

Auburn Club OFFICER’S Manual
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AN AUBURN CLUB DEFINED

An Auburn Club is comprised of Auburn people – alumni and friends – whose bond is Auburn University. The essence of that unifying spirit exists whether the club is located in Montgomery, AL or hundreds of miles away in Philadelphia, Los Angeles or Washington, DC. There are currently close to 100 Auburn Clubs across the country.

The Auburn Alumni Association, Inc. provides Auburn alumni with the framework and tools to help achieve common objectives through the establishment of Auburn Clubs. As stated in the bylaws, “The Association shall organize, coordinate, promote and support local Auburn Clubs, to provide a medium through which the individual members of the Association and loyal friends of Auburn can contribute to the objectives and purposes of the association.” To this end, the Auburn Alumni Association has established the Auburn Club Program.

The Auburn Club Program works in accordance with the **AUBURN CLUB CHARTER CREDENTIALS**. The Charter Credentials are the requirements for establishing and maintaining a club charter. Auburn Club meetings are under the sponsorship of the Office of Alumni Affairs, which is concerned with the welfare of all university departments, programs and activities. The goals of an Auburn Club meeting are to provide a social atmosphere where alumni can gather together to renew old acquaintances, make new Auburn friends in their community, and be brought up-to-date on all aspects of campus progress, including students, faculty, athletics and campus growth. A successful club meeting is one where those in attendance leave with a better knowledge of Auburn, enhanced by renewed pride and interest to support the association’s commitment to Auburn University.

General Purpose of All Auburn Clubs

The Auburn Alumni Association identifies one underlying purpose of all Auburn Clubs –
“...to foster the Auburn spirit.”

AUBURN CLUB CHARTER CREDENTIALS

(Requirements for charter establishment and charter maintenance)

Definitions

Auburn University – *Auburn*

Auburn Alumni Association – *alumni association* or *AAA*

Chartered Local Auburn Club – *the club* or *local club*

Programs & Services Committee of the Auburn Alumni Association Board of Directors – *P&S Committee*

1. Foster the Auburn Spirit

Each chartered Auburn Club exists to support Auburn University and to foster the Auburn spirit in every way. This shall be the primary goal of every Auburn Club. The Auburn Alumni Association reserves the right to take action if a club fails to foster the Auburn Spirit or if the actions of a club reflect an agenda other than encouraging Auburn spirit.

2. Meeting Requirements

To maintain its charter, each chartered club is required to meet, formally or informally, a minimum of two times per year. When possible, the alumni association will provide a speaker for one meeting each year for each chartered club. All meetings should include a promotion of Auburn Alumni Association membership, scholarships, academics, and athletics. The two-per-year meeting requirement encourages club activity in addition to the meeting in which the alumni association provides the speaker. The second meeting can be an informal gathering and could be considered an activity more than a meeting.

Meetings can be formal, as in a dinner, or informal as in a social, picnic, pool party, bus trip, or athletic event watching party (i.e. game watching gathering). Creativity is encouraged. All club activities must be reported to the Auburn Clubs Program in the Office of Alumni Affairs.

3. Officer Requirements

Each officer and board member of the local club must be an active dues paying member of the Auburn Alumni Association, whether an alumnus or friend of Auburn. Each club will have a committee to make nominations for the offices of president, vice president, secretary, and treasurer. Additional positions can be created to meet the needs of individual clubs. Within six weeks of the officer election, new officers need to draft their club goals, both short term (1 year) and long term (5 years), along with an outline of how the goals will benefit Auburn University. Completed goals need to be sent to the Auburn Clubs Program in the Office of Alumni Affairs. Officers should work cooperatively and be actively involved in club decision-making. If necessary, the Auburn Alumni Association will be consulted regarding club officer issues.

4. Club Leadership Conference

Each chartered club must send at least one representative to the annual Club Leadership Conference. In order to maintain a club charter, Auburn Clubs within 300 miles of Auburn must send at least one representative, preferably a club officer, to the CLC each year in order to maintain the club charter. If at all possible, clubs outside of the 300-mile radius should have club representation. **Failure to have representation for two consecutive years will be cause for charter evaluation by the Auburn Alumni Association.**

5. Club Projects

Each chartered club will adopt a project that would serve (1) Auburn University and/or (2) the local community. Club projects will provide exposure in the local community as well as strengthen unity in the club. Creativity is encouraged. Prior to formal adoption by the club, proposed club projects must be reported to the Office of Alumni Affairs which reserves the right to disallow any club project determined not to be in the best interest of Auburn University. Following the completion of a project, clubs should submit information, results, photographs, etc. to the Office of Alumni Affairs to receive recognition and coverage in the *Auburn Magazine* and other publications, and/or on our Website, when possible.

6. Club Scholarship

Each chartered club is encouraged to become involved in the scholarship program by providing a partial or full scholarship in the name of the club. This is not required to maintain the club charter, but should be considered as a long-term goal for every chartered Auburn Club. Please note: participation in the scholarship program is a factor in scheduling athletic coaches.

7. Reporting to Alumni Affairs

Each chartered club must return all completed reports and forms promptly to the Auburn Club Program. Forms are provided for required reports including but not limited to (1) new officer report, (2) financial report, (3) meeting report, (4) local membership, (5) club project, (6) long and short-term goal report(s), (7) meeting requests, and (8) year-in-review. Each report must be completed according to guidelines and returned to the Auburn Clubs Program in a timely manner. **Club report forms are available on our Website at www.aualum.org.**

8. Mail Requirements

Each chartered club receives one annual club card mailing for the meeting in which a speaker is provided by the Auburn Alumni Association. The Auburn Alumni Association provides **one** free mailing per year for each chartered club, and it is strongly encouraged that such mailing is used for the event for which the speaker is provided. The invitations for meetings that the alumni association provides the speakers will be mailed exclusively to Auburn Alumni Association members in the club area. The local club is responsible for the cost of printing and postage of cards to non-members of the Auburn Alumni Association. To encourage the best attendance, clubs are encouraged to contact local media and establish telephone committees. For local newsletters and other mailings handled by the club itself, please send a copy to the Auburn Clubs Program in the Office of Alumni Affairs.

9. Association Membership

Each chartered club should at all times actively solicit membership in the Auburn Alumni Association. Alumni dues provide financial support for the Auburn Club Program. **It is imperative that local clubs encourage alumni association membership in order for the Office of Alumni Affairs to continue to provide services to the local club.** The alumni association will provide membership applications to be used at club events.

10. Speaker Scheduling Requirements

Each chartered club must work through the Office of Alumni Affairs to schedule university speakers for local club events. All speaker and meeting requests must be made on a meeting request form and mailed or faxed to the Auburn Clubs Program in the Office of Alumni Affairs at least **6 weeks** prior to the event. For your convenience, the meeting request form may also be e-mailed from our Website at www.alualum.org. Requests for other university officials such as Aubie or the AU cheerleaders must also be made on the meeting request form. These requests should be made at least **4 weeks** prior to the date of the event.

Local club members may not contact university speakers on their own. This policy was formed at the request of university representatives in order to create a smooth scheduling process. Violation of this policy is cause for the Auburn Alumni Association to review a club charter.

The Auburn Alumni Association reserves the right to take action for failure to comply with the listed requirements for charter maintenance, including, but not limited to club probation or revocation of the local club charter. Probation can be resolved by correcting the violation that prompted the decision which includes a petition to the association requesting reinstatement upon verification of the corrective action. If a club charter is revoked, the original club process and requirements must be met to be reinstated.

TWENTY TIPS ON BEING A SUCCESSFUL AUBURN CLUB

1. Conduct regular board meetings of the club officers, at least quarterly.
2. Create an activities schedule, planned and announced to the membership early in the year.
3. Promote and publicize your activities in local media outlets.
4. Develop interesting and varied programs to touch as many interest groups as possible.
5. Keep an up-to-date alumni listing and advise the Office of Alumni Affairs of changes regularly.
6. Develop a broad base of leadership and involve as many alumni as possible.
7. Assist Auburn University in student recruitment in your area through FANS program.
8. Carefully select club leaders, encourage as many as possible to attend the Club Leadership Conference annually.
9. Evaluate each event immediately. Identify reasons for success or lack of success in meeting reports.
10. Report club activities to the Office of Alumni Affairs.
11. Utilize the unique and special talents and abilities of the alumni and friends in your club.
12. Support the club project series and consider a local scholarship.
13. Share your successes and failures with other clubs.
14. Be creative. Clubs that develop the most innovative programs are the most successful!
15. Respond to the special needs and demographics of your area.
16. Conduct at least **two** annual events.
17. Don't judge the success of your program purely on the number of alumni and friends attending one event. It's the whole program that counts.
18. Recognize and reward those who do a good job and tell us about them.
19. Keep your club financially sound.
20. Make sure that everyone who attends an event is greeted personally by a club officer. Make them want to return!

RESPONSIBILITIES OF AN AUBURN CLUB

Once an Auburn Club is chartered, basic responsibilities must be fulfilled. Reporting is one of those responsibilities. Copies of the required reports are included in this manual and are also available online at www.aualum.org/clubs.

New Officer Report – Following officer elections and/or any changes, a new officer report must be completed and forwarded to the Office of Alumni Affairs, Attn: Auburn Club Program promptly. This is critical to the success of the club and the new officers. **We strongly encourage officer rotation be based on the calendar year.**

Throughout the year, the Office of Alumni Affairs must contact club officers with important information relating to the club program, the university as a whole, athletics, notices of special events, etc. If our records are not up-to-date, the proper club officers are not notified, and ultimately the club may suffer. **For this reason, it is critical that the new officer report(s) be forwarded to the Office of Alumni Affairs immediately upon a change in officers.**

Club Meeting Report – Within 1 week of each activity or meeting of an Auburn Club, a meeting report and attendance list are to be completed by an officer and forwarded to the Office of Alumni Affairs. The timely completion of this report greatly assists the Auburn Club Program in publicizing outstanding club events as well as evaluating the growth and progress of the club. A reminder email will be sent monthly.

Financial Report – Each Auburn Club is required to provide an annual financial report of the year's activities. The need for such a report is twofold: (1) to enable the Office of Alumni Affairs to stay abreast of each club's financial condition and (2) to meet the guidelines established by the National Collegiate Athletic Association (NCAA). With respect to the latter, Auburn University is a member of the NCAA, which establishes rules and regulations for all college athletics. **The NCAA requires a record or accounting of all funds or monies of any alumni club or other entity concerned with collegiate athletics. The officers of each Auburn Club are required to submit all income and expenses at year-end on this financial report.**

Other Reports – Each Auburn club must also submit additional reports detailing (1) local club membership, (2) short and long term goals, (3) club project to the Office of Alumni Affairs, and (4) meeting request form. We also send a year-in-review to be completed annually by the outgoing club president. Each Auburn Club is also required to complete the End of the Year Reports and Auburn Club Excellence applications.

Address Changes – Each year the Office of Alumni Affairs will provide the club president with a confidential list of alumni residing in its particular club area, when requested after the non-disclosure form has been submitted. During the course of preparing for a meeting, local clubs may find errors on the list. **It is the responsibility of the club to notify the Office of Alumni Affairs of any address changes in the list.** Accurate zip codes are essential since they are used in selection of members for mailing of club meeting notices. The list is sent via email in an excel spreadsheet.

Support of the Auburn Alumni Association – A chartered Auburn Club, by its very nature, is tied closely to the Auburn Alumni Association. The success of the association and, consequently, that of all Auburn Clubs, is dependent upon the widespread support of all Auburn people. It is the inherent responsibility of all Auburn Clubs to promote membership in the association and to provide basic support for all programs or endeavors of the association. Auburn Clubs are encouraged to plan membership drives; membership applications are available for all club meetings.

AUBURN CLUB COMMITTEES

In the development of an Auburn Club, the club leadership may wish to establish the following committees:

Planning Committee

- A. This committee completes the arrangements whenever a program is desired for a club activity. If a program from the campus is planned, arrangements should be coordinated through the Office of Alumni Affairs. **The potential campus speaker must not be contacted directly by the club.**
- B. The chairperson should inform all other committees of the details of an activity or program so they can answer any questions club members may have.

Telephone Committee

- A. It is the responsibility of this committee to call on alumni and friends who have not responded to invitations reminding them of the activity and encouraging them to attend. This committee holds the key to success for your activity. **Telephoning does increase attendance!**
- B. This committee should keep records of those individuals who cannot attend because of previous commitments, but are interested in club activities.
- C. The telephone committee should also assist the secretary by verifying/updating addresses as telephone contact is made with club members.

Important Telephone Tips

A very valuable by-product of your calling activity, besides providing each club member with the opportunity to be contacted by a university representative (yourself), is the accumulation of biographical and address data to help your local groups' records.

A notation of additional or incorrect contact information should be noted and returned to the Office of Alumni Affairs, Attn: Auburn Club Program, 317 South College Street, Auburn University, AL 36849 or email to auclubs@auburn.edu. If you learn an alumnus is deceased, please give the Office of Alumni Affairs the date of death, if possible. Marriage information should include maiden names, and whether or not the spouse attended Auburn. If someone has moved, we would hope you could provide his/her address or the addresses of any people who might know the new address. We are also trying to add as many e-mail addresses to our database as possible. Please submit e-mail addresses on club members as they become available to the Office of Alumni Affairs. This would be a big help to our Records Department.

Publicity Committee

The chairperson of this committee should be someone who enjoys or is involved in communications related work. Specific responsibilities may include:

- A. Arranging for publicity prior to, and following club activities.
 1. Notifying local newspapers to run a short notice at least two (2) days prior to and after the meeting
 2. Contacting local radio and television stations for public service announcements advertising the upcoming meeting
 3. Requesting local press or appropriate news media cover the club function
- B. Setting up interviews with the speakers for local newspapers, radio, and television stations.
- C. Working closely with the telephone committee. This committee is vital to the program's success.
- D. Working closely with the planning committee, such as in sending of special invitations to dignitaries – for example, a member of the Board of Trustees of Auburn University who resides in the area.

- E. Arranging for photographs of officers and speakers after the meeting. Such pictures, along with proper identification, should be sent to the local newspapers and to the Office of Alumni Affairs for possible use in *Auburn Magazine* and the Auburn Alumni Association Web site.

Membership Committee

- A. This committee should explore ways of increasing Auburn Alumni Association membership and should periodically conduct membership campaigns.
- B. The funds that are generated from increased alumni association membership are vital to the club and to the alumni association. As the Auburn Alumni Association grows, the ability to better serve the club network is enhanced.

Nominating Committee

- A. The nominating committee for the selection of club officers should be appointed by the executive committee (president, vice-president, secretary, and treasurer).
- B. It is the responsibility of the nominating committee to explain to all candidates the responsibility of the office for which they are being considered and to receive a commitment from those individuals that, if elected, they will serve.
- C. The nominating committee should report to the club president who should then, at a regularly called meeting, place the nominees before the club membership, before calling for a formal vote, and open the floor for any additional nominations.

Scholarship Committee

One of the most vital concerns of an Auburn Club is the support of academic programs at Auburn University. Club members are extremely interested in maintaining academic excellence and in learning how the club can support the University and/or Auburn students. All efforts, on behalf of the club, to achieve this end should be coordinated by the academic committee through the Office of Alumni Affairs. There are several academically related activities that an Auburn Club may consider, such as:

- A. Establishing scholarships. Please refer to the “Scholarship & Contributions” section in this manual.
- B. Informing local high school students, teachers, officials, and others of the educational opportunities offered within the framework of the total academic community at Auburn University.
- C. Conducting “Career Days” in the local community under the aid and direction of the Auburn Office of Enrollment Management. Please refer to the “Admissions” section in this manual.
- D. Encouraging contributions to Auburn University. It should be underscored at this point that an Auburn Club is **not** a fundraising arm of the University and should not actively solicit funds at a club meeting or elsewhere without direction from the Office of Alumni Affairs. However, for those club members and others who express a desire to contribute financially, please refer to the “Scholarship/Contributions” section in this manual.

AN AUBURN CLUB MEETING

SCHEDULING AND COORDINATING AUBURN CLUB ACTIVITIES

Auburn Club meetings are under the sponsorship of the Auburn Alumni Association, the organization concerned with the welfare of all university departments, programs, and activities through the Office of Alumni Affairs. The goals of an Auburn Club meeting are to provide a social atmosphere where alumni away from the university can gather together to renew old acquaintances, make new Auburn friends in their community, and be brought up-to-date on all aspects of campus progress, including students, faculty, athletics, and campus growth. A successful club meeting is one where those in attendance leave with a better knowledge of Auburn enhanced by renewed interest and pride.

A master schedule for all projected Auburn Club meetings or functions will be completed by the Auburn Club Program. Such a schedule is necessary due to the need to coordinate and expedite the tremendous number of functions and activities of the entire Auburn Club Program. The schedule will include suggested dates for the meetings, along with suggested programs.

The Office of Alumni Affairs adopts the following scheduling policy to meet the requests of clubs. However, because of the desire of many clubs to meet more than once a year, variations on the policy exist. An Auburn Club, for example, may initiate additional meetings on its own. **The Office of Alumni Affairs will initiate any campus speaker request associated with these additional meetings. Do not directly contact athletic or academic representatives from Auburn's campus.** For the Auburn Club staff to properly service additional meetings, such meetings must be cleared through the Office of Alumni Affairs by submission of a meeting request form. In any event, all meetings should follow the prescribed series of chronological events discussed in this section.

- A. The suggested dates and programs are primarily based on personal consultations of the Alumni Affairs staff with available academic speakers and Athletic Department coaches and staff in an effort to develop efficient travel itineraries. Obviously, there are certain time periods, such as football or recruiting season, during which they are generally unavailable.
- B. A "time frame" generally exists for coaches, which is conducive for holding Auburn Club meetings. These time frames are not fixed and will vary according to many factors. However, they are always considered in establishing dates for Auburn Club meetings.
- C. The suggested dates and programs recommended to the president of your club may not be acceptable to your officers or board members for various reasons. The Office of Alumni Affairs, for example, may not be aware of existing conflicts with respect to facilities for a possible meeting place or other community functions. **However, all Auburn Clubs are strongly encouraged to, if at all possible, accept the proposed dates and programs.** This not only aids the Office of Alumni Affairs in serving you but also allows us to provide you with the best available speaker(s) for your event.
- D. **For the second meeting or any meetings thereafter, the club is solely responsible for mileage/travel reimbursement, lodging and/or associated travel costs for speakers from the university.**

Alumni Association Assistance

The Auburn Alumni Association serves as a liaison for expression of views and feelings for thousands of Auburn people all over the nation. The association also provides Auburn Clubs with general information about all aspects of the University.

For a chartered club, the Office of Alumni Affairs will provide direct aid and service in conducting Auburn Club meetings. Included are:

- A. **Alumni List** – A list of the names and addresses of alumni/friends in your designated club area will be provided upon request. Club leaders are responsible for assuring the confidentiality of the lists. Club leaders will also be asked to sign a Data Confidentiality Agreement (also known as the non-disclosure form) which serves as the official request form.
- B. **Mailings** – One 3rd class club card mailing will be provided annually to all of the alumni in your designated area who are active dues-paying members of the Auburn Alumni Association. Please allow at least three to five weeks for delivery. Special printing requirements are the responsibility of the club. Mail-outs from Alumni Affairs must meet certain guidelines. The mailing should be used for the club's annual meeting. **For additional mailings, 3rd or 1st class postage and printing costs become the responsibility of the club.**
- C. **Program Speakers** – The Office of Alumni Affairs will provide for chartered clubs at least one campus speaker for one club function per year, if possible within budget. There is no cost to the club for speakers.
- E. **Items for Club Events** – Nametags, stickers, balloons, Auburn literature, decorative materials, giveaways, etc. will be provided as requested by the club. Please request items at least 2 weeks before event.
- F. **Media Materials** – news releases, radio, videotapes, etc. upon request, **if available**. Please request items at least 4 weeks before event.
- G. **Signed items** – The intended use of signed items is as a fundraiser (for club scholarships). The most popular items are: footballs, basketballs, baseballs and swim caps. The Auburn Alumni Association will arrange for the head coaches to sign sports balls, etc. and will invoice the club for the cost of each item ordered and for the postage to mail the item(s). Per policy set forth by the Auburn Athletic Department, signed sports balls received through the Auburn Alumni Association **cannot** be for personal use. Assistance with obtaining signed items is a privilege of Auburn Clubs not a right. If a club representative is found to be abusing this policy, the club will lose its signed item privilege. Requests for sports balls should be made on the autographed item request form at least **4 weeks** prior to an event. See autographed item request section.

The Office of Alumni Affairs will also provide advice and support in structuring any club efforts or programs such as:

- A. Scholarship Programs
- B. Various Committees (Such as Membership or Publicity Committees)
- C. Club Bylaws
- D. Community Service Projects
- E. Special Events

Other Services

Auburn Magazine coverage -- The official publication of the Auburn Alumni Association is *Auburn Magazine*. Qualified pictures and club reports may be submitted for consideration.

Web site Coverage -- The official Web site of the Auburn Alumni Association may be found at www.aualum.org. Pictures may be submitted for consideration. Each chartered club will have a page on the website. The site will be used to provide information to potential members and to advertise upcoming meetings and events.

AUTOGRAPHED ITEMS REQUEST

The Auburn University Athletics Department has an established policy regarding autograph requests. The Auburn Club Program adheres to this policy and acts as a facilitator to handle requests from club presidents. Please read entire policy.

Auburn Club Program Policy

- At least **6 weeks** in advance, representative of the club must complete the following (2) forms:
Autographed Item Request Form Required Agreement for Autographed Items

- **Fax these forms to the Auburn Club Program office at 334-844-1294**
- The Auburn Club Program will forward the documents to the AU Athletic Department for approval.
- The Auburn Club Program will maintain a small supply of autographed items from which to fill approved requests.
- Upon approval from the Athletic Department, a billing will be forwarded to the club president for payment.
- If possible, autographed items will be delivered to the club by the speaker. If necessary, they may be shipped with shipping added to the billing.
- Payment is due upon notice of approval and/or shipment. Billing is overdue 10 days following event.
- If club is within driving distance of Auburn University, you may drop off **ONE** item to be autographed and the completed request forms (see above) at the alumni center. You will be contacted when the item has been autographed.
- Auburn Athletic Department has designated a No Signing Period from December 1 to February 1.
- Completion of the request form does not guarantee that the Auburn Alumni Association will be able to fulfill the request.

Auburn University Athletic Department Autograph Policy

- AU Athletics will no longer secure student-athlete autographs to individuals for personal use
- AU Athletics will secure autographs for charitable and educational entities
- Requests must be received a minimum of 6 weeks prior to the event deadline
- AU Athletics can not provide autograph items to the organization requesting the autograph; a list of bookstores that can provide an item to be autographed can be found on our procedures page
- Pursuant with NCAA regulations, items will not be autographed for entity that benefits a high school, high school students grades 9-12, or affiliates of any high school students grades 9-12
- Autographed items can be used as an auction or raffle item at a fund raiser provided that organization/institution has received prior approval from the designated athletics department staff
- Completion of the request form does not guarantee that Auburn will be able to fulfill the request
- AU Athletics may secure a maximum of **ONE** autographed item per organization, per year; Receipt of an item in no way guarantees subsequent donations.
- Due to NCAA regulations, AU Athletics will not secure autographs of student-athletes for for-profit corporate entity
- NCAA regulations prohibit AU Athletics from securing an autograph of a student-athlete for a charitable organization/event that is sponsored or cosponsored by a commercial entity
- All autograph requests made by charitable, educational, and/or other institutional entity must go through Susan Bazemore in the Compliance Office.
- Autographed/Donated Item Forms along with autograph item guidelines and NCAA regulations pertaining to institutional charitable, educational, or non-profit promotions are made available on the AU Athletics website as a PDF
- The organization will be required to complete an Autograph Agreement Form stating its understanding of the NCAA regulations regarding autographed/donated items before the request will be filled
- AU Athletics reserves the right to request the return of any autographed item i.e. items that may appear on eBay or used in anyway that may be considered a NCAA violation

PLANNING GUIDELINES

The Office of Alumni Affairs will attempt to submit the proposed meeting date and speakers to the president of the Auburn Club, at least eight weeks prior to the proposed meeting. At times this may not be possible, due to scheduling complications with speakers.

- A. Once contact with the Office of Alumni Affairs has been established, the President should call a meeting as soon as possible with other officers, board members, or committee chairs. The proposed date and program should be discussed and agreed upon by a majority of those present. **If there are problems or conflicts with the proposed date or program, the club president should contact the Office of Alumni Affairs immediately.** The Office of Alumni Affairs will give every consideration to making the needed adjustments and meeting the needs of the club.
- B. The alumni listing is necessary for the calling process and serves as a resource for club leadership. At this point, review the alumni listing your club has received. All address corrections and additions to that list should be forwarded to the Office of Alumni Affairs immediately following the club meeting in order that the Office of Alumni Affairs/Alumni Association records can be updated.
- C. Once the final date and program have been resolved, it should be confirmed with the Office of Alumni Affairs. **The president will be requested to provide all relevant information, in writing, concerning the proposed meeting for the mailing of invitations to the area alumni.** The Meeting Details form should be completed and returned to the Office of Alumni Affairs as soon as possible. The club president should then activate the program committee, the publicity committee, the telephone committee, and any others needed to develop the best possible meeting.
- D. **At least 6 weeks before the meeting,** all of the necessary information regarding the meeting should be returned to the Office of Alumni Affairs, Attn: Auburn Club Program, 317 South College Street, Auburn University, Alabama 36849 or faxed to (334) 844-1294 or emailed to auclubs@auburn.edu. This is an extremely important task because if a mailing is to be performed by the Office of Alumni Affairs, invitations must be prepared and scheduled into our total mailing program.
- E. **At least 5 weeks before the meeting,** the Auburn Alumni Association will mail the club card to local alumni in the club area. The association's non-profit third class permit is used for mailing, which can require at least three to five weeks for delivery of the invitation, particularly to areas outside the state of Alabama.
- F. **At least 2 weeks** prior to the meeting, the chairman of the Publicity Committee or some selected individual should provide all relevant information concerning the meeting to the local news media. That person should personally see that distribution is made to the local media to help assure its use by the local newspapers and radio stations. **During the last two weeks, the telephone committee should contact each club member, as a reminder. This procedure has proven itself over an extended period of time. Those clubs utilizing a telephone committee in this manner consistently have greater attendance than those who do not.**

G. **At least 2 weeks** prior to the event, directions to the site of the event should be forwarded to the Office of Alumni Affairs.

A club should follow the policy set forth by the Auburn Alumni Association by scheduling any university representative through the Office of Alumni Affairs. This reduces scheduling complications.

PLANNING THE PROGRAM

Type of Program

Auburn Club programs may be one of several kinds. In the past, the social-dinner program format has been used the most. However, with the steadily rising cost of food, it appears that this format may be defeating the aim of involving as many Auburn people as possible. Therefore, other alternatives may need to be considered. Alumni and friends in the area are best equipped to make decisions concerning the preferred type of activity to be held. Try to plan an event that can be enjoyed by **all** Auburn people. Remember, everyone has at least one thing in common: Auburn University. There are various types of programs. Your club could consider any of the following or a variation thereof:

Social-Dinner Program- This format has been used in the following situations:

- Where an Auburn Club has only one “big” meeting per year
- Where there is a desire by the majority of the members to have alcoholic beverages served at the meetings
- Where the majority of those participating are adults
- Where there is a desire to have a somewhat formal meeting
- Where there is a major speaker(s) to provide the crux of the program

Informal Cocktail Parties- (with or without hors d’oeuvres) This type of activity may be appropriate in the following situations:

- Reception for a newly appointed coach or university official with the intent of acquainting him/her with the alumni in the community
- As a kick-off or follow-up for university events such as:
 - a. Athletic related events
 - b. Community sponsored events that may have a university official as a guest. Build around this type of activity with one especially tailored for alumni and friends of Auburn University
 - c. An initial activity in areas of high alumni concentration. This will present an opportunity to identify those individuals who are interested in helping

(Variations on the above themes are encouraged)

Auburn Club Picnics- This type of activity is appropriate for the following:

- A summer or spring activity generally
- An event the entire family can enjoy
- An excellent opportunity to introduce young people to the Auburn family and spirit

Other Activities- There are many other activities the club may consider such as:

- Bus or van caravans to athletic events
- Pep rallies and bon-fires
- Golf tournaments, tennis matches, races
- Holiday gatherings
- Game Watching parties – when Auburn plays on TV, get together and view the game as a group
- Make the best of local traditions...crawfish in New Orleans, derby party in Kentucky, or shrimp boil in Tampa

Program Speakers

Campus speakers for your Auburn Club Program will be provided by the Auburn Alumni Association for one meeting per year, if at all possible. Speakers will be university personnel in academics and/or athletics. The services of non-university employees are the responsibility of the local club. No fees or honorariums, in general, will be required for university employees.

NOTE: A CLUB SHOULD NOT CONTACT A COACH OR OTHER UNIVERSITY OFFICIAL CONCERNING AN AUBURN CLUB MEETING WITHOUT THE APPROVAL OF THE OFFICE OF ALUMNI AFFAIRS. THIS COMPLICATES THE SCHEDULING PROCESS AND MAY BE CAUSE FOR A REVIEW OF YOUR AUBURN CLUB CHARTER BY THE AUBURN ALUMNI ASSOCIATION CLUB COMMITTEE.

When Considering a Site

- Distance Traveled – Select a centrally located site relative to the concentration of Auburn alumni and friends
- Accommodations – Enough space should be provided for the type of function being planned, whatever the format. In the case of buffets, be certain enough serving lines are provided to avoid long line delays. Consider allowing guests to go down both sides of the buffet. Invited guests/speakers should start the buffet line
- Resource Needs – Depending on the type of function, certain resources or equipment may be needed. Consider such things as a podium and microphone for speakers, registration and membership tables, electrical outlets, VCR/DVD, television monitor and extension cords
- Parking privileges or spaces
- Reputation of food served
- Service of establishment
- Liquor license and liability
- Costs of meal and other services

Establishing the Cost

- Each club function should be financially independent
- In many cases, a nominal fee may be added to the cost of each admission or meal ticket. This may be used to defray expenses such as postage, decorations, complimentary meals and drinks for guests or other costs the club leadership feels is justified; additional fees may also fund the club scholarship
- Where a meal is planned, the cost factor should be carefully considered and a price established that would not discourage younger alumni from attending

Note: Please be aware that Auburn Clubs sometimes, though not intentionally, “un-invite” people because of the location selected and the cost of the event. Not all Auburn people feel comfortable attending a meeting at exclusive country clubs or the like. A more “middle-of-the-road” site may lend itself to greater attendance. Reasonable cost is also essential to good attendance. An Auburn Club event should be affordable enough for an entire family to attend.

CHECKLIST FOR PLANNING AN AUBURN CLUB MEETING

- At least 6 weeks** _____ All of the meeting details returned to the Office of Alumni Affairs (using the meeting details form)
- Before the meeting:** _____ Invitations are submitted to Alumni Affairs to be prepared
- At least 4 weeks before the meeting:** _____ Office of Alumni Affairs will mail the club card to local alumni in the club area
- At least 2 weeks before the meeting:** _____ The chair of the publicity committee or some selected individual should provide all relevant information concerning the meeting to the local news media

_____ The Telephone Committee should contact each club member as a reminder about the club event

_____ Directions to the site of the event should be forwarded to the Office of Alumni Affairs.
- Week of the meeting :** _____ Decide who will pick up the Auburn guests at the airport if they are flying in on the AU jet and submit agenda to Office of Alumni Affairs.
- Day of the meeting:** _____ Set up of meeting location

_____ Podium and/or microphone

_____ Resource equipment (VCR, television, extension cords, etc.)

_____ Registration/membership table (Promotional literature for the Auburn Alumni Association)

_____ Display table, if needed

_____ Nametags

_____ Bar facilities, if applicable

_____ Any plaques, awards or door prizes, silent auction if applicable

_____ Decorations

_____ Photographer

(Picture of outgoing and incoming officers and/or pictures of local alumni with speaker(s) for local paper and the Auburn Alumni Association web site. Identify names (include maiden names), office and class year of all the people in the photo.)
- Thirty Minutes Before:** _____ All club officers available to greet club members and guests.

Follow-Up Duties

Within one week after

Send Club Meeting Report with attendance
Follow-up publicity. Send pictures to the Office of
Alumni Affairs and send pictures and a write-up to your
local newspaper.

Within two weeks after

Meet with club officers to evaluate the meeting and
make record of suggestions for the next meeting.

CONDUCTING AN AUBURN CLUB MEETING

Regardless of the type of Auburn Club meeting, a set of predetermined guidelines should be established for conducting the meeting and followed as closely as possible. The following are suggestions for your consideration.

Philosophy

An Auburn Club meeting means many things to various people. For many, it is primarily social in nature providing a chance to see old friends and make new Auburn acquaintances. For others, it is an opportunity to get some hard facts or information about what is happening on campus typically concerning, academic or athletic programs. So the success of a meeting will depend on many things. **Much of the success, however, will depend on the mood, talent and enthusiasm exhibited by the club leadership.** In all cases, the meeting should be conducted on an informal basis within an atmosphere of congeniality, camaraderie, or just plainly speaking, the Auburn Spirit. Remember, your enthusiasm becomes contagious! And finally, the meeting should not only be fun, but interesting and constructive. **One should never forget the ultimate concern of the Auburn Alumni Association and your club – the welfare of Auburn University and its progress.**

Start On Time

A well-planned meeting requires that the program or activity be started at the announced time. Take into consideration that some people have driven great distances or have hired babysitters. If dinner is served, begin lines in a timely manner to avoid unnecessary delays.

Social Period

Social time prior to the start of the meeting should be limited to **30 minutes maximum**. Please remember that the guest speakers are not compensated for their time and we want to get them back home in as timely a manner as possible.

End on Time

For the same reasons you start on time, the meeting should also end at some predetermined time. **It is generally recommended that any meeting never last more than two and one-half hours (including social period).** By establishing a specific time to adjourn, you allow those who “have to go” or have some other commitment to exit gracefully. Actually, the adjournment of the meeting does not mean that the festivities have to stop. You may want to announce before your last “War Eagle” that the bar will remain open, or that program participants will still be around for further questions.

Head Table

The following is a recommended guideline. The club leadership should feel free to make adjustments as needed for particular situations.

- Officers and honored guests should be seated at the head table and the featured speaker should be seated next to the podium. If a head table is not used, remember to reserve seats as close to the podium as possible.
- If a meal is served, the head table should be served first, so as to allow the speakers time to finish eating before the program begins.
- The club president should be seated on the other side of the podium and officers can then be assigned to other seats, with those giving presentations seated closer to the podium.
- In the event that an honored guest is also seated at the head table, take into consideration his/her reason for being there.
- If he/she is to accept an award, seat him/her as near the podium as possible, especially in the cases of persons of advance age or those who experience difficulty in getting around.

AUBURN CLUB SAMPLE MEETING AGENDA

You should have fully established the format of the meeting before you start any type of program. For example, the following is a recommended format for the **social dinner type** program. Agendas should be submitted 1-2 weeks prior to the meeting.

- I. Social 30 minutes
- II. Dinner 30 - 45 minutes
 - A. Invocation
 - B. Have your speakers and special guests served first
- III. Welcome 5 minutes
 - A. Club president opens the meeting by welcoming all present to the _____ Auburn Club meeting
 - B. Introduce head table
 - C. Recognize special guests in the audience
 - D. The club president should then briefly introduce the official representative of the Auburn Alumni Association
- IV. Auburn Alumni Association Representative speaks 5 minutes
- V. Speaker (Academic and/or Athletic and/or Development). . . . 10 minutes
- VI. Main Speaker 20 - 30 minutes
 - A. A club official should introduce the main speaker. It is always best to only hit the highlights of the individual's resume and not give lengthy introductions
 - B. You may also want to allow some time for a question and answer session at the end of your main speaker.
- VII. Business 3 - 5 minutes
 - A. Club business should be conducted at only one club function per year.
 - B. The business segment of the program should be fully prepared prior to the meeting and kept as short as possible. Only those officers with specific reports should be called upon to speak, and they should be brief. **It is best to not conduct club business, if at all possible, when special guests from Auburn are in attendance.**
- VIII. Awards and Recognition 3 - 5 minutes
 - A. All awards and recognitions should be clearly explained and readily available to present. The presenter, in general, should be an Auburn Club officer or a representative of the Auburn Alumni Association.
 - B. Door prizes should be presented at this point.
- IX. Final Announcements
- X. Adjourn with a "War Eagle"

AUBURN CLUB POLICY ~ Host Liquor Liability

In regards to host liquor liability, the Auburn Alumni Association is an Additional Insured on the university's policy. This policy includes coverage for "host liquor liability" but not for firms who engage in selling alcoholic beverages.

Because of the potential liability in this area, both for your club, its officers and Auburn University, and because of our concern for all members of the Auburn family, we strongly urge each club to have the following policies regarding the serving of alcoholic beverages:

1. If at all possible, have functions at which liquor will be served at establishments such as hotels, clubs, etc., and have cash bars rather than having your club pay for the alcoholic beverages. This procedure will pass on a portion of the potential liability to the establishment selling the alcoholic beverages rather than the Auburn Alumni Association. The club hosting the event should include coverage for Liquor Liability. The certificate should name Auburn University as an Additional Insured. The club should furnish Auburn University with a copy of the certificate of insurance and keep a copy for its files. Send the certificate to: Risk Management, 326 Ingram Hall, Auburn University, AL 36849, or fax to (334)-844-4640.
2. Make a taxi service or other transportation available to those who may want or need it. (Appropriate signs should be posted to this effect).
3. Do not serve those who have obviously already had enough to drink.
4. Encourage your group to have a designated non-drinking driver at such functions.
5. Provide ample food at such functions.
6. Provide non-alcoholic beverages at such functions to provide your guests with a choice.
7. There should be no unsupervised alcohol, and the same person should supervise throughout the duration of the event.
8. If there are any questions concerning age, have the individual show proper identification.
9. The club should stop serving alcohol one hour before the meeting ends. Close up quietly without announcing "last call." Allow sobering up time with possible coffee and dessert to extend the time.
10. No alcoholic beverage should be taken out of the meeting upon adjournment.

~ For insurance questions you may contact the Department of Risk Management at (334) 844-4870 ~

AUBURN CLUB SCHOLARSHIP GUIDELINES

Endowed Scholarships

Endowed funds differ from others in that they are truly the gift that keeps giving. Instead of the gift being spent outright, the total amount of the gift is invested. Before the endowment reaches the minimum of \$25,000, all earnings are added to the principal. After the endowment reaches the minimum of \$25,000, only a portion of the invested income earned each year is spent while the remainder is added to the principal. An endowment is a perpetual gift because only a portion of the earnings is used to support the intended purpose while the principal continuously grows.

- A minimum of \$25,000 is required to endow a scholarship within the Auburn University Foundation.
- In compliance with the university's endowment spending plan, earnings from the endowment will be used to fund the scholarship in the name of the club or an individual.
- The \$25,000 can be given over a five-year period or in one lump sum.
- Once funds are endowed, they cannot be retrieved from an endowment. If the club is unable to reach the \$25,000 minimum over five years, the endowment will transfer into an alumni general endowment pool, thus losing its identity with the club.
- In accord with the Auburn University Foundation's spending plan, a portion of the earnings in an amount equal to the higher education price index (similar to the consumer price index) is retained as principal before the allocation is made to the spendable account.

Annual Scholarships

Annual scholarships are supported by monies that the club raises each year to give to the Auburn University Foundation to support a scholarship. The annual contribution represents the amount of the scholarship.

Student Deposits

If a club would like to give a donation to a particular student from their area, they may opt to give a student deposit to the Office of University Scholarships in the student's name. This donation is not a gift to the University and is not a scholarship for the recipient. Student deposit checks should be made payable to Auburn University and sent to: Office of University Scholarships, 115 Quad Center, Auburn University, AL 36849. The student's name, University ID (not SSN), and the term for which the funds should be applied should be enclosed with the check. The Office of University Scholarships applies the student deposit as a credit on the student's university billing account. Unless otherwise requested, student deposits up to \$1,000 are applied in full for fall term, and student deposits greater than \$1,000 are equally divided for fall and spring term. Student deposits cannot contribute to the minimum amount required to receive a tuition waiver.

Creating a scholarship

The process for creating a scholarship is as follows:

- Contact Scott Greenwood in the Office of Alumni Affairs 334-844-2995 or scottgreenwood@auburn.edu
- Scott will work with the club to create an agreement for the scholarship. Subsequent to approval of the draft agreement by the officers of the club, the Office of Alumni Affairs, the Office of Development and the Office of University Scholarships will review the agreement. Once all parties have approved the draft, the final agreement is printed in duplicate and signed by the club's president, the Office of Alumni Affairs, the Dean of Enrollment Services, and the Vice President for Development. An original signature document is filed with the club.
- A file copy of the agreement will be maintained in the Office of Alumni Affairs, Donor Relations and in the Office of University Scholarships.
- In all cases, the selection of the individual receiving the scholarship will be made by the **Office of University Scholarships**.

- The following preferences by the club can be placed on the scholarship:
 1. Enrollment status (incoming freshman, transfer student, or current student)
 2. Class year (freshman, sophomore, junior, and/or senior)
 3. Geographical area, usually defined by county or city of residence or high school attending.
 4. Renewable for a previous recipient.
 5. Academic achievement can be defined by a minimum test score, high school GPA, transfer GPA, or AU GPA.)
 6. Financial need as demonstrated through the completion of the Free Application from Federal Student Aid (FASFA).
- It is the responsibility of the local club to:
 1. Send scholarship contributions to the Office of Alumni Affairs with checks made out to the Auburn University Foundation no later than the date prescribed in the scholarship agreement, **February 1**. The scholarship will not be awarded until the amount needed is deposited. The Office of University Scholarships will notify students in March and April of awards. Students must make their final decisions by May 1. Generally, clubs shall be notified in early May of scholarship recipients. Only those recipients who have formally accepted their scholarship and met all requirements for disbursement of their scholarship will be forwarded to the club.
 2. Out-of-State Clubs – Non-resident tuition is three times the rate of resident tuition. Current institutional policy allows AU to waive 1/3 non-resident tuition if a student receives one or more institutional scholarships which when added together equal 1/3 non-resident tuition. Students are responsible for the remaining 1/3 non-resident tuition.

Scholarship Award Process

Once the agreement is in place and funds have been donated by the February 1 deadline, the Office of University Scholarships will begin the award process.

- The Office of University Scholarships filters the prospective recipient database to identify the students who meet the criteria outlined in the agreement by the club. The student who most closely matches the criteria based on donor preferences is selected as the recipient.
- In March/April, the Office of University Scholarships will send award letters with response forms to individual scholarship recipients.
- The students have until May 1 to accept/decline the scholarship. The response form includes authorization to release pertinent information about the student. Once the Office of University Scholarships receives the signed response form, they can release the information to the alumni office to give to the club. The Office of University Scholarships is not able to release any information to the club prior to receiving notification from the recipient that they are accepting the scholarship award. Auburn Club officers cannot release any information about recipients until clearance is provided by the Office of Alumni Affairs. Due to guidelines established by the Federal Right to Privacy Act (FERPA), the Office of University Scholarships is not able to provide students' GPA or financial need information to the clubs.
- The student may choose to decline the award or withdraw (choose not to attend Auburn). In those cases, the Office of University Scholarships will use the same process outlined above to re-award the scholarship. The Office of University Scholarships cannot cancel a scholarship and re-award it until the current recipient withdraws from the University or notifies them directly s/he is declining the scholarship.
- The first fall tuition bills run in July with an August due date. Scholarships awarded appear as credits on the bill.
- Ten days prior to classes starting, the award is disbursed for the semester.
- After the 15th class day, scholarship awards are adjusted as needed (i.e., students did not enroll, students enrolled for fewer than 12 hours, etc.)

Amending Agreements

If the club wishes to change their agreement, they must go through an amendment process.

- The club will work with the Office of Alumni Affairs to put together a memo to the Vice President for Development with their changes to the agreement. The Office of Alumni Affairs and the Vice President for Development will approve the document and notification will be given to the Office of University Scholarships of the changes. ***The amendment must be signed by February 1 to be in effect by the spring awards.*** If significant changes are requested, the amendment may be forwarded through the agreement routing process.

Account Verifications

Each fall, the Office of Alumni Affairs will send an Auburn Club Scholarship Account Verification to the club requesting response from the club informing the Office of Alumni Affairs if the club intends for their scholarship to be awarded the following year. ***The club must return this form to the alumni office by February 1.***

Ways to Raise Funds for your Auburn Scholarship

- Club sending letters to club members
- Designate a portion of membership dues
- Company matching gifts
- Monthly ETFs
- Multi-year pledge
- Golf tournaments
- Auctions
- Giving on-line, designating the gift to your club scholarship, through <https://develop.auburn.edu/giving/start.php?CID=1>
- Have a place on your membership card for additional donation to the scholarship

University Admissions Process

Admission credentials include an application for admission, the \$40 application fee, test scores from testing agencies, and a high school transcript. The application for admission may be completed online at: www.auburn.edu/admissions/apply . Test score reports and transcripts should be sent to: Admissions Processing, 108 Mary Martin Hall, Auburn University, AL 36849. <http://www.auburn.edu/scholarship/>

AUBURN UNIVERSITY FOUNDATION

The Auburn University Foundation was organized in 1960 for the sole purpose of enhancing the educational programs and activities of Auburn University and serving the common good of the students, alumni and citizens of the state of Alabama and the nation. Its specific purpose is to provide a vehicle or mechanism whereby property or private gifts may be transferred to the university. **ACCORDINGLY, ALL PRIVATE GIFTS TO AUBURN UNIVERSITY SHOULD BE MADE PAYABLE TO THE AUBURN UNIVERSITY FOUNDATION.**

The foundation is an exempt and charitable organization as described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code which means that all private gifts made to the foundation are deductible contributions for income tax purposes. Further, for those considering gifts to Auburn University, the foundation assures the donor that the gifts will be kept separate from public funds, will be managed and invested in accordance with policies established by the Foundation Board of Directors and applied only to those programs or projects specified by the donor and approved by the Directors of the Foundation.

The foundation or development staff directs a number of continuing programs for the university. Gifts range from very large to very modest in size, depending largely upon the donor's circumstances and also personal commitment to higher education and to Auburn University. Every gift is important!

Auburn has had a long and proud tradition of generous alumni support through private gifts. Such gifts enable the university to make the difference between mediocrity and excellence. In addition, if you or the club members know or hear of anyone considering a gift or bequest to the university, please do not hesitate to contact the Office of Development at (334) 844-1139. The foundation will provide any requested information and such responses will be treated with the utmost confidentiality.

Auburn University Office of Development | 317 South College Street | Auburn University, Alabama 36849
Phone: 334 844-1139 | Fax: 334 844-3716

Auburn Club Gift Form

Gift Information:

I'd like to make a gift now of: \$1,000 \$500 \$250 \$100 \$50 \$_____.

Additionally, I pledge \$_____ monthly for the next _____ months.

- Designate my gift to the _____ Auburn Club Scholarship Fund.
- Designate my gift to the Auburn Alumni Association Endowed Scholarship Fund.
- Additionally, designate a gift of \$_____ to _____ at Auburn.

Donor Information:

Full Name _____

E-mail Address _____

Address _____

City, State, Zip _____

Home # _____ Work # _____

Ways to Make Your Gift:

- Enclose check payable to the Auburn University Foundation.
- Charge gift to Visa/MasterCard # _____ Exp. Date _____
- Enclose a matching gift form from your employer if available (contact your Human Resources office).
- Authorize a monthly electronic funds transfer (EFT).

This authorization to draft your account on or about the 10th of each month will remain in effect until the Auburn Foundation receives written notification of termination of this agreement. This transaction will appear on your monthly bank statement with the first draft occurring about 30 – 45 days after this authorization has been received.

I authorize the Auburn Fund of the Auburn University Foundation to initiate debit entries to the account indicated below and authorize the financial institution named below to debit the same to such account.

Bank Information:

Name(s) on Account _____

Financial Institution _____

City, State, Zip Code of the Bank _____

Bank Account Number _____

Account Holder's Signature _____

Gift Information:

Monthly amount to be debited \$15 (minimum) \$25 \$50 \$100 \$_____

Duration of EFT until further notice _____ months

- Designate my gift to the _____ Auburn Club Scholarship Fund.
- Designate my gift to the Auburn Alumni Association Endowed Scholarship Fund.

Where to Send This Form:

Auburn Club Scholarship Gifts
Scott Greenwood
317 South College St
Auburn, AL 36849

Questions:

Call (334) 844-2995
or (334) 844-1445
E-mail: scottgreenwood@auburn.edu
or awtrysh@auburn.edu

INCLUDE A VOIDED CHECK FROM THE ACCOUNT TO BE DEBITED!

*Include this form and a voided check so that we may process your gift immediately!

Gift-in-Kind Donation Approval Application Acceptance Policy

Acceptance of Gifts, Donations, or Consigned Merchandise to Auburn University shall be conditional upon completion of application and approval of the President or authorized representative. All registration, valuation, and title papers must accompany all donations or gifts at the time of acceptance. Donors must establish monetary value for their tax purposes by proof of purchase price, certified appraisal, or other legal instrument deemed acceptable by law. As the legal owner or authorized agent, having read the Acceptance Policy for Gifts, Donations and Consigned Merchandise of Auburn University, and in full understanding of and agreement, do hereby give, transfer and assign all ownership rights to the property as listed on this application.

Gifts-in-kind and Gift-in-kind forms

Donors may contribute certain tangible personal property including but not limited to, works of art, books, equipment, furnishings, automobiles, animals, inventories and other valuables that may be appropriate gifts for a particular discipline, a library or museum collection, or silent auction purposes. These types of gifts are called gifts-in-kind and can receive the same tax treatments as gifts of securities: no capital gains tax is paid by the donor or AUF and the donor is eligible for a tax deduction at fair market value. In order for the gift to receive proper crediting, the donor is asked to provide an appraisal for the gift so that the proper value is noted. Once the gift-in-kind form is received it will be routed for approval to both the Foundation Accounting and to the Executive Vice President of the Auburn University Foundation.

Donation to:	Donation from:
_____	_____
(Club Name)	(Company/Organization Name)
_____	_____
(Address)	(Address)
_____	_____
(City, State, Zip)	(City, State, Zip)
_____	_____
(Person Accepting Gift)	(Signature of Owner/Agent)
_____	_____
(Daytime Phone #)	(Daytime Phone #)

Description of Donation(s):	\$ Value:
1. _____	\$
2. _____	\$
3. _____	\$
4. _____	\$
5. _____	\$

Send This Form & Supporting Documents to:
 Auburn Club Scholarship Gifts
 Scott Greenwood
 317 South College St
 Auburn, AL 36849

Questions:
 Call (334) 844-2995
 or (334) 844-1445
 E-mail: scottgreenwood@auburn.edu
 or awtrysh@auburn.edu

***Include item value validation so that we may process the gift-in-kind immediately!**

Admissions

Alumni Assistance Regarding Recruitment/College Fairs

Wendy Sims/Office of University Recruitment

Phone: 334-844-6439 ~ Fax: 334-844-6436 ~ wendy.sims@auburn.edu

Recent years have witnessed a tremendous growth in the number of applications received by Auburn University. This past cycle amassed over 14,000 applications. Much of the credit is owed to members of the 99 Auburn Clubs throughout the United States which provide the Admissions Office with invaluable assistance in covering various college fairs.

Each fall, the Admissions Office embarks on its annual recruitment cycle. The office covers college fairs in a number of states with the admissions staff and then looks to the help of its alumni base to lend a hand wherever they can. Maximizing Auburn's exposure is the name of the game. College fair programs typically run for approximately 2 hours in the evening at a well-publicized venue. Below is a sample of the steps the Admissions Office takes when receiving a college fair invitation.

*Office receives notification of a college fair. (Dates, times, location)

*Assesses the availability of a staff member to cover the event. The recruitment staff member in charge of alumni coverage will solicit the help of an Auburn Club member to cover the program.

*The Recruitment office will provide the contact information to the host organization.

*The staff member works with the Auburn alumni representative regarding shipping needed materials to cover the program.

Purpose of the college fair

College fairs are an excellent way for high school students to gather information related to their list of potential colleges. In a single venue there could be more than a hundred colleges/universities represented making it both easy and at times overwhelming to the prospective student. Plus, it allows Auburn University to reach out to a large number of students at one time.

Types of college fairs

College fairs come in several varieties. There are day programs, evening programs, district wide events, national fairs, etc. Some fairs cater to high school seniors while others may allow any interested student to attend.

Location

College fairs can be held in any number of venues: High school gymnasiums, libraries, convention centers, local community colleges, and even shopping malls.

Responsibilities

Tables should be set up with the Office of University Recruitment materials no less than 30 minutes prior to the start time of the program. Materials may be arranged as desired. Primary to a successful college fair is the interaction with Auburn University representative and prospective students. This is your chance to share the "War Eagle" spirit!

Arriving at the college fair:

Upon arrival, many fairs will have student helpers to assist with boxes and other materials that need transporting to the reserved table. Having said this, there are also those programs for which this luxury does not come as part of the deal. Tables should be set up no less than 30 minutes prior to the starting time of the program.

Attire

Attire at college fair programs is professional. A college representative should always wear a nametag to make communication with the student and/or parent a more personalized experience.

Requests

These are the most common information requests:

Admission Requirements: SAT/ACT scores, GPA, core classes needed, etc.

Dates: Deadlines for applying for admission as well as scholarship deadlines.

Scholarship Criteria: what types of test scores, and GPA could yield scholarship dollars.

Honors College: Benefits and criteria of being in the Honors College.

Housing Information: How to apply for housing, different styles of on-campus housing, etc.

Social Clubs and Activities: Things to do on-campus and in the surrounding area.

Contact Information: Phone numbers, e-mail addresses, and department contacts.

Meal Plans: Knowing that there is a wide range of choices so that a student can customize their ideal plan.

Miscellaneous: An application for admission as well as other important pieces of information can be located on the Web site at www.auburn.edu/admissions.

(Current information will be provided with materials)

Follow-Up

At the close of each college fair, the alumni representative should complete a summary report provided with materials. This should be faxed or mailed back to the Office of Admissions in a timely manner.

Have Fun!

College fairs typically are great fun! This gives you an opportunity to represent your alma mater. Meeting with prospective students and their families is an enjoyable experience. The goal of the recruitment is to attract and enroll the best freshman class at Auburn University. So relax, have a great time, and share your Auburn experience with others.

War Eagle!

Miscellaneous

Forms & Reports

Available online at www.aualum.org/clubs

AUBURN CLUB MEETING REQUEST FORM

AUBURN CLUB MEETING DETAILS FORM

AUBURN CLUB MEETING REPORT

AUBURN CLUB MEETING ATTENDANCE/SIGN-IN FORM

AUBURN CLUB NEW OFFICER REPORT

AUBURN CLUB GOALS REPORT

AUBURN CLUB PROJECT REPORT

AUBURN CLUB FINANCIAL REPORT

AUBURN CLUB MEMBERSHIP REPORT

AUBURN CLUB YEAR-IN-REVIEW REPORT

BID SUMMARY FORM

BID SHEET FORM

NON-DISCLOSURE FORM

GIFTS-IN-KIND FORM

ELECTRONIC FUNDS TRANSFER FORM

AUTOGRAPHED ITEM REQUEST FORM

AUBURN CLUBS GENERAL TAX GUIDELINES

Below is a list of commonly asked questions from Auburn Clubs in the past. If you should need further information you should consult your State Revenue Office and/or the Internal Revenue Service.

Why does the club need a tax identification number?

Clubs need a tax identification number to set themselves up as their own entity, to open checking accounts, and the number is required to be obtained first before the club can apply with the IRS for recognition for exemption from federal income tax.

How does the club obtain a tax identification number?

File form SS-4 (Request for Federal Tax Identification Number) with the IRS. You should also file Articles of Incorporation with your state. All forms can be obtained via the IRS website: www.irs.gov.

How does the club apply for recognition of exemption from federal income tax?

The club will need to file Form 1024 with the IRS. (Note: Your Auburn Club will most likely fall within Internal Revenue Code Section 501(c)(7) – Social and Recreation Clubs).

How can clubs accept charitable contributions?

Donations to exempt social and recreation clubs are not deductible as charitable contributions on the donor's federal income tax returns. Club members need to make checks payable directly to Auburn University Foundation in order to claim a tax deduction.

Is the club required to file annual income tax returns?

Yes, like any other corporation, the club is required to file an annual tax return. Form 990 will be required to be filed annually with the IRS.

Can the club fund scholarships?

Yes, but this needs to be set up directly with Auburn University Foundation. Checks should be written directly to Auburn University Foundation.

Can the club use Auburn Alumni Association's Tax Identification Number?

No, you are a separate entity and will need to file your own individual tax returns with your own tax identification number.

Other useful information – Forms and Publications can be obtained via the IRS website – www.irs.gov

Publication 557 (Tax exempt status for your organization)

Publication 526 (Charitable Contributions)

Publication 542 (Corporations)

Publication 583 (Starting a business and keeping records)

IRS Form 990 and Instructions

AUBURN UNIVERSITY OFFICE OF TRADEMARK MANAGEMENT & LICENSING POLICIES AND PROCEDURES

Policies and Guidelines for AU Alumni Association Clubs

Use of Auburn University's name or other registered trademark implies association with the University. Therefore, any product, packaging or signage bearing Auburn University trademarks must be purchased only from those manufacturers licensed to produce merchandise bearing AU marks. Using an officially licensed company to manufacture a product ensures that the company has provided the correct product liability insurance and signed the University's labor code of conduct agreement.

To ensure consistency in the use of the AU name and logos, all designs must be approved by the Office of Trademark Management and Licensing before production. The licensed manufacturer will submit the design for approval on behalf of the organization. However, if there are questions concerning the design, the organization's representative may contact the Office of Trademark Management and Licensing directly.

Use of trademarks or other intellectual property owned by a third party must be approved by that entity in writing and submitted to the Licensing Office along with the desired artwork. For example, if you wish to use artwork, slogans, or trademarks created by someone not associated with your club, a written release allowing for such use is required before Auburn will grant design approval.

Royalties collected for using AU marks support the University's general scholarship fund. Therefore, royalties are due on all AU merchandise regardless of the purpose for which they are produced. This includes items given away at conferences, workshops, or clinics where a registration fee is required in which the price of the premium item has been included in the fee. Fundraising projects that use AU's trademarks on products are not exempt from royalty payment.

For more information about Auburn University's Office of Trademark Management & Licensing or for a current list of licensed manufacturers, visit our website at <http://www.auburn.edu/administration/trademarks>. The University has more than 500 licensees nationwide as well as numerous in-state and locally licensed companies from whom you can choose to produce your club merchandise.

Policies and Guidelines for Traditional Retail Merchandise

Any company interested in manufacturing products that will be sold to consumers through retail distribution channels (including the Internet) must obtain a license through Auburn's exclusive trademark licensing representative, The Collegiate Licensing Company (CLC). All companies must complete the application and the requirements for licensing as outlined by CLC. CLC will communicate all information to the Auburn University Office of Trademark Management and Licensing. Based on the information provided, the University will determine whether to grant a license to each applicant. Taking into consideration the current base of licensees, licenses may be granted to new companies in certain categories.

The basic requirements for licensing include completing the licensing application, providing proof of product liability insurance (minimum \$1,000,000), signing a license agreement, signing the labor code agreement (to protect AU trademarks from being produced under sweatshop conditions), paying the applicable advance fees, obtaining product and design approval through CLC from the University, and reporting royalties on the sale of Auburn merchandise.

To receive an application for licensing contact:

The Collegiate Licensing Company
290 Interstate North Circle Suite 200
Atlanta, GA 30339
Phone: 770-956-0520

HELPFUL AUBURN UNIVERSITY TELEPHONE NUMBERS

Office of Communications and Marketing	334-844-0929
Auburn Office of Alumni Affairs and Development	334-844-3716
Anders Book Store	334-821-1137
Athletic Department	334-844-4750
Athletic Ticket Office	334-844-4040 or 1-800-AUB-1957
Auburn Club Program	334-844-1148
<i>Auburn Magazine</i>	334-844-1164
The Hotel at Auburn University and Dixon Conference Center	334-844-4718 or 1-800-2AUBURN
Auburn Network Inc.	334-826-2929
Auburn University Department of Trademark Licensing	334-844-5180
Auburn University Information	334-844-4000
Financial Aid	334-844-4367
Foy Student Union Information Desk	334-844-4244
J & M Book Store	334-887-7007
Parking Services	334-844-4143
<i>The Plainsman</i>	334-844-4130
President's Office	334-844-4650
Public Safety	334-844-2255
Ralph Brown Draughon Library	334-844-4500
Registrar's Office	334-844-4367
Scholarship Office	334-844-4723
Dean of Students	334-844-4710
Student Employment	334-844-3868
Student Government Association	334-844-4240
Tiger Rags ~ Official Web Store of the Auburn Alumni Association	334-887-7772 or 334-887-7781
Tigers Unlimited	334-844-1151
University Bookstore	334-844-4241

**The Office of Alumni Affairs exists
to serve and assist you – our alumni and friends.**

**WE APPRECIATE THE VALUABLE SERVICE YOU ARE
PROVIDING FOR AUBURN UNIVERSITY!**

Thank you for your leadership!

www.aualum.org

WAR EAGLE!!!