

### **1. Purpose**

The Alumni Activity Fund (AAF) is established to provide financial assistance to UBC Sauder School of Business (UBC Sauder) alumni for hosting events that promote alumni engagement, networking, and professional development opportunities.

### **2. Eligibility**

All UBC Sauder School of Business (formerly the UBC Faculty of Commerce) alumni are eligible to apply for funding through the AAF. Applications can be submitted by individuals or groups of alumni who are interested in hosting an event or activity that aligns with the objectives of the fund.

### **3. Objectives**

The objectives of the AAF are as follows:

- To promote alumni engagement and networking opportunities by supporting alumni-led events and activities, strengthening bonds within specific communities and regions
- To encourage networking among alumni that expand professional and social connections across the broader alumni network
- To foster professional development among alumni by supporting events that promote alumni professional growth

### **4. Funding Restrictions and Usage**

The following restrictions apply to the use of AAF funds:

- Funds can only be used to support alumni-led events and activities
- Funds can only be used to reimburse UBC Sauder School of Business alumni attendees
- Funds cannot be used for events or programs that generate profit
- One approved applicant per event
- Funding is subject to availability and approval and is not guaranteed for every application

Funds may be used for the following purposes:

- Food and beverage costs
  - A reasonable amount of alcohol (e.g., one glass per person) must be accompanied by food, as per the university's [alcohol policy](#).
- Activity fees or entrance fees
- Equipment costs, venue costs and audio-visual equipment rental fees
- Speaker or performer fees

## **5. Application Process and Timeline**

To apply for AAF funding, alumni must complete the online application form. Applications must include a detailed description of the proposed activity, anticipated alumni group size, proposed date(s), and location. Applications will be reviewed by UBC Sauder Development and Alumni Engagement, who will make funding decisions based on the objectives of the fund, the impact of the proposed event or program, and the availability of funds.

Applications will be accepted and reviewed on a rolling basis at the start of each fiscal year (beginning April 1<sup>st</sup>) until funding is fully allocated.

## **6. Reimbursement Process and Requirements**

You will receive your reimbursement only after the following conditions are met:

- You must complete your activity and submit your reimbursement form no later than 2 weeks after your event date.
- You must submit all of the required documents: payment details, summary write-up of the event or activity, an attendance list (full name, UBC Sauder degree, and grad year, and email), a group photo with all attendees and itemized receipts of all expenses (Credit card authorization receipts will not be accepted, they must also be accompanied by the itemized receipt).
- You will only receive reimbursement based on the amount on your receipt or \$20 per person, up to \$200 CAD, whichever one is lower.
- You must allow your write-up and photo to be uploaded to the Alumni Activity Fund Recaps page. Your write-up may be further revised by the UBC Sauder Alumni Engagement Team before uploading.

Failure to submit these items could impact reimbursement.

## **7. Amendments to the Terms and Conditions**

These terms and conditions may be amended by the UBC Sauder Alumni Engagement Team at any time. Amendments will be communicated to all applicants and recipients of the AAF.