

# Alumni in Service to Oberlin College

## Guidelines

### GENERAL OVERVIEW

- The purpose of the Alumni in Service to Oberlin College (ASOC) grant program is to provide the opportunity for Oberlin alumni to connect, via a public lecture or performance, with the current Oberlin College and Conservatory community with a primary focus on undergraduate students. Current students should have the opportunity to understand and explore the impact that Oberlin had on the alum's career and personal endeavors.
- The visitor must be an alumnus/na of Oberlin College or Conservatory.
- There should be at least one public lecture provided to the campus community. The ASOC program does not fund alumni visits solely to individual classes or courses. There must be a public announcement in a public venue for the larger campus community. See *Publicity and Marketing* below for more details.
- A curriculum vitae and recent photograph (e-version is fine) must be submitted to the Office of Alumni Engagement within two weeks of your initial application.
- The ASOC visitor will have a breakfast or coffee meeting with a representative of the Office of Alumni Engagement. It is the responsibility of the sponsoring organization to inform the alum of this commitment and to include it in any formal schedule given to the alum. The Office of Alumni Engagement covers the cost of this meeting and it is not considered part of the \$500 allocation.
- Only the original alumnus/na listed on the application is approved for funding. If the original guest has to cancel his/her visit to campus, a new application must be submitted to the Office of Alumni Engagement and the approval process begins anew. Funding does not automatically "roll over" to a new speaker.

### ACCOMMODATIONS

- The sponsoring organization needs to make all accommodations reservations. The Office of Alumni Engagement does not provide this service.
- Contact The Hotel at Oberlin or one of the local Bed and Breakfasts to arrange housing for your visitor. Please make sure to alert The Hotel at Oberlin reservations desk that you are reserving a room for a college event and would like the special college rate. You may find a full list of accommodation options on the college [visiting](#) Oberlin page.

### PUBLICITY AND MARKETING

- At least one public lecture (to the campus community) must be provided by the visiting ASOC speaker. The Alumni Office encourages sponsoring departments/organizations to fully utilize the expertise of alumni visitors with a variety of scheduled events, student meetings and other activities that enhance the academic community. We encourage sponsoring organizations to carefully consider the many interests and abilities of the visiting alum and match them with a wide array of appropriate campus departments, student organizations, and other campus groups.
- Be sure to include the Alumni Office on ALL – paper and online - advertisements for the appearance. Wording should be along the lines of: "Special thanks to the Office of Alumni Engagement for their support of this lecture" or similar. If there is a group of sponsors, it is fine to just include "Office of Alumni Engagement" in the list.
- All alumni lectures and appearances must appear on the online Events Calendar. It is the responsibility of the sponsoring organization to post this information online at least fourteen (14) days prior to the visit.
- It is expected that a poster or flier for the alumni appearance be created and posted around campus at least seven (7) days prior to the visit.
- Any requests for photographers or public relations outreach should be directed to the Office of Communications.

## **REIMBURSEMENTS AND PAYMENTS**

- For direct reimbursement to the alumnus/na: The sponsoring department is responsible for reimbursing the alumnus/na.
- For transfers of funds and/or reimbursements to departmental accounts: You must submit an expense reimbursement form and the original receipts to the Controller's Office. You will then need to send an email requesting reimbursement with the departmental account number to credit along with copies of all paperwork, including receipts and invoices for travel, airfare, car rental, individual meal receipts, and/or lodging costs to kim.kosonovich@oberlin.edu and cc alumni@oberlin.edu.
- Invoices generated by the sponsoring organization will not be reimbursed.
- Alumni in Service to Oberlin College funds may only be used for approved travel expenses, including lodging, air or car fare, and meals for the individual visitor.

ASOC funds may not be used, in full or partially, to pay for: honoraria, stipends, gifts, receptions, group dinners, or other entertainment events.

Funding support from other campus sources, such as academic departments or student organizations, is encouraged and expected. The Alumni Office rarely serves as the sole sponsor for an alumni speaker.

*\* These guidelines are provided as a service to sponsoring organizations and may not cover all the aspects of event-planning that need to occur for your particular situation.*

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