

FIRST-YEAR WRITING SOCIAL FUNDS

Policies and Procedures

I. BACKGROUND AND POLICY:

Since the fall of 2008, First-Year Writing (FYW) courses have had access to funding for social activities through a generous grant from the Duke Endowment. Faculty members do not have to apply for the social activity funds, as each course is allotted \$250 per semester, but faculty are obligated to follow the guidelines for the funds.

II. GUIDELINES FOR SOCIAL FUNDING:

A. Timing and Availability – Funds will be made available during the semester that the FYW course is offered.

B. Eligible Faculty – Faculty who are currently instructing an FYW course are eligible to utilize these funds for their courses taught during the semester that the course is offered.

C. Specific Guidelines for Social Activity Funding – The purpose of these funds is to allow for additional faculty-student interaction beyond the classroom setting. These funds are often used for activities such as meals (either at a restaurant or a faculty member's residence), special activities (going to see an event or movie together), or perhaps to fund a low-cost field trip to a local museum, exhibit, etc.

These guidelines should be followed for the social activity funding:

1. Please keep your receipts and process the request for reimbursement through Workday as per usual (providing a class roster as needed).
 - a. Use the following cost center information to manage your expenses:

Cost Center:	1473
Fund:	14-Fund
Additional Worktags:	1091-AC First Year Writing*
	10-DV
	600 – Program
 - b. When managing, you will need to add only the Cost Center and Activity tag. Everything else with auto populate.
 - c. If you have questions you can work with your departmental assistant or contact Chelsea Waugaman (chelsea.waugaman@furman.edu) in the FDC for assistance.
2. Per Furman policy, if hosting students at your residence, you may purchase sufficient paper service (disposable plates, cups, napkins, and silverware), but items such as linens, placemats, etc., are not to be purchased with these funds. Faculty are not required to host students in their home.

3. Per Furman policy, for classes that are taken to eat at restaurants, you **MUST** provide an “itemized” receipt with individual orders. A receipt with only the “grand restaurant total” is not sufficient. A roster with the names of all students who attended the restaurant meal must be turned in with the full receipt.
4. Per Furman policy, you may **NOT** purchase gift cards to give to give to students (or any guest in the course) for class prizes, gifts, etc.
5. Finally, if the activity involves travel, make sure students complete a Liability Agreement Form. There are two different forms. [Form A](#) is appropriate for most travel activities (if a student is a minor, please use [Form A Minor](#)). [Form B](#) is for travel activities during which activities deemed higher risk might occur (if a student is a minor, please use [Form B Minor](#)). Any questions about which form to use and how to complete the forms should be directed to the Office of General Counsel: ogc@furman.edu.

You must also follow the Public Safety Guidelines for background checks and driving requirements for student drivers for your trip:

<https://policies.furman.edu/view.php?policy=598>.