



## Campus Support Request Form

The University of Georgia Alumni Association is pleased to offer support for UGA related activities and events. In order to insure adequate processing time, requests should be submitted at least 90 days before the program date. When possible, the Association welcomes the opportunity to address your group.

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Date of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Will attendees be: \_\_\_\_\_ students \_\_\_\_\_ faculty \_\_\_\_\_ staff \_\_\_\_\_ alumni \_\_\_\_\_ community  
(check all that apply)

Amount of support being sought \_\_\_\_\_

Total Program Budget \_\_\_\_\_

Method(s) of recognizing Alumni Association contribution, i.e. publicity: \_\_\_\_\_

Amount of support from other sources (list sources, if applicable):

\_\_\_\_\_  
\_\_\_\_\_

Yes! We would welcome the Alumni Association to one of our meetings. Please contact \_\_\_\_\_ (if different from above).

Additional Comments or Requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Check should be made payable to: \_\_\_\_\_

**To be considered, complete this form and return it to:**

UGA Alumni Association, Wray-Nicholson House, Athens, GA 30602-6372

Questions ? Contact Deborah Dietzler, Executive Director, at 542-2251, dietzler@uga.edu



## Campus Support Fund Reporting Guidelines

### Acknowledgements

Public acknowledgement of funding from the UGA Alumni Association should be included in any printed publicity materials, programs or reports. Please use the following single line of text for all acknowledgements:

This program is supported in part by  
the University of Georgia Alumni Association

The Alumni Association logo is available for use. Please request it, along with a style guide, from the Alumni Office at 542-2251.

### Report

A brief, one-page report must be submitted following the completion of any program, activity or other event that received funding from the UGA Alumni Association. The report should summarize the highlights of the program, attendance, discussion and any other details that would help illustrate the impact of this program on the University and its students. Reports should be sent within 30 days of the completion of the program to:

Deborah Dietzler  
UGA Alumni Association  
Wray-Nicholson House  
298 S. Hull Street  
Athens, GA 30602  
Fax: 706-542-8143  
E-mail: dietzler@uga.edu