

Remsen Bird Fund Guidelines

Created in 1948 to honor the legacy of Remsen Bird, Occidental's president from 1921 to 1946, the Bird Fund is used to underwrite campus programming that enhances the educational experience for Oxy students.

Departments may use the funds to bring artists, scientists, activists, authors, scholars, and political figures who spend a day or two on campus participating in a variety of events in which Oxy students participate.

Most academic departments/programs and other approved entities have been allocated Remsen Bird funds to pay for expenditures related to bringing speakers to campus. **RB funds cannot be used for off-campus events.** We would like to encourage programming that is both departmental and interdepartmental in nature. Interdepartmental program costs will be split between relevant departments. Individual faculty members or students who wish to bring speakers to campus will need prior approval from Department chairs and or Directors.

For events where multiple departments contribute RB funds, there are two options to process charges: 1) charge real costs to multiple funds-orgs as every department/program/director now has a fund-org, 2) transfer RB funds to other RB funds. **You will not be allowed to transfer RB funds to other funds or operating accounts.**

Please check Master Calendar so campus events can be coordinated. You must list your speaker on the Campus Events Calendar if the event engages a community audience beyond the classroom. Anyone with access to the content management system can add an event at www.oxy.edu/web-help, or consult with your Department Coordinator.

Remsen Bird programming is strongly discouraged during the last two weeks of each term.

All arrangements for the event are the responsibility of the funded department(s), including but not limited to: making travel arrangements, lodging, food, campus receptions, reserving space, and publicity. The department(s) will also be responsible for processing all check requests and reimbursements related to their events. All college procedures and policies must be followed. ([Check requests](#) for honoraria, [W9 Tax Compliance form](#), [Expense reimbursement policy](#))

Remsen Bird funds cannot be used as honoraria for Occidental College employees.

INTERNATIONAL SPEAKERS: When planning your event, please consult with the Nonresident Alien Tax Specialist in the Business Office, Shirley Wang at x2953 or swang@oxy.edu, well in advance of your event about current information for paying international speakers.

An [Assessment Form](#) must be completed within a week of your event.

All Check requests and Expense reimbursement forms must be approved by the Assistant Dean for Academic Affairs, Elizabeth (Liz) Boyd. Please contact her x1326, or boyde@oxy.edu with any questions.

Proposed budgeting for RB speakers:

Honoraria

In -class speakers	\$100-\$250
Departmental (>50 attendees)	up to \$500
Campus wide programs (>500 attendees)	up to \$2000

Dinner

Speaker and Faculty	\$150
Student receptions (on campus)	\$250
Speaker, Students, and Faculty	\$350