

Student Alumni Engagement Sponsorship (SAES)

The Student Alumni Engagement Sponsorship (SAES) provides funding to registered campus organizations (RCO's) that seek to promote the Student Alumni Association's values through campus events or programs. RCO's seeking to host events or programs that promote alumni engagement by creating opportunities to build connections between alumni and students are eligible to apply.

VISION

The Student Alumni Engagement Sponsorship was driven first and foremost by the desire to make UCI a home away from home for our alumni. With this program, we hope to have campus organizations proactively engage their alumni, and foster lifelong relationships that will connect alumni with current students and/or organizations.

GOALS

The Student Alumni Engagement Sponsorship's goals shall be to:

1. Empower organizations to proactively and independently connect and engage with alumni
2. Create opportunities for alumni to return to campus and give back
3. Promote and support alumni engagement with students

ELIGIBILITY REQUIREMENTS

All events must meet the following criteria to be considered for Student Alumni Engagement Sponsorship:

1. Events must promote alumni engagement by connecting UCI students and alumni.
2. Applications can only be submitted by registered campus organizations.
3. Event audience or attendees must be comprised of (but not limited to) current UCI students and UCI alumni.
4. Event must take place during the same quarter that you are applying in.
5. All events must have a check in system to track attendance and additional information of all event participants or attendees during their event.
6. Event owners must submit a post event evaluation and final attendee list (in correct format) within one week after event date.
7. Events shall have received all necessary written approval by appropriate campus officials prior to consideration.
8. Awarded organizations must agree to the SAES terms of agreement by signing a contract.

HOW TO SUBMIT YOUR APPLICATION

Completed applications can be submitted via email to ucisaa@uci.edu with a subject line in the following format: **SAES_MMDDYY_EventName**. Applications can also be mailed/ delivered to:

ATTN: Kathryn "Kat" Wong
UCI Alumni Association
Newkirk Alumni Center
450 Alumni Court
Irvine, CA 92697-1225

2025-2026 SAES Application

Please complete the following application thoroughly and accurately in its entirety. Incomplete or late applications will not be considered. For any questions or concerns, please contact us at ucisaa@uci.edu.

General Information:

Event Title: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Event Type (check all that apply):

- ☐ Panel
- ☐ Mixer/Social
- ☐ Networking
- ☐ Workshop
- ☐ Other, Please specify: _____

Total amount requested for consideration (\$700 max.): \$_____ Partnering

organizations, departments, or individuals (if any) on the event:

Expected Number of Total Attendees: _____

of Student Attendees: _____ # of Alumni Attendees: _____

Target Student Audience: _____

Target Alumni Audience: _____

Ticket Cost (if any): _____

Please list other funding sources (if any): _____

Primary Contact:

Name: _____

Club/Organization: _____

Title: _____

Email: _____ Phone number: _____

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Secondary contact (if applicable):

Name: _____

Club/Organization: _____

Title: _____

Email: _____ Phone number: _____

How did you hear about this sponsorship? _____

Any comments or questions _____

Event Description and Purpose:

1. Describe the overall purpose/goal and format of the event.

2. What will attendees (students and alumni) gain from this event that aligns with the Student Alumni Association's vision?

3. What will be the process for implementing the event? Please include a detailed timeline of dates and deadlines.

4. Describe your marketing or outreach plan for alumni and students. Note: In special circumstances, the Alumni Association can support organizations needing assistance contacting alumni.

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Event Expenses:

List all event expenses* for which funding is being requested in the chart below. Please be as detailed as possible. Total amount requested cannot exceed \$1000.00 total. Note: If funding is awarded, verification of expense (i.e. receipt, invoice, etc.) is required for reimbursement.

Item	Purpose	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

****Total Amount Requested: \$**_____

Additional Notes:

- The requested amount is not guaranteed. If selected, the award amount will range between \$100-500.
- It's highly recommended that applicants review the reimbursement policies in detail and understand the requirements for certain reimbursements (i.e. catering/food reimbursements require a copy of the event sign in sheet with signatures and event invitation/flyer along with the receipt/invoice)
- Funded expenses include catering, event materials, AV equipment, equipment/props, banquets, decorations, speakers, honoraria, facilities, and reunion events. Non-funded expenses include beverages, awards/trophies, conference fees, fundraisers, operational expenses, retreats, security, summer events, and travel.