

NUS Alumni Overseas Chapters

Handbook



Office of Alumni Relations

Edition: May 2022

CONTENTS

PART A: NUS – A LEADING GLOBAL UNIVERSITY SHAPING THE FUTURE

A-1	Introduction	3
A-2	Mission	3
A-3	Alumni Definition	4
A-4	Alumni Privileges	4

PART B: STARTING AN NUS ALUMNI OVERSEAS CHAPTER

B-1	Objectives of NUS Alumni Overseas Chapters	7
B-2	Setting up an NUS Alumni Overseas Chapter	7
B-3	Committee Structure for NUS Alumni Overseas Chapters	8
B-4	Term Duration	9
B-5	Naming of NUS Alumni Overseas Chapters	9
B-6	Use of NUS Name and Trademarks	9
B-7	Fundamental Obligations of Committee Members	9

PART C: SUSTAINING AN NUS ALUMNI OVERSEAS CHAPTER

C-1	Annual Committee Meetings	10
C-2	Responsibilities of an NUS Alumni Overseas Chapter	10
C-3	Building an NUS Alumni Overseas Chapter	11
C-4	Privileges for NUS Alumni Overseas Chapters	12
C-5	Recommended NUS Alumni Overseas Chapter Activities	12
C-6	Framework of Support from Office of Alumni Relations	13
C-7	Review and Termination of NUS Alumni Overseas Chapters	14

PART D: CONTACT INFORMATION

D-1	Office of Alumni Relations' Contact Information	15
D-2	NUS Alumni Overseas Chapters' Contact Information	15

ANNEXES

Annex A	Annex A – Activity Proposal and Application for Sponsorship	16
Annex B	Annex B – Sample Event Checklist	18
Annex C	Annex C – Volunteer Acceptance Form and Code of Conduct for Volunteers	20

PART A: NUS – A LEADING GLOBAL UNIVERSITY SHAPING THE FUTURE

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 Chapters (OC).

Chapters 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

<p style="text-align: center;">NUS VISION A leading global university shaping the future.</p> <p style="text-align: center;">NUS MISSION To educate, inspire and transform.</p> <p style="text-align: center;">VALUES Innovation, resilience, excellence, respect, integrity</p> <p style="text-align: center;">OAR MISSION To nurture mutually beneficial and lifelong relationships with alumni and engage them along NUS’ aspirations.</p>

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 Applications**

To enable NUS alumni to stay connected, the following mobile 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](#) or [Google Play](#). Alumni will be able to log in with their [NUS Lifelong Email](#) 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](#) or [Google Play](#). Upon launching the NUS Card app, select the ALUMNI domain and log in with your [NUS Lifelong Email](#).

- **Alumni Affinity Bank Cards**

NUS alumni can apply for the exclusive NUS Alumni credit card (nus.edu.sg/alumnet/alumnuscards/support-for-students) with 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) throughout the year – from arts and culture to service and thought leadership, and

more. Events are publicised online via emails, social media and in The *AlumNUS* magazine.

- **Alumni House Facilities**

Shaw Foundation Alumni House (SFAH) (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 a NUS Lifelong Email account at alumnilifelong.nus.edu.sg/. The older *AlumMail* service has been discontinued from 31 December 2020.

- **Access to NUS Libraries**

NUS Libraries offers a selected list of e-resources (lib.nus.edu.sg/nus/alumnieresources/alumnieresources.html) 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**

To support our alumni's professional development, OAR organises events that help alumni build skills to navigate today's VUCA (Volatile, Uncertain, Complex and Ambiguous) world and provides platforms for them 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)

- **conNectUS**

conNectUS (connectus.nus.edu.sg) is an online networking platform exclusively for the NUS community. Alumni are able to connect with fellow alumni and students for professional and career development. Overseas Chapters are also able to build online communities to engage their members.

- **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 (scale.nus.edu.sg/alumni) 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**
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. 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.news/update to ensure that they are subscribed to the magazine. Chapters are also encouraged to contribute articles on their activities for publication in the magazine.

PART B: STARTING AN OVERSEAS CHAPTER

B-1 OBJECTIVES OF NUS ALUMNI OVERSEAS CHAPTERS

The objectives of Chapters are to:

- Establish and maintain communication, consultation and co-operation between overseas alumni and NUS by partnering OAR;
- Strengthen ties among alumni through the Chapter's professional, social, and recreational activities;
- Encourage alumni to pursue NUS Lifelong Learning programmes;
- Propagate the good name of NUS; and
- Support NUS in realising its vision to be a leading global university shaping the future.

B-2 SETTING UP AN NUS ALUMNI OVERSEAS CHAPTER

Chapters may be formed in parts of the world where there is an active alumni base (at least 100 active alumni) residing or working there. Working in consultation with OAR, these Chapters identify and involve graduates in activities that are complementary to NUS' goals.

A group that seeks to establish itself as a Chapter 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 through OAR;
- Appoint a delegate to represent the Chapter at key NUS/OAR events;
- Welcome all alumni on an equal basis;
- Convey the interests and concerns of the Chapter's alumni to OAR;
- Organise at least **four 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 a members' 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 Chapter, and to determine its sustainability in the long run. All Chapter committee appointments must be approved by OAR.

B-3 COMMITTEE STRUCTURE FOR NUS ALUMNI OVERSEAS CHAPTERS

As Chapters 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 a Chapter 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 four executive committee members.

Key Committee Positions

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

Chairperson	To provide leadership directions to the Chapter and to serve as the point-of-contact with OAR. To undertake succession planning so that new leaders are identified and groomed. The committee Chairperson is not an elected position. Prospective Chairpersons must be recommended by the Chapter committee and discussed in consultation with OAR. Selected candidates require approval by the NUS President and are finally appointed by the OAR Director.
Vice-Chairperson	To support the Chairperson and to serve as the Acting Chairperson in his/her absence. In the event that the Chairperson steps down, this person will automatically become the acting Chairperson for reasons of continuity, until the next Chairperson is appointed.
Secretary	To prepare meeting agendas, maintain a record of proceedings at meetings and distribute meeting notes to committee members. He/she also maintains the Chapter's membership database, updates OAR of any changes and prepares reports on the Chapter's activities.
Treasurer	To keep an accurate record of the Chapter'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 Chapter.

- 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 Chapter's home country).

- Committee members must either be domiciled or a resident in their Chapter 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

NUS Alumni Overseas Chapter committee members are appointed for a two-year term, with the possibility of re-appointment.

B-5 NAMING OF NUS ALUMNI OVERSEAS CHAPTERS

The collective name of Chapters shall be NUS Alumni Overseas Chapter, abbreviated as (OC). To ensure consistency, the names of Chapters 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 Hong Kong Chapter”.

B-6 USE OF NUS ALUMNI 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 Overseas Chapter 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 Chapter which intends to use the NUS Alumni name and trademarks (including logo) in any form or manner, for any purpose whatsoever, including but not limited to use as part of a Chapter 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 Chapter may be required to enter into a license agreement with NUS.

Upon approval, the use of NUS Alumni name and trademarks in any form or manner shall at all times be in accordance with NUS’ corporate rules and regulations.

B-7 FUNDAMENTAL OBLIGATIONS OF COMMITTEE MEMBERS

Fundamental obligations of committee members include agreeing and abiding to:

- 1) Volunteer Acceptance Form and NUS Code of Conduct for Volunteers (Annex C);
and
- 2) Laws of the country where the Chapter is based.

PART C: SUSTAINING AN NUS ALUMNI OVERSEAS CHAPTER

C-1 ANNUAL COMMITTEE MEETINGS

It is recommended that Chapters organise a Committee Meeting in the fourth quarter of each year to:

- Review their activities for the past year;
- Plan their programme for the following year; and
- Discuss renewals of committee members (if current term of office is ending).

Following the Committee Meeting, Chapters are encouraged to share key outcomes of the meeting with OAR.

C-2 RESPONSIBILITIES OF AN NUS ALUMNI OVERSEAS CHAPTER

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

- Encourage alumni representation at NUS, OAR and other Chapter events;
- Build networks among alumni and with students;
- Organise **at least four 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 Chapter's region or students who might be studying abroad in the Chapter's region;
- Encourage alumni to update their contact details with NUS (alum.news/update);
- Manage the Chapter's official lifelong email account and attend to queries received;
- Undertake succession planning so that new leaders are identified and groomed; and
- Encourage leadership renewal to sustain the Chapter, promote new ideas and maintain fairness and transparency.

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.

- Chapters 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.

- In collecting, handling and storing of alumni personal data, committee members are required to abide by the guidelines stated under “Protection of Confidential Information” in the Code of Conduct for Volunteers (Annex C).
- Should the Chapter 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 Chapter is based in.
- Chapters 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.
- 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 Chapter 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.

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

C-3 BUILDING AN NUS ALUMNI OVERSEAS CHAPTER

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

- Making an announcement in *AlumNEWS* whenever a Chapter is formed to call for interested alumni to join the Chapter.
- Sending an e-blast to alumni based in the vicinity to publicise alumni events and conduct a recruitment drive.
- Email addresses of Chapter Chairpersons will be published on *AlumNET*, *AlumCONNECT*, OAR’s annual report, and printed AG listings distributed to alumni and graduating students.- This is to ensure that alumni interested to join or connect with the Chapters will be able to contact the respective Chairperson directly.

C-4 PRIVILEGES FOR NUS ALUMNI OVERSEAS CHAPTERS

Chapters are entitled to the following privileges and support:

- **Exclusive Invitations** – Chapter Chairpersons 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 person per year for up to five committee members which incorporates the NUS Alumni logo. Such name cards must, at all times, be used in accordance with NUS' corporate rules and regulations. Please refer to nus.edu.sg/alumnet/publications/nus-alumni-logo. For further queries, please contact alumnihelpdesk@nus.edu.sg.
- **Accommodation at Kent Vale** – Complimentary accommodation at Kent Vale apartments may be provided for Chapter Chairpersons who are invited by the NUS President or OAR Director to Singapore on official trips. Committee members visiting NUS may also request for Kent Vale accommodation at a discounted rate.

C-5 RECOMMENDED NUS ALUMNI OVERSEAS CHAPTER ACTIVITIES

Chapters 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 coordinating 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 Chapters 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.

- Manage a conNectUS social media group (e.g., Facebook, LinkedIn, WeChat) to connect with fellow alumni in your region.

NUS Cares

- Join the NUS Cares movement by championing and participating in community service projects in their cities..

C-6 FRAMEWORK OF SUPPORT FROM OFFICE OF ALUMNI RELATIONS

Chapters are required to organise at least **four 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 detailed 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 Annex A for details.

- **Publicity**

OAR may support Chapters in the publicity of their events and programmes through its website *AlumNET*, monthly *AlumNEWS*, and quarterly magazine *The AlumNUS*.

- **Facilitating Connections**

OAR may facilitate connections between the Chapters and country embassies and NUS departments for possible collaboration.

- **Funding Support**

Each Chapter may apply for seed-funding support of up to S\$5,000 per financial year – S\$1,000 for business development, and S\$4,000 for alumni events and activities. Business development refers to activities engaged by the committee to develop strategic opportunities and/or partnerships for the Chapter. To qualify for funding support, 80% of event attendees must be NUS alumni. The remaining 20% of event attendees may comprise VIPs, sponsors or non-alumni spouses of committee members.

Funding will be allocated on a case-by-case basis, 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. Chapters are encouraged to apply a co-payment model to events. The committee may decide on the amount of co-payment by event attendees.

- **Licensed Zoom Access**

OAR may provide access to the *Zoom* platform to facilitate the organisation of virtual events (up to 300 participants per Meeting and 500 participants per Webinar).

Access will be granted on a case-by-case basis, depending on the purpose and nature of the event.

- **Corporate Gifts Sponsorship**

OAR may sponsor tokens, gifts and items with NUS OAR branding for alumni events based on application and subject to stock availability. Chapters are encouraged to plan such events in advance and self-collect the corporate gifts at Shaw Foundation Alumni House in Singapore.

Acknowledgment of OAR Support

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

C-7 REVIEW AND TERMINATION OF NUS ALUMNI OVERSEAS CHAPTERS

Chapters are subject to a yearly review by OAR to assess their objectives and activities. At any point in time, if the objectives and activities of the Chapter 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 Chapter;
- De-register the Chapter; 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 Chapter activities, please email: alumnihelpdesk@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

D-2 NUS ALUMNI OVERSEAS CHAPTERS' CONTACT INFORMATION

Please refer to nus.edu.sg/alumnet/community/overseas-chapter for the updated list of Chapters.

Annex A

ACTIVITY PROPOSAL & APPLICATION FOR SPONSORSHIP

Chapters 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. Chapters are required to submit this form to OAR at least **6 weeks before** the date of the event.
2. Chapters must receive official approval from OAR before organising the proposed event.
3. OAR reserves the right to reject application(s) and its support for any event in which the speaker(s) and/or topic of discussion are deemed sensitive, socially-divisive, inappropriate or controversial.
4. Chapters are to abide by the following guidelines:
 - a. A maximum of S\$5,000 is allocated per financial year (April – Mar) to each chapter.
 - b. 80% of event attendees must be NUS alumni. The remaining 20% of event attendees may comprise VIPs, sponsors or non-alumni spouses of committee members.
 - c. Budget per head should not exceed the following:

Function	Max. Budget per head (SGD)
Breakfast/Tea	\$25
Lunch	\$55
Dinner	\$100

- d. Tips are not reimbursable except for countries/cities where it is a norm. Tips must not exceed 15% of the total expense.
 - e. Personal expenses such as calling cards and personal transportation are not reimbursable.
5. In recognition of the NUS Office of Alumni Relations' (OAR) support/sponsorship, Chapters 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 is available at venue).
6. Chapters are encouraged to refer to **Annex B** for a sample event checklist when planning for an event.
7. 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 Chapter 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.

8. 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-125/submit/alumni-happenings). OAR may use the photos for NUS' marketing & publication purposes.

Annex B

SAMPLE EVENT CHECKLIST

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.

Function	Max. Budget per head (SGD)
Breakfast/Tea	\$25
Lunch	\$55
Dinner	\$100

- 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 non-alumni spouses of 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-125/submit/alumni-happenings).

Annex C

VOLUNTEER ACCEPTANCE FORM AND CODE OF CONDUCT FOR VOLUNTEERS

VOLUNTEER ACCEPTANCE FORM

This document shall be read in conjunction with the NUS Code of Conduct for Volunteers (Page 22) and all terms used herein shall have the meanings given to them in the said Code.

1. I hereby acknowledge that without payment or other material benefit, I hereby **offer my services and time**, to undertake activities undertaken by or on behalf of NUS for the purposes of seeking or receiving donations of time, talent, money, property or other resources for the University (including but not limited to, advocating on behalf of and/or raising philanthropic support for the University).
2. I affirm that the facts set forth in it are true and complete.
3. I consent to:
 - (a) having my photographs, interviews, and any audio and/or video recordings bearing my image and voice and related transcripts taken by the employees of NUS, its related corporations, agents and representatives (whether in Singapore or otherwise) and other persons authorised by NUS, for promotional, fundraising, marketing, publicity and fundraising purposes;
 - (b) all photographs and video images containing my likeness being used by NUS for lawful purposes including but not limited to disclosing, posting, publishing, displaying and/or otherwise causing to be seen my Personal Data including images, photographs and/or videos publicly through any medium or form such as but not limited to social media sites and blogs (e.g. Facebook, Instagram, Twitter, YouTube), publications (such as newspapers, magazines, newsletters) and/or other form of advertising or promotional materials (e.g. banners, brochures and pamphlets) for the purposes listed above;
 - (c) NUS disclosing such photographs, interviews, audio, videos and transcripts to third party media entities (whether in Singapore or otherwise) for publicity purposes;
 - (d) NUS identifying me by name in the course of their use and disclosure as listed above;
 - (e) my personal information as given in this form being collected, used and/or disclosed by NUS for the purpose of NUS contacting me and all other actions necessary in relation to the photo/video shoot and/or interviews; and
 - (f) waiving any right to inspect or approve the finished content and images.
- (i) I understand, acknowledge and agree that:
 - (a) all photographs and video images will become property of NUS and I will receive no compensation; and
 - (b) NUS shall not be responsible for photographs and/or videos taken by unauthorised persons.

- (ii) I further agree and consent to NUS (as well as its representatives and agents) collecting, using, disclosing and sharing amongst themselves my Personal Data provided, as well as in the records of NUS from time to time, and disclosing such personal data to NUS' authorised service providers, and relevant third parties for purposes reasonably required by NUS to administer, manage and terminate my volunteer relationship with NUS.
- (iii) I acknowledge that I have fully read, do fully understand and agree to abide and be bound by the terms of the NUS Code of Conduct for Volunteers (as the same may be amended from time to time).
- (iv) I agree to abide and be bound by any policies and procedures of NUS that may be conveyed to me from time to time.
- (v) I recognise and accept that while reasonable precaution and care will be taken by NUS to ensure participants' safety, I understand that I take part in all activities/programs/events at my own risk and, in consideration of NUS allowing me to volunteer and participate in the said activities/programs/events, I hereby acknowledge and agree that NUS will not be held liable for any injury or death or for any property loss or damage I sustain as a result of my participation in the same, unless caused by NUS' negligence;
- (vi) Subject to paragraph (v) above, I hereby release, discharge, indemnify and hold harmless NUS and its agents, employees, representatives, volunteers and associated personnel, from and against any and all demands, claims, and causes of action arising, directly or indirectly from:
 - (a) my participation in all activities, programs and events;
 - (b) any breach of the NUS Code of Conduct for Volunteers and/or such policies and procedures of NUS as I may be subject to; and/or
 - (c) any action or omission by me that causes NUS to be in breach of the [PDPA](#) or [Charities Act \(Cap. 37\)](#).

CODE OF CONDUCT FOR VOLUNTEERS

Introduction

1. The National University of Singapore (“**NUS**”) Code of Conduct for Volunteers (the “**COCV**”) aims to ensure that all volunteers for all NUS-related activities understand the standard of conduct required. Volunteers are expected to uphold the COCV at all times when carrying out their duties and interactions.
2. For the purposes of the Code:

“**Activities**” refers to all authorised activities undertaken by or on behalf of NUS (including but not limited to, advocating on behalf of and/or raising philanthropic support for NUS for the purposes of seeking or receiving donations of time, money, property or other resources for NUS).

“**Confidential Information**” shall mean all information (whether recorded or not and in whatever form or media) relating to all or any part of the business, property, assets, technology, activities, services, financial affairs, management and administration of NUS, including information relating to NUS’ employees, students, donors, alumni, business or academic partners, clients, suppliers and any third party dealing with NUS.

For the avoidance of doubt, Confidential Information includes, without limitation, Personal Data and any information relating to donations and/or gifts, and further includes, without limitation, all data, analyses, reports and other derivative information or material created in the course of, or as a result of, volunteering and other philanthropic activities with or for NUS, or as a result of having access to or otherwise obtaining confidential information of NUS.

“**Data Subject**” refers to any person whose personal data is being collected, held or processed.

“**Personal Data**” shall have the meaning ascribed to it in the Personal Data Protection Act 2012 (“**PDPA**”) (as the same may be amended and/or revised thereto from time to time). For the avoidance of doubt, photographs, images and videos are considered Personal Data and volunteers who wish to take photographs or videos with any individuals must first seek consent from such individuals.

“**Volunteer**” refers to a person who, without payment or other material benefit, offers his/her services and time, to undertake or render assistance in connection with the Activities.

Expectations

3. Volunteers are expected at all times to:-
 - (i) be present for their duties and to adhere to the stipulated date(s) and time of their duties;
 - (ii) inform their volunteer liaison / supervisor as early as possible if they are unable to be present for their duties;
 - (iii) use the resources, property, information or funds provided by NUS solely for authorised uses and the purposes of accomplishing his/her duties as a volunteer;

- (iv) carry out their duties and act in good faith, in a safe and responsible manner, and with skill and diligence, in the best interests of NUS;
- (v) speak and act in a respectful and professional manner in all their dealings and communications with others;
- (vi) be appropriately dressed for their duties;
- (vii) be responsible for their own personal belongings;
- (viii) abide by all applicable NUS' policies, procedures and codes of conduct;
- (ix) maintain confidentiality of all data and information obtained;
- (x) observe all safety procedures;
- (xi) inform and seek permission from NUS before making any donations and/or gifts while being a volunteer for NUS;
- (xii) where such volunteering relates to fundraising, observe all relevant guidelines, rules and regulations, legislation, codes of governance and best practices relating to fundraising; and
- (xiii) notify NUS if he/she chooses to terminate his/her volunteer relationship with NUS.

4. Volunteers are expected not to:-

- (i) act in any way that will incur any liability to NUS or bring into disrepute NUS and its name;
- (ii) seek or accept rewards, benefits or gifts without permission from NUS;
- (iii) engage in any activity that may bring harm (e.g. physical or mental) to another person or property;
- (iv) be under the influence of alcohol and non-prescription drugs while volunteering;
- (v) falsify or change any documents or records;
- (vi) post any photographs, videos, reports, advertisement, promotional material on social media or any other media platform without obtaining authorisation from NUS and the Data Subject;
- (vii) act as a spokesperson for NUS unless prior permission or authority has been given;
- (viii) use their involvement with NUS to promote their own personal interests, beliefs or practices, which have either actual, perceived or potential conflicts with the duties to the University where these are inconsistent with the vision and mission of NUS;
- (ix) make any statement or representation for and on behalf of NUS or the people within NUS, knowing it to be false or without regard as to the validity or falseness of the statement; and
- (x) enter negotiations or make any commitments regarding NUS related activities, including sponsorship and rights.

Protection of Confidential Information

5. In the course of carrying out their volunteer duties, volunteers may collect, have access to, be exposed to or otherwise obtain Confidential Information. Notwithstanding the foregoing, NUS shall have the absolute discretion to decide the type of Confidential Information it wishes to disclose to the volunteers.

6. Volunteers shall ensure that all Confidential Information:

- (i) must be held and kept in strictest confidence;
- (ii) is only collected with the prior written consent of the Data Subject;
- (iii) is only used (directly or indirectly):
 - (a) in accordance with the instructions of NUS;

- (b) in accordance with the purposes for which NUS and/or the Data Subject disclosed the Confidential Information;
 - (c) for purposes which the Data Subject has been notified of and has given his/her consent to; and
 - (d) for purposes which are reasonably necessary to enable the volunteer to fulfil his/her voluntary responsibilities with NUS;
- (iv) is only disclosed to third parties with the prior written consent of the Data Subject and the prior written approval of NUS, and if such approval is granted, is only transferred upon such additional terms and conditions which NUS and/or the Data Subject may impose for such transfer;
 - (v) is only transferred to another country with the prior written consent of the Data Subject and the prior written approval of NUS, and if such approval is granted, is only transferred upon such additional terms and conditions which NUS and/or the Data Subject may impose for such transfer;
 - (vi) is not copied or reproduced in any form whatsoever by the volunteer, save as may be necessary for the purposes of accomplishing his/her duties as a volunteer;
 - (vii) is protected against accidental/unlawful/unauthorised destruction, loss, alteration, disclosure, access, misappropriation, misuse and all other unlawful forms of processing by another person, including, but not limited to, taking steps to ensure that the Confidential Information;
 - (a) is properly secured and stored in a manner which does not permit unauthorised access (including physically restricting the location and use of such Confidential Information to areas over which the volunteer has control and storing such Confidential Information in a manner which does not permit unauthorised access); and
 - is not stored in data clouds or such services;
 - (viii) is not retained or stored for longer than necessary for:
 - (a) the purposes of accomplishing his/her duties as a volunteer and performance of their obligations herein; and/or
 - (b) the purposes for which NUS disclosed the Confidential Information; and
 - (ix) is promptly returned to NUS or destroyed or permanently deleted by the volunteer (with no copy retained and written confirmation to NUS of the same) upon the request of NUS at any time and/or after the purpose of retaining the information is no longer necessary to enable the volunteer to fulfil his/her voluntary responsibilities with NUS.
7. Volunteers shall immediately give notice in writing to NUS as soon as they become aware of, or reasonably suspect, that any of the events set out in Paragraph 6(vii) above has occurred, and take all the steps necessary to remedy the event and prevent its re-occurrence.
 8. Volunteers shall comply with the PDPA and Charities Act (Cap. 37) and all subsidiary legislation related thereto with regard to any and all Personal Data and donor information that they may have access to or otherwise obtain.

Conflict of Interest

9. Volunteers are expected to avoid situations which may have conflict of interest with the organisation (e.g. other commitments, roles in other organisations). If any potential area of conflict arises, volunteers are to consult their volunteer liaison / supervisor.

Amendments to the COCV

10. NUS may amend the COCV from time to time subject to approval by the NUS Board of Trustees.

Promulgation of Other Policies and Guidelines

11. NUS may introduce or promulgate new guidelines and policies in line with the practices set out in the COCV.

Breach of Code

12. Should there be any breach of the COCV, this will be investigated through the relevant structure and processes within NUS. Failure to uphold the COCV may result in for example, a warning, and where appropriate limitation, suspension or termination of the volunteer's role.