



# UChicago **Alumni** Association

## **ALUMNI ASSOCIATION POLICIES**

### CONFIDENTIALITY OF ALUMNI DATA

Any information you obtain through the UChicago Alumni Association is confidential and is not to be used for any purpose other than those approved by the Alumni Association. No part of the information you receive may be reproduced, retransmitted, distributed, published (except with permission from all those being published), or used for commercial or political purposes. Furthermore, any contact information changes for alumni and volunteers should be forwarded promptly to a staff liaison.

If a volunteer is to receive confidential data it will be distributed through UChicago Box, an online file sharing platform. UChicago Box is the safest way to share data because it is easy to use, is encrypted, allows users to control viewing privileges, and offers unlimited storage. Data will no longer be sent via email, because email is not a secure way to share alumni information.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

If a registrant on an event is listed as [FERPA](#) that means at one point the student/alumni notified the University that they wished to keep his or her [directory information](#) private. The University has an obligation to meet the student's request and not publish or share this information, which includes name, address, and email.

Get the latest on FERPA at [familypolicy.edu.gov](http://familypolicy.edu.gov).

### NONRECOMMENDED CLUB/GROUP EVENTS

**Fundraising event:** The University of Chicago will support fundraising activities whose purpose is to raise money specifically for University students, programs, scholarships, faculty, and staff. Fundraising activities for other nonprofits or organizations should not be planned or promoted by recognized alumni groups, nor should solicitations be made for other nonprofits or organizations using the University's name or resources.

**Political candidates:** Alumni groups cannot endorse any candidates for political office, make donations to any politician's campaign, issue statements for or against any candidate, or engage in any activity that would either support or oppose any candidate for public office. Further, no political fundraising may occur on the

University of Chicago's campus, in the name of the University or one of its alumni groups, or through the use of University email accounts. These prohibitions apply to all campaigns, including those at the federal, state, and local levels.

## PROGRAMMING

The Alumni Association recognizes the diverse and engaging activities in which our alumni, parents, family, and friends may participate. While the University and its volunteers aim to record and recognize all engagement and volunteerism, the following are criteria for events and programming that may be defined as group activities:

- All events should further the connection between alumni, parents, families, and friends to each other as well as the University and its community.
- All events must be open to all alumni and other University constituents regardless of degree, race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to participation in the programs of the University.
- Events may be geared toward, or intentionally serve the needs of, one segment of the community but must be advertised and open community-wide.
- Group events that are "closed" or by invitation only, advertised to a personal invitation list, or advertised only through volunteers' individual networks must have the purpose of inclusive engagement planning, for example, board/officer meetings, committee meetings, programming meetings. These events do not have to be advertised to the entire community, but the staff liaison should be made aware of the meeting in order for the meeting to be applied toward officer engagement.
- Events must support, and not conflict with, existing Alumni Association events and activities.
- Events may include support for the philanthropic needs of the University. These funds should be sent to the Alumni Association for appropriate deposit and recognition. Events cannot aim to financially contribute to any other organizations, be they for profit or not for profit.
- Events with the sole purpose of promoting or advancing the publications or career of an individual alumna/us are strongly discouraged. Should there be an opportunity to plan and execute a distinguished alumni lecture or panel on topics of particular interest to a broader community, please work with your staff liaison to ensure that the event is inclusive and within the standard parameters for this type of special programming.
- Officers and members can review the UChicago insurance policy covering group events prior to hosting any events by contacting your staff liaison.

## PUBLIC IMAGE DISCLAIMER

Photos you did not take with your own personal camera are likely covered by intellectual property laws and therefore require permission to use. Often there will be

no issue if permission is requested. Other instances might require inclusion of a photo credit or copyright message.

#### SIGNATORY AUTHORITY POLICY

Contracts: Your staff liaison handles all contracts for your events in order make sure that the contracts meet University compliance standards. Volunteers are encouraged to request contracts from vendors, but all signatures and contract amendments must come from a University official. In no event shall any volunteer sign on behalf of the University or the club/group.

#### TICKET REFUNDS

Event refund policy as of July 2017: Event tickets are nonrefundable unless otherwise noted in the event listing and barring extenuating circumstances. Please read all individual event registration and cancellation information thoroughly and contact the event volunteer organizer if you have questions. A registrant who can no longer attend an event is permitted to transfer their ticket to a friend or to someone on the waitlist, should there be one.

#### UNIVERSITY FACULTY SPEAKER

The Alumni Association does not cover honorariums, gift certificates, payments of any kind for speaker's fees for any University faculty speaker. If your group is organizing a speaker event, you can include a physical gift for the speaker into the program budget (for example, an item from the UChicago bookstore). Occasionally the Alumni Association can provide a group with free speaker gifts determined by what is in stock (for example, UChicago branded picture frames, pens, ties, scarves).