

# Memorial University 100<sup>th</sup> Anniversary Celebration

## Financial Support for Reunions

### Application Criteria

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The Office of Development and Alumni Engagement (ODAE) is offering one-time financial support to academic units and institutional affinity groups (defined below) planning to deliver a reunion during Memorial University's 100<sup>th</sup> Anniversary Celebrations. All reunions must align with the theme of 'Looking back. Launching forth.'

**The financial contribution will be up to a maximum of \$1000 (depending on the number of applicants) for all approved applications.** Please note that there are limited funds available, and not all applications will be selected.

#### **WHAT IS A REUNION?**

For the purposes of this application, a reunion is defined as an organized gathering of people who shared an experience during their time at Memorial University. The reunion must be led by an academic unit and/or institutional affinity group which are defined as:

*Academic unit* - refers to a Memorial University faculty, school or department that is organized around a discipline or group of related disciplines. Examples include the Faculty of Business Administration, the School of Fisheries, the Department of Folklore in the Faculty of Humanities and Social Sciences, the School of Fine Arts and the School of Arctic and Subarctic Studies.

*Affinity group* – refers to a group of individuals with a common interest, background or experience centered around something other than an academic program. Please note some examples would be the Frecker Program (within HSS), Blackhall Residence, Seahawks basketball team, etc.

NOTE: Having access to a FOAPAL number for a fund transfer is a condition of this financial support.

#### **HOW DO YOU APPLY FOR FUNDING?**

Please complete the online application form at <https://mun.jotform.com/250265523161045>. If you have questions, please contact Lynn Squires, associate director, alumni engagement at via email at [lynn.squires@mun.ca](mailto:lynn.squires@mun.ca) or at 709-689-4680.

Please note:

- To avail of the funding, you must have additional revenue of at least \$500 to contribute to the event. This revenue can come from internal academic unit funds, ticket sales or sponsorships/partnerships. Salaries connected to faculty and staff working on reunion-related events cannot be utilized as your \$500 contribution.
- ODAE will provide online registration for all reunion events. The academic unit or affinity group must provide final content (including event description and all details regarding location, fees, etc.) for registration page at least one month prior to event.

## HOW CAN THE FUNDING BE USED?

You may apply the financial support to 2025 reunion events in any way you wish, as long as it provides a direct impact. Examples include:

- Food/beverage
- A/V equipment
- Décor/music
- Guest speaker
- Prizes
- Social media ads
- Venue booking
- Additional marketing help

## POST-EVENT REQUIREMENTS

If your application is approved, you will be required to **submit a final report** within a month after your event is over. For the funds to be released, this report must include:

1. Brief summary (one to two pages). Info to report:
  - Attendee overview (e.g. overall attendance numbers, final attendance numbers, special guests, etc.)
  - Key confirmed and/or potential outcomes
  - Budget
  - Notes for future reunions
2. Final list of committee members and/or volunteers - data to be added to ODAE's database to help with tracking alumni engagement with the university

## HOW WILL THE FUNDS BE TRANSFERRED?

A university FOAPAL will be required to receive funding if approved. Funds will be transferred only after final reports have been provided, except under special circumstances.

## IMPORTANT NOTES:

- If you are approved for funding and your event is cancelled, funding approval will be cancelled.
- If approved and you do not spend all designated funding, you will be transferred necessary funds only (not full amount).

Apply [HERE](#).