Greetings from the Alumni Relations Office

We would like to extend a very warm welcome to the LKY School Alumni Community! If you have completed a degree programme from us or were an exchange student with us for one term, you are automatically considered an LKY School alum!

As an alum, we know that you are our School’s most loyal supporter and are best placed to be our international ambassador. You are also a great source of mentoring and support for our students as they embark on their careers after leaving the LKY School.

We want to thank you for your continuing support and want to do our best to ensure that we stay connected!

Being an alum of LKY School also provides many opportunities for you to socialise and network with your peers after leaving the School.

One of the great ways that you can continue to keep in touch with your fellow schoolmates, forge new friendships and stay connected to your alma mater is through joining a Country Alumni Chapter.

The Chapter is run by the alumni who volunteer to dedicate their time and effort in planning meaningful events and activities for the benefit of alumni members. If you are interested in starting an Alumni Chapter in your country, this handbook will offer you some useful information and suggestions.
What is a Country Alumni Chapter?

A Country Alumni Chapter is an organised group of alumni network that represents a geographical location. The Chapter is led by a dedicated committee of alumni volunteers who are interested in organising activities to engage alumni in the same country.

Objectives:

- Connect with and encourage fellow alumni living in the Chapter’s location to develop closer ties with each other and with the School.

- Create a vibrant alumni network through reunions, talks, and community service to further the mission of the School.

- Offer advice to alumni who are looking to relocate into the Chapter’s location.

- Act as a liaison between alumni and the School, update the Alumni Relations Office on the Chapter’s activities and communicate the latest developments of the School with the alumni.

- Provide support for current and incoming students for mentoring, professional development or student recruitment.

- Support NUS, in collaboration with the LKY School, in realising its vision to be a global university centred in Asia.
How to set up a Country Alumni Chapter?

Setting up a Country Alumni Chapter is easy. The Alumni Relations Office is ready to provide the support and guidance you need. Please see below for more information.

Requirements for setting up a Country Alumni Chapter

- There must be at least 20 alumni who are citizens of the country or residing in the country.
- A committee with designated volunteer officers to undertake responsibilities in the Chapter.

Step 1. Contact the Alumni Relations Office.

Once you have decided to set up a Country Alumni Chapter, you can contact the Alumni Relations Office with the following information:

- Your name, programme/year (e.g. MPP 2013) and contact details
- The country and city* where the Chapter is to be established
- Names and programme/year of your Executive Committee members (e.g., President, Vice-President, Treasurer and Secretary)
- Types of activities that the Chapter will organise

*In large countries, geographic sub-units of a country or nation (e.g., a city, province, state, or territory) may be recognised as a separate Alumni Chapter subject to the approval of the LKY School.

Step 2. Support from the Alumni Relations Office.

The Alumni Relations Office will work together with you in setting up the Chapter and providing essential information such as any existing Chapters in your area and assist to spread the word to alumni in the area. Currently, the LKY School has Alumni Chapters in a number of countries. For the latest list of Country Alumni Chapters and contact information of Chapter Presidents, please visit http://lkyspp.nus.edu.sg/alumni/lkyspp-alumni-chapters/

The Alumni Relations Office can also help in the following ways:

- Assist the Chapter in planning and promotion of activities
- Promote the Chapter and its activities on the School’s website, social media and via emails
- Provide a one-time startup funding to newly established Chapters
Step 3. Form an Executive Committee.
The Country Alumni Chapter will be led by an Executive Committee. Having a dedicated and well-defined leadership is paramount to the success and longevity of the Chapter. Membership of the Executive Committee should comprise a President, Vice-President, Treasurer and Secretary. Below are the responsibilities for each of the Executive Committee member.

President- Head of the Executive Committee.
This position acts as the primary liaison between the Chapter and the Alumni Relations Office. Primary duties include:

- Convene and chair Chapter meetings
- Plan and give strategic directions for events and activities
- Promote the Chapter to alumni residing in the country
- Call for election when Chapter term is due
- Communicate regularly with the Alumni Relations Office on Chapter’s progress and activities

Vice-President- Vice-Head of the Executive Committee.
Primary duties include:

- Assist the Head in the duties
-Preside over meetings if the Head is unable to attend

Treasurer- Manages the financial aspect of the Chapter.
Primary duties include:

- Keeping accurate record of the Chapter’s account
- Liaise with the Alumni Relations Office on any reimbursement matters
- Manage the budget for Chapter’s activities

Secretary- Provides secretarial support to the Chapter.
Primary duties include:

- Prepare meeting agendas
- Take notes of meeting and distribute to committee members
- Handle all correspondences for the Chapter
- Maintain Chapter members’ details and update Alumni Relations Office on any changes
- Prepare reports on Chapter’s activities including attendance lists
How long is the term for Executive Committee members?

Each Committee member’s term is one year and is eligible for an extension for another year. In the event where a Committee member resigns from his/her position, the Chapter can nominate candidates and open up the position for other alumni to fill. The Chapter needs to communicate with the Alumni Relations Office on the change.

What sort of activities and events to organise?

Each Country Alumni Chapter is encouraged to organise at least one to two activities or events per year. The Chapter should ideally meet up at the end of the year to come up with a work plan and calendar of events for the upcoming year.

Suggested activities or events include:

- Networking functions
- Reunion gatherings
- Workshop (Career, Public Policy)
- Family Day out
- Community Services
- Coffee chat with prospective students
- Mentoring sessions with current LKY School students on careers
- Send-off parties for students departing for their studies at LKY School

Communicating with the Alumni Relations Office.

The Head of the Executive Committee is encouraged to provide updates on the activities or notable events related to the alumni in their Chapter on a regular basis or whenever there is a change in the Executive Committee membership. This will help the School share the information widely within the School as well as with the LKY School’s global alumni network.
Funding

The School will provide a one-time startup funding of S$1,000 to newly established Chapter to be used within the first Chapter Term to kick start the Chapter activities on a reimbursement basis.

For reimbursement, relevant receipts must be submitted to the Alumni Relations Office.

**Steps**

1. Approval for funding support should be obtained by the Chapter BEFORE financial commitments are made.

2. The funding support provided will be in accordance with NUS Finance guidelines which should not exceed the below amount per person:

   - Breakfast/Tea  S$25
   - Lunch  S$55
   - Dinner  S$100

3. The amount of support will depend on the nature of the event and the level of participation by the Chapter’s members.

4. For reimbursement, please submit a short write-up of the activity/event, photographs, original receipt, Request for Payment form and list of attendees to your relevant designated contact at the Alumni Relations Office within one month after the completion of the activity/event.

*Subject to approval from the Alumni Relations Office*
Contacting the Alumni Relations Office

Got questions that we did not manage to answer? Do not worry, we are an email away. You can forward your enquiries to lkysppalumni@nus.edu.sg.

Alternatively, please feel free to get in touch with our liaison officers. You can find our contacts at:

http://lkyspp.nus.edu.sg/alumni/alumni-contact