

## STUDENT ENTERTAINMENT FUND

**TO: Faculty Members and Academic Advisors**

**FROM: Dean of Students Office**

The Student Entertainment Fund, administered through my office, is available to you to entertain students in your home or in some other way off-campus. Each faculty member may use **up to \$80 per term** for these purposes.

**To apply for (cash) reimbursement:** Complete the request form on the bottom of this page. Bring the form and receipts to the Cashier in the Business Office, Leighton 109.

Please note that alcoholic beverages are allowed only for students who are 21 or older, provided that there is a non-alcoholic alternative available.

Requests will be honored during the term and up to two weeks after the conclusion of each term.

This is a wonderful resource to encourage interaction with students outside the classroom. I hope you make full use of it.

Enjoy the Term.

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### **REIMBURSEMENT FORM FOR ENTERTAINING STUDENTS** **STUDENT ENTERTAINMENT FUND      OFFICE OF THE DEAN OF STUDENTS**

Please supply the information requested below. **The auditors require that the form be signed and receipts be attached.** Thank you.

Date of event \_\_\_\_\_ Number of students entertained \_\_\_\_\_

Name \_\_\_\_\_ Amount requested \_\_\_\_\_

Department \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

This fund is available to help faculty members and advisors defray costs of entertaining students. This money is for your individual use or for use with other faculty members and advisors when all are co-hosting an event.

The amount available each term is \$80.00. Requests will be honored during the term and up to two weeks after the conclusion of each term. Questions: Contact Kate @ x 4248.