Alumnae Affairs/Development Sponsorship Request Form
alum.barnard.edu/studentevents
Fall 2010

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 sponsorship for 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 is 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?  □ Yes   □ No

Will you reach out to other departments?  □ Yes   □ No

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

Please list the departments with whom you are collaborating or from whom you are requesting additional sponsorship:_______________________________________________________________

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: _______________________________________________________________

Total projected expenses (the full budget for your event): ________________________________

How much money have you raised so far? ________________________________

How much does your club/organization have allotted for this event? ________________________________

How much funding are you requesting? Avg. sponsorship ranges from $50 to $150___________

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

Completed by: __________________________________________________  Date: ________________________________