

NUS Alumni Groups

Handbook



Office of Alumni Relations

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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 Groups (AGs).

AGs 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

NUS VISION

A leading global university shaping the future

NUS MISSION

To educate, inspire and transform

NUS VALUES

Innovation, resilience, excellence, respect, integrity

OAR MISSION

To nurture mutually beneficial and lifelong relationships with alumni and engage them along NUS’ aspirations.

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:

- **Mobile Phone Applications**

To enable NUS alumni to stay connected, the following mobile phone 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/alumnuscard/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 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 an NUS Lifelong Email account at nus.edu.sg/alummail. The older *AlumMail* service will be discontinued from 31 December 2020.
- **Access to NUS Libraries**

NUS Libraries offers a list of e-resources (libportal.nus.edu.sg/frontend/web/alumni) 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**

OAR helps our alumni develop professionally by organising events 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).
- **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 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**

The *AlumNET* (nus.edu.sg/alumnet) is a one-stop alumni web resource dedicated to NUS alumni. AGs are listed on the website with their respective Chairpersons and email addresses.
- **AlumNEWS**

A monthly e-Newsletter is sent to all 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 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.nus.edu.sg/update to ensure that they are subscribed to the magazine. AGs are also encouraged to contribute articles of their activities for publication in the magazine.

PART B: STARTING AN ALUMNI GROUP

AGs serve as an extension of NUS' engagement with the general alumni population. They are formalised under OAR as autonomous collectives of NUS alumni who share a common desire to stay connected to NUS and to each other. AGs should mainly comprise NUS alumni, and be led and driven by them.

NUS students may join an AG as an Associate Member (without voting rights) or participate in AG activities. They may lead key activities of the AG but should not be part of the EXCO nor have direct access to the members' personal data.

Non-NUS alumni may participate in the Alumni Group's activities as guests.

B-1 OBJECTIVES OF NUS ALUMNI GROUPS

The objectives of NUS Alumni Groups are to:

- Establish and maintain communication, consultation and co-operation between alumni and NUS in partnership with OAR;
- Strengthen ties among alumni through the Group's professional, social and recreational activities;
- 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 GROUP

AGs are primarily formed on the basis of ties and bonds established during student days. These include having studied in the same Faculty/School/Department, stayed in the same Hall of Residence/Residential College or participated in the same Student Group. Faculty-/School-/Department-/Hall-/Residential College-based Alumni Groups should also relate to their respective Faculty/School/Department/Hall/Residential College as parent/host and maintain close connections with the respective Associate Director for Alumni Relations.

The following will not be accepted as a common "base" to form Alumni Groups:

- Race
- Religion
- Political Affiliation

A Group that seeks to establish itself as an NUS Alumni Group 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 regular communications with OAR and their respective Faculty/School/Department/Hall/Residential College;

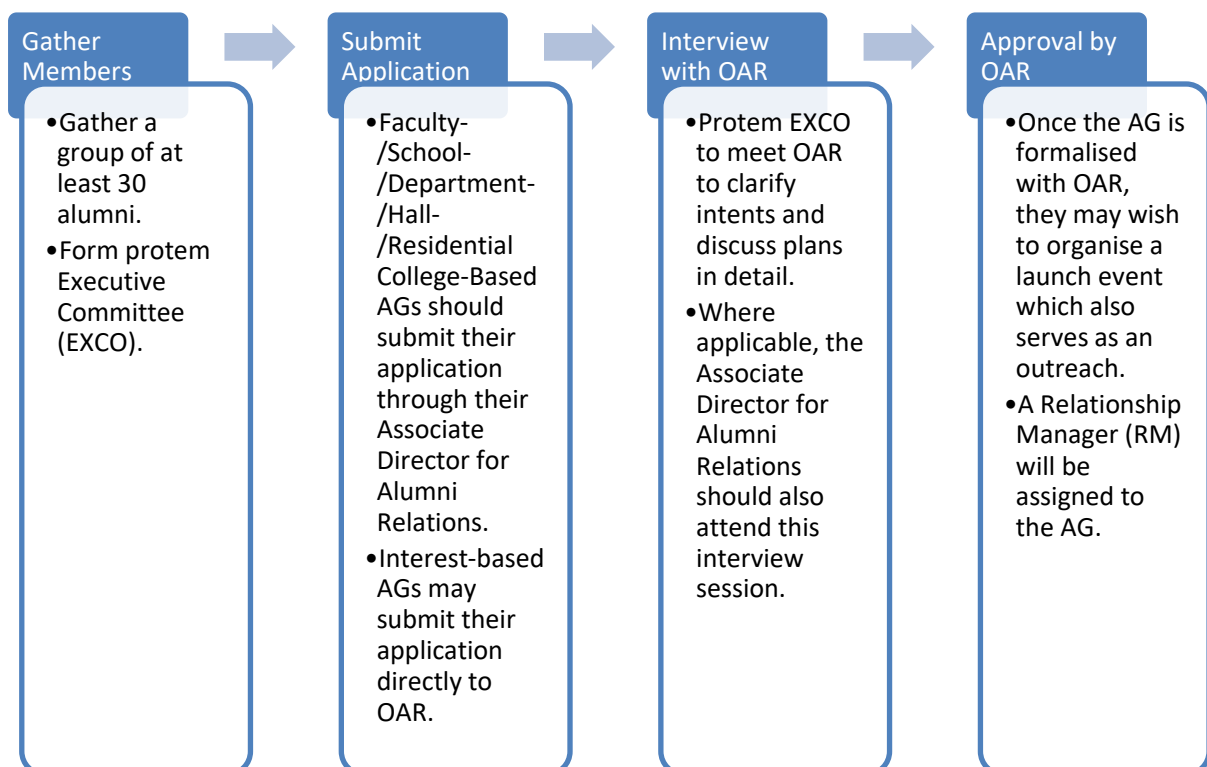
- Attend quarterly Alumni Group Meetings, biennial Alumni Leaders' Forum and key NUS/OAR events;
- Organise at least one alumni event a year;
- Welcome all NUS alumni as members or guests;
- Create a vibrant alumni network through regular events, reunions, talks, community service;
- Encourage the spirit of volunteerism and create a positive impact in their community;
- Relay updates of NUS to its members; and
- Develop and maintain an Alumni Group database in accordance with local laws, and to update OAR regularly of changes to its membership and their contact details.

A preliminary discussion will be arranged to understand the aims and activities proposed by alumni keen to establish a new Alumni Group, and to determine its sustainability in the long run. The setting up of all Alumni Groups must be approved by OAR.

Groups may use OAR's address as their mailing address for convenience.

<Name of Alumni Group>
 c/o NUS Office of Alumni Relations
 11 Kent Ridge Drive
 #05-01 Shaw Foundation Alumni House
 Singapore 119244

The process for setting up an NUS Alumni Group is as follows:



B-3 REGISTRY OF SOCIETIES (ROS)

AGs may choose to register as a Society with ROS. All registered societies must abide by ROS' code of governance. Such AGs are required to include in their Constitution a clause empowering OAR to de-register them should they become inactive for an extended period of time, or if they persistently do not align themselves with NUS or OAR. The Group's Constitution must be approved by OAR before submitting their registration to ROS.

B-4 COMMITTEE STRUCTURE FOR ALUMNI GROUPS

As AGs are purely volunteer-driven, alumni aspiring to serve as AG leaders and committee members should believe in the spirit of volunteerism and have a desire to serve its members and NUS. AGs should not be used for personal glorification or to derive personal benefit/gain.

The primary responsibility for the operation of an AG rests with the Executive Committee (EXCO) to provide overall direction and implement policies. The size of the committee will be determined by the membership and subjected to a minimum of four EXCO members.

Key Committee Positions

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

Chairperson	Provides leadership for the Group and serves as the main point-of-contact for OAR. His/her name and email address will be published on OAR platforms as the main point-of-contact. The Chairperson is chosen by a general consensus of the Alumni Group's members or EXCO, and appointed by OAR.
Vice-Chairperson	Supports the Chairperson and serves as the Acting Chairperson in his/her absence. In the event that the Chairperson steps down, this person will automatically become the next Chairperson for reasons of continuity, until the next Annual General Meeting.
Secretary	Prepares meeting agendas, maintains a record of proceedings at meetings and distributes meeting notes to committee members, maintains Alumni Group database, and prepares updates and reports for the Chairperson to submit to OAR.
Treasurer	Responsible for all the Alumni Group's money matters and keeps an accurate record of all income and

	expenditure, and liaises with OAR on any reimbursement matters.
Adviser (Optional)	Provides strategic advice to the Chairperson and the Executive Committee. Typically a former Chairperson, senior faculty member or leader of global standing who is able to lend support to the Alumni Group.

AGs may appoint other committee members or set up sub-committees for the purpose of organising activities.

B-5 NAMING OF ALUMNI GROUPS

To ensure consistency, the names of the AGs shall follow a standard naming convention with the NUS Alumni branding in front of the Group's name, e.g. "NUS Alumni Photographic Society".

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 AG for the benefit of alumni. This includes organising social, educational and networking events for NUS alumni, and promoting and marketing such activities in print and/or electronic forms.

Any AG 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 an AG branding, for name cards, use or production of collaterals, shall first be required to submit the proposed artwork and seek the approval of OAR prior to use. If necessary, the AG may be required to enter into a license agreement with NUS.

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

PART C: SUSTAINING AN ALUMNI GROUP

AGs are encouraged to proactively seek out and engage alumni who share the same background/ interests, and invite them to join as members. They may set up private groups on social media (e.g. Facebook, WhatsApp, WeChat etc.) to facilitate communications amongst members.

AGs should keep OAR updated regularly of its activities and developments. Where feasible, OAR will publicise the Group and its upcoming events on *AlumNET*, its Facebook page and other appropriate communication platforms.

AG Chairpersons should attend Alumni Leaders Forum, AG Meetings and OAR events regularly to network with other AG leaders and stay updated on the latest developments in NUS. AG Chairpersons may appoint another EXCO member to join them at these meetings.

C-1 ANNUAL GENERAL MEETINGS

It is recommended that AGs organise a General Meeting each year to:

- Review their activities for the past year;
- Plan their programme for the following year; and
- Select their committee members.

Following the General Meeting, AGs are required to submit the names of their committee members to OAR.

It is recommended that all committee members be elected for a term of two years, with elections taking place at the Annual General Meeting. Nominations for elections should be called at least six weeks prior to the election. Further nominations may be made from the floor at the Annual General Meeting.

OAR may assist to ensure the sustainability of the group by identifying active alumni to take on leadership roles.

C-2 RESPONSIBILITIES OF AN ALUMNI GROUP LEADER

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

- Encourage alumni representation at NUS, OAR and other AG events;
- Build networks among alumni and with students;
- Organise at least one event a year that provides opportunities for alumni to reconnect with NUS and other alumni;

- Undertake succession planning so that new leaders are identified and groomed; and
- Encourage leadership renewal to cultivate the Group, promote new ideas and maintain fairness and transparency.

Fundamental obligations on managing personal data:

- AGs should maintain their own database or contact list of members. This role is typically assumed by the Secretary. In light of the Singapore Personal Data Protection Act, committee members handling personal data must ensure that:
 - 1) Personal data is collected and used only for the purpose of organising alumni activities and events for the AG and not for any other non-AG related activities;
 - 2) Personal data collected is kept in full confidence and not transferred or disclosed to any third party without the informed consent of the individuals whose personal data relates;
 - 3) Reasonable steps are taken to keep the personal data secure. Collected personal data should not be stored in data clouds;
 - 4) All personal data collected and in the possession of a retiring committee member are handed over to his/her successor (if any), or to the remaining committee members, once they have stepped down from the committee without retaining such personal data for his/her use; and

All event invitations where photography and/or videography is planned and/or anticipated, should include the NUS-approved Media Notice:

Media Notice

Participants should be aware that for events or activities organised by NUS/OAR [for its Alumni] ("NUS Activities"), NUS/OAR has its appointed authorised personnel to take photographs and videos for and on behalf of NUS/OAR during NUS Activities to be used for NUS/OAR's marketing and publicity purposes in print, electronic and social media. Where events or activities are organised within/by the Alumni Group ("Alumni Group Activities"), all photographs and videos taken during Alumni Group Activities may be shared with NUS/OAR for NUS/OAR's marketing and publicity purposes in print, electronic and social media.

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

All event registrations where alumni's personal data is collected should include the NUS-approved Personal Data Notice:

Personal Data Notice

By registering for [and/or participating in] 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.

C-3 BUILDING AN ALUMNI GROUP

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

- Making an announcement in *AlumNEWS* whenever a new Alumni Group is formed to call for interested alumni to join the Group;
- Inviting students (future alumni) and fresh graduates in related disciplines/interest areas to join the group soon after their graduation;
- Leveraging on OAR events to recruit new alumni by forming **Welcome Committees**, whose role is to attend OAR events and leverage on such opportunities to recruit new alumni;
- Email addresses of AGs and/or Chairpersons may 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 these AGs are able to contact the respective Chairperson directly.

C-4 PRIVILEGES FOR ALUMNI GROUPS

Alumni Groups are entitled to the following privileges and support:

- **Exclusive Invitations** – AG Chairpersons will 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 EXCO members which incorporates the NUS Alumni logo. Such name cards must, at all times, be used in accordance with NUS' rules and regulations relating to NUS' corporate identity. Please refer to nus.edu.sg/alumnet/publications/nus-alumni-logo. For further queries, please contact alumnihelpdesk@nus.edu.sg.

C-5 RECOMMENDED ALUMNI GROUP ACTIVITIES

AGs should be involved in NUS-related activities such as:

Commencement

- Join OAR in making contact with the graduating cohort and/or supporting recruitment talks and seminars in their areas of specialty/interests.

OAR Alumni-Alumni Mentorship Programme

- Based on interests and fields of study, OAR may assist in connecting alumni with one another for the purpose of networking and mentoring.

Partnership with Faculties/Schools/Halls and Residential Colleges

- All Faculty/School/Hall/Residential College-based Alumni Groups are encouraged to work closely with OAR and their respective Faculties/Schools/Halls/Residential Colleges to engage alumni and strengthen ties.

Homecomings

- Organise activities as part of the annual Bukit Timah Homecoming and Kent Ridge Alumni Family Day.

NUS Day of Service

- Champion and participate in community service projects on the annual NUS Day of Service.

C-6 FRAMEWORK OF SUPPORT FROM OFFICE OF ALUMNI RELATIONS

AGs are required to organise at least one alumni event 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. To qualify, at least 80% of event attendees must be NUS alumni, students or staff. The application for support should be made using the Application for Sponsorship form found in Part D-3.

• Venue Subsidies

AGs are entitled to an annual one-time waiver and subsequently 80% discount off the published rates for the rental of the following Shaw Foundation Alumni House venues:

- Auditorium (298 seats);
- Seminar Rooms (Basil, Clove, Lemongrass, Thyme and Coriander);
- Benefactors' Foyer
- Waterway; and
- Concourse.

- **Publicity**

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

- **Corporate Gifts**

OAR may sponsor token gift items with NUS OAR branding for AG events once a year.

- **Funding Support**

To celebrate the launch of new AGs and milestone anniversaries (every five years), OAR may provide each eligible AG up to S\$1,000 to offset the costs of their major celebration event. Once approved, funding will be disbursed on a reimbursement basis upon submission of relevant receipts and supporting documents.

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

C-7 REVIEW AND TERMINATION OF ALUMNI GROUPS

AGs 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 Group are not aligned with NUS' and OAR's mission and goals, OAR reserves the right to:

- Mandate immediate adjustments or changes to re-align with NUS' and OAR's mission and goals;
- Renew the leadership of the Alumni Group;
- De-register the Alumni Group; 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 joining an existing or starting a new Alumni Group, 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 ALUMNI GROUPS' CONTACT INFORMATION

Please refer to nus.edu.sg/alumnet/community for the updated list of Alumni Groups.

D-3 APPLICATION FOR OFFICE OF ALUMNI RELATIONS' SPONSORSHIP

AGs are required to submit their application for sponsorship via the Alumni Groups (AG) Sponsorship Application e-form at nus.edu.sg/alumnet/AG-Sponsorship.

Terms and Conditions

1. Alumni Groups are required to submit this e-form to OAR at least **one month before** the start of their event/activity/project.
2. To qualify for OAR sponsorship, at least 80% of event attendees must be NUS alumni, students or staff. Alumni Groups will also need to submit the following **within one month after** the event:
 - a. Online submission of Post-Event Write-up with photos at [Alumni Happenings](#); and
 - b. Event Attendance List

OAR may use the event photographs for NUS' marketing and publication purposes.

3. All event invitations **where photography and/or videography is planned and/or anticipated**, should include the NUS-approved Media Notice:

Media Notice

Participants should be aware that for events or activities organised by NUS/OAR [for its Alumni] ("NUS Activities"), NUS/OAR has its appointed authorised personnel to take photographs and videos for and on behalf of NUS/OAR during NUS Activities to be used for NUS/OAR's marketing and publicity purposes in print, electronic and social media. Where events or activities are organised within/by the Alumni Group ("Alumni Group Activities"), all photographs and videos taken during Alumni Group Activities may be shared with NUS/OAR for NUS/OAR's marketing and publicity purposes in print, electronic and social media.

All event registrations where alumni's personal data is collected should include the NUS-approved Personal Data Notice:

Personal Data Notice

By registering for [and/or participating in] this event, I hereby accept the Terms and Conditions and consent to 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.

Venue Rental Waiver/Discount

4. Each Alumni Group is entitled to a one-time waiver and subsequent 80% discount on venue rental for the following venues at the Shaw Foundation Alumni House (SFAH):
 - a. Auditorium (298 seats);
 - b. Seminar Rooms (Basil, Clove, Lemongrass, Thyme and Coriander);
 - c. Benefactors' Foyer;
 - d. Concourse; and
 - e. Waterway.
5. Venues are subject to availability upon written confirmation by SFAH Operations and subject to further terms and conditions of SFAH venue hire.
6. Waiver/discount applies solely to venue rental charges. Charges for rental of equipment may apply.
7. If an event accorded venue rental waiver is cancelled or postponed within one month from the date of event, the annual venue rental waiver would be deemed as utilised. This is in line with SFAH's cancellation policy.

Cash Support

8. To celebrate milestone anniversaries of Alumni Groups (every five years), OAR may provide each eligible AG up to S\$1,000 per calendar year to offset the costs of their major anniversary celebration event.
9. The event/activity must fulfil objectives of the Alumni Group and be attended by at least 20 alumni.
10. This cash support may be utilised on a single event for the following purposes:
 - a. Food and beverage;
 - b. Venue-related costs (for events not held at SFAH);
 - c. Rental of equipment essential for the conduct of the programme/activity;
 - d. Printing of event collaterals; and
 - e. Event photography/videography.
11. This cash support should not be used for the purchase of door gifts or lucky draw prizes.

12. The cash support for each event/activity is capped based on the number of NUS alumni attendees:
 - a. 20 – 39 attendees up to S\$400
 - b. 40 – 79 attendees up to S\$800
 - c. 80 or more attendees up to S\$1,000

13. Cash support will be disbursed on a reimbursement basis to the Alumni Group's bank account (for registered Societies) or to either the Chairperson's or Treasurer's bank account, upon satisfactory receipt of:
 - a. Vendor Creation Form, duly completed;
 - b. Request for Payment Form, duly completed;
 - c. Original receipts;
 - d. Post-event write-up (about 150 words);
 - e. At least five event photographs (high-resolution); and
 - f. Event Attendance List.

Door Gifts

14. OAR may further support Alumni Groups' events/activities by sponsoring token gift items that may be used as door gifts.

15. The choice of gift items is at OAR's sole discretion and is subject to availability.

16. The quantity of gifts provided will be based on registration numbers. If the actual attendance is fewer than the registered number, the remaining gifts should be returned to OAR.

Acknowledgement of OAR's Sponsorship

17. In recognition of OAR's sponsorship, Alumni Groups should acknowledge OAR in the following ways:
 - a. Including the OAR logo in event publicity material and collaterals (*please request for original logo from OAR and refer to nus.edu.sg/identity/logo for guidelines on logo usage*); and
 - b. Crediting OAR in speeches/verbal mentions.

18. Please submit marketing/ publicity materials to OAR for review before publishing to ensure correct application of NUS/OAR corporate identity.