The Alumni Relations Office promotes events that foster alumni engagement with the University. Alumni Relations will consider all requests for assistance with alumni engagement, however, six months advance notice is requested in order to maximize the resources Alumni Relations can provide.

Process for requesting support from Alumni Relations:
1. Contact the Alumni Relations office and set up a meeting. You can do this via phone, email, or in person.
2. During the meeting with the Alumni Relations staff, an ‘Affinity Project Planning Form’ will be completed in order to determine what level of involvement Alumni Relations may commit.
3. In coordination with Alumni Relations, a project work plan will be developed and may include an alumni committee, communications plan, and event logistics.

Events supported by Alumni Relations and attended by students and alumni must be in compliance with University Relations’ and Student Affairs’ policies and procedures and be in line with University mission and goals. For student led projects, the Student Leadership & Development Activity Planner must also be completed.

To set up an appointment or for questions, please contact Alumni Relations at alumni@lmu.edu, 310.338.3065, http://alumni.lmu.edu, or come by VDA. Alumni Relations will review this policy annually make updates as needed.

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