

VIMS GSA Off-Campus Party Guidelines

Revised 09/05/11

For off-campus parties, such as Halloween and Winter Formal, the following guidelines must be adhered to for it to be a VIMS GSA sanctioned event:

- 1) The entire VIMS graduate student body must be invited. The invitation of additional non-VIMS individuals is up to the discretion of the host.**
- 2) At least 3 weeks before the scheduled event, a budget and letter of intent need to be submitted by the host to the GSA.**
- 3) The total allotted budget available for each event is \$100. Funds can be used to purchase food, non-alcoholic beverages, disposable cups/plates/cutlery, and decorations. Disposable cups/plates/ cutlery will not be reimbursed if there are available supplies in the GSA supply room in Page House. Please check with a GSA member to get into the supply room before purchasing those types of items. It is preferred that decorations be reusable so that they can be saved for future events. It is recommended that the host consult with the Treasurer on proper spending guidelines.**
- 4) Funds cannot be used towards the purchase of alcohol, due to liability issues for non-VIMS individuals. If you wish for there to be alcohol at your event, please include BYOB in the invitations, as grad students are fairly generous when it comes to providing their own alcohol OR you may provide alcohol out of you own pocket and remember that you are personally liable for any injuries or misconduct that occurs.**
- 5) Before reimbursement for your approved expenses, receipts must be turned in within one week of the event along with any decorations and leftover cups/plates/cutlery, which need to be returned to their appropriate storage area in Page House, as witnessed by a GSA representative.**

Other suggested party themes are St. Patrick's Day or Cinco De Mayo, but feel free to be creative!