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

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</tbody>
</table>
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 Groups. Alumni Groups 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

“Today, our alumni form the third pillar which holds our University proudly up, joining the other two pillars formed by our faculty and staff, and our students.”

NUS President Professor Tan Chorh Chuan
State of the University Address
10 October 2008

NUS VISION
A leading global university centred in Asia, influencing the future.

NUS MISSION
To transform the way people think and do things through education, research and service.

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

All NUS alumni are entitled to the following privileges:

- **AlumNUS Card**

  This personalised card offers alumni regular discounts and a range of privileges that OAR arranges with selected merchants and service providers. Alumni who wish to apply for the card can do so online at alumnet.nus.edu.sg/alumnuscard or call 6516 5771.

- **Bank Affinity Cards**

  OAR has a long-term partnership with DBS Bank and Standard Chartered Bank which offer exclusive debit card and credit card privileges to alumni. These cards give recognition to cardholders as NUS alumni and the banks contribute towards student and alumni programmes through alumni’s spending on the cards. Alumni should contact the banks directly if they wish to apply for these cards.

- **AlumMAIL / NUS Lifelong Email**

  Alumni who graduated before 2013 may sign up for a complimentary lifetime AlumMAIL email account with the domain @alumni.nus.edu.sg. Alumni who wish to sign up for an account may do so online at nus.edu.sg/alummail.

  Alumni who graduated after 2014 would have an email account with the domain @u.nus.edu, @u.duke.nus.edu or @u.yale-nus.edu.sg. This lifelong email account remains after graduation. For assistance regarding this lifelong email account, please email itcare@nus.edu.sg.

  Alumni can stay connected through the following channels:

- **The AlumNUS Magazine**

  Complimentary issues of The AlumNUS are sent to alumni every quarter, and the magazine is also available online at alumnet.nus.edu.sg/alumnusmagazine. This keeps alumni in touch with the latest developments at NUS. Alumni are encouraged to update their particulars online at alumnet.nus.edu.sg/updatemyparticulars to ensure that they are subscribed to the magazine. Alumni Groups are encouraged to contribute articles of their activities for publication in the magazine.

- **AlumNEWS**

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

The AlumNET, nus.edu.sg/alumnet, is a one-stop alumni web resource dedicated to NUS alumni. With alumni’s needs and wants in mind, OAR constantly reviews and enhances the website to offer better design layout and navigation to help alumni locate specific information about OAR and the many alumni privileges highlighted above.

- AlumNET Mobile Application -

The AlumNET Mobile App, available from the App Store and on Google Play, enables alumni to browse and register for events, as well as access websites and Facebook pages of NUS Faculties and Schools from the convenience of their smart devices.
PART B: STARTING AN ALUMNI GROUP

B-1 OBJECTIVES OF NUS ALUMNI GROUPS

The objectives of NUS Alumni Groups are to:

- Establish and maintain communication, consultation and co-operation between alumni and NUS by partnering OAR;
- Strengthen ties among alumni through the Group’s social and professional activities;
- Provide the alumni platforms to access various professional development programmes undertaken in conjunction with NUS;
- Engender support for NUS from alumni;
- Propagate the good name of NUS; and
- Support NUS in realising its vision to be a leading global university centred in Asia, influencing the future.

B-2 SETTING UP AN ALUMNI GROUP

NUS Alumni Groups are formed on the basis of common, professional, industry, Faculty, geographical or other expressed areas of interests. Working in consultation with OAR, these Groups identify and involve graduates in activities that are complementary to NUS’ goals.

A Group that seeks to establish itself as an NUS Alumni Group 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 delegate to represent the Group at NUS Alumni Groups Meetings, Alumni Leaders’ Forum and key NUS/OAR events;
- Extend participation to all NUS alumni with similar interests;
- Convey the interests and concerns of its alumni to OAR;
- Organise at least one alumni event a year;
- Welcome all alumni on an equal basis;
- 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 Group 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 alumni keen to establish a new Alumni Group, and to determine its sustainability in the long run. The setting up of all Alumni Groups must be approved by OAR.

**B-3 REGISTRY OF SOCIETIES (ROS)**

Alumni Groups may opt to register with ROS but it is not mandatory. Groups that opt to do so will also have to adhere to ROS’ guidelines. Groups registered with ROS are to extend copies of the following to OAR when they make their annual submissions to ROS.

- Annual Return; and
- Audited Statement of Accounts.

Groups may use OAR’s address as their mailing address for convenience.

<Name of Alumni Group>
c/o NUS Office of Alumni Relations
11 Kent Ridge Drive
#05-01 Shaw Foundation Alumni House
Singapore 119244

**B-4 COMMITTEE STRUCTURE FOR ALUMNI GROUPS**

As Alumni Groups are purely volunteer-driven, alumni aspiring to serve as Alumni Groups 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 Group rests with the group committee to provide overall direction and implement policies. The size of the committee will be determined by the membership, subject to a minimum of 4 executive committee members.

**Key Committee Positions**

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

**Chairperson**

To provide leadership directions to the Group and to serve as the point-of-contact for OAR. To also undertake succession planning so that new leaders are identified and groomed. Chairpersons are appointed with the support of OAR.
**Vice-Chairperson**
To support the Chairperson and to serve as the Acting Chair in his/her absence. In the event that the Chairperson steps down, this person will automatically become the next Chairperson for reasons of continuity, until the next Annual General Meeting.

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

**Treasurer**
To keep accurate record of the Group’s expenditure and liaise with OAR on any reimbursement matters.

**Adviser (Optional)**
To provide strategic advice to the Chairperson and the Committee. This person is typically a former Chairperson, senior faculty member or leader of global standing who is able to lend support to the Alumni Group.

- All committee members must be NUS alumni; and
- Committee positions should be open to alumni from all Faculties/Schools in NUS and all nationalities.

**B-5 NAMING OF ALUMNI GROUPS**
To ensure consistency, the names of the Alumni Groups shall follow a standard naming convention with the NUS Alumni branding in front of the Group’s name, e.g. “NUS Alumni Photographic Society”.

**B-6 USE OF NUS NAME AND TRADEMARKS**
Any Alumni Group 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 an Alumni Group branding, for name cards, use 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 Group 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 ALUMNI GROUP

C-1 ANNUAL GENERAL MEETINGS

It is recommended that Alumni Groups organise a General Meeting each year to:
- Review their activities for the past year;
- Plan their programme for the following year; and
- Select their committee members.

Following the General Meeting, Alumni Groups are required to submit the names of their committee members to OAR.

It is recommended that all committee members should be elected for a term of two years, with elections taking place at the Annual General Meeting. Nominations for elections should be called at least six weeks prior to the election. Further nominations may be made from the floor at the Annual General Meeting.

OAR may assist to ensure the sustainability of the group by identifying active alumni to take on leadership roles.

C-2 RESPONSIBILITIES OF AN ALUMNI GROUP LEADER

The Chairperson and committee members of Alumni Groups have the following responsibilities towards their members:
- Encourage alumni representation at NUS, OAR and other Alumni Group events;
- Build networks among alumni and with students;
- Organise at least one event a year that provides opportunities for alumni to reconnect with NUS and other alumni;
- Undertake succession planning so that new leaders are identified and groomed; and
- Leadership renewal is encouraged to cultivate the Group, promote new ideas and maintain fairness and transparency.

Fundamental obligations on managing personal data:
- As it will be necessary for Alumni Groups to maintain their own database, Alumni Group committees will inevitably be collecting, handling and storing alumni personal data. In light of the Singapore Personal Data Protection Act, committee members must ensure that:
  1) Personal data is collected and used only for the purpose of organising alumni activities and events for the Alumni Group and not for any other non-Alumni Group 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 they have 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. Please see Section D-3 for the Update of Alumni Particulars Form.

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

```
Media Notice

Participants should be aware that for events or activities organised by NUS/OAR [for its Alumni] ("NUS Activities"), NUS/OAR has its appointed authorised personnel to take photographs and videos for and on behalf of NUS/OAR during NUS Activities to be used for NUS/OAR’s marketing and publicity purposes in print, electronic and social media. Where events or activities are organised within/by the Alumni Group ("Alumni Group Activities"), all photographs and videos taken during Alumni Group Activities may be shared with NUS/OAR for NUS/OAR’s marketing and publicity purposes in print, electronic and social media.
```

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

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

```
Personal Data Notice

By registering for [and/or participating in] this event, I hereby accept the Terms and Conditions and consent to 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.
```
C-3 BUILDING AN ALUMNI GROUP

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

- Making an announcement in AlumNEWS whenever a new Alumni Group is formed to call for interested alumni to join the Group;
- Inviting students (future alumni) and fresh graduates in related disciplines/interest areas to join the group soon after their graduation;
- Leveraging on OAR events to recruit new alumni by forming Welcome Committees. Alumni Groups should form Welcome Committees whose role is to attend OAR events and leverage on such opportunities to recruit new alumni;
- Email addresses of Alumni Groups and/or Chairpersons will be published on AlumNET, OAR’s annual report, and printed Alumni Group listings distributed to alumni. This is to ensure that alumni interested to join Alumni Groups will be able to contact the respective Alumni Group Chairperson directly.

C-4 PRIVILEGES FOR ALUMNI GROUPS

Alumni Groups are entitled to the following privileges and support:

- **Exclusive Invitations** – Alumni Group Chairpersons and their committee members will 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 person per year for up to 5 key 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 alumnet.nus.edu.sg/alumnilogos. For further queries, please contact oarconnect@nus.edu.sg.
C-5  RECOMMENDED ALUMNI GROUP ACTIVITIES

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

Commencement
- Join OAR in making contact with the graduating cohort and/or supporting recruitment talks and seminars in their areas of specialty/interests.

OAR Alumni-Alumni Mentorship Programme
- Based on interests and fields of study, OAR may assist in connecting alumni with one another for the purpose of networking and mentoring.

Partnership with Faculties/Schools/Halls and Residential Colleges
- All Faculty/School/Hall/Residential College-based Alumni Groups are encouraged to work closely with OAR and their respective Faculties/Schools/Halls/Residential Colleges to engage alumni and strengthen ties.

Homecomings
- Participate in the annual Bukit Timah Homecoming and Kent Ridge Alumni Family Day organized by OAR.

C-6  FRAMEWORK OF SUPPORT FROM OFFICE OF ALUMNI RELATIONS

Alumni Groups are required to organise at least one alumni event 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 using the Application for Sponsorship form found in Part D-4.

- **Venue Subsidies**
  Alumni Groups are entitled to an annual one-time waiver and subsequently 80% discount off the published rates for the rental of the following Shaw Foundation Alumni House venues:
  a. Auditorium (298 seats);
  b. Seminar Rooms (Basil, Clove, Lemongrass and Thyme);
  c. Waterway; and
  d. Concourse.

- **Publicity**
  OAR supports Alumni Groups in the publicity of their events and programmes through its website AlumNET, its monthly AlumNEWS, and its quarterly magazine The AlumNUS.
• **Funding Support**  
Each Alumni Group may apply for funding support of up to S$1,000 per calendar year to offset the costs of their events and activities. 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**  
OAR may sponsor token gift items with NUS OAR branding for Alumni Group events, to be given to event participants.

In reciprocation, Alumni Groups are to acknowledge OAR as a Supporter and feature OAR’s logo prominently on event publicity materials and collaterals. These publicity and event material should be sent to OAR to ensure proper application of OAR logo prior to use or publication.

### C-7 REVIEW AND TERMINATION OF ALUMNI GROUPS

Alumni Groups 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 Group are not aligned with NUS’ and OAR's mission and goals, OAR reserves the right to:

• Mandate immediate adjustments or changes to re-align with NUS’ and OAR's mission and goals;  
• Renew the leadership of the Alumni Group;  
• De-register the Alumni Group; 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 joining an existing or starting a new Alumni Group, please email: oarconnect@nus.edu.sg or contact OAR at:

NUS Office of Alumni Relations
11 Kent Ridge Drive
#05-01 Shaw Foundation Alumni House
Singapore 119244
Tel: (65) 6516 5775
Fax: (65) 6464 1498

D-2 ALUMNI GROUPS’ CONTACT INFORMATION

Please refer to alumnet.nus.edu.sg/module/portal/groups.html for the updated list of Alumni Groups.

D-3 UPDATE OF ALUMNI PARTICULARS

Alumni Groups are required to provide OAR with the updated contact details of their alumni with their expressed consent using the template below.

Name of Alumni Group: ___________________________ ___________________________
Designation in Alumni Group (if applicable): ___________________________
Updated: _______________

<table>
<thead>
<tr>
<th>Full Name (please underline surname)</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Number</td>
<td>HP:</td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td>Company</td>
</tr>
<tr>
<td>Year of Graduation</td>
<td>Faculty</td>
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</table>
NUS Alumni Groups Application for Sponsorship

Please submit this document via email to Samuel Tan at samuel.tan@nus.edu.sg.

<table>
<thead>
<tr>
<th>Particulars of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Alumni Group</td>
</tr>
<tr>
<td>Name of Chairperson</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Sponsorship (Please cross where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Shaw Foundation Alumni House (SFAH) Venue Rental Waiver (once per calendar year only)</td>
</tr>
<tr>
<td>☐ 80% SFAH Venue Rental Discount</td>
</tr>
<tr>
<td>☐ Cash <em>(please indicate amount)</em>: $ Click here to enter text.</td>
</tr>
<tr>
<td>☐ Corporate Gifts <em>(please indicate quantity)</em>: Click here to enter text.</td>
</tr>
<tr>
<td>☐ Others <em>(please specify)</em>: Click here to enter text.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event / Activity / Project Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name</td>
</tr>
<tr>
<td>Date / Time</td>
</tr>
<tr>
<td>Location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUS Alumni</td>
</tr>
<tr>
<td>NUS Staff</td>
</tr>
<tr>
<td>NUS Students</td>
</tr>
<tr>
<td>Others</td>
</tr>
</tbody>
</table>

Total = Click here to enter text.

<table>
<thead>
<tr>
<th>Guest-of-Honour / VIPs (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Publicity Channels &amp; Event Collaterals</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Electronic Direct Mailers (EDMs)</td>
</tr>
<tr>
<td>☐ Posters</td>
</tr>
<tr>
<td>☐ Flyers</td>
</tr>
<tr>
<td>☐ Banners</td>
</tr>
<tr>
<td>☐ Others: Click here to enter text.</td>
</tr>
<tr>
<td>☐ Stage Backdrop</td>
</tr>
<tr>
<td>☐ Powerpoint Slides</td>
</tr>
<tr>
<td>☐ Banners / Standees</td>
</tr>
<tr>
<td>☐ Others: Click here to enter text.</td>
</tr>
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## Budget Breakdown

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Beverage</td>
<td>$</td>
</tr>
<tr>
<td>Venue Rental <em>(other than SFAH)</em></td>
<td>$</td>
</tr>
<tr>
<td>Entertainment <em>(performers, emcee etc.)</em></td>
<td>$</td>
</tr>
<tr>
<td>Gifts / Prizes</td>
<td>$</td>
</tr>
<tr>
<td>Door Gifts</td>
<td>$</td>
</tr>
<tr>
<td>Others</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Are the participants charged an admission fee?**
- ☐ No
- ☐ Yes. Please specify: [Click here to enter text.]

**Other Sources of Funding / Sponsorships**
[Click here to enter text.]

## Programme Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
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<td>[Click here to enter text.]</td>
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<td>[Click here to enter text.]</td>
<td>[Click here to enter text.]</td>
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</table>

## For Official Use only

### Sponsorship for calendar year ______:

<table>
<thead>
<tr>
<th></th>
<th>Utilised</th>
<th>Requested</th>
<th>Recommended</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Venue Rental Waiver</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>80% SFAH Venue Rental Discount</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Cash Support</td>
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<tr>
<td>Corporate Gifts</td>
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</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

**Proposed by**

- Name:
- Date:
- Signature:

**Supported by**

- Name:
- Date:
- Signature:

**Approved by**

- Name:
- Date:
- Signature:
Terms & Conditions

1. Alumni Groups are required to submit this form to OAR at least 1 month before the start of their event / activity / project.

2. To qualify for OAR sponsorship, Alumni Groups will need to submit the following within 1 month after the event:
   a. Post-event write-up (about 150 words)
   b. At least 5 event photographs (high-resolution)
   c. Event Attendance List

OAR may use the event photographs for NUS’ marketing and publication purposes.

3. All event invitations where photography and / or videography is planned and/or anticipated, should include the NUS-approved Media Notice:

   Media Notice

   Participants should be aware that for events or activities organised by NUS/OAR [for its Alumni] ("NUS Activities"), NUS/OAR has its appointed authorised personnel to take photographs and videos for and on behalf of NUS/OAR during NUS Activities to be used for NUS/OAR's marketing and publicity purposes in print, electronic and social media. Where events or activities are organised within/by the Alumni Group ("Alumni Group Activities"), all photographs and videos taken during Alumni Group Activities may be shared with NUS/OAR for NUS/OAR's marketing and publicity purposes in print, electronic and social media.

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

   Personal Data Notice

   By registering for [and/or participating in] this event, I hereby accept the Terms and Conditions and consent to 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.

Venue Rental Waiver / Discount

4. Each Alumni Group is entitled to a one-time waiver and subsequent 80% discount on venue rental for the following venues at the Shaw Foundation Alumni House (SFAH):
   a. Auditorium (298 seats);
   b. Seminar Rooms (Basil, Clove, Lemongrass and Thyme);
   c. Concourse; and
   d. Waterway.

5. Venues are subject to availability upon written confirmation by SFAH Operations and subject to further terms and conditions of SFAH venue hire.
6. Waiver / discount applies solely to venue rental charges. Charges for rental of equipment may apply.

7. If an event accorded venue rental waiver is cancelled or postponed within 1 month from the date of event, the annual venue rental waiver would be deemed as utilised. This is in line with SFAH’s cancellation policy.

**Cash Support**

8. Each Alumni Group may be reimbursed up to S$1,000 each calendar year to help defray costs of programmes and activities that it organises for NUS alumni.

9. The event / activity must fulfil objectives of the Alumni Group and be attended by at least 20 alumni.

10. This cash support may be utilised over multiple occasions for the following purposes:
   a. Food and beverage;
   b. Venue-related costs (for events not held at SFAH);
   c. Rental of equipment essential for the conduct of the programme / activity;
   d. Printing of event collaterals; and
   e. Event photography / videography.

11. This cash support should not be used for the purchase of door gifts or lucky draw prizes.

12. The cash support for each event / activity is capped based on the number of NUS alumni attendees:
   a. 20 – 39 attendees up to S$400
   b. 40 – 79 attendees up to S$800
   c. 80 or more attendees up to S$1,000

13. Cash support will be disbursed on a reimbursement basis to the Alumni Group’s back account (for registered Societies) or to either the Chairperson’s or Treasurer’s bank account, upon satisfactory receipt of:
   a. Vendor Creation Form, duly completed;
   b. Request for Payment Form, duly completed;
   c. Original receipts;
   d. Post-event write-up (about 150 words);
   e. At least 5 event photographs (high-resolution); and
   f. Event Attendance List.

**Door Gifts**

14. OAR may further support Alumni Groups’ events / activities by sponsoring token gift items that may be used as door gifts.
15. Choice of gift items are at OAR’s sole discretion and are subject to availability.

16. The quantity of gifts provided will be based on registration numbers. If the actual attendance is fewer than the registered number, the remaining gifts should be returned to OAR.

Acknowledgement of OAR’s Sponsorship
17. In recognition of OAR’s sponsorship, Alumni Groups should acknowledge OAR in the following ways:
   a. Including the OAR logo in event publicity material and collaterals *(please request for original logo from OAR and refer to nus.edu.sg/identity/logo.php for guidelines on logo usage)*; and
   b. Crediting OAR in speeches / verbal mentions.

18. Please submit marketing / publicity materials to OAR for review before publishing to ensure correct application of NUS/OAR corporate identity.