

Finances:

Each club must submit an annual budget to their regional programs staff contact by September 1. This information is increasingly important as the number of clubs transitioning to the participation model grows and is needed to help inform the regional programs budget. The goal of all club events is for them to break even. The Office of Alumni Affairs will offer financial support for programs that include current students, new events striving to increase engagements and other strategic programs. Please do not hesitate to contact your Alumni Affairs Regional Staff Contact if you have concerns.

Event Payments

- Your main financial goal for events typically should be to break even.
- Aim to cover your event costs on a per-person basis, but even if an event is free, think about charging a small fee. Not only will people perceive your event's value as greater, but you will help ensure that those who RSVP do in fact attend.
- Experience has shown that charging too little signals a sub-par program and may decrease attendance. An exception can be Zinck's night which may not require more than a \$5 fee.
- Your Alumni Affairs Regional Staff Contact is responsible for creating an online registration page as a mechanism to collect event registration fees. Once all details of the event are in place please forward the information to that person.
- Any and all contractual obligations should be forwarded to the alumni affairs office.