

Alumni in Service to Oberlin College (ASOC) Checklist

ASOC Guest: _____
 Date(s) of Visit: _____
 Visitor Coordinator: _____

	Task	Notes
	Submit ASOC funding request via form on Alumni Association website.	
	Submit ASOC Guest's CV/Resume (if separate from funding request).	
	Submit ASOC Guest's Headshot (if separate from funding request).	
	Receive confirmation of funding allocation from Alumni Office.	
	Arrange accommodations for ASOC guest.	
	6 weeks prior to visit: arrange photography/PR with Office of Communications or Conservatory Public Relations (if applicable).	
	4 weeks prior to visit: confirm dates of visit, event, career conversation, and breakfast/lunch/coffee meeting with Office of Alumni Engagement. This meeting will be covered by the Office of Alumni Engagement and is not part of the funding allocation.	
	2 weeks prior to visit: post public event(s) on Oberlin Events Calendar (http://calendar.oberlin.edu). Please include the Office of Alumni Engagement in the listing.	
	1 week prior to visit: promote public event(s) with posters/flyers around campus. Please name the Office of Alumni Engagement as a sponsor.	
	Enjoy your ASOC Guest's visit.	
	Within 2 weeks following the visit, reimburse your ASOC Guest's expenses directly to the alum.	
	After reimbursing your ASOC Guest, please email Kim Kosonovich and cc alumni@oberlin.edu the name of the guest, the sponsoring department/organization, the FOAP, and scanned copies of all receipts to receive ASOC funding reimbursement. Funding will cover travel, individual meals, and lodging costs only.	

If you have any questions, please contact alumni@oberlin.edu or x58692