

Tepper School of Business

Office of Alumni Relations

Club Partnership FAQ

Off-campus Student Treks

The Office of Alumni Relations is committed to fostering relationships between alumni and students. Those students participating in student treks across the globe are afforded the opportunity to meet with alumni during events that are organized for the purpose of networking and a beginning commitment as alumni for a lifetime. Supporting student club treks that include alumni events such as receptions, speaker and panel events are the main components of alumni support during student treks.

How does the Office of Alumni Relations support student treks?

The Office of Alumni Relations is eager to support our students as they travel on treks to cities across the U.S. and abroad. Alumni Relations assists clubs by making contact with key alumni leaders in the region, notifying them about the trek and in arranging an alumni event while they are on their trek.

How do clubs request support from the Office of Alumni Relations?

When dates have been set for a trek, the student leader must complete “**The Request for Event Support for Alumni Relations**” form which will be available online. We will ask you specific information about the trek itself as well as the type of support you seek from the Alumni Relations Office, for example is it a COC sponsored trek; an academic trek coordinated through Student Services with an academic component or a networking trek sponsored by a student club?

Student organizers will need to complete this form and submit it at least 30 days in advance of the start of the trek. A meeting will then be scheduled with the Executive Director to discuss any related issues concerning the involvement of alumni during the trek. This meeting may also include a representative from any other support groups or departments.

What type of support can the student club expect from the Alumni Relations office?

The Alumni Relations office normally allots up to \$300.00 for an alumni reception during a student trek. If the trek includes a number of cities, the amount can be increased to \$300.00 per alumni reception. The funds may only be used for food or room rental but not for alcohol. If the event is 100% sponsored by an alumnus or by a corporation, the Alumni Office is not able to offer additional funds.

Alumni Relations will also assist the club leaders in seeking out alumni to serve as hosts, panelists and/or speakers for a student trek event. We ask that the student leaders discuss their plans with our staff in advance and copy us on any correspondence with alumni. Relationships with alumni are vital to the school and all our communication with alumni is tracked and recorded.

What about thank you gifts for alumni speakers and hosts?

The Alumni Relations office has collaborated with the GBA concerning gifts for alumni who participate as speakers, panelists and recruiters. Club leaders will have access to an inventory of gift bags which they can sign out from the Office of Alumni Relations. Contact your club president or the GBA Alumni Relations VP for additional information. These gifts are free of charge to your club thanks to subsidies provided by the GBA and Office of Alumni Relations.

Is registration necessary for student trek events?

Yes. The Alumni Relations office keeps track of all events it helps to support as well as sponsor. Online registration is set up for students and alumni to RSVP. The alumni event is posted on the alumni events website. In the absence of an Alumni Office staff member we ask that student leaders attending the trek record the names, class year and email addresses of any alumni and students who attend an event but did not register in advance so that they may be added on to the master list.

On-Campus Speaker and Panel Events

The Office of Alumni Relations is happy to provide you with introductions to alumni who might serve as speakers or panelists during club events. With connections to alumni in many cities and across a broad array of disciplines, we can consult on potential speakers that will best suit the goal of your event. We understand clubs have created relationships with alumni independently of the Office of Alumni Relations over the years and we encourage these relationships. Please let us know when this is the case so we don't refer these alumni for other engagements.

How does the Office of Alumni Relations support speakers and panel events?

The Office of Alumni Relations is available to provide recommendations for potential speakers and introduce students to alumni we have a strong relationship with. If you're club has hosted the same speaker for many years and you are looking to engage new alumni on-campus, our office is eager to provide suggestions.

How do clubs request support from the Office of Alumni Relations?

Visit our Alumni Relations Support page on the website and fill out a request for support. The Executive Director will set up a meeting to learn more about your goals, if needed based on your initial request.

Will the Alumni Office pay for panel or speaker events?

No. For clubs that need funding for on-campus speaker or panel events, contact our colleagues in the [Corporate Relations Office](#) regarding corporate sponsorship opportunities or utilize your club budget.

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[Online Request for Support](#)

Office of Alumni Relations Staff

John Sengenberger, Executive Director
jseng@andrew.cmu.edu

Janice French, Assistant Director
janicef@andrew.cmu.edu

Meghan Bollens, Assistant Director
mbollens@andrew.cmu.edu

Gail Weems, Events Manager
weems@andrew.cmu.edu