Policy for Using Network or Group Funds
Updated 10.17.17

What is a network or group account?
The Carnegie Mellon University Alumni Association provides a university “Oracle string” account that houses all network or group funds. Each organization has their own fund which is monitored by the network or group leadership and the CMUAA staff partner. All registration fees and gifts to the network/group are deposited to this fund; all event payments and reimbursements are withdrawn from this fund.

When and where would we use network funds?
- Event related expenses, including venue*, catering services*, photographer*, food, drinks, tickets, and other supplies;
- Network planning meetings;
- Speaker gifts and network awards if needed;
- Accommodations and transportation for a guest speaker invited by the network.

Networks may NOT to use the network funds to pay for:
- Casual gatherings that are not publicly advertised;
- Volunteers’ cost spent in support of network operation (i.e. cost of phone calls made to participate in network phone planning meetings, cost of transit to the event, etc.);
- Non-CMU activities.

Is there a network account statement?
The Carnegie Mellon University Alumni Association manages the Oracle strings for all networks and groups. Monthly account statements are sent to the President or Chair of the network or group. The statement includes the revenues and expenses occurred throughout the academic year and the current balance. If you see any unusual expense or revenue on the statement, please contact your staff partner as soon as possible. If your network or group has identified someone other than the President or Chair to receive these reports, please contact your staff partner to change the subscription.

How can we raise more funds for the network or group?
1. Gifts to the Network or Group
   Gifts made to Carnegie Mellon University with the allocation to your network or group account will be deposited to your network funds. For example, a gift of $100 made to “Carnegie Mellon University” with allocation of “Boston Network” will add $100 to the Boston Network Oracle string funds.

2. Event Registrations
   Alumni, parents, students and friends registering for an event may also make a gift at the time of registration. Gifts made during the event registration process are automatically deposited to the general network Oracle string fund.

3. Event Fee Residuals
   If an event requires registration fee, you can charge a small additional amount to help increase your network or group funds. Any unused event funds will be kept in your network Oracle string for future use.

The Carnegie Mellon University Alumni Association does not charge membership dues. We invite all CMU alumni, parents, students and friends to get involved with CMU alumni networks or groups.

*If networks are planning to use the network funds on venue, catering services, and photographers, a contract must be prepared by the Carnegie Mellon University Contracts Office. Please contact your staff partner with questions