

UNLV | DIVISION OF STUDENT AFFAIRS

Student Affairs Hosting Guidelines & Procedures

Effective: 07/01/2024

1. Student Affairs hosting activity will comply with NSHE's Hosting Policy documented in [Title 4, Chapter 10, Section 25](#) of the Board of Regents Handbook and [Chapter 5, Section 1](#) of the NSHE Procedures and Guidelines Manual, the [NSHE Hosting Policy Overview](#), and [UNLV's Draft Hosting & Business Entertainment Policy](#).
2. Unit or departmental hosting must be included in a consolidated Hosting Plan for the unit/department for the entire fiscal year. This includes all known hosting activities such as planning and annual retreats, internal staff meetings and staff development, celebratory year-end or semester events, and trainings which include Hosted activity.
3. The Hosting Plan must be presented to the Vice President for consideration during budget preparation for the upcoming fiscal year. If a retreat/meeting/celebratory event/training is not included in the pre-approved list, Hosting for the activity will not be approved.
4. The Hosting Plan must be input into the Divisional template on the "Approved Tab" which will be provided to leadership annually.
5. Unit/department leadership must bring the Hosting plan to the Vice President for consideration via an Asana task in your 1:1 agenda. Add Summer Mudd and Delia Martin as collaborators on the task.
 - a. Once Vice President approval of the Hosting Plan is documented in the task, the Approved Tab of the Hosting Plan will be locked for editing by units.
6. Requests for Hosting not included in the annual Hosting Plan should be input on the Ad Hoc tab of the Divisional template and brought to the Vice President for consideration via an Asana task in your 1:1 agenda. Add Summer Mudd and Delia Martin as collaborators on the task.
 - a. Once Vice President approval of the ad hoc Hosting request is documented in the task, the Approved Tab of the Hosting Plan will be updated to include the ad hoc approval.
 - b. Host forms, which are completed via the Student Affairs Expense Request Form, will be reviewed against the pre-approved Hosting Plan. If the host activity is not included in the pre-approved plan, the VPSA staff will "Decline to Sign" the form.
7. The [Student Affairs Expense Request Form](#) is the official host form for the Division of Student Affairs. Units/departments must submit the hosting form for pre-approved Hosting requests, for including on the Workday transaction as documentation of the Vice President's approval. VPSA office staff will "Decline to Sign" host forms for events that are not on the pre-approved Hosting Plan.
8. Host forms should arrive in the Vice President's Office (Delia Martin's DocuSign inbox) as early as possible, but no later than two weeks in advance of the event. If the Hosting form is not received in the Vice President's Office by the deadline, the Hosting request will not be approved.

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9. In addition to the standard hosted event information (who, what, when, where, why), the host form needs to include the per guest rate for food only, by meal period (breakfast, lunch, dinner, and alcohol). Note: the Hosting Plan has a cost per guest which should include the total cost of the event per guest (including non-food event costs). The guest cost per meal period may or may not be different than the guest cost per event.
10. Student Affairs events will follow the below limitations on per meal expenditures:
 - a. Per guest rate by meal must not exceed \$20 for breakfast, \$30 for lunch, \$75 for dinner, and \$25 per person per day for alcohol. The per guest rate by meal must be included on the host form.
11. Student Affairs events will follow the below limitations for employee gifts/recognition:
 - a. Reasonable celebration for employee retirement (greater than 10 years employed) \$100 maximum value
 - b. Bereavement of an employee or immediate family member, \$100 maximum value
 - c. Significant illness of an employee, \$100 maximum value