



Purdue Alumni Club Volunteer & Financial Policies Agreement

July 1, 2023-June 30, 2024

The following sets forth the terms and conditions that sanctioned alumni clubs for the Purdue for Life Foundation will adhere to in order to represent the vision and mission of Purdue University in their area. Failure to adhere to the terms and conditions may affect the club's funding and other support resources offered by the foundation.

The Purdue Alumni Club of _____ agrees to abide by the
NAME

following requirements:

- Submit annually, a signed Purdue Alumni Club Volunteer & Financial Policies Agreement.
- Submit annually, a club leadership roster.
 - Club Leadership Roster Link: <https://www.purdueforlife.org/alumni-leaders/clubs/alumni-club-leadership-roster/>
- Each club officer and board member will maintain an annual membership in the Purdue Alumni Association, dues of which directly support club activities.
 - PAA Membership Link: <https://connect.purdue.edu/s/membership>
- Each club officer and board member will complete the Purdue for Life Foundation Statement of Integrity & Volunteer Conduct & Expectations.
 - Statement of Integrity & Volunteer Conduct & Expectations Link: <https://www.purdueforlife.org/alumni-leaders/clubs/alumni-leader-integrity-conduct-expectations/>
- Board members and officers will adhere to the following terms and term limits:
 - The length of a term can be 2-4 years for board member and officer positions.
 - A person may serve no more than two terms, as an officer and/or board member, back-to-back before having to vacate the board for the length of one term.
- Host 3 events annually for all alumni, students, friends, and fans in the club's geographical area. This will be in addition to game watches.
- Direct all email communication through PFLF email systems. Clubs may not contact local alumni through their own email channels.
 - Email and Registration Request Link: <https://www.purdueforlife.org/alumni-leaders/clubs/club-email-and-event-forms/>
- Use PFLF's event registration system for all event payments and registrations.
 - Email & Registration Request Link: <https://www.purdueforlife.org/alumni-leaders/clubs/club-email-and-event-forms/>
- Abstain from utilizing other event registration systems.
- Abstain from keeping lists of contact information of alumni and constituents. Any data you come in contact with as a result of your role as a volunteer for the Alumni Clubs program is the property of the Purdue for Life Foundation. This is to protect alumni data and keep compliance with Purdue for Life Foundation data policies.
- For all speaker requests, go through the Alumni Clubs staff at the Purdue for Life Foundation.



- Speaker Request Link: <https://www.purdueforlife.org/alumni-leaders/clubs/speaker-request/>
- Establish a social media presence utilizing LinkedIn, Facebook, and especially Purdue Ties, using your updated club logo.
 - Purdue Ties Link: www.purdueties.com
- Use PFLF-branded club logos, graphics, and other communication materials for all communications and promotional materials at events.
- Keep an updated webpage through the Purdue for Life Foundation utilizing our Web Page Updates form.
 - Webpage Updates Form Link: <https://www.purdueforlife.org/alumni-leaders/clubs/club-webpage-update-request/>
- Abstain from hosting other webpages outside of your authorized webpage with the Purdue for Life Foundation.
- After the end of a fiscal year, keep no more than \$1,000 in the club bank account and deposit excess funds in the club's scholarship endowment or supported account. Clubs without a scholarship endowment or supported account will deposit funds in the Purdue Alumni Association endowment or the Purdue University general scholarship fund.
- Submit a quarterly financial report on the club's events and how funds were used, including what is leftover at the end of the year along with a bank statement that covers the length of that quarter.
 - Quarterly Financial Report Link: <https://www.purdueforlife.org/alumni-leaders/clubs/alumni-club-quarterly-financial-report/>
- Abstain from collecting club dues, annual activity fees, etc., in exchange for engagement funds.
- Adhere to all financial policies in Addendum A below.

In order to support our clubs' efforts to represent the vision and mission of Purdue University, the Purdue for Life Foundation will provide the following:

- Staff support in the form of trainings, individual consultations, pre-payment for events, speaking engagements, and other assistance.
- Engagement funds for the current fiscal year, if the club achieved Gold, Silver, or Bronze level in the club recognition program for the previous fiscal year.
 - Gold=\$2.50 per PAA member in the club's geographic zip code area + \$500 in operational funds
 - Silver=\$1.50 per member + \$500 in operational funds
 - Bronze=\$500 (flat amount)
- Scholarship donation if the club achieved Gold or Silver level in club recognition program.
 - Gold=\$1,000 (\$500 for clubs that have accounts outside of PRF)
 - Silver= \$600 (\$300 for clubs that have accounts outside of PRF)
- Email distribution to alumni, students, and friends in the club's geographical area.
- Use of PFLF's online auction and crowd-funding platforms.
 - Crowd-funding Request Link: <https://crowdfunding.purdue.edu/submit-application>
- Promotional materials and staff support for events.
- Marketing and registration support for events.
- Club website and support.



- Programming, fundraising, and stewardship support for scholarship programs.
- Online guidance and resources for board members and other volunteers.
- Ongoing club leader training and communications.
- PFLF- and university-branded items and give-a-ways for events.
- PFLF- and university-branded webpages that clubs can help provide content for.
- PFLF- and university-branded assets/logos for webpages, emails, and social media accounts.

ACCEPTED BY:

ALUMNI CLUB NAME

CLUB PRESIDENT'S NAME

CLUB TREASURER'S NAME

CLUB PRESIDENT'S SIGNATURE

DATE

CLUB TREASURER'S SIGNATURE

DATE



PURDUE FOR LIFE FOUNDATION:

NAME
JIMMY COX
SENIOR DIRECTOR, ALUMNI CLUBS & STUDENT ENGAGEMENT

SIGNATURE
JIMMY COX
SENIOR DIRECTOR, ALUMNI CLUBS & STUDENT ENGAGEMENT

DATE

This signed document is effective starting July 1, 2023 and expires on June 30, 2024.



Addendum A-Financial Policies

Funds provided by the Purdue for Life Foundation assist clubs in engaging as many alumni, students, friends, and fans as possible, thereby advancing the vision and mission of Purdue University and supporting the Purdue for Life Foundation. This helps those that love Purdue stay connected, get involved, and give back.

Club funds will be provided twice, annually in 50% increments, in the form of checks sent to the club treasurer. Checks will be sent in August and January of each fiscal year. The fiscal year for the Purdue for Life Foundation is July 1-June 30. Funds provided to clubs are based on the following...

- Submission of the annual agreement.
- Adherence to the annual agreement requirements.
- Submission of the volunteer agreement by each individual board member.
- Number of Purdue Alumni Association members in the club's geographic area.
- The standing of the club based on the recognition program
 - Gold=\$2.50 per PAA member in the club's geographic zip code area + \$500 in operational funds
 - Silver=\$1.50 per member + \$500 in operational funds
 - Bronze=\$500 (flat amount)
- Scholarship donation if the club achieved Gold or Silver level in club recognition program.
 - Gold=\$1,000 (\$500 for clubs that have accounts outside of PRF)
 - Silver=\$600 (\$300 for clubs that have accounts outside of PRF)

Qualifying Club Event for the Club Recognition Program

A qualifying club event is an activity or program promoted to all alumni and constituents in a club's geographic area in the appropriate fiscal year. It is important to note that while game watch events are encouraged, they do not count towards the recognition program.

Events with Fees

Clubs that host events with fees, after paying all expenses, may keep their excess fees in their bank account for future use on events or have the amount donated to the club's scholarship endowment or supported account, the Purdue University General Scholarship Fund, or the Purdue Alumni Association endowment.

Allowable Expenses

- Food and drink (excluding alcohol).
- Room charge and equipment rental.
- Event supplies.
- Auction items (vintage Purdue items, custom-made items, etc.) to raise funds for a club's scholarship fund. Online auctions are to use the foundation's online auction platform.
- Guest speaker payment fee.
- Guest speaker travel and meals.
- Honored guest meals.



- Tickets to sporting events when purchasing group tickets for an event.

Non-Allowable Expenses

- Alcoholic beverages.
- Salaries or honorariums for club officers.
- Membership fees.
- Prizes or items that are not raising funds for a scholarship.
- Paying towards a scholarship outside of an authorized scholarship donation to a PFL account.
- Gift cards.