Useful information for your Alumni Network
Funding
Alumni networks should aim to be self-sustaining and operate events/activities that are either free to run, sponsored, or funded through selling tickets. The university has a small funding pot that alumni networks can apply for, up to £500 is available each year. Networks will need to demonstrate the purpose of the event, potential key outcomes and how the event aligns strategically with the University’s key objectives.

Apply here

Data
As networks are independent from Newcastle University, we are unable to share alumni data with alumni networks under the General Data Protection Regulation. Details of the University’s Data Protection policy can be found at www.ncl.ac.uk/data.protection. However, we are more than happy to send out invitations and communications to alumni on your behalf. You can also communicate with your members by setting up a social media group such as: Facebook or LinkedIn. Please follow the links below for guidance on how to set up groups on LinkedIn and Facebook.

www.linkedin.com/help/linkedin/answer/a540824/linkedin-groups-membership-overview?lang=en

www.linkedin.com/help/linkedin/answer/a553124

www.facebook.com/community/getting-started-with-groups

Insurance
Networks are autonomous and independent from Newcastle University. This means that activities, members and officers are not covered by the University’s insurance policy. The University is unable to provide specific advice regarding insurance policies; however, we encourage networks to seek independent advice as to whether insurance would be advisable for the network. We are aware that this may differ region to region.

Risk Assessments
When organising activity, a network will need to ensure that they minimise risk for attendees. This typically means liaising with venues to ensure they have been risk assessed and have the appropriate insurance cover. If you need to undertake your own risk assessment, you can obtain information at www.hse.gov.uk/risk. Information may vary region to region, and we suggest checking with the relevant organisations for your region.
Constitutions

Some networks also have their own formal constitution, which can provide a framework for the network’s operation. This can help clarify the purpose and objectives of the network, set out formal procedures for dealing with issues that may arise and provide a structure to assist in succession planning. For some regions, this can be a lengthy process. For more information, including an example constitution for guidance, please read a guide to creating a constitution.

Volunteering Agreement

Newcastle University asks all alumni volunteers to sign a Volunteering Agreement. This outlines the University’s commitment to our alumni volunteers and what we expect of alumni volunteers when acting in conjunction or on behalf of the University. Any network leader or key contact within the network will be asked to read and sign the volunteer agreement: forms.office.com/r/p6NTavGXfC.

Events

Events are a great way to engage with members, both face to face and virtually! It is likely that you are experts as to what your members would like to participate in, but if you need some inspiration, we have compiled a list of suggestions ranging from the very informal to an annual gala dinner. Click here for ideas.

If you would like to raise awareness of your network’s activity, or invite members of the wider alumni community, we are happy to send communications on your behalf and promote your events. All we ask is that you inform us of the event a minimum of 8 weeks in advance.

Events can sometimes take a lot of time and organisation, with lots of small tasks to be completed before the big day. To help we have created a pre-event checklist.

Find out more...

For more information or to arrange an informal chat with a member of the team, please contact the NU Alumni Engagement team via email: alumni.volunteer@newcastle.ac.uk