

Section: External Relations (ER)**Subject:** Alumni Relations**Legislation:****Effective:** April 16, 2004**Revision:** September 1, 2016 (reformatted)**APPROVED:** _____**President and CEO**

POLICY

The policy of the Board of Governors is that all alumni associations, alumni clubs, alumni chapters and alumni branches be sanctioned by and registered with the Alumni and Development department, and that Alumni and Development sets the requirements and responsibilities for their registration and operation.

PROCEDURE

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1. The Alumni and Development department must approve any terms of reference for any existing or new alumni associations, alumni clubs, alumni chapters and alumni branches (hereinafter called "groups"). Groups will be formed in keeping with SAIT's and Alumni and Development's priorities and goals.
2. Alumni and Development must be made aware of, invited to, and approve the activities or initiatives of existing groups..
3. A volunteer must sign a confidentiality agreement to protect alumni contact information upon receipt of same, and must advise Alumni and Development of any changes to that information.
4. Alumni and Development, together with the Communications and Marketing department, must approve the use of SAIT logos or institutional branding in advertising or promotions.

The official controlled version of this document is held in the Board of Governors Office.

5. Alumni and Development must approve any fundraising initiatives undertaken by a group.
6. The group agrees to be liable for its activities.
7. Alumni and Development will support and promote all groups' adherence to campus safety and security regulations and requirements.

POLICY/PROCEDURE REFERENCE

ER.4.1 Alumni Clubs/Associations policy

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