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PART A: NUS – A LEADING GLOBAL UNIVERSITY CENTRED IN ASIA

A-1 INTRODUCTION

The NUS Office of Alumni Relations (OAR) makes engaging the University’s alumni its key priority. This publication serves to provide the necessary information to alumni interested in setting up NUS Alumni Overseas Circles (AC).

Alumni Circles are university-linked and non-politically affiliated groups of alumni from NUS and its predecessors.

As a confluence of talents from all over the world, NUS is well-placed to be an integral part of the intellectual and entrepreneurial pulse of Singapore. OAR warmly welcomes all alumni to continue sharing and building upon their NUS experience, and to remain strongly connected and engaged with their alma mater.

A-2 MISSION

“NUS is proud of our strong and growing alumni network. Our alumni are passionate, talented and resourceful, and have much to share. You play an important role in strengthening the NUS community, and set a great example to future alumni. I look forward to your involvement, support and partnership, to bring NUS to greater heights.”

NUS President
Professor Tan Eng Chye
Science ’85

NUS VISION
A leading global university shaping the future.

NUS MISSION
To educate, inspire and transform.

VALUES
Innovation, resilience, excellence, respect, integrity

OAR MISSION
To nurture mutually beneficial and lifelong relationships with alumni and engage them along NUS’ aspirations.
A-3 ALUMNI DEFINITION

NUS alumni are graduates of the National University of Singapore and/or any of its five predecessor institutions i.e. King Edward VII College of Medicine, Raffles College, University of Malaya, Nanyang University and University of Singapore. All graduates awarded with an undergraduate or postgraduate degree, or graduate diploma are accorded alumni status.

A-4 ALUMNI PRIVILEGES

All NUS alumni are entitled to the following privileges, mainly relevant to alumni in Singapore. Alumni residing overseas have access to privileges available/valid online:

- **Mobile Phone Applications**
  To enable NUS alumni to stay connected, the following mobile phone applications have been developed with exclusive features for alumni:

  - **NUS AlumAPP – Your Alumni World in the Palm of Your Hand**
    Access a directory of alumni-related information:
    - Sign up to join alumni events;
    - Enjoy exclusive alumni discounts and privileges at selected merchants and service providers; and
    - Stay connected with fellow alumni and NUS.

    Download NUS AlumAPP from the [App Store](https://apps.apple.com) or [Google Play](https://play.google.com). Alumni will be able to log in with their [NUS Lifelong Email](https://nuslife.nus.edu.sg) and gain access to alumni-dedicated news, events and privileges. Exclusive discounts at popular retail outlets and providers await you.

  - **AlumNUS Card - Identifies you as a member of the NUS Alumni Family**
    The AlumNUS Card is a digital identity card that replaces the physical card and is available to all NUS alumni. Download the NUS Card app from the [App Store](https://apps.apple.com) or [Google Play](https://play.google.com). Upon launching the NUS Card app, select the ALUMNI domain and log in with your [NUS Lifelong Email](https://nuslife.nus.edu.sg).

- **Alumni Affinity Bank Cards**

  NUS alumni can apply for the exclusive NUS Alumni credit card ([nus.edu.sg/alumnet/alumnusc当地卡/support-for-students](https://nus.edu.sg/alumnet/alumnusc当地卡/support-for-students)) with DBS Bank and Standard Chartered Bank. Each time alumni use the card, it contributes towards the NUS Alumni Bursary Award, NUS Alumni Student Exchange Award and the NUS Overseas Colleges Award to support eligible students.
• **Alumni Events**

OAR organises a diverse range of events for alumni ([nus.edu.sg/alumnet/events](nus.edu.sg/alumnet/events)) throughout the year – from arts and culture to service and thought leadership, and more. Events are publicised online via emails and in The AlumNUS magazine.

• **Alumni House Facilities**

Shaw Foundation Alumni House (SFAH) ([nus.edu.sg/alumnet/alumnihouse](nus.edu.sg/alumnet/alumnihouse)) is alumni’s home on campus. Its varied facilities include an auditorium, seminar rooms, a restaurant and a café. SFAH plays host to a variety of events and programmes throughout the year. Venues are also available for hire by alumni at a special rate.

• **NUS Lifelong Email**

NUS Lifelong Email was introduced in 2013. It allows alumni to keep their student email, which comes with 50GB cloud storage, for life after graduation. Alumni who graduated before 2013 may sign up for an NUS Lifelong Email account at [nus.edu.sg/alummail](nus.edu.sg/alummail). The older AlumMail service will be discontinued from 31 December 2020.

• **Access to NUS Libraries**

NUS Libraries offers a selected list of e-resources ([libportal.nus.edu.sg/frontend/web/alumni](libportal.nus.edu.sg/frontend/web/alumni)) for access by NUS alumni for non-commercial, educational, scholarly and research purposes. NUS alumni are also welcome to browse and consult the physical collection in NUS Libraries by presenting their AlumNUS card and a valid photo ID.

• **Career Services**

OAR helps our alumni develop professionally by organising events to navigate today’s VUCA (Volatile, Uncertain, Complex and Ambiguous) world and provides platforms for them alumni to network as well as meet and hear from established alumni on their professional journeys and experiences. The NUS Centre for Future-ready Graduates also provides a job portal, career resources and advisory for alumni ([nus.edu.sg/cfg/alumni](nus.edu.sg/cfg/alumni))

• **Lifelong Learning**

The NUS School of Continuing and Lifelong Education (SCALE) provides courses for alumni to upskill and stay competitive. Its NUS Lifelong Learners (NUS L3) programme provides a wide array of contemporary courses that seeks to equip alumni with the latest knowledge and skills demanded in today’s digital age.
Alumni can stay connected with the University through the following channels:

- **AlumNET**

  The AlumNET ([nus.edu.sg/alumnet](nus.edu.sg/alumnet)) is a one-stop alumni web resource dedicated to NUS alumni. Overseas Chapters are listed on the website with their respective Chairperson and email address.

- **AlumNEWS**

  A monthly e-Newsletter, is sent to alumni to update them on NUS and alumni happenings.

- **The AlumNUS Magazine**

  The AlumNUS magazine published every quarter is available online at [nus.edu.sg/alumnet/thealumnus](nus.edu.sg/alumnet/thealumnus). This keeps the alumni in touch with the latest developments at NUS as well as alumni-related news. Alumni are advised to update their particulars and manage their subscription preferences at [alum.nus.edu.sg/update](alum.nus.edu.sg/update) to ensure that they are subscribed to the magazine. Chapters are also encouraged to contribute articles of their activities for publication in the magazine.
PART B: STARTING AN OVERSEAS CIRCLE

B-1 OBJECTIVES OF NUS ALUMNI OVERSEAS CIRCLES

The objectives of Alumni Circles are to:

- Establish and maintain communication, consultation and co-operation between overseas alumni and NUS by partnering OAR;
- Strengthen ties among alumni through the Alumni Circle’s professional, social and recreational activities;
- Support NUS in realising its vision to be a leading global university shaping the future;
- Engender support for NUS; and
- Propagate the good name of NUS.

B-2 SETTING UP AN NUS ALUMNI OVERSEAS CIRCLE

Alumni Circles are formed in cities where there are at least 30 active alumni members and 3 Global Ambassadors residing or working there. Working in consultation with OAR, Alumni Circles identify and involve alumni in activities that are complementary to NUS’ goals.

A group that seeks to establish itself as an Alumni Circle should address its relationship with NUS as a part of its organisational plan and agree to:

- Promote the interests of NUS and its alumni, and maintain a mutually beneficial relationship with NUS;
- Appoint a member to represent the Alumni Circle at key NUS/OAR events;
- Welcome all alumni on an equal basis;
- Convey the interests and concerns of the Alumni Circle to OAR;
- Organise at least two alumni events a year;
- Create a vibrant alumni network through events, reunions, talks, community service and make positive contributions to the University;
- Encourage the spirit of volunteerism among its alumni and create a positive impact in their community;
- Relay NUS news to its alumni; and
- Develop and maintain an alumni database in accordance with local laws, and to provide OAR with updated information and contact details of its alumni.

A preliminary discussion will be arranged to understand the aims and activities proposed by Global Ambassadors who are keen to establish an Alumni Circle, and to determine its sustainability in the long run. All Alumni Circle committee appointments must be approved by OAR.
B-3 COMMITTEE STRUCTURE FOR NUS ALUMNI OVERSEAS CIRCLE

As Alumni Circles are purely volunteer-driven, alumni aspiring to serve as committee members should believe in the spirit of volunteerism and have a desire to do good for the community.

The primary responsibility for the operation of an Alumni Circle rests with the committee to provide overall direction and implement policies. The size of the committee will be determined by the membership, subject to a minimum of three executive committee members.

Key Committee Positions

The following is a list of the key leadership positions for the successful operation of an Alumni Circle:

- **Chairperson**
  To provide leadership directions to the Alumni Circle and to serve as the point-of-contact with OAR. The Alumni Circle chairperson is not an elected position. Prospective chairpersons must be recommended by the Alumni Circle committee and discussed in consultation with OAR. Selected candidates will be appointed by the OAR Director.

- **Secretary**
  To prepare meeting agendas, maintain a record of proceedings at meetings and distribute meeting notes to committee members, maintain Alumni Circle database and update OAR of any changes and prepare reports on Alumni Circle’s activities.

- **Treasurer**
  To keep accurate record of the Alumni Circle’s expenditure and liaise with OAR on any reimbursement matters, if any.

- All committee members must be NUS alumni.
- Committee positions must be open to alumni from all Faculties/Schools in NUS and all nationalities (not confined only to the nationality of the Alumni Circle’s home country).
- Committee members must either be domiciled or a resident in their Alumni Circle country for at least one year prior to and for the duration of their appointment.
- It is recommended that an office-bearer should not hold his/her appointment indefinitely, and that there is a clear line of progression (that is, from Chairperson-elect to Chairperson, etc.).
B-4 TERM DURATION

The NUS Alumni Circle Committee members are appointed for a two-year term, with the possibility of re-appointment.

B-5 NAMING OF NUS ALUMNI OVERSEAS CIRCLES

The collective name of Alumni Circle shall be NUS Alumni Overseas Circle; abbreviated as (AC). To ensure consistency, the names of Alumni Circles shall follow a standard naming convention with the NUS Alumni branding in front followed by the name of the city it represents, e.g. “NUS Alumni Hanoi Circle”.

B-6 USE OF NUS NAME AND TRADEMARKS

The usage of the NUS Alumni logo (available for download at nus.edu.sg/alumnet/publications/nus-alumni-logo) shall be for the sole purpose of operating an Alumni Circle for the benefit of alumni. This includes organising social, educational and networking events for NUS alumni in the region, and promoting and marketing such activities in print and/or electronic forms.

Any Alumni Circle which intends to use the NUS name and trademarks (including logo) in any form or manner, for any purpose whatsoever, including but not limited to use as part of a NUS Alumni Overseas Circle branding, for name cards, or production of collaterals, shall first be required to submit the proposed artwork and seek the consent of OAR prior to use. If necessary, the Alumni Circle may be required to enter into a license agreement with NUS.

Upon approval, the use of NUS name and trademarks in any form or manner shall at all times be used in accordance with NUS’ rules and regulations on NUS’ corporate identity.
PART C: SUSTAINING AN NUS ALUMNI OVERSEAS CIRCLE

C-1 ANNUAL COMMITTEE MEETINGS

It is recommended that Alumni Circles organise a Committee Meeting in the 4th quarter of each year to:

- Review their activities for the past year;
- Plan their programme for the following year; and
- Select their committee members.

Following the Committee Meeting, Alumni Circles are required to submit the names of their committee members to OAR. Thereafter, OAR will send out appointment letters to the committee members.

C-2 RESPONSIBILITIES OF AN NUS ALUMNI OVERSEAS CIRCLE

The Chairperson and committee members of Alumni Circle have the following responsibilities towards their members:

- Encourage alumni representation at NUS, OAR and other Alumni Circle events;
- Build networks among alumni and with students;
- Organise at least two events a year that provides opportunities for alumni to reconnect with NUS and other alumni;
- Serve as a resource for alumni who might be moving to the Alumni Circle’s region or students who are studying in the Alumni Circle’s region;
- Encourage alumni to update their contact details with NUS (alum.nus.edu.sg/update);
- Undertake succession planning so that new leaders are identified and groomed; and
- Encourage leadership renewal to sustain the Alumni Circle, promote new ideas and maintain fairness and transparency.

Fundamental obligations: Compliance with laws of the country where the Alumni Circle is based and management of personal data:

- Being based in a country outside of Singapore, the Chairperson and committee members shall ensure that all the activities of the Alumni Circle shall, at all times be carried out in accordance and in compliance with the laws of the country in which the Alumni Circle is based.

- It will be necessary for Alumni Circle to maintain their own database, as the Alumni Circle’s committee will inevitably be collecting, handling and storing alumni personal data. In compliance with Singapore’s Personal Data Protection Act, the committee members must ensure that:
1) Personal data is collected and used only for the purpose of organising alumni-related activities and events for the Alumni Circle and not for any other non-Alumni Circle related activities;
2) Personal data collected is kept in full confidence and not transferred or disclosed to any third party without the informed consent of the individuals whose personal data relates;
3) Reasonable steps are taken to keep the personal data secure. Collected personal data should not be stored in data clouds;
4) All personal data collected and in the possession of a retiring committee member are handed over to his/her successor (if any), or to the remaining committee members, once he/she has stepped down from the committee without retaining such personal data for his/her use; and
5) OAR is updated of any change in contact details of their alumni.

- Alumni Circle should only collect the following personal data to allow event participation and to stay in touch with alumni:
  1) Full Name;
  2) Faculty;
  3) Year of Graduation; and
  4) Email Address.

- All event registrations where alumni’s personal data are collected should include the following NUS-approved Personal Data Notice:

  Personal Data Notice
  By registering for this event, I hereby accept the Terms and Conditions and consent to National University of Singapore (NUS) collecting, using and/or disclosing my personal data to third parties (including any third party located outside of Singapore) for the purpose of updating my particulars with NUS.

- Should the Alumni Circle decide to collect any other personal data, the Chairperson and Committee must ensure that such collections comply with the laws of the country which the Alumni Circle is based in.

**C-3 BUILDING AN NUS ALUMNI OVERSEAS CIRCLE**

Alumni Circles need to be active in order to be successful. It is recommended that Alumni Circles strive to achieve a high and diverse (whenever possible) participation base of the alumni in Alumni Circle activities. Suggestions for conducting an effective recruitment drive include:

- Making an announcement in the OAR e-Newsletter whenever an Alumni Circle is formed to call for interested alumni to join the Alumni Circle.
- Sending an e-blast to alumni based in the vicinity to publicise alumni events and conduct a recruitment drive.
Email addresses of Alumni Circle Chairpersons will be published on the OAR corporate website, AlumNET. This is to ensure that alumni interested to join or connect with the Alumni Circles will be able to contact the respective chairperson directly.

All event invitations where photography and/or video is planned and/or anticipated, should include the NUS-approved Media notice:

```
Media Notice
Participants should be aware that the Alumni Circle Chairperson has appointed authorised personnel to take photographs and videos for and on behalf of NUS during the [NAME OF EVENT] (the “Event”). NUS may use photographs and videos taken by such authorised personnel for NUS’ marketing and publicity purposes in print, electronic and social media. NUS shall not be responsible for photographs and/or videos taken by unauthorised persons during the Event.
```

The Alumni Circle committee members must undertake to obtain all necessary consents and licenses to share any photographs or videos taken during Alumni Circle activities with NUS/OAR [for marketing and publicity purposes in print, electronic and social media].

C-4 PRIVILEGES FOR NUS ALUMNI OVERSEAS CIRCLES

Alumni Circles are entitled to the following privileges and support:

- **Exclusive Invitations** – Alumni Circle Chairperson and their committee members may receive invitations to attend signature NUS and/or OAR events.

- **NUS Alumni Name Cards** – OAR will sponsor the printing of one box of name cards per year for up to three committee members which incorporates the NUS Alumni logo. Such name cards must, at all times, be used in accordance with NUS’ rules and regulations relating to NUS’ corporate identity. Please refer to nus.edu.sg/alumnet/publications/nus-alumni-logo. For further queries, please contact oarconnect@nus.edu.sg.
C-5 RECOMMENDED NUS ALUMNI OVERSEAS CIRCLE ACTIVITIES

Alumni Circles should be involved in NUS-related activities such as:

**Student Recruitment**
- Wherever possible, assist the NUS Office of Admissions in facilitating contacts with top schools and/or support NUS student recruitment activities in their domiciled cities.

**NUS Student Exchange Programme**
- Alumni who are associated with top universities or institutions could assist in co-ordinating student exchanges with their institutions. This could involve proposing places for student exchange within their institutions and/or working with NUS for reciprocal arrangements.
  - Alumni could host exchange students to tea or to stay with them to experience the local culture and lifestyle.
  - Based on interests and fields of study, OAR may assist in facilitating visiting students with alumni from the Circles for networking and mentoring.

**Corporate Internships and Job Opportunities**
- Alumni employed in the private sector could help to arrange for internships for NUS students or job opportunities for alumni to work in their organisations.

**Alumni Engagement Activities**
- Engage alumni through annual reunions, cultural activities, professional development events or community service outreach;
  - Required to manage a social media group (e.g. Facebook, Twitter) to connect with fellow alumni in your region.
C-6 FRAMESWORK OF SUPPORT FROM OFFICE OF ALUMNI RELATIONS

Alumni Circles are encouraged to organise at least two alumni events per year. The events organised should be in line with the objectives of NUS, targeted at the NUS community and alumni network and therefore be open to all NUS alumni regardless of Faculty/School and nationality.

OAR will provide a framework of support as below. The application for support should be made via the Overseas Chapter (OC) Application for Sponsorship e-form at nus.edu.sg/alumnet/OC-Sponsorship. Please refer to section E-1 for more details.

- **Publicity**
  OAR may support Alumni Circles in the publicity of their events and programmes through its website AlumNET, its monthly e-Newsletter AlumNEWS, and its quarterly magazine The AlumNUS.

- **Facilitating Connections**
  OAR may facilitate connections between Alumni Circles, country embassies and NUS departments for possible collaboration.

- **Funding Support**
  Alumni Circles may apply for seed-funding support for the organisation of alumni events and activities. To qualify for alumni events and activities, 80% of event attendees must be NUS alumni. The remaining 20% of event attendees may comprise VIPs, sponsors or the spouses of committee members. OAR will fund up to 50% of the total costs incurred, and the balance 50% are to be co-funded by the attendees.

  Funding will be allocated on a case-by-case basis and depending on the nature of the event. Once approved, funding will be disbursed on a reimbursement basis upon submission of relevant receipts and supporting documents.

- **Corporate Gifts Sponsorship**
  OAR may sponsor token, gift and items with NUS OAR branding at alumni events based on application and subject to stock availability. Alumni Circles are required to plan such events in advance and self-collect the door gifts at Shaw Foundation Alumni House in Singapore.

**Acknowledgment of OAR Support**

In reciprocation, Alumni Circles are to acknowledge OAR as a supporter and feature NUS Alumni logo prominently on event publicity materials and collaterals. These publicity and event materials should be sent to OAR to ensure the proper application of the NUS Alumni logo prior to use or publication.
C-7 REVIEW AND TERMINATION OF NUS ALUMNI OVERSEAS CIRCLES

Alumni Circles are subjected to a yearly review by OAR to assess their objectives and activities. At any point in time, if the objectives and activities of the Circle are not aligned with NUS’ and OAR’s missions and goals, OAR reserves the right to:

- Mandate immediate adjustments or changes to re-align with NUS’ and OAR’s missions and goals;
- Renew the leadership of the Alumni Circle;
- De-register the Alumni Circle; and/or
- Withdraw any permission or terminate any license for the use of NUS name, trademarks and/or use of any collaterals and name cards.
PART D: CONTACT INFORMATION

D-1 OFFICE OF ALUMNI RELATIONS’ CONTACT INFORMATION

For enquiries on Alumni Circle activities, please email: oarconnect@nus.edu.sg or contact OAR at:

NUS Office of Alumni Relations
Shaw Foundation Alumni House
11 Kent Ridge Drive
#05-01
Singapore 119244
Tel: (65) 6516 5775

D-2 NUS ALUMNI OVERSEAS CIRCLES’ CONTACT INFORMATION

Please refer to nus.edu.sg/alumnet/community for the updated list of Alumni Circles.

D-3 UPDATE OF ALUMNI PARTICULARS

Alumni Circles are required to provide OAR with the updated contact details of their alumni with their expressed consent. This should be done on a half-yearly basis.
PART E: APPLICATION FOR SPONSORSHIP

E-1 ACTIVITY PROPOSAL & APPLICATION FOR SPONSORSHIP

Alumni Circles are required to submit their activity proposal and application for sponsorship via the Overseas Chapter (OC) Application for Sponsorship e-form at nus.edu.sg/alumnet/OC-Sponsorship.

Terms and Conditions

1. Alumni Circles are required to submit this form to OAR at least 6 weeks before the date of the event.

2. Alumni Circles must receive official approval from OAR before organising the proposed event.

3. Chapters are to abide by the following guidelines
   a. 80% of event attendees must be NUS alumni. The remaining 20% of event attendees may comprise VIPs, sponsors or spouses of the committee members.
   b. Budget per head should not exceed the following:

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<tr>
<th>Function</th>
<th>Max. Budget per head (SGD)</th>
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<tbody>
<tr>
<td>Breakfast/Tea</td>
<td>$25</td>
</tr>
<tr>
<td>Lunch</td>
<td>$55</td>
</tr>
<tr>
<td>Dinner</td>
<td>$100</td>
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c. Tips are not reimbursable except for countries/cities where it is a norm. Tips must not exceed 15% of the total expense.

d. Personal expenses such as calling cards and personal transportation are not reimbursable.

4. In recognition of the NUS Office of Alumni Relations’ (OAR) sponsorship, alumni circles should acknowledge OAR in the following ways:
   a. Include OAR logo in invitation and publicity emails (Logo Usage: nus.edu.sg/alumnet/publications/nus-alumni-logo)
   b. Please submit marketing/publicity material to OAR for review before publishing to ensure correct application of NUS corporate identity.
   c. Crediting OAR in speeches / verbal mentions.
   d. Playback of OAR’s Commencement video during event (where AV equipment are available at venue).

5. Alumni Circles are encouraged to refer to Appendix A for a sample event checklist when planning for an event.

6. All event invitations are to include the following disclaimers from Singapore’s Personal Data Protection Act (PDPA):

   While these laws might not apply in the country of your chapter, all events in Singapore are governed strictly by PDPA conditions.
Media Consent
Participants should be aware that the Alumni Circle Chairman has appointed authorised personnel to take photographs and videos for and on behalf of NUS during the [NAME OF EVENT] (the “Event”). NUS may use photographs and videos taken by such authorised personnel for NUS’ marketing and publicity purposes in print, electronic and social media. NUS shall not be responsible for photographs and/or videos taken by unauthorised persons during the Event.

Personal Data Collection
By registering for this event, I hereby accept the Terms and Conditions and consent to National University of Singapore (NUS) collecting, using and/or disclosing my personal data to third parties (including any third party located outside of Singapore) for the purpose of processing, handling and managing my application stated herein.

7. On the event day, ensure that you document the event by:

   a. Taking photos of the event
   b. Submitting a write-up (about 150 words) and photos (high resolution) of the event at Alumni Happenings (nus.edu.sg/alumnet/thealumnus/issue-122/submit/alumni-happenings). OAR may use the photos for NUS’ marketing & publication purposes.
Appendix A
Sample Event Checklist (For Reunion Dinners)

Pre-Event Checklist

- Location of Event
  - Ensure location is central, easy to get to.
  - Ensure private room with AV equipment.
  - Find out capacity of venue (minimum & maximum).
  - Obtain three quotes for comparison.

- Menu
  - Singaporean food preferred.
  - Determine price per head for F&B.

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<tr>
<th>Function</th>
<th>Max. Budget per head (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast/Tea</td>
<td>$25</td>
</tr>
<tr>
<td>Lunch</td>
<td>$55</td>
</tr>
<tr>
<td>Dinner</td>
<td>$100</td>
</tr>
</tbody>
</table>

- Additional costs (If needed)
  - Sound equipment (if not provided by venue)
  - Photographer (Volunteer or professional)

- Finalise Programme for event

- Organise VIP table seating with seating cards (If any)

- Allocate alumni/committee members to assume the following roles on event day:
  - Registration
  - Emcee
  - Prepare lucky draw tickets (If necessary)

- To request from OAR (if necessary):
  - Door gifts for guests
  - Chapter Pull-up Banner
  - Lucky Draw Prizes & Tickets
  - OAR Video Presentation
Marketing

- Design invitation email
- Assign committee member to collate RSVPs

*NB: 80% of event attendees must be NUS alumni. The remaining 20% of event attendees may comprise VIPs, sponsors or spouses of the committee members. Others may attend on a self-funded basis.*

- Blast out to database

Event Day

- Arrive early for setup
  - Set up event Standee
  - Set up registration table
- Test AV equipment
- Ensure VIP table seating cards are displayed
- Enjoy the event!

Checklist for Claims

Please submit the following documents to OAR via email for your claim to be processed:

- Scanned copy of receipt(s). Kindly retain your original receipt(s) until you have successfully received the payment.
- Scanned copy of Vendor Creation Form (For Committee members submitting claims for the first time)
- Registration List and Final Attendance List
  - Preferably in Microsoft Word/Excel format
  - Please include full name, faculty and year of graduation for each attendee
- Event photos & write-up (150 words and 3-5 pictures) via Alumni Happenings ([nus.edu.sg/alumnet/thealumnus/issue-122/submit/alumni-happenings](http://nus.edu.sg/alumnet/thealumnus/issue-122/submit/alumni-happenings)).