

The UND Alumni Association & Foundation (UND AA&F) works closely with many departments on campus to assist in coordinating and marketing alumni events. To start the conversation about these services of support, please initiate the process by emailing this completed form to OneStopShop@undalumni.net.

UND approval must be granted at a Dean, Athletics Director, Provost, or Vice President level before a request can be given to the UND AA&F. Thank you for your support with this process.

Date of Request: _____ Requestor: _____ Dept.: _____

Phone #: _____ E-mail: _____

Area(s) of Service and Support:

Alumni Event E-blast Invitation Print Invitation Social Media Invitation Event Specific Website

Event Description:

Overview of the purpose, goals and target audience.

Date of event: _____

Fund Information:

Costs Charged to Fund #: _____ Fund Description: _____

**An unrestricted fund associated with the project will need to be made available for potential postage and print costs.*

UND Project Approval:

UND Administration Approval: Approved Denied

Name (print)

Title

Signature

Date

AA&F Comments:

****INTERNAL USE ONLY****

UND AA&F Management Comments and Signature:

Comments:

Name (print)

Title

Signature

Date