

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.