



**Oregon State University**  
**College of Forestry**

**Office of the Dean**  
Oregon State University  
109 Richardson Hall  
Corvallis, Oregon 97331

**P** 541-737-1585  
forestry.oregonstate.edu

7/23/2024

**APPROVED "SIGNATURE EVENTS"**

1. Board of Visitors, IWFL, FWHMF, Forestry Education Council, Educator's Day
2. Co-op Meetings with Funding Organizations
3. Homecoming Tailgate
4. SAF Alumni Reception or other pre-planned hosted event
5. Starker Lecture Series
6. Spring Awards Banquet
7. Oregon Logging Conference luncheon
8. Donor visits to Corvallis or by faculty traveling to the donor location  
(meals only when the donor is hosted and the intended audience; not travel expenses for college personnel)
9. Travel to, visits from, and meals with Tribal Members, and meals for the Indigenous Natural Resource Office Seeds for Success Program participants and families.
10. IUFRO Meetings hosted by College or Faculty  
(not just attendance; faculty must be a chair of a committee expected to host)
11. Pacific Logging Conference College or faculty chair hosted events
12. FNR Extension Summer Pre-planning Meeting  
(for meals that include external stakeholders only, not employee-only portions)
13. Guest lecture appreciation meals if a guest is not paid for speaking
14. Recruitment meals for tenure-track faculty or senior administrators
15. Conferences: faculty who chair committees and have a pre-planned hosted event, may meet the signature event requirement – case by case review. Post-conference approval will not be granted as any hosted meetings should have been planned well in advance of any conference.

**NOT SIGNATURE EVENTS**

1. Internal College or OSU audience events  
(deans awards, holiday gathering, all-college meetings, FEC, strategic planning sessions, statewide employee meetings, etc.)
2. Departmental meetings/events
3. Staff appreciation activities/events
4. Student events, whether recruitment or current
5. WFGRS
6. Capstone activities or defenses
7. Commencement Dinner