

GENERAL GUIDELINES FOR STUDENT ORGANIZATION COMPLIANCE WITH THE UNIVERSITY'S EXPENDITURE POLICIES

The following lists are general guidelines to assist student organizations in understanding how to apply the new University Expenditure Policies to student activities. This list does not replace, modify, or supersede any University policy or Law School policy in any way. The examples provide below are just that, examples. This information is merely designed to assist organizations in making determinations regarding the appropriate use of student organization funds with regard to the expenditure policies. If you are considering making a student organization expenditure that is not addressed by this list, you are encouraged first to consult the University Policies and then to contact a representative of the SBA who will assist you in getting a determination from University Administration before you incur the expense.

There are separate policies regarding Travel and Alcohol which are not addressed here. If you are considering activities that involve either of these please contact Student Affairs.

EXAMPLES OF EXPENSES NOT APPROVED

- ✓ **Food for Student Organization Officer Meetings.**
- ✓ **Food or Beverages for Student Organization Offices.**
- ✓ **Activity, Food, and/or Alcohol Costs associated with events held Off Campus.**
- ✓ **Gifts for Students, Staff, or Faculty.**

EXAMPLES OF APPROVED EXPENSES

- ✓ **Food for General Student Organization Meetings.**
- ✓ **Food for Student Organization Meetings involving Guest Speakers.**
- ✓ **General Office/Meeting Supplies. (Pens, Paper Plates, Napkins, etc.)**
- ✓ **Social Hour Events on Campus related to networking or presentations on law related issues**
- ✓ **Materials related to Official Student Organization Functions. (examples: Trial Materials for STLA or Moot Court, Law Review Materials)**
- ✓ **Materials for events promoting Student Life on campus. (examples: Earth Day, Barristers Ball, Graduate Games, Trick or Treat Street)**
- ✓ **Small give-away items of immaterial value for specific events. (examples: fruit, pens, or stress balls given away at events like Derby Days or Health Week)**
- ✓ **Student Organization Signs using University approved logos.**
- ✓ **Items purchased to re-sell for fundraising purposes. (examples: Ski Passes, Mugs, Plants)**
- ✓ **Gift Mugs, Cards, Pens, or Flowers purchased for Speakers, Judges, or Attorneys who assist in Student Organization Events.**
- ✓ **T-Shirts for Student Organization Leaders for identification purposes at Large Student Organization Event.**
- ✓ **Honorarium less than \$100 for Prominent Guest Speaker.**
- ✓ **Parking for Guest Speakers. (Does not include Adjunct Faculty or Students)**

The Official University Policies can be accessed on campus at <http://www.du.edu/bfa/policy/index.html>