

## **ALUMNI TRUST FUND**

### **History and Guidelines**

The Alumni Trust Fund (ATF) is an endowment fund managed by Muhlenberg College on behalf of the Alumni Board. Along with the one-time membership fees paid by alumni since the ATF began in 1971, the income from investments since the ATF's inception allows the Alumni Board to support important programs, projects and initiatives that connect Muhlenberg alumni with one another and the College. The Alumni Board utilized the Alumni Trust Fund to make many significant contributions on behalf of the entire alumni body, including funding for two Life Sports Center expansions, the construction of the Trexler Library, the Field of Dreams project, new walls for the Athletic Hall of Fame, a lounge in the new addition to East Hall, a legacy student scholarship, digitization of The Weekly and Ciarla, as well as helping to facilitate the outreach and work of the Alumni Affairs Office.

### **HISTORY**

On December 11, 1971, several members of the Alumni Association Executive Council\* developed and successfully implemented a fund drive for Muhlenberg Alumni known as the Muhlenberg College Alumni Association Lifetime Membership Trust Fund (referred to as the Lifetime Membership Fund). This Fund called for one-time membership dues of \$150 for an individual or a total of \$175 for an alumni couple. The purpose of this fund was to use the income in a manner that best advanced the interests of the College and the Alumni Association, with an emphasis on supporting those projects that were viewed as meaningful to the College, particularly contributions for capital projects. The Fund was managed financially by three Alumni Association Trustees who were appointed by the Executive Council.

On December 31, 1988, an agreement was signed between President Messerli and the Alumni Executive Council which served to turn the financial management and responsibility for the Fund over to the College. The understanding was that money that had been contributed was to be managed as part of the College's endowment funds, and that income generated would only be used for capital projects. The agreement also officially renamed the Lifetime Membership Fund to The Alumni Association Fund.

On December 12, 2001, another agreement was signed between President Taylor and the Alumni Council Executive Council. The Fund would continue to be managed financially along with the College endowment. However, income from the Fund would be presented by the College to the Alumni Executive Council on an annual basis, and a budget committee consisting of the Alumni Executive Committee, the Director of Alumni Relations and a representative from the President's office would work together to plan expenditures for the year. The first \$15,000 of income would continue to be used for capital projects only. However, to create a greater sense of ownership, the Alumni Council would now be able to direct funds up to \$15,000 over and above the mandatory \$15,000 capital expenditure. The remaining income over \$30,000 in annual designations would be reinvested into the principal.

On December 3, 2004, the First Amendment to the 1988 original agreement was signed by President Helm and the Alumni Executive Council. It stated that the first \$15,000 of annual income would be committed to capital purposes only. Income above \$15,000 would be utilized as set forth by the budget committee, allowing the Alumni Executive Council to direct more than \$30,000 of funds in a given year.

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\*The Alumni Association Executive Council was renamed the Alumni Board after the various agreements and amendments establishing and regulating the Alumni Trust Fund were signed.

## **Submission, Review and Approval Process**

### **Overall Guiding Principle**

We believe foremost in supporting the life of our College, and in encouraging excellence and diversity among all of the College's activities. We see these small grants from the Alumni Trust Fund surplus over our designated commitments as investments in the College's future and a way to foster a positive environment with the Alumni Board and the College.

### **What We Fund**

The Alumni Board makes small grants to programs and initiatives in specific areas that the College does not otherwise fund. Requests must always lead to long-term sustainability as well as achieve the College's and Board's stated aims.

We will consider programs/initiatives that:

- Are innovative and of high quality
- Provide direct benefits to students, alumni and the College
- Have the potential to leverage additional support from other private/public donors

We will not consider applications for:

- Religious organizations
- Political or advocacy organizations
- Organizations supported by students, faculty, alumni and friends of the College for the benefit of their families

### **Priorities**

The initial priorities are:

- Increasing alumni involvement in financial support of the College
- Preparing current students to become active, contributing alumni
- Developing student leadership thru distinctive learning experiences
- Increasing the on-campus visibility of the Alumni Board
- Incremental support for moral, character and professional development

### **How to Apply**

In order to be considered for such funding, a requestor must complete an application which is available at:

<https://docs.google.com/forms/d/e/1FAIpQLSc5pTqQmsFMNnBpj8pCtmgJyNnSY-qp6LdlexsjK2U71Cljgg/viewform>

## **The Review Process**

The Alumni Board's Alumni Trust Fund Committee will evaluate proposals based the following criteria:

- Adherence to guidelines and priorities listed above
- The need it addresses and the College community being served
- Feasibility or proven effectiveness
- Fostering collaboration among various college partners
- Offering fresh, innovative approaches to a student/alumni/College issue
- Effectiveness in measuring progress of the program
- Opportunity for the program to be replicated by other departments or compatibility with other student/alumni/college programs
- Availability for Alumni Board recognition

The ATF Committee, consisting of the officers of the Alumni Board, the AVP for Alumni Affairs & Career Services, the VP for Advancement and a representative of the President's Office, will discuss, review and evaluate proposals and respond as promptly as possible.