictions and/or the rescinding of delegated authority.*

Note #2: *any event or activity that is purposed to service the staff members of the same organization is exempt from consideration as student programming, regardless of whether any OR all of the staff attendees are also students. Campus policy related to alcohol remains in place for any event where students and student staff may be in attendance.*

Example: The Affiliated Residential Community Housing unit throws an end of year party for their student staff (Resident Assistants/Directors, etc.). Any labor charges related to serving food, setting up tables, etc. must be documented & approved. The event does not require a host & is considered employee morale. This is because