

## **GENERAL OVERVIEW**

The Marjorie Wood Brittingham '60 Alumni in Service to Oberlin College (ASOC) grant program provides the opportunity for Oberlin alumni to connect with the current Oberlin College and Conservatory community, particularly undergraduate students, via a public lecture or performance. Current students should have the opportunity to understand and explore the impact Oberlin had on the ASOC Guest's career and personal endeavors.

All ASOC guests must be alumni of Oberlin College or Conservatory. There should be at least one public event provided to the community. **The ASOC program does not fund alumni visits solely for 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. Applications for ASOC Guests can be submitted online via a form located at <http://new.oberlin.edu/office/alumni/volunteer/asoc.dot>. Grants of up to \$500 will be allocated on a first come, first serve basis for applicants that meet all ASOC criteria until all funds for the fiscal year have been assigned. We are not able to hold ASOC grant funding in anticipation of pending application requests. When the ASOC form is submitted, you will receive confirmation by email. If you have not received confirmation of your submission, please review the process or contact the Office of Alumni Relations. *Please be mindful when applying that unused allocated funds could go toward bringing more ASOC Guests to campus in a given year.*

## **PUBLICITY AND MARKETING**

The visiting ASOC Guest must provide at least one public lecture/performance for the campus community. The Office of Alumni Relations 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 ASOC Guest and coordinate the visit with a wide array of appropriate campus departments, student organizations, and other campus groups.

This year, in partnership with the Career Development Center, the ASOC program will be leveraged into an alumni speaker series titled "Alumni Conversations and Careers." Please include the Alumni Association on ALL advertisements (print and online) for the ASOC Guest's appearance and indicate that the event is a part of the "Alumni Conversations and Careers" speaker series.

All ASOC Guest lectures and appearances must appear on the online Events Calendar located at <http://calendar.oberlin.edu>. **It is the responsibility of the sponsoring organization to post this information online at least fourteen (14) days prior to the ASOC Guest's visit.** It is expected that a poster or flyer for the ASOC Guest's appearance be created and posted around campus at least seven (7) days prior to the visit.

Requests for photographers or additional public relations outreach should be directed to either the Office of Communications or Conservatory Public Relations with at least 45 days notice.

## **CAREER CONVERSATIONS**

Sponsoring organizations are expected to allocate at least an hour on the ASOC guests schedules for individual career conversations with students in the Career Development Center. It is the responsibility of the sponsoring organization to notify the ASOC Guest of the career conversation and to include it on any printed itinerary or schedule.

## **REIMBURSEMENTS AND PAYMENTS**

The sponsoring organization should reimburse the ASOC Guest directly, and then seek reimbursement from the Office of Alumni Relations. You may begin the reimbursement process following the ASOC Guest's visit by e-mailing the following items to

[Kim.Kosonovich@oberlin.edu](mailto:Kim.Kosonovich@oberlin.edu):

- Name of the ASOC Guest
- Name of the sponsoring organization
- FOAP
- Scanned copies of all receipts (invoices generated by sponsoring organizations will not be reimbursed)

ASOC funding will cover travel fares/mileage, individual meals, and lodging costs. ASOC funds may not be used, in full or partially, to pay for: honoraria, stipends, gifts, receptions, group dinners, spouse/additional guest expenses, or other entertainment events. More information about meals and accommodations can be found below.

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

Please seek reimbursement within 30 days of the ASOC Guest's visit. Leftover funds from allocations can be used to bring additional guests to campus.

## **MEALS**

ASOC Guests may submit receipts for their individual meals while they are on campus. ASOC grants do not cover group meals, receptions, or event dinners.

A condition of the ASOC grant requests that the participating sponsor organization schedule a weekday (Monday–Friday) breakfast with the Office of Alumni Relations staff. In general, breakfast is held at 8:45 a.m. at the Black River Café and is paid for by the Office of Alumni Relations. Breakfast is not deducted from the grant allocation.

It is the responsibility of the sponsoring organization to notify the ASOC Guest of this breakfast and to include it on any printed itinerary or schedule. If scheduling does not allow for a breakfast meeting, arrangements for a coffee meeting can be made by contacting [alumni@oberlin.edu](mailto:alumni@oberlin.edu).

*Prior to including breakfast on the written schedule, please confirm the correct date and time with the Office of Alumni Relations at least four (4) weeks prior to the visit.*

## **ACCOMMODATIONS**

**The sponsoring organization needs to make all accommodation reservations.** The Office of Alumni Relations does not provide this service. If making arrangements through the College, you will receive a discounted rate at the Hotel at Oberlin. Please mention to the Hotel at Oberlin reservations desk that you are reserving a room for a college event and would like the Oberlin College direct bill rate. The rate is typically **\$119** per night. If you would like the Hotel to bill the Office of Alumni Relations directly, please email the following information to [Kim.Kosonovich@oberlin.edu](mailto:Kim.Kosonovich@oberlin.edu):

- The reservation number.
- The ASOC Guest's name.
- The night(s) needed for the stay.
- The sponsoring organization.

A full list of nearby accommodation options, including bed and breakfasts, is available at <http://new.oberlin.edu/visitor/accommodations.dot>.

**Thank you for participating in the Margorie Wood Brittingham '60 Alumni in Service to Oberlin College Program.**