



AGREEMENT BETWEEN RICHMOND, THE AMERICAN INTERNATIONAL UNIVERSITY IN LONDON, AND ALUMNI VOLUNTEER REPRESENTATIVES

Richmond and _____ Class of _____
First Name Maiden Name Last Name

agree to work together to promote the University. Serving as a volunteer Alumni Representative in

_____, the alumnus'/a's signature below indicates acceptance and agreement of the following:
Town Country

- A. ___ I am pleased to serve as Alumni Representative for both Admissions/Recruitment & Alumni/ Fundraising
Or
B. ___ I am pleased to serve as Alumni Representative for Admissions & Recruitment only
Or
C. ___ I am pleased to serve as Alumni Representative for Alumni & Fundraising only.

- ❖ Both the University and the alumnus/a understand that this is a volunteer role to assist Richmond.
- ❖ The attached description of the role of Alumni Representative is clear and agreed to.
- ❖ Use of the name of the University must be approved by the relevant University office in London. Richmond stationery is not available for Alumni Reps use.
- ❖ The Alumni Rep will use his/her own business card in order to personalize and localize the role.
- ❖ All materials for promotion of the University will be issued from the relevant office in London.
- ❖ All other materials should be cleared by the relevant University office in London before using.
- ❖ Regular liaison between the Alumni Representative and the relevant London office(s) and representative(s) is expected and agreed.
- ❖ When an Alumni Representative is in London, the University will pay travel expenses from a London hotel or residence to campus for a meeting upon request.
- ❖ An annual review of each Alumni Representative will assess each volunteer's situation.
- ❖ Three months notice to be given by the alumnus/a or Richmond prior to termination of the role
- ❖ I agree to my name, contact details and photograph being included on Richmond's web site and in printed materials as the University deems necessary.

Alumnus/a First Name Last Name Date _____

Address _____

Telephone(_____) _____
Country code

Fax (_____) _____ E-mail _____
Country code

Signature of Alumnus/a _____ Date _____

Signature of Richmond representative _____ Date _____