



OCTOBER 2017 BRC BLAST OF THE MONTH

There's a new process for UCOP funded morale building events. Read below!

CAN MY DEPARTMENT STILL HOST A MORALE BUILDING EVENT?

Yes, each department may host one morale building event per fiscal year using UCOP funding. Details available in EVP/COO Rachael Nava's May 31 memo on the Business Resource Center (BRC) website under [New Restrictions on use of UCOP Funds](#).

CAN WE STILL HOST A RETIREMENT EVENT?

Yes – BUT the event **must be funded entirely with personal funds (no UCOP funds allowed)**. Reference New Restrictions on use of UCOP Funds (above) for additional info.

WHAT STEPS DO WE NEED TO TAKE WHEN PLANNING A MORALE BUILDING EVENT?

- Prepare a budget limited to \$19 per person or \$500, whichever is less
- Secure a location on UCOP premises (morale building events should not be held off site)
- Obtain pre-approval from Executive Director of UCOP Operations, Thera Kalmijn, before any UCOP funds have been committed. More details under [New UCOP Preapproval Process – Event Planning](#) on the BRC website
- Ensure that your department has not had a morale building event during the current fiscal year (check with the BRC if you are not sure when your last morale building event occurred)

HOW DOES MY DEPARTMENT OBTAIN PRE-APPROVAL FOR THE EVENT?

- Complete the [BRC Exceptional/Additional Preapproval Request](#) form located on the BRC website
- Obtain approval from your department head
- Send the completed form to exceptions@ucop.edu at least two weeks prior to commitment of UCOP funds

STILL NEED HELP? THE BRC IS AVAILABLE TO DEPARTMENTS AS A RESOURCE REGARDING THESE CHANGES.

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Lead

brcpurchaseandpay@ucop.edu Brad – Team Lead

brcaccounting@ucop.edu Amy – Team Lead

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