

# PURDUE ALUMNI CLUB ENGAGEMENT FUNDS AGREEMENT

The following sets forth the terms and conditions of the engagement funds agreement between the Purdue for Life Foundation and Purdue Alumni Club of \_\_\_\_\_.

## CLUB AGREES TO MEET THE FOLLOWING ENGAGEMENT FUNDS REQUIREMENTS:

- Use the engagement funds for engagement activities reaching all alumni, friends, and fans in the club's geographical area.
- Use the Foundation's event registration and email system for all events and communications. Submit requests at [purdueforlife.org/alumni-leaders/clubs/club-email-and-event-forms](http://purdueforlife.org/alumni-leaders/clubs/club-email-and-event-forms).
- On June 30, any unused funds in excess of \$1,000 shall be deposited into the club's scholarship fund for use in the upcoming academic year. No additional funds to be kept exceeding \$1,000.
- Adhere to the engagement funds guidelines (page 2).
- Submit a quarterly report on the alumni club's events and how engagement funds were used. this report is due October 15, January 15, April 15, and July 15 for the previous quarter.
- If the club does not follow the engagement funds requirements, the activity will not count towards the club's engagement score.

## PURDUE FOR LIFE FOUNDATION WILL PROVIDE THE FOLLOWING:

- Send the alumni club 50% of FY 2022-23 engagement funds in July 2022 and the remaining funds in January 2023.
- Engagement funds guidelines (page 2).

## ACCEPTED BY:

_____	_____
CLUB NAME	DATE
_____	_____
CLUB PRESIDENT'S SIGNATURE	CLUB PRESIDENT'S NAME PRINTED

## PURDUE FOR LIFE FOUNDATION

_____	_____
NATALIE G EVANS, DIRECTOR OF ALUMNI CLUBS	DATE

*This signed Purdue Alumni Club Engagement Funds Agreement expires June 30, 2023 for FY 2022-23.*

# FY 2022-23 ENGAGEMENT FUNDS GUIDELINES

## PURPOSE

The purpose of engagement funds is to assist clubs in engaging as many alumni as possible, thereby advancing the mission of Purdue University and supporting the Purdue for Life Foundation in helping alumni and friends of Purdue University stay connected, get involved, and give back.

The Purdue for Life Foundation will make these funds available each year to clubs. The amount of engagement funds will be based on the club's Club Recognition Program status for FY 2021-22, the number of Purdue Alumni members residing in the club's geographic as of June 30, 2020, and the submission of the signed FY 2022-23 Alumni Club Agreement and the signed FY 2022-23 Engagement Funds Agreement.

## QUALIFYING CLUB EVENT

A qualifying club event is an activity or program promoted to all alumni in a club's geographic region.

## AUTHORIZED USES OF FUNDS

The funds are to pay for the net cost of a qualifying club event. The net cost consists of fees collected from attendees minus allowable expenses incurred to organize and conduct the event.

## ALLOWABLE EXPENSES

The following items are reimbursable expenses:

- Food and drink (including tax and gratuity)
- Room charge and equipment rental
- Supplies
- Auction items (e.g., vintage Purdue items, custom-made items) to raise funds for scholarship fund. Online auctions are to use PFLF's online auction platform.
- Guest speakers travel and meals
- Honored guest meals

## NON-ALLOWABLE EXPENSES

The following items are not reimbursable expenses:

- Alcoholic beverages
- Salaries or honorariums for club officers or guest speakers
- Membership fees
- Giveaway/door-prize items that are not for raising scholarship funds
- Gift cards

## REPORTING USE OF FUNDS AND EVENTS

The Purdue for Life Foundation requires a quarterly financial report on the club's events and how engagement funds supported the event, including receipts. The quarterly financial report will be available online at [Alumni Club Forms](#) page.. This report is due October 15, January 15, April 15, and July 15 for the previous quarter.

## AVAILABILITY AND DEADLINES

- The funds are available to the clubs each fiscal year, July 1–June 30, based on the club's Club Recognition Program status for FY 2021-22, the number of Purdue Alumni members residing in the club's geographic as of June 30, 2022, and the submission of the signed FY 2022-23 Alumni Club Agreement and the signed FY 2022-23 Engagement Funds Agreement.
- Activities must occur during the current fiscal year.
- We require clubs with remaining engagement funds of \$1,000 or more on June 30 to deposit funds into the club's scholarship fund for use in the upcoming academic year.
- Submit quarterly financial report on engagement funds were used. This report is due October 15, January 15, April 15, and July 15 for the previous quarter.