

UCC Funds

What are UCC Funds?

- UCC funds are designed to fund events after Orientation with UCCs and their first-year advisees. This could include coffee, lunch, ice cream, an outing, etc. Be creative! We cannot fund events involving alcohol, and you'll need to give us details about where you went and what you talked about at the meeting.

How much money do I have to spend?

- You can spend up to \$5 per student, including yourself. This means that if you go out with 3 of your UCCLings, you can spend \$20. If there are special circumstances and you want to spend more, email or visit Erin (ciarimbolie@kenyon.edu) first.

Can I take my first-year students out more than once during the semester?

- Yes! If you want us to pay for a second event, send Erin an email first to confirm that funds are still available.

What do I need to do to get reimbursed for our activity?

- Fill out the form (on reverse), answering all questions. Provide an itemized receipt and attach it to this form. **You cannot be reimbursed without a detailed receipt.** You will then be reimbursed in the form of a check, sent to your PO Box.

What are some of the topics we can cover in our meeting?

- How are classes going? Any academic challenges?
- Have they visited their Faculty Advisor lately? What about professors' office hours?
- Relationship with their roommates
- Campus organizations and involvement
- Registration for Spring semester
- Anything else relating to their Kenyon experience!

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Reimbursement Form

UCC Name: _____ Phone Number: _____

PO Box: _____

Today's Date: _____

Date of Meeting: _____ Location of Meeting: _____

First-Year Students/UCClings who attended the meeting:

| | |
|--|--|
| | |
| | |
| | |

Amount spent: _____

Explanation of purchases (you MUST attach an itemized receipt):

What topics did you discuss?

Any concerns or reasons we should follow up on with your students (if yes, please give details):

Any other comments or suggestions?

Did you make plans to follow up with your students again?

- Yes
- No