**Guidelines for Spending Dean’s Council Funds**

The following rules apply to both individual departments and inter-departmental groups seeking to apply for or spend Dean’s Council funding.

You can spend money on:

1. Events for your entire department.
   1. This means that the event must be advertised and reasonably accessible to your entire department. Events do not have to be attended by your entire department.
   2. In the case of larger events, funded through the general fund, this means the events must be advertised and reasonably accessible to the entire BSD. In the case of events with limited space (ticketed events), this means the events must be advertised to the entire BSD. A raffle, first-come-first-served, etc can then be used to decide who will receive the tickets.
2. Materials or common to your whole department to be stored in common spaces.

You cannot spend money on:

1. No gift cards or cash equivalents
2. No clothing or swag to be given to individuals.

To Spend Your Funds:

1. You can apply for funding using the form on the DC website.
2. We encourage everyone to use the GEMS card to pay for their approved events to avoid the need for direct reimbursement.
3. If you need reimbursement, please fill out the reimbursement form on the DC website.

COVID-Specific Guidelines:

* Due to the challenges posed during the COVID-19 pandemic, DC has made some changes to these guidelines for the 2020-2021 academic year.
  1. While unspent department funds are usually moved into the general fund at the end of the academic year, this year program funds will rollover to allow programs to spend funds they were unable to use during the pandemic.
  2. While we usually do not provide money for objects for individuals, during covid we are making an exception for book clubs and movie nights. To enable book clubs to continue, individual copies of ebooks may be purchased and distributed to book club participants. Similarly, groups can do movie nights and may rent movies to accomplish this.
  3. This year, no communal food events can be funded through DC. Programs can obtain/assemble snack bags or boxed lunches for individuals, but no group buffets or food sharing is allowed. Additionally, any group event must follow both University of Chicago guidelines regarding the number of participants and social distancing procedures in order to be reimbursed.