

## Student Alumni Engagement Sponsorship (SAES)

The Student Alumni Engagement Sponsorship (SAES) provides funding to registered campus organizations (RCO's) that seek to promote the Student Alumni Association's values through programming. RCO's seeking to host programs that promote alumni engagement with students are eligible to apply.

### VISION

The Student Alumni Engagement Sponsorship incentivizes campus organizations to proactively engage with their alumni through mutually beneficial programming.

### GOALS

The Student Alumni Engagement Sponsorship's goals shall be to:

1. Empower organizations to proactively and independently connect and engage with alumni
2. Create opportunities for alumni to return to campus and give back their time, talent, and/or treasure
3. Improve student success outcomes by leveraging the support and help of alumni

### ELIGIBILITY REQUIREMENTS

All programs must meet the following criteria to be considered for Student Alumni Engagement Sponsorship:

1. Programs must promote alumni engagement by connecting UCI students and alumni.
2. At least 50% of program participants or audience must be comprised of current UCI students and UCI alumni.
3. All programs must have a system to track participation and collect necessary contact information of participants for reporting purposes.
4. Program applications can only be submitted by registered campus organizations.
5. Program applications can only be submitted for a *planned* program (at least one month in advance). Funding will not be allocated for a program that has already taken place.
6. Program applications must be submitted before application deadline (11:59 p.m. on Friday of Week 2) to be eligible. Late or incomplete submissions will not be considered.
7. Programs must have received all necessary written approval by appropriate campus officials prior to consideration.

### HOW TO SUBMIT YOUR APPLICATION

Completed applications can be submitted via email to [ucisaa@uci.edu](mailto:ucisaa@uci.edu) with a subject line in the following format: **SAES\_MMDDYY\_ProgramTitle**. Applications can also be mailed/ delivered to:

ATTN: April Hul  
UCI Alumni Association  
Newkirk Alumni Center  
450 Alumni Court  
Irvine, CA 92697-1225

# UCI SAA UCI Alumni

## 2018-2019 Program Application

Please complete the following application accurately in its entirety. Incomplete or late applications will not be considered. For any questions or concerns, please contact us at [ucisaa@uci.edu](mailto:ucisaa@uci.edu).

### General Information:

Program Title: \_\_\_\_\_ Program Date(s): \_\_\_\_\_

Program Type (check all that apply):

- Mixer/Social
- Networking
- Mentorship
- Panel/Speaker
- Workshop
- Other, Please specify: \_\_\_\_\_

Total amount requested (\$500 max.): \$ \_\_\_\_\_

Partnering organizations, departments, or individuals (if any) on the program:

\_\_\_\_\_

Expected Number of Total Participants: \_\_\_\_\_

% of Student Participants: \_\_\_\_\_ % of Alumni Participants: \_\_\_\_\_

Target Student Audience: \_\_\_\_\_

Target Alumni Audience: \_\_\_\_\_

Ticket Cost (if any): \_\_\_\_\_

Please list other funding sources (if any): \_\_\_\_\_

\_\_\_\_\_

### Primary Contact:

Name: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_



# UCI SAA UCI Alumni

## Program Expenses:

List all program expenses\* for which funding is being requested in the chart below. Please be as detailed as possible. Total amount requested cannot exceed \$500.00 total. Note: If funding is awarded, verification of expense (i.e. receipt, invoice, etc.) is required for reimbursement.

Item	Purpose	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**Total Amount Requested: \$** \_\_\_\_\_

### \*Things to Consider regarding Expenses:

- Alcoholic beverages and gifts/prizes over the price of \$75 are **not** reimbursable
- Food and beverage costs cannot exceed the maximum per person cost based on university policy. Meal maximums per person and additional information can be referenced [here>](#)
- Certain expenses can only be reimbursed if all requirements and procedures are met. Please refer to the SAES Reimbursement Policies for detailed information regarding the requirements and procedures of various expenses: <http://alumni.uci.edu/images/doc/SAES%20Reimbursement%20Policies.pdf>