

## **Policy Related to the Purchase of Alcohol at School-Sponsored Meals and Events**

*Policy adopted February 2, 2012*

The annual round of events at SC&I includes numerous social functions. Employees of the School of Communication and Information host visitors such as guest speakers, visiting scholars, site supervisors of internship students or employers of graduates, professionals in fields related to our curricula, candidates, and others. We host guests in the School building, in New Brunswick, across New Jersey, as well as in conference cities around the world.

In these circumstances, it is sometimes appropriate for one or more faculty to host a meal function with a guest or small group of guests. At such occasions, the School of Communication and Information will not sponsor the cost of any alcohol through any type of account. Alcohol cannot be purchased through a purchase order payment nor through reimbursement on a TABER. If meal participants would like to purchase alcohol, it should be a personal purchase.

There are occasions when the School sponsors a reception for purposes of recruiting, marketing, fundraising, and/or other institutional objectives. With approval of the Dean's office, a purchase order to pay for the reception may include allowance for wine and beer only, on the condition that guests at the reception are given limited tickets by the faculty/organizers of the event to entitle them to a defined quantity of wine or beer.

With good reason, the consumption of alcohol is regulated by law and custom. We at SC&I want to insure that no minor gains access to alcoholic drinks at a School-sponsored function, and that no injury results from over consumption.