



THE UNIVERSITY OF MEMPHIS OPERATING PROCEDURES

SUBJECT: University Public Service Activities

PROCEDURE NO.: 2A:17:01A

DATE: August 15, 1989

SUPERSEDES PROCEDURE NO.: 2C:01:01A

DATE: February 1, 1982

As described in The University of Memphis Policy No. 1:2C:01:02, University Public Service is the utilization of University resources to assist groups of individuals, primarily those external to the University, by adding to the quality of life in the area served by The U of M. The primary purpose of these programs may not be traditional academic instruction nor traditional research. Public Service activities will generally be designed to convey knowledge or inform the citizens, whether they be the general public, elected officials, or employees of governmental agencies.

Responsibility for initiation of Public Service activities is with the appropriate budgeted department or activity head; however, all University Public Service activities must be coordinated through the Office of Public Service.

A. Department Funded Public Service Activity

1. It is anticipated that various departments/colleges will undertake limited Public Service programs without requiring additional University resources. The Office of Public Service must be informed in advance by memo of all Public Service programs/activities planned by University units if the service is made available to the general public. Workshops, seminars, conferences, and other programs of a continuing education nature, conducted by a University unit for the revenue generated, do not have to be reported to the Office of Public Service.
2. The department/unit planning a Public Service activity will provide the Office of Public Service with the following information prior to performing the service:
 - a. Descriptive title of activity.
 - b. Date(s) of activity and location.
 - c. Target segment of public to be served and estimated attendance.
 - d. Brief summary of activity.
 - e. Faculty/staff to be involved in activity.
 - f. Name of account providing funds for expenses.
 - g. Estimate of cost to the University.
 - h. Estimate of revenue generated by the activity.
3. The information required above may be submitted in outline or memorandum format to the Director of Public Service or on the attached form (Attachment I). Additional information may be included.

B. University Public Service Fund

1. Limited Public Service funds are available through the Office of



Planning and Public Service. Written proposals for these funds will be accepted by the Office of Public Service in the early phase of program planning and will be evaluated on the basis of individual merit. Departments are encouraged to apply for these funds through their Dean or next higher level of supervision. The applicant and his/her supervisor will be notified in writing of the assistance which will be provided by the Office of Public Service.

2. Faculty, staff and others with ideas, suggestions, or requests are encouraged to discuss their thoughts with the Office of Public Service prior to preparing a written proposal. The Office of Public Service will work with all interested parties by providing a preliminary evaluation of the concept. If possible, suggestions will be made by the Public Service staff to qualify the activity for Public Service funds or maximize utilization of University resources.

3. To qualify for Public Service assistance, the following criteria must be met:

- a. Fit within the overall mission of the University.
- b. Add to the quality of life of the population in the area served

by

The University of Memphis.

- c. Be neither traditional academic instruction nor traditional research oriented by design.
- d. Be in compliance with University and Board of Regents policies.
- e. Be open or made available to segments of the general public (i.e., not limited to students and faculty or staff).

C. Fiscal Procedures

1. The Office of Public Service will retain control of expenditures from the Public Service Activities Account. Payments will be authorized for only those expenses which are agreed upon in advance and are handled in accordance with University Accounting Procedures.
2. Registration or participant fees may be charged for Public Service activities to help defray program costs. Generation of revenue in excess of direct program costs is not an objective of Public Service programs.
3. University Public Service activities may be totally supported or partially subsidized by the Public Service fund. The following restrictions shall apply as indicated:

- a. Fees generated by programs totally financed by the Public Service fund will be retained by the University in the Public Service Revenue Account.

- b. Revenues generated by programs partially supported or subsidized by the Public Service fund may be retained by the co-sponsoring unit in an amount equal to the direct cost of the program. Additional revenue must be used to reimburse the Public Service fund for payments made on behalf of the activity. After both accounts have been completely reimbursed for direct program costs,

excess revenues will be shared 50/50 by the co-sponsor and the



Office of Public Service.

ATTACHMENT I

COLLEGE/DEPARTMENT SPONSORED PUBLIC SERVICE ACTIVITY

DESCRIPTIVE TITLE _____

PROPOSED DATE(S) AND LOCATION _____

TARGET AUDIENCE _____

ESTIMATED ATTENDANCE _____

BRIEF DESCRIPTION OF ACTIVITY (attach additional page if necessary) _____

FACULTY/STAFF ACTIVELY INVOLVED _____

NAME OF UNIVERSITY ACCOUNT PROVIDING FUNDS FOR ACTIVITY _____

ESTIMATE OF COST TO THE UNIVERSITY \$ _____

ESTIMATE OF REVENUE GENERATED BY THE ACTIVITY \$ _____

ADDITIONAL COMMENTS _____

SUBMITTED BY _____ DATE _____

DEPARTMENT _____

SEND TO: DIRECTOR OF PUBLIC SERVICE