Holiday gatherings may have value as useful tools for developing rapport and cultivating business and referral relationships within the department as well as with other constituents.

Despite this value, our resources need to be used carefully where they can best benefit our mission. Such activities can be permitted when they can be considered sound investments toward our success.

However, the following guidelines should be used:

- The Associate Dean of Administration will personally pre-authorize plans for holiday parties before arrangements that will commit University and/or Foundation resources are finalized.

- No alcohol will be purchased with institutional funds from any source. Privately funded or open cash bars are allowable within University guidelines.

- If facility rental is desired or required, the rental fee should be privately funded.

- Food expense should be reasonable and appropriate in nature and expense.