

Harvard Law School Staff Celebratory Events Fund

The Harvard Law School encourages managers to promote informal staff interaction and show appreciation to staff for continuing efforts on behalf of the School. To promote equity, HLS recommends that each department allocate funds for a Celebratory Events Fund. The funds are be used in a variety of ways including an annual department events, birthday cakes, departmental lunches, or holiday celebrations. Funds may be spent on one or two major activities, or spread over many smaller lunches, snacks or celebrations throughout the year – insuring that all employees in the department are included. These funds may not be spent on gifts of any type. We recommend a figure of \$100 per regular (non-temporary) employee per year. Larger departments may choose to budget these funds centrally rather than in each individual Org.

Celebratory Events Fund expenses are budgeted and charged to object code **8450** in a HLS-wide activity **550020**. Department Heads with restricted funds who believe that none of their fund terms allow such uses should discuss this with the Financial Office during the annual budget review process. Funds set aside for the Celebratory Events Fund cannot be used for other purposes, and spending by each department is limited to the amount allocated. Departments wishing to spend more for social purposes should collect personal funds from individuals.

Meetings or annual departmental retreats with a business purpose are not covered by this policy and are budgeted separately.