
FORM

ALUMNI EVENT & SERVICE FUNDING REQUEST APPLICATION

Purpose:

To distribute funds from the BCIT Alumni Association to support events and services that engage BCIT alumni.

Eligibility:

- Applicants must be a BCIT alumnus or employee
- The Alumni Association **will fund no more than 50% of the total cost** of the initiative/event for a maximum of \$2,500.
- Events must be alumni focused and create networking, social or professional development opportunities
- The applicant must be in an active role in regards to planning the event
- Each applicant (group, club or individual) is eligible for only one grant or sponsorship per year
- Applications for funding must be submitted each year for annual activities; no multi-year funding applications will be approved
- Awards will be made on a first come, first served basis, subject to the applicants meeting all criteria, and subject to available funding
- For approved applications, **50% of the funds will be withheld**, contingent upon submission of a Post Event Report on the event, proof of expenditures, and list of attendees.

How to Apply:

Submit the application form with the following support materials. Please provide as much detail as possible.

- Detailed documentation that provides proof of the required criteria.
- Provide a detailed budget outlining all expenses, other sources of funding, and a specific amount requested from the Alumni Association. **(with each submitted application)**
- Copy of promotional materials.
- Complete Post Event Report to receive 2nd Installment of Funding.**
(Including event photo(s) in PFF or high res format)

Criteria:

Please use the following criteria as a guide when you are compiling your application. Ensure that your event captures most or all of the check points.

- Alumni focused – over 50% of people in attendance must be BCIT Alumni
- Provides an opportunity to connect and work with other BCIT alumni, students, faculty and key industry contacts.
- Provides attendance/invitation to BCIT Alumni Association Board Director/member(s)
- Offers brief speaking opportunity for BCIT Alumni Association Board Director to recognize event/ its importance to engage and celebrate the alumni community (if event is appropriate fit to voice this recognition and promote the BCIT AA)

- Geared toward alumni participation, is sustainable, and provides an opportunity for students to be involved as alumni in subsequent years.
- Creates collaboration between various groups within BCIT.
- Promotes the benefits of being an engaged BCIT graduate, student, and employee.
- Will provide the opportunity to gain professional development experiences or career advancement techniques.

Deadline:

Applications must be received at least 10 weeks prior to your event date.

Overall:

Funding amounts will vary depending on the number of applications and the amount of available funds. It is imperative that your application detail how your event aligns with the BCIT Alumni Associations criteria (stated in the application). However, each submission will be judged on a case by case basis for potential funding.

Please Note:

All applicants of approved funding must follow up post-event with a detailed report as well as any event photography in order to receive the second installment of event funding.

For Office Use Only:	
Student Event = Student led	_____
Alumni Event = Alumni led	_____
BCIT Event Sponsorship = School or Department led	_____

BCIT Alumni Association – Alumni Event & Service Funding Program Request Form

Application Details:

Date:
Date funds requested are required:

Name of Applicant:
Group/Organization, Faculty or Department:
BCIT ID Number:
Role:

Phone:	Email:
Address:	
City/Province:	Postal Code:

Event Details:

Event Name:
Event Date:
Event Location:
Event Description:

Please note that the Alumni Relations office processes payments twice each month; on the 15th and the last day of each month.

Event Goals:
Explain how the event is connected to alumni and meets or addresses the criteria: “Events must be alumni focused and create networking, social or professional development opportunities” :

Event Type:

Please check one.

- Reunion
- Symposium
- Network Program
- Conference
- Trade Show
- Employment Fair
- Industry Oriented
- Social
- Other _____

Funding Levels:

The following are the various funding levels that are offered. Funding varies depending on the type of event that is being planned and how much recognition the BCIT Alumni Association will receive at the event.

How much are you requesting* from the BCIT Alumni Association?

- Other \$ _____
- \$500.00
- \$1000.00
- \$1500.00
- \$2000.00
- \$2500.00

*The Alumni Association will not fund more than 50% of the total cost of the initiative; the maximum financial support committed is \$2,500.

Please describe in details how the funds will be used:
--

Please note that the Alumni Relations office processes payments twice each month; on the 15th and the last day of each month.

Number of People Invited:
Number of People Expected:
Number of Alumni Expected:

Recognition:

How will the BCIT Alumni Association be involved and recognized?

Please check all that apply.

- Can we set up a table at the event?
- Can a member from the alumni board attend as a guest speaker?
- Will the alumni logo be displayed on promotional material?
- Are we able to pull guest lists to update the alumni database?
- Other _____

How else will the BCIT Alumni Association be acknowledged at the event?

Services:

The BCIT Alumni Association has services that are available to you.

Please check all that you would like to utilize.

- Alumni Program Coordinators assist in planning
- Assist in promoting the event
- Facilitate or assist with the registration process
- Promote to alumni through the e-Newsletter

**Please attach all required support materials.*

Submit Completed Applications to:

Service Funding Program
 The BCIT Alumni Association
 Burnaby Campus
 Building SE 40 Room 230
 3700 Willingdon Avenue
 Burnaby, BC V5G 3H2

Phone: 604.432.8847

Fax: 604.431.8911

Email: alumni@bcit.ca

Please note that the Alumni Relations office processes payments twice each month; on the 15th and the last day of each month.