

MEMORANDUM

To: Student Life Unit
From: Deanna Merino Contino, Ed.D
Date: July 29, 2025
Re: Student Life Hosting Requests and Procedures for FY2025 and Beyond

The procedures for all Student Life hosting requests have been revised to align with the 7/1/2024 revisions to the Division of Student Affairs hosting activity, which complies with the UNLV and NSHE hosting policies.

The [Student Affairs Hosting Guidelines & Procedures](#) consists of a consolidated Hosting Plan for the fiscal year starting July 1, 2024. Be sure to read the division's new procedures and other documents linked to it to familiarize yourself with the various revisions.

To comply with the new divisional guidelines and procedures, each Student Life department will submit their hosting requests as follows:

1. On the respective Student Life FY2025 Hosting Request spreadsheet, list all FY25 hosting requests by August 12, 2024
2. Upon AVP and Student Affairs pre-approval, departments will formally submit each hosting request via the Student Affairs Expense Request Form specifying details including:
 - a) number of attendees, b) per person cost for each meal setting including tip and delivery/set fees, c) rationale, d) estimated total cost, e) Top Tier/ Division Goal alignmentRefer to this [SAMPLE Student Affairs Expense Request Form - Host Request](#) for an example.

In accordance with the new guidelines and procedures, hosting requests that are not pre-approved and submitted on Student Affairs Hosting Plan will not be approved. Should a department have an unforeseen need for hosting after August 12th, the department may submit a request via the Student Life FY2025 Hosting Request spreadsheet (Ad Hoc tab) at least three weeks in advance of the anticipated activity for AVP consideration. Submissions received in less than three weeks will not be approved.

Additional Information and Reminders:

- The total cost for delivery/set up fees and a tip (when applicable) must not exceed 20% before taxes and it needs to be included in the per person cost for each meal
- Student Life's maximum for dinner meal expenditures is \$50 per person (inclusive)
- Student Life's meal/refreshment and gift hosting for employees is limited to two planning meetings/retreats and two employee goodwill special occasions per fiscal year
- Provide NSHE Tax Exemption documents to the vendors/organizations before making purchase(s) (in-person and online)
- [Alcohol Policy Information](#)
- Student Affairs Expense Request Forms (DocuSign PowerForm) can only be approved as is or declined; they cannot be sent back for revisions.

For questions, please contact Dionna McDonald.