

ALUMNI CLUB LEADERS FORUM

June 25, 2025



PURDUE FOR LIFE
FOUNDATION

Purdue Alumni Clubs Forum

Reminders & Instructions

- **This forum is being recorded to share along with slides and chat content**
- **Participants will be muted**
- **Questions should be submitted using the chat function**



Purdue Alumni Clubs Forum

Agenda

- **University Updates**
- **Alumni Clubs Updates**
 - **Preparing for FY 25/26**
 - Required Forms
 - Transitions of Accounts
 - Club Agreement
 - Engagement Funds
 - **Reminders**



Purdue Alumni Clubs Forum

University Updates

■ University Hall Renovation

- Opened in 1877, and partly funded through John Purdue's founding donation, University Hall is the oldest building on Purdue's campus. Initially called the Main Building, the hall has been used for classrooms, was home to Purdue's first library and a chapel, and once served as the president's office. John Purdue's grave is located directly east of the building
- University Hall was last remodeled in 1961. The University Hall renovation project includes a complete restoration of the four-story, 34,200-square-foot building, with much-needed study and collaboration spaces, updated classrooms, and welcoming student-services spaces in this new front door for the College of Liberal Arts. Construction is expected to complete in the summer of 2025



Alumni Clubs



Board Members Check List

- **Submit the Alumni Club Leadership Roster**
 - List all officers and board members
 - Submit even if there are no changes to the current board
 - <https://www.purdueforlife.org/alumni-leaders/clubs/alumni-club-leadership-roster/>

- **All board members need to sign the Statement of Integrity and Volunteer Conduct form**
 - Review and sign even if continuing on the board – this is a yearly requirement
 - <https://www.purdueforlife.org/alumni-leaders/clubs/alumni-leader-integrity-conduct-expectations/>

- **Alumni Club Agreement**
 - Denise will send via Docusign to the president and treasurer
 - Sign and return

Transition of Board Members

- **Club Email**
 - Transition email access to new board members who need it
 - If you have not set up a general club email address, we recommend doing so with at least two board members monitoring
- **Club Bank Account – president and treasurer need to be on the account**
 - New treasurer – new ACH (automatic clearing house) form will need to be submitted with updated treasurer information
 - If you haven't set up ACH, reach out to Denise and she will send the form and instructions
 - ACH is essentially direct deposit from PFL to the bank account. No need to mail checks and depositing them. We highly recommend setting this up!
- **Social Media – have at least two board members as administrators on the account(s)**
- **Name Badges/Business Cards:**
 - <https://www.purdueforlife.org/storefront/>
 - Club funds may be used for these items
 - Business cards should be for the Club, not individual board members

Club Agreement Highlights

- Board members are expected to be active PAA members (annual or lifetime)
 - Membership fees directly support our alumni clubs by providing engagement funds
- Hold a minimum of three events during the fiscal year (July 1-June 30) to qualify for the recognition program
- All email communication and event registrations need to go through the Purdue for Life system
- Abstain from keeping lists of alumni
- Have at least one club leader attend the monthly forum



Club Agreement Highlights

■ Bank Accounts

- Clubs are encouraged to spend engagement funds to engage constituents in the club's area
- If there is a large balance at the end of the fiscal year, we encourage the club to consider the following
 - Donating to the club's scholarship account
 - Hosting a large event with of engaging with non-active alumni

■ Utilize club funding responsibly

- Funds may not be used to purchase alcohol or gift cards

■ Timely submission of quarterly bank statements and financial reports

- Provides checks and balances to verify funds are being utilized properly and as needed

Engagement Funds

- **Clubs who receive Gold, Silver, or Bronze status will receive the first engagement fund payment in August (50%)**
 - All forms need to be submitted to receive funds
 - Updated alumni club leadership roster
 - Signed Club Agreement by the president and treasurer
 - All board members signed the Statement of Integrity
 - Quarterly bank statements from the previous fiscal year
 - 4th Quarter due July 15: <https://www.purdueforlife.org/alumni-leaders/clubs/alumni-club-quarterly-financial-report/>
- **Club Bank Account**
 - Updated treasurer – ensure we are sending the payment to the treasurer on the account
 - Especially important for the ACH form. If the names don't match, the bank will send payment back to PFL

Questions on Board Transitions?

Purdue Day of Giving Leaderboards

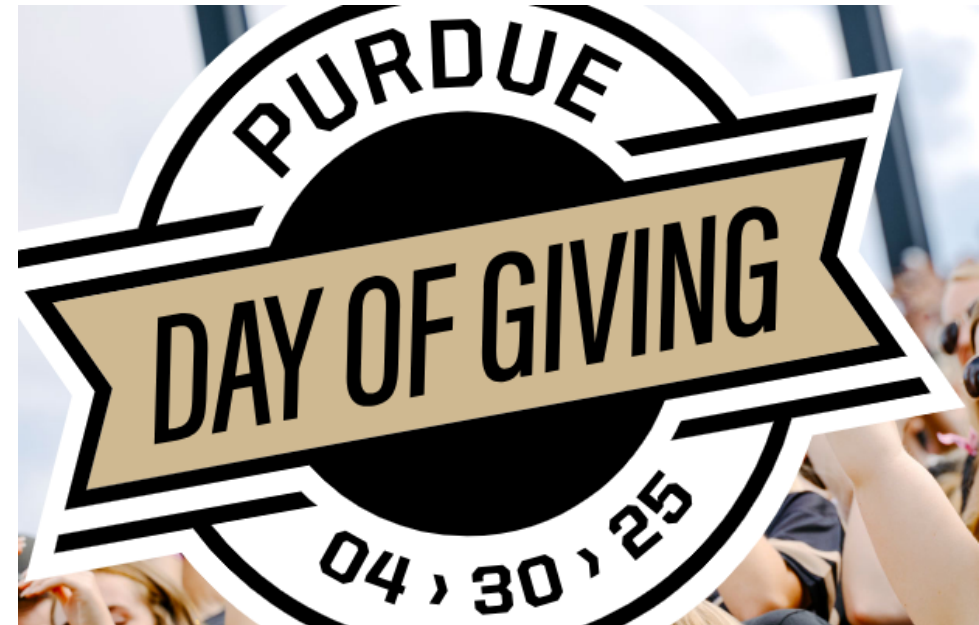
Congratulations to these clubs on Scholarship Fundraising!

- **Participation Leaderboard Final Numbers**

1. Jackson County – 287
2. Clinton County – 227
3. Phoenix – 219
4. Cleveland – 107
5. Sarasota - 34

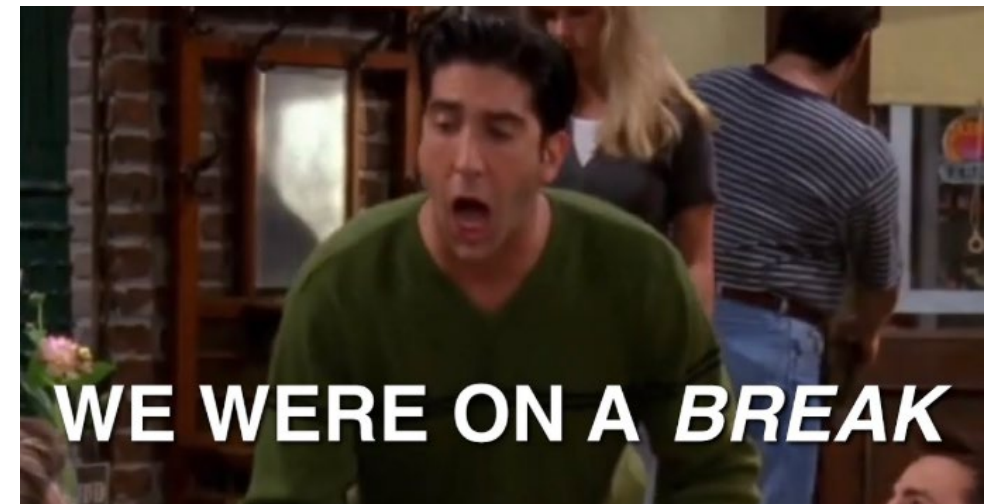
- **Donation Leaderboard Final Numbers**

1. Falls City - \$15,450
2. Clinton County - \$14,240
3. Jackson County - \$7,928



Event and Email Schedule for PFL Shutdown

- **Purdue for Life and the Dauch Alumni Center will be closed Monday, June 30 – Friday, July 4**
- **Email Submissions**
 - Requests submitted by June 20th
 - Emails will go out June 23-July 6
 - Requests submitted by June 24th
 - Emails will go out July 7-11
- **Event Submissions**
 - Requests submitted by June 25th 5:00 pm ET
 - Event will be live by July 7th
- **Attendee Reports**
 - Reports for the week of shutdown will be sent on June 27th
 - Regular reporting will resume Monday, July 7th



New Event Form

- **Launch of the new Event, Email, Newsletter, and Game Watch Form:**
 - Thursday June 26th

- **Trainings**
 - Facebook Live on Club Leader's Page: Thursday, June 26th at 2:00 pm ET
 - Zoom Options will be sent after holiday shut down
 - Video & Slide Deck will be posted on Resources site: <https://www.purdueforlife.org/alumni-leaders/clubs/resource-library/>

- **Submission form link is back up**
 - <https://purdueuniversity.my.site.com/community/s/eventrequest>



ACES (Alumni Club Engagement & Strategy Session)/ALVC Conference

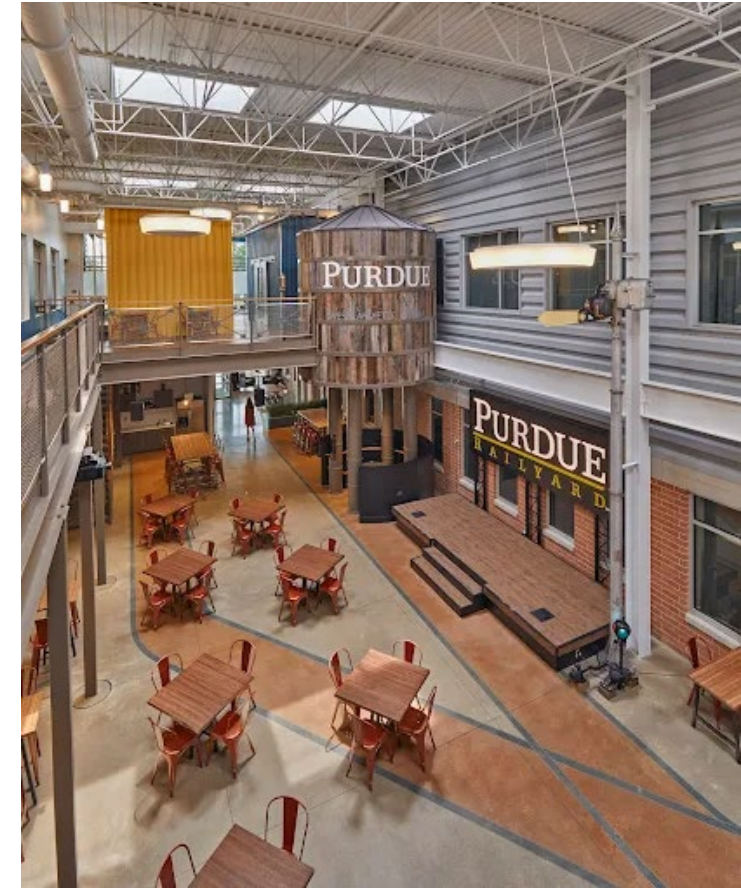
- **Engagement funds may be used to help subsidize travel**
 - Up to \$150 per In-State traveler
 - Up to \$300 per Out-of-State traveler
- **If more than one leader is attending**
 - Club board should determine if supporting multiple attendees is financially feasible
 - If more than one leader is attending and being reimbursed, the voting board members need to email alumniclubs@purdueforlife.org to make us aware
 - Itemized receipts will need to be uploaded via the bank statement portal to show how the funds were used
- **Funds may be used for hotel/food/travel expenses**
- **Funds may not be used for alcohol or the \$18.69 registration fee for ALVC (no charge if you are just attending ACES)**

ACES Location

- **The Railyard at the Purdue Research Park**

- 1281 Win Hentschel Blvd, West Lafayette
- The co-working space pays homage to the Purdue Schnectady No. 1, the first full-scale locomotive used in the Purdue Locomotive Testing Plant in the late 1880's and early 1900's and established Purdue as a national leader in transportation research and innovation. The space is highlighted with antique railroad memorabilia, 14 conference rooms, three phone rooms, a stage for presentations, and a wooden two-story water meeting space
- And free parking!

- **Football Game – Saturday, September 13 vs USC game time is 3:30 pm ET**



Final Reminders

▪ **Show your Pride: Purdue Freebies!**

- Digital Wallpapers for your phone, tablet or desktop: <https://link.us-1.lytho.us/i/1744379505618f22b568f-fb01-43d1-af6e-3a8b366d0fe9#alumni-appreciation-day-2025%E2%80%8B>

▪ **Join the Facebook page!**

- Search for “Purdue Alumni Club Leaders”
- Click on “Join Group”

▪ **Club Forum Survey**

- The survey is now closed. Thank you for submitting your suggestions!
- We will continue to have the forums on Wednesdays
 - Time will be earlier in the evening
 - Several scheduled for later afternoon



THANK YOU!

- **The next forum will be Wednesday, July 16, 2025**
 - Theme: New Board Best Practices
- **Recordings of past forums are available on the Alumni Club Resource Library website: <https://www.purdueforlife.org/alumni-leaders/clubs/resource-library/>**

