



Memorandum of Understanding

2018 – 2019

To be eligible for official recognition and receive support and services from the West Virginia University Alumni Association, all chapters must submit a signed copy of this Memorandum of Understanding and a signed copy of the Code of Conduct, along with any materials listed below, to the WVU Alumni Association.

SUBMIT COMPLETED FORM BY AUGUST 1, 2018 AT

https://wvu.qualtrics.com/jfe/form/SV_bDT4i4CrIjKE2Lr OR

On the WVUAA [Chapter Leader Resources](#) website and click on Application for Charter

Official Chapter Name: _____

The WVU Alumni chapter named above hereby applies for official recognition by the West Virginia University Alumni Association. As a chapter representative, on behalf of the above-named chapter, I agree to carry out the WVU Alumni Association mission in the following ways:

1. Be aligned with the WVU Alumni Association and the West Virginia University purpose, vision and mission.
2. Engage in proper use of official West Virginia University branding in all communication.
3. Use WVU Alumni Association resources for communication with WVU alumni who live in our chapter's geographic area, and encourage alumni to keep their data current by updating their information with the WVU Alumni Association.
4. Understand that, as a separate entity from the WVU Alumni Association, our chapter holds full legal and taxable liability for finances, events or functions.
5. Send all scholarship funds in a timely manner to the WVU Foundation.
6. Adhere to all partnerships
 - a. Barnes & Noble Bookstore
 - b. Nationwide Insurance
 - c. Travel, etc.

As an official leader of this chapter, I agree to the following:

I have read the WVU Alumni Handbook in full, and I agree to follow the rules and regulations described within.

I agree to carry out the West Virginia University Alumni Association and West Virginia University mission in the ways outlined above.

Printed name, chapter leader

Signature: _____

Official WVU Chapter Name: _____

Date: _____

FOR WVU ALUMNI ASSOCIATION USE ONLY

Recognition approved by Director of Engagement

Name: _____

Date: _____