There are over 31,000 alumnae worldwide, many of whom serve as resources for the Barnard community. Alumnae are often interested in participating in networking discussions with students regarding a variety of career and personal topics. The offices of Development and Alumnae Affairs work collaboratively with the Alumnae Association to develop programs designed to connect alumnae with one another, Barnard students, and the College.

For assistance with your student event from the offices of Development and Alumnae Affairs, we ask that you complete the information below. You must submit this form to M.A. Moutoussis, Vagelos Alumnae Center, at least four (4) weeks before your event. If you have any questions, call 212-854-2005

Your Name and Class Year: ____________________________________________________________________

Club/Organization: _________________________________________________________________________

Is this organization recognized by SGA?  Yes  ☐ No ☐

Your role with the Club/Organization: _________________________________________________________________________

Account number of Club/Organization: _________________________________________________________________________

Cell Phone: __________________________  E-mail: ___________________________  UNI: ____________

Is this a new initiative?  Yes  ☐ No ☐

Please check off what the sponsorship if for:

☐ Stand alone event  ☐ week-long activities  ☐ other (please specify): _________________________

Please provide us with a brief summary of your event. Include the proposed role of alumnae at your event.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Please list your staff advisor: _________________________________________________________________

Have you reached out to other departments to contact alumnae?  Yes  ☐ No ☐

Will you reach out to other departments to contact alumnae?  Yes  ☐ No ☐

Have you independently reached out to alumnae?  Yes  ☐ No ☐

Please list the departments with whom you are collaborating: ______________________________________

Event Logistics:

What is the proposed location _________________________________________________________________
Proposed date and time: ________________________________________________________________

Expected number of guests: Students ____________________ Alumnae ____________________________

What type of event is this?  ☐ A panel  ☐ A lecture  ☐ A discussion  ☐ Other ______________________

Will food be served?  ☐ Yes  ☐ No

If yes, how will it be presented?  
☐ Breakfast  ☐ Lunch  ☐ Dinner  ☐ Appetizers  
☐ A Buffet  ☐ Passed hors d’oeuvres  ☐ A Sit-Down meal

Do you plan to serve alcohol at this event?  ☐ Yes  ☐ No

Alumnae Involvement – If you are inviting alumnae, please specify what groups you are targeting.

☐ NY Metro Area alumnae  ☐ All alumnae (we must have five weeks advance notice)

Classes:  ☐ Young alumnae (2000-2010)  ☐ Other _________________________________

Majors: ________________________________________________________________

Organizations/Past Affiliations: ________________________________________________

Should we be unable to contact you, please provide a second contact for this event:

Name and Class Year: ____________________________________________________________

Phone: ________________________________  E-mail: ________________________________

Please return this form to the Vagelos Alumnae Center, Attn: M.A. Moutoussis or Student Assistance. If you have any questions, please contact mmoutoussis@barnard.edu or 212.854.2005. You must submit this form at least 4 weeks before your event. If you would like to send out invitations (mailed or e-mailed) to alumnae, you must submit text at least three (3) weeks before your event. Over half of our alumnae are located in the New York City metro area. Unless we have more than three (3) weeks notice, we will only send invitations to alumnae in the metro area.

I understand that by accepting assistance from Alumnae Affairs and Development, I agree to help educate students about the Barnard Alumnae community. This includes acknowledging the assistance on the invitation and/or other printed materials, and inviting a representative from Alumnae Affairs and Development to your event.

Completed by: ________________________________  Date: ________________________________