

## **The Alumni Engagement Fund for Student Clubs**

### **PREFACE**

The Alumni Engagement Office, in partnership with SCLD, has a new pool of funds designated to help student clubs to engage York's alumni with the University.

The maximum amount awarded is \$1000 per event/initiative. In order to be eligible clubs must:

- Be a recognized SCLD student organization
- The proposed activity and individual involved in the activity must adhere to the York University Student Code of Rights and Responsibilities
- The proposed program/project must involve alumni in club activities such as mentors, advisors, or guest lecturers. The Alumni Engagement Office can help identify alumni participants
- Priority will be given to new and innovative programs and initiatives, although existing programs that have not included an alumni component in the past will also be considered

The following proposals will not be considered:

- Requests made for the purpose of fundraising that primarily benefit external agencies or causes
- Any club activity held outside of the York University community, i.e. an application is submitted by a York University student on behalf of his/her community based organization
- Proposals that include personal or travel expenses (parking is an exception)
- Activities that encourage gambling, illegal activities, or where individual members of the club stand to have personal or financial gain
- Alcohol will not be considered an eligible expense to receive funding
- There is no restriction on the budgeted amount for food, however the selection committee will use their discretion in determining what is reasonable for an event or program
- Applicants who have failed to submit the post-project reports for previously funded projects
- Any activity that does not uphold the standards and spirit of York University or that excludes any student or student group from participation

- Any club activity that has not considered event planning and/or risk management practices

Funding is for Pre-Event only and a maximum of 40% of the total approved amount will be provided upfront. The following requirements also need to be met:

1. The application is submitted 5 weeks prior to the event/initiative to allow sufficient time for processing
2. A budget that includes any quotes you receive for the event is provided
3. The following direct deposit form has been completed and dropped off to SCLD (if your club has done this in the past then you do not need to complete the form again)<http://www.yorku.ca/finance/documents/VendorDirectDeposit.pdf>
4. All receipts are submitted within two weeks after the event/initiative has occurred and are itemized to Ellie Coult at [ecoult@yorku.ca](mailto:ecoult@yorku.ca)

**FAILURE TO SUBMIT FINAL RECEIPTS WILL RESULT IN SUSPENSION OF CLUB PRIVILEGES AND CANCELLATION OF REMAINING FUNDING.**

For questions please contact Ellie Coult at [ecoult@yorku.ca](mailto:ecoult@yorku.ca)

## ORGANIZATION OVERVIEW

**Name of student organization applying for funding:**

**Email Address:**

**Telephone Number:**

**I'm applying for:**

- Pre Event Funding
- Post Event Funding (Not eligible for funding)

## EVENT INFORMATION

**Title of event:**

**Proposed date of event/initiative:**

**Location of event/initiative:**

**Number of attendees:**

**Purpose of initiative/event (check all that apply)**

- Personal Development
- Leadership Development
- Community Building
- Recognition/Celebration
- Other

**Who benefits from this initiative/event (Check all that apply)**

- Self
- Organization's Executives
- Organization's Membership
- The wider York Community
- Alumni Community
- Other



**Describe in detail the initiative/event and the benefits of participating in it:**

**Explain what role the alumni attending this event will play:**

**Do you require the assistance of the Alumni Engagement Office to source alumni?**

## **Funding Information**

**Amount of funding requested (max \$1000)**

**What will the funds be used for?**

**Attach a detailed budget**

**Are you requesting funding from other sources?**

**If no, why not?**

**If yes, please list the source and how much has been requested/approved**

**I hereby Certify that I have signing authority for this application and I am authorized to approve this agreement on the organization's behalf. To the best of my knowledge all of the information listed above is correct.**

**Name:**

**Date:**