FUNDING GUIDELINES
UNCG ALUMNI ASSOCIATION

The UNCG Alumni Association is working hard to meet the needs of our constituent groups. In so doing, we have made it a priority to fund organizations that align with the UNCG Alumni Association and its mission and strategic priorities. Funding priority will be made on programming focused on enhancing the stated mission of the organization and in tandem with the board’s approved strategic objectives.

UNCG-affiliated organizations seeking funding must be recognized by one of the “recognizing” bodies on campus: Office of Student Affairs, Associated Student Government, University Housing Office or the UNCG Alumni Association.

The UNCG Alumni Association does not fund requests from individuals, parties or social gatherings that do not meet the criteria stated above.

Entitlements:

In order to advance the UNCG Alumni Association brand, certain entitlements shall be sought, where appropriate, in return for the sponsorship or grant. These include, but are not limited to:

- UNCG Alumni Association banner and/or signage at the event
- UNCG Alumni Association logo in all advertising and or promotional materials
- UNCG Alumni Association table at event
- UNCG Alumni Association speaking role at the event
- Complimentary ad in program booklet
- Recognition (verbal or written) of UNCG Alumni Association involvement at the event

Procedure:

All requests shall be submitted in writing no later than 30 days prior to the event. Requests should include the following information:

- Mission or purpose of the event
- Date/time/location of the event
- Target audience for event
- Brief history of the event
• List of other sponsors of the event
• Budget summary of the event
• Publicity plan on how the group plans to advance the UNCG brand at the event
• Dollar amount requested

Email Funding Requests

Complete the Campus Partnerships funding request form found on the Alumni Association website at alumni@uncg.edu.

Include any supporting materials (i.e. budget, previous programs and other pertinent information to your request.

Please send your funding requests to alumni@uncg.edu or mail to UNCG Alumni Association, 404 College, Greensboro, N.C. 27402.

For specific questions please email marylanders@uncg.edu.

UNCG ALUMNI ASSOCIATION
FUNDING REQUEST FORM

Office/Organization: MPA Program, Dept. of Political Sci.
Contact Person: Ruth Dettood Title: Graduate Dir/Prof
Campus Address: 325 Curry Bldg
Phone: 256-0511 Email Address: rhdehoog@uncg.edu
Title of Event: 40th Anniversary of the MPA program
Date and Time of Event: Fri., Oct. 28 - 6 - 9:30 pm.
Location of the Event: Alumni House
Amount Requested: $1000.00

Please check the box that best describes the category that your event falls into:
☑ Activities that bring alumni back to campus for classroom visits, career seminars, and alumni performances.
☐ Mini-alumni reunions for specific alumni constituents.
☐ Academic enrichment opportunities for students, such as attending a national conference or a class trip to visit alumni in a professional setting.

Please explain:
See attached explanation
Funding Request for 40th Anniversary Celebration of the MPA Program

The MPA (Master of Public Affairs) Program in the Department of Political Science was established in 1976, and has been nationally accredited to prepare students for public service careers since 1993. We have held well-attended annual MPA Alumni Reunions each year since 1990. This year will be a special 40th celebration since many of the early alumni are aging and original faculty are either retired or close to finishing their teaching careers. We want to connect the various generations by a theme of The MPA Program through the Decades to celebrate the program's success and to hear from representatives of each decade about how the program and the field of public administration has changed over this time.

A committee of alumni, students and faculty are planning a reception and dinner at the Alumni House on the evening of Friday, October 28, with some additional afternoon activities for the 1970s faculty and alumni if they are interested in meeting earlier (in the Pecky Cypress Room). We are inviting all 600+ alumni, current faculty, several retired faculty, and current students to attend this special event. In the past several years we have had strong turnouts for our annual reunion, from 70-90 people for a reception followed by a panel on a current topic. This year we expect more than that will attend, maybe 120, in the Virginia Dare Room. We are planning to charge $25 for a reception and a buffet dinner, followed by a panel of alumni who represent the five decades. This is not planned as a fundraising event, though we would like to feature the recent graduates and students who were supported by the Next Generation Scholarship Fund, which is solely supported by current gifts of faculty and alumni.

In the past we have not charged attendees for the event, since we received $800-1000 from Dean Johnston in the College for reception refreshments, and approximately $450 from the Department of Political Science (Enrichment fund and state funds) for the invitations, space, student research posters, etc. The program usually has included a welcome from a UNCG Alumni Association board member (e.g., Jeff Colbert, Matt Reece). We plan to invite Alumni Board President Dudley Bokoski (a Political Science graduate) if available (otherwise Jackie Copeland MPA or Beverly Williams PSC) for this event.

We plan to request $1200 from incoming Dean Kiss and $650 from Political Science Department head, William Crowther, for funds from the Department’s Enrichment and State accounts. However, our budget expenses will be approximately $2875, with additional expenses for the free dinners, other activities and for printing invitations and student research posters. (See attached budget detail.)

We are requesting $1000 in funding from the Alumni Association for two items: to cover the current students’ and 2016 graduates’ dinner costs, and pay half the Alumni House expenses. (See attached budget.) Our planning committee thought this effort would help to include those who otherwise might not come to the event and set a standard for the future support of the UNCG Alumni Association and the MPA program. Thanks you for your support!
MPA Program's 40th Reunion Budget: October 28, 2016

Food service for meal & reception $25/person x ?? (paid by attendees)

<table>
<thead>
<tr>
<th>ANCITIPATED COSTS:</th>
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<tbody>
<tr>
<td>Meal for students &amp; 2016 grads *</td>
<td>$875 - estimate of half of current students &amp; 2016 grads</td>
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<tr>
<td>Free dinners*</td>
<td>250 (retired faculty, distinguished invited guests)</td>
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<tr>
<td>Adult beverages</td>
<td>200 (perhaps beer donated by Preyer Brewing)</td>
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<tr>
<td>Invitations (printing)</td>
<td>600 (campus printing office)</td>
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<tr>
<td>Mailing</td>
<td>250</td>
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<tr>
<td>Alumni House security and Setup</td>
<td>250 (including Pecky Cypress Room from 3-5 pm)</td>
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<tr>
<td>Nametags, programs, door prizes</td>
<td>200</td>
</tr>
<tr>
<td>Student research posters &amp; boards</td>
<td>250 – display summer internship research projects</td>
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TOTAL EXPENSES: $2875

*The attendees will be asked to pay for a spouse or significant other to attend.

REQUESTS:

<table>
<thead>
<tr>
<th>S1200</th>
<th>Dean Kiss (College of Arts &amp; Sciences)</th>
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<tbody>
<tr>
<td>675</td>
<td>Dept. Funds (including alumni discretionary gifts)</td>
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<tr>
<td>1000</td>
<td>UNCG Alumni Association</td>
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TOTAL REQUESTS: $2875