



GEORGETOWN UNIVERSITY ALUMNI ASSOCIATION ALUMNI CONTACT STATEMENT OF RESPONSIBILITY

Thank you for volunteering to be a leader for the Georgetown University Alumni Association (GUAA) as an official Alumni Contact for the region of _____. Alumni Contacts serve Hoyas in regions, such as yours, where the requirements for an Alumni Club are not met, but the desire to serve the community remains strong. As an Alumni Contact, you are the primary and non-exclusive resource for Georgetown in your region for engagement. At present, more than fifty (50) such Alumni Contacts exist around the world.

While the goal of our Alumni Contact program is to spread global engagement for Georgetown without creating unnecessary structures, we have several requirements to which all of our Alumni Contacts must adhere:

- 1) **Ethical Conduct:** As an official representative of Georgetown University, you expressly agree that you will comply with the GUAA standards of integrity and ethical conduct. For full information on what this entails, please see the [GUAA Code of Ethics](#).
- 2) **Branding:** All references to your community must be done under the brand of “*Georgetown Alumni of [COMMUNITY NAME]*”. Since official Alumni Clubs have different and stricter requirements around the type, depth and level of engagement in the community, using terminology like “Georgetown Alumni Club of [COMMUNITY NAME]” or similar is expressly forbidden. Likewise, you are not permitted to use the University Seal, the GUAA Seal, or any other University intellectual property, such as the “Block G”, without prior authorization of the GUAA. Furthermore, you are not permitted to incorporate in any fashion, obtain any Taxpayment Identification Number (TIN), Employer Identification Number (EIN) or similar identification numbers from the IRS or any other taxing authority, or open any bank account in the name of your regional Georgetown community.
- 3) **Confidentiality:** You may be given information by Georgetown about certain individuals and/or organizations in your region for engagement purposes. This may include, but is not limited to, information about the financial situations, giving potentials, and/or giving interests of current and/or prospective donors, including alumni/ae, friends of Georgetown and/or other organizations (“Confidential Information”). Any Confidential Information you receive from the GUAA must be treated as non-public and may not be provided to any third-party unless specifically authorized in advance by the GUAA. Confidential Information may not be used for personal, political and/or commercial purposes. Upon completion of its use, any Confidential Information must either be destroyed, erased or, at the request of the GUAA, returned to the Georgetown Office of Advancement.

- 4) **Reporting:** While there are no requirements for the number or type of events hosted, any events that are hosted in your region must be reported to your Georgetown Office of Advancement staff liaison.

- 5) **Responsiveness:** As you are an official representative of Georgetown in your region, you must be reasonably responsive to inquiries from constituents within the University, such as Regional Engagement staff, and the general alumni community. So as to facilitate such communications, you must maintain correct contact information at all times, and notify your staff liaison of any changes in such contact information as soon as reasonably possible. Communications carried out in your capacity as an Alumni Contact may not be for personal, political, and/or commercial purposes.

- 6) **Annual Commitment:** Once a year, you will be contacted by your staff liaison or a representative from the GUAA to ensure that you want to continue to fulfill this role. We must receive a written or electronic reply to this inquiry for you to remain an Alumni Contact.

- 7) **Termination:** Your service as an Alumni Contact is at the pleasure of the GUAA. You agree that your service is at will and may be terminated, without cause, upon written or electronic communication from the GUAA Executive Director, GUAA President or the Chair of the Alumni Clubs Committee of the GUAA Board of Governors. Additionally, any violation of these requirements may lead to the immediate termination of your role as an Alumni Contact

In witness of and express agreement with the above list of requirements of an Alumni Contact, I set my signature below:

NAME (PRINTED): _____

SIGNATURE: _____

DATE: _____