

Student Success Event Fund Allocation for 2021-2022

The following is the 2021-2022 USF St. Petersburg Student Success Events budget allocation. Allocations are based on actual funding from 2021/22 and are subject to change annually.

Funding Type/Source	Allocation
Student Success Space Fees (STP-10000-510400)	\$10,000
Food for Events (STP-07062-510400)	\$10,000
Aramark Gift In Kind (GIK)	\$7,500

Please review the funding priorities and policies below:

Priorities

- Student Recognition, Recruitment and Retention
- Donors- Discipline Constituents
- Recognition of Faculty/Staff/Students
- Candidate interviews (on-campus) case by case
- Feedback sessions with Faculty/Staff/Students
- Events in the University Student Center

Policy

- No Alcohol
- No Personal Entertainment
- Catered Events require an approved Event-Related Expense form prior to the date of the event
- Please review the USF Expenditure Guide to ensure your purchases are appropriate
- Gratuity cannot exceed 18%

Procedures

When requesting Space Fee funding, please provide:

1. The **unsigned** negotiated event contract including the projected costs for the event.
 - Please note that Space Fee funds cannot pay for food. If food is included in the event contract, please request a separate agreement and submit separately using the Food for Events procedures. Space fees can cover furnishings and audio-visual equipment related to the event.
2. Completed Event-Related Expense form signed by the Regional Vice Chancellor for Student Success. Use this form to provide ***specific*** event information such as full names of participants, their association with USF and dates.
3. Please submit this paperwork to Yoli Lanuza (ilanuza@usf.edu) and stp-ssrm@usf.edu to be tracked and for information on the expense process.

When requesting to use Food for Events funds, please provide:

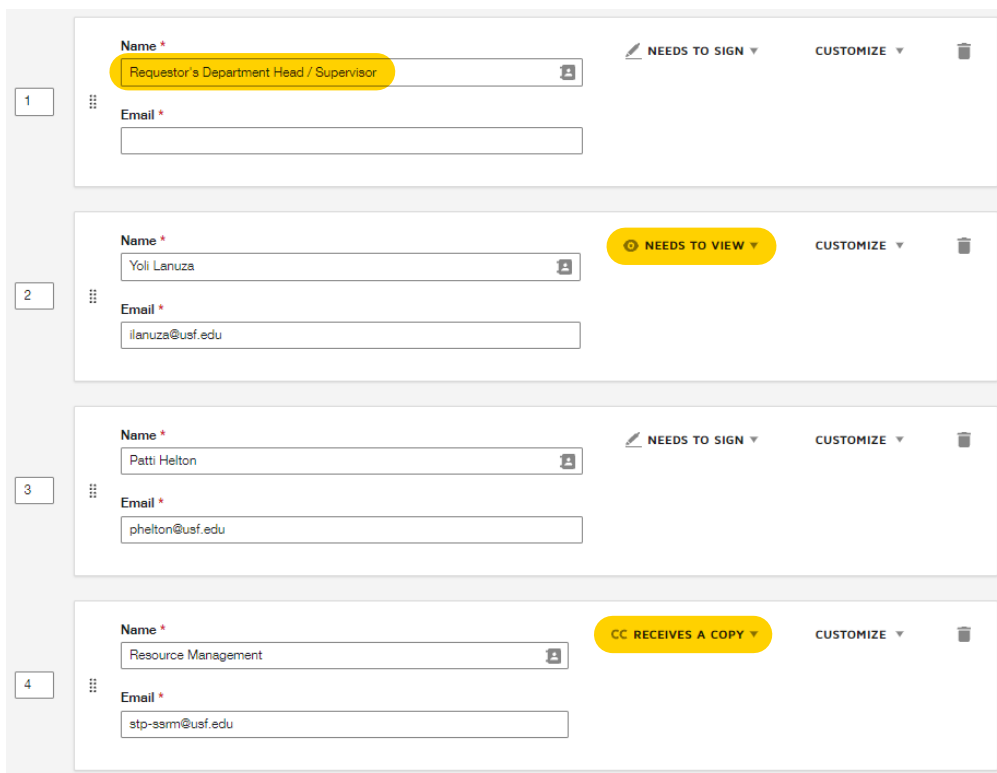
1. Final catering quote including the cost of food related to the event. For purchased food, an itemized estimate of all costs can be substituted for the catering quote.
2. Completed Event-Related Expense form signed by the Regional Vice Chancellor for Student Success.
3. Any other paperwork relating to the purchase.
4. Once all the above items have been collected, please send via email to Yoli Lanuza (ilanuza@usf.edu) and stp-ssrm@usf.edu to determine the purchasing process.

When requesting to use Aramark Gift In Kind (GIK), please provide:

1. Determine costs for the event and receive a quote from Aramark. When requesting services from Aramark, please notify them of your intent to use GIK funding.
 - Please note that if the use of GIK funds is not noted in the contract, Aramark will expect payment from other funds. Additionally, if a request is not approved, it will need to be covered by other funds from the unit or canceled.
2. Complete the Event-Related Expense form signed by the Regional Vice Chancellor for Student Success.
3. Any other paperwork relating to the purchase.
4. Once all the above items have been collected, please send via email to Yoli Lanuza (ilanuza@usf.edu) and stp-ssrm@usf.edu to submit to Aramark for approval and confirmation of the catering order.

DocuSign Instructions for submitting the Event-Related Fund request:

Routing should appear as follows:



The screenshot displays a DocuSign routing slip with four sequential steps:

- Step 1:** Name: Requestor's Department Head / Supervisor. Status: NEEDS TO SIGN.
- Step 2:** Name: Yoli Lanuza. Email: ilanuza@usf.edu. Status: NEEDS TO VIEW.
- Step 3:** Name: Patti Helton. Email: phelton@usf.edu. Status: NEEDS TO SIGN.
- Step 4:** Name: Resource Management. Email: stp-ssrm@usf.edu. Status: CC RECEIVES A COPY.