

Prairie View A&M University Atlanta Metropolitan Alumni Chapter

Policy and Procedure Manual



P.O. Box 992
Atlanta, Georgia 30301
www.pvamuatl.org

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A. DEFINITION OF ALUMNI CHAPTER

Policy 1.

Definition of Chartered Chapters and Clubs Chapter – The bylaws of the association outline specific guidelines for the formation of geographically - based chartered chapters of the NAA. Open to all alumni in identified areas, chapters represent branches of the NAA and are dependent. Chapters must conform to the bylaws of the association, submit annual financial statements and (*according to the bylaws*) “must comply with policies concerning the management and affairs of chapters as determined by the Board of Directors.”

Policy 2.

Association Commitments (budgetary and administrative)

- professional / administrative involvement and assistance
- liability coverage (*when applicable*)
- mailing to alumni in area (*as defined by mailing policies*)
- limited supplies and materials
- speakers / program’s assistance
- news coverage / features, announcements, flyers as needed
- examples of chapters: Greater Metropolitan Washington, D.C., Houston, Chicago
- examples of clubs: Prairie View Athletic, Purple & Gold

B. REVISION TO POLICIES

Policy 1.

Changes Made by the Chapter- Changes to these policies and procedures can be made by a majority vote of those in attendance at a regular or special meeting, or by mail/email vote.

Policy 2.

Changes Made by the Executive Committee- Changes to these policies and procedures can be made by a three-fourths (3/4) vote of the Executive Committee with endorsement by chapter at next meeting.

C. RISK MANAGEMENT

Policy 1.

General Risk Management Policy- The National Policy and Procedures Manual, published on the NAA website (www.pvualumni.org), contains all policies and procedures related to risk management and issues. It is updated as often as needed. (See National Policies)

Policy 2.

Purchasing Alcohol with Chapter Funds or Attending Alcohol Serving Events- (See National Policies, Procedure A.16). Alumni chapter events where alcohol is provided must conform to the following guidelines:

- a. These events must be scheduled in advance and clearly promoted in writing to the chapter's membership. Only alumni chapter members and invited guests are permitted to attend.
- b. Single venue events at locations including but not limited to bars, restaurants, wineries or breweries are acceptable.
- c. If event is sponsored by the chapter for outside chapter membership, alcohol must be served by a professional bartender fully covered by liability insurance.
- d. These events must be consistent with Procedure A.16 of the National Policies and Procedures.
- e. These events may be held in conjunction with national events, but only with the prior approval of the Executive Director.
- f. Scheduling Request for a Private Party Form B is attached in the appendix.

D. BYLAWS

Policy 1.

Updating Bylaws- The President will be responsible for updating chapter bylaws and submitting them to NAA annually during the designated period.

E. DRESS CODE

Policy 1.

Chapter Meetings- The dress code for chapter meetings is casual dress, preferably, some type of Prairie View A&M University paraphernalia.

Policy 2.

Professional Events- The dress code for professional events is professional attire. Business casual may be optional for some professional events. If this is the case, members will be notified.

Policy 3.

Other chapter events- The dress code for service and social events is casual. Members will be notified of the dress code for collegiate relation events.

Policy 4.

Dress Code Specifics- Professional dress includes suits for men and suits or dresses for women. Business casual dress for men includes dress pants and a collared shirt. Business casual dress for women includes dress pants and a dressy shirt or a dress. Jeans and t-shirts are not acceptable for business casual.

F. MEETING MANAGEMENT

Policy 1.

Chapter Meetings- Chapter meetings will be held (generally) on the third Saturday of every month. Times and locations of each event will be made available to all members through proper notification. Robert Rules of Order will be used at all meetings to ensure business is conducted properly.

Policy 2.

Agenda- The order of business at all stated or special meetings shall be as follows:

1. Call to Order / Roll Call
2. Invocation
3. Approval of Minutes
4. Committee Reports
5. Chapter Discussion
6. Acknowledgements
7. Remarks for the good of the chapter / Questions
8. Closing Prayer
9. Meeting Adjournment

Policy 3.

Minutes- Minutes of each meeting will be available within 14 days of the meeting. Minutes will be sent out via email to all chapter members and will be available on the chapter's website. Members can also request copies from the chapter secretary at anytime.

Policy 4.

Attendance- Attendance by members of the Executive Board at all regularly scheduled meetings is expected as a part of their agreement to serve and is an important part of their duties. The chapter president is the approval authority for excused absences for all executive members from regularly scheduled meetings and board meetings. If executive board members have two unexcused absences from regularly scheduled or three regularly scheduled full board meetings they will be referred to the Executive Committee and appropriate action will take place which may include:

- a. Forward a letter, under the president's signature, to members who have two consecutive unexcused absences or any three regularly scheduled full meetings which state the need for consistent and regular attendance and ask for a more active role as a member of the executive board.
- b. Recommending to the individual(s) identified that he or she may want to consider resigning from the board.
- c. Recommending to the Elections Committee those members who have missed two or more consecutive meetings should not be considered for re-nomination or application for any position based on attendance records.
- d. Recommending that the individual(s) be dropped from the Board.

G. ELECTIONS

Policy 1.

Applications for Officer Elections- Election procedures are being followed according to Chapter Constitution and Bylaws Article II, Section 1. Applications for officers must be submitted and received by the Election Committee at the time designated by the Election Committee for elections. The application forms will be emailed when possible to all members prior to elections. The application form is attached as Form A in the appendix.

Policy 2.

Voting and Selection for Officer Elections-Once all applications are received by the Elections Committee they will thus be certified and candidates will be announced. Online voting, if available, will be allowed afterwards by all paid chapter members. Winners / elected officers will thus be announced. Timelines will be distributed at the time of the election process by the Election Committee. Election Committee cannot contain candidates that are running for office to eliminate bias and unfair advantage.

Policy 3.

Reporting Officers to NAA- The president must report new officers to NAA at the beginning of the fiscal year after an election.

H. OFFICERS

Policy 1.

Officer Duties- Specific officer duties are listed in Article VI of this chapter's Constitution. Refer to National Policies and Procedures as well.

I. COMMITTEES

Policy 1.

Standing Committees- Standing committees will be present as Article II of the chapter's bylaws ; however they will be sectioned into the 5 different committee sections as stated below. Each committee will be chaired by whoever the president appoints at the first transition or chapter meeting of the year, accept for the Executive Committee which is always chaired by the President. All committees with the exception of the Executive Committee will report to and receive its guidance from the chapter's vice president.

Policy 2.

Executive Committee- The Executive Committee establishes chapter policy, the chapter's long-range and operating plans and serves as the research and advisory committee for the chapter. At a minimum, the Executive Committee consists of the following chapter officers (in order of election): president, vice president, secretary, treasurer, historian, parliamentarian, and chaplain. The president chairs the Executive Committee.

Policy 3.

Service Committee- The committee will research and plan service activities that will help those in need and strengthen the view of the chapter in the community. The committee will also plan at least one service event and invite local collegiate members. It will also promote and encourage members to participate in community service activities individually, with the chapter, and with local collegiate chapters. The committee will also promote donations to National Alumni Association or Prairie View A&M University.

Policy 4.

Finance Committee- The committee will seek out and evaluate new opportunities to generate non-dues income for the chapter and make appropriate recommendations to the Executive Committee. The committee handles the chapter's funds by preparing all necessary financial statements. The treasurer will also report chapter finances at every meeting. The standing committee that falls under this committee section is Fundraising.

Policy 5.

Membership Committee- The committee will seek out new ways to recruit new members into the chapter and plan programs aimed towards recruiting new members. The committee will also manage potential member lists and effectively communicate the benefits of joining the chapter, as well as any upcoming events. The committee is responsible for notifying the NAA about any updates to the chapter roster.

Policy 5.

Social Alliance Committee- The committee will plan programs that further develop relations with local HBCU chapters in the area. The committee will work closely with other committees to insure activities are planned that will strengthen the bond between the alumni chapter and the other HBCU chapters as well as among our alumni chapter. The standing committee that falls under this committee section is Social Action.

Policy 6.

Communication Committee-The committee will maintain and establish the security and necessary information of chapter information on the website. Main focus is to keep the chapter website up-to-date. In addition they will be in charge of corresponding necessary publications and events that can or will be documented in NAA newsletters. The committee will also work to strengthen the connection between the alumni chapters and other chapters.

Policy 7.

Scholarship and Student Recruitment Committee- The committee will seek out new ways to recruit and encourage new students to attend Prairie View A&M University. The committee is also a guide and resource to current students and provides assistance and scholarship opportunities to students in the state of Georgia. The committee is responsible for trying to endow the annual scholarship awarded by the chapter.

J. TRANSITION

Policy 1.

Participants- All officers and appointed committee chairs should take part in transition. The NAA Executive Board Members can also be invited to attend induction and transition meetings.

Policy 2.

Prior to Any Transition Meetings- Before any transition meetings occur, the following items should be done:

- a. President finds and appoints committee chairs
- b. Vice president preplans calendar searching for holidays, national events (conventions and conferences, etc), and other important events
- c. President provides the following to new officers:
 - Copies of National Bylaws and National Policies and Procedures from www.pvualumni.org
 - Copy of Chapter Bylaws and Chapter Policies and Procedures
 - Copy of past year's financials including budgets and financial statements
 - Calendar with important preset dates
 - Blank goal sheet including areas for both personal and chapter goals
 - Agenda for transition meeting
 - List of new officers and chairs with contact information

Policy 3.

Individual Officer Transition Meetings- Each officer and committee chair should properly transition their successor within 21 days of the election.

- a. Review duties and responsibilities relating to National Bylaws and Policies and Procedures, Chapter Bylaws and Policies and Procedures.
- b. Review and set officer goals by reviewing goals from last term and establishing new goals which are detailed, measurable, attainable, realistic, and time specific
- c. Brainstorm new ideas for activities in all chapter areas
- d. Set preliminary dates for activities on calendar
- e. Prepare budget by reviewing old budget and making new budget based on new activities

Policy 4.

Prior to Chapter Transition Meeting- Each officer will need to prepare the following items for the chapter transition meeting after being individually transitioned:

- a. Brainstorm ideas for professional, community service, social, collegiate relations, and recruiting events
- b. Submit a budget to the treasurer
- c. Submit tentative event dates to vice president

Policy 5.

Chapter Transition Meetings- The chapter transition meeting should take place within 30 days of officer elections.

- a. Expectations of officers and committee chairs
- b. Review goals from last year, discuss individual goals, and discuss chapter goals based on individual's suggestions
- c. Set tentative calendar for year
- d. Set budget by reviewing last year's financials, identifying expected income from dues and fundraising opportunities, reviewing individual budget proposals, making adjustments to proposed budget, and approving chapter budget with proposed changes
- e. Review available resources www.pvualmuni.org

Policy 6.

Post Transition- The finalized calendar, goals, budgets, and current contact information for all new officers and chairs should be distributed to all chapter members within 10 days of the chapter transition meeting.

K. FINANCES

Policy 1.

Dues- Annual chapter dues are currently set at \$50. NAA Annual chapter dues \$60.

- a. Chapter Annual Membership will include:
 - Membership card with ID #
 - Welcome gifts
- b. NAA Annual Membership will include:
 - Permanent plastic card w/ a permanent membership #
 - Welcome Gifts

Policy 2.

Dues Payment- Annual dues must be submitted to the treasurer at the beginning of the fiscal year. Members who submit dues before November 1st a \$15 credit towards their dues for the year will apply.

Policy 3.

Completing Budgets- All officers and committee chairs must submit a budget for their elected term in office to the treasurer within 30 days of their election. If a budget is not submitted, the Finance Committee will create an appropriate budget for the officer.

Policy 4.

Reimbursement Policy- Receipts should be submitted for all expenses. Unused monies from specific officer expense budgets are forfeited. The allocated funds must be utilized during the current fiscal year to be claimed. Expense reports must be submitted to the treasurer for reimbursement. All expense reports must be submitted within 30 days of purchase for reimbursement. Expense reports not received by the deadline will not be reimbursed.

Policy 5.

Financial Reports- The treasurer should complete all financial reports by July 15th to be audited and reviewed. A copy of this report should be sent the President. (See National Policies)

L. NATIONAL EVENTS

Policy 1.

Description- National Events include NAA Convention.

Policy 2.

Reimbursement of Attendees- The chapter will reserve \$750.00 annually for the president or designated delegate to attend NAA convention. Expenses must be documented on Form C, attached in the appendix. Registration for the president or delegate will be paid from the reserve. Delegate can only be reimbursed for travel, lodging, and registration. All other items must be paid for by the attendee. Reimbursement will not occur until after the event with proper reimbursement forms submitted.

M. COMMUNICATIONS

Policy 1.

Member Directory- A directory of members will be distributed at the 1st official meeting of the year and will be available from the secretary or president at any other time. Members should contact the secretary to update their information anytime it changes.

Policy 2.

Communication- The secretary will send out monthly emails updating members about upcoming events and other important information. When needed, the president may also mail items to members.

N. PUBLICATIONS AND WEB SITE

Policy 1.

Privacy of Membership Records- No member information will be published by the chapter unless authorized by the individual member. Member information will be submitted to NAA annually as part of national requirements.

Policy 2.

Website Privacy- Individuals elected to office shall have their name and their choice of phone number, postal address or e-mail address listed on the chapter website. Others listed on the chapter website must give their permission to be listed – or access to the information must be secured via an identification verification system.

O. AWARDS

Policy 1.

Outstanding Chapter Awards- The official *Awards and Recognition Guide* contains all policy and procedures related to awards and recognition. It is published on the alumni website (www.pvualumni.org) and should be followed precisely by the submitter.

Policy 2.

Applying for Awards- The President, with the assistance of the Executive Board, is responsible for applying for Outstanding Chapter Award every year.

Policy 3.

Chapter Awards- The chapter will award an Alumni Member of the Year Award once annually. Nominations and a vote for the winner will take place at the second to last meeting or at the last event previous to the last meeting. The award will be presented at the last meeting of the year or other appropriate time decided upon by the Executive Committee. The Alumni Member of the Year will be exempt from dues for the following year.

P. FUND-RAISERS AND SCHOLARSHIPS

Policy 1.

Chapter Scholarship- The chapter will award a \$1,000 book scholarship to 2 local PVAMU students each August. Each eligible candidate must complete and submit an application and essay detailing what PVAMU means to them by June 30.

Policy 2.

Choosing a Recipient- The Scholarship and Student Recruitment Committee will evaluate all applications and choose the recipient of the annual scholarship. If no applications are received or none are worthy enough, the committee may choose not to award the scholarship for the year or may award the scholarship(s) for the spring semester.

Policy 3.

Maintenance of Scholarship- The Scholarship and Student Recruitment Committee will be responsible for managing the money used for the annual scholarship for the chapter.

Policy 4.

Fund-raising Events- NOTE: Neither the NAA nor the University desires to approve of activities that could potentially obligate either the NAA or the University or that may inappropriately reflect on the image or representation of the NAA or the University. The NAA is responsible for all fund raising activities by alumni chapters/clubs or individuals when done in the name of the NAA. The following procedure must be followed if the activity is to take place:

- a. Requests to host fundraising activities will be forwarded to the NAA at least 90 days prior to the event.
- b. The NAA Executive Director will review, evaluate and forward as necessary the request to the NAA Fundraising Committee for their evaluation, review and recommendations. That action by the Fundraising Committee should be completed within 45 days and returned to the NAA Executive Director.
- c. On receipt of the Fundraising Committee's recommendations, the Executive Director will forward the request to the NAA President for approval or if the president determines, for subsequent submission and approval by the NAA Board of Directors for final review and approval. This action should be completed within 15 days after receipt of the Fund-raising Committee recommendations.

Policy 5.

Fund-raising Requests-Fundraising requests must state a minimum of the following:

1. The name of the chapter, club or alumni member requesting the fundraiser.
2. The time, date, and place of the activity.
3. The concept of the fundraiser.
4. The purpose of the fundraiser.
5. Whether the fundraiser is projected as a one- time event or is to be repeated.
6. The expected outcome.

Policy 6.

Reporting- On completion of the activity the requestor will report as follows:

1. Preliminary Financial Report - Within 30 days after completion of the activity, provide a preliminary financial report showing all revenue and expenses (in detail).
2. Final Report - Within 60 days after completion of the activity, provide a final report showing all revenues and expenses (in detail).
3. Signing Report - The report will be signed by at least two persons, consisting of the president, treasurer or activity chairperson.

Q. VIP & OUTSIDE AGENCIES VISITATION PROTOCOL

Policy 1.

Standard - It will be the policy of the NAA home office and NAA chapters to include individual members acting as an official representative of the NAA to initiate notification and coordination procedures or requests to or for official visits in order to afford maximum participation and exposure to all concerned. Upon request by any of the above mentioned officials or by any NAA chapter to initiate such a visit, the following procedure shall apply:

- a. **NAA Chapter:** Upon receipt of a request, contact the NAA office within 24 hours of the request Monday thru Friday or as soon as possible if the request occurs on a weekend. If the request is made

for an immediate visit (within 72 hours), contact the NAA office immediately or as soon as possible. All contacts to the NAA office should be by email or telephone as required.

- b. **NAA Executive Director:** Upon notification of a request from an NAA chapter representative or a direct request from a requesting organization, effect coordination with the subject party, obtain necessary information, and notify the NAA President ASAP thereafter. Develop a log for the purpose of monitoring, maintaining, and retaining a record of subject requests and the resolution thereof. **Note:** If the Executive Director position is vacant, the NAA president will designate a person to assume these duties, normally the administrative assistant or whomever they desire.
- c. **NAA President:** Ascertain that the provisions of this directive contained herein are followed and adhered to. Determine the involvement by the NAA pertaining to subject request. If travel is required, contact the NAA Treasurer to ascertain the availability of funds and coordinate the necessary outcome as appropriate. Notify the NAA Board of Directors (BOD) as appropriate.
- d. **NAA Board of Directors:** BOD members will take appropriate action as directed by the NAA President. **GENERAL:** Requests for official visits to NAA chapters by the NAA President, whether initiated by the NAA President or the NAA chapter will be conducted under the provisions of par 1 (NAA President) b-d.

R. GIFT PROCEDURES AND DONATIONS

Policy 1.

Gifts-All gifts to the NAA and the chapter, whether monetary or in-kind, or gifts received by the NAA for the University will be properly recorded and acknowledged consistent to the Association's and the University's gift receipting procedures.

Policy 2.

Monetary Gifts-Gifts of cash or check are to be recorded and acknowledged with a receipt by the treasurer. Checks will be recorded in the cash receipts ledger. A copy of the gift receipt should be attached to the file copy of the acknowledgment letter. Copies of the acknowledgment letters for gifts will be distributed to giver.

Policy 3.

Gifts-In-Kind -Gifts-in-kind are to be recorded and acknowledged (when appropriate) with a receipt by the treasurer. Generally, gifts-in-kind include those of personal property (memorabilia, artwork, furnishing, equipment, etc.) or those costs associated with the chapter programs that utilize volunteers for training, presentations, speakers, governance, meetings, etc. A copy of the gift receipt for a gift-in-kind should be sent to the treasurer. Gifts-in-kind of property should be accepted with the stipulation that the value of the items must be verifiable through an appraisal, receipts or personal verification. Some items may be accepted with no value determined. All donors of personal property must sign a property release form which does not restrict the chapter from selling, as in the case of college memorabilia, or reassigning the items to more suitable custodial care.

** Gifts-in-kind of costs associated with NAA programs shall be determined by the submission of a Charitable Deduction Form. Once completed, and verified by the appropriate NAA staff member, the form is to be notarized and returned to the donor. The NAA shall retain a copy for its records.

Policy 4.

Gifts to the University, The National Alumni Association and Other Related Funds– all gifts received by the NAA that are intended for the University, the NAA’s endowment fund, the University Foundation fund or other recognized funds held by the University, should be hand delivered to the NAA Liaison Officer with the Development Office for deposit and handling as soon as possible. Any checks received, intended for the NAA but made out to the University or its Foundation fund, are to be hand delivered to the NAA Liaison Officer with the Development Office for endorsement certifying that the NAA is to deposit the gifts. Any check received, intended for the University, its Foundation fund or other recognized funds, but made out to the NAA will be deposited and another check, accompanied by a fund transmittal letter, will be issued to the University for the appropriate designation and for proper acknowledgment by the Development Office.

**PRAIRIE VIEW A&M UNIVERSITY ATLANTA METROPOLITAN
ALUMNI CHAPTER
PO Box 992 Atlanta, Georgia 30301**

APPLICATION FOR (Designated Time) ELECTION

(All information to be provided is REQUIRED, unless indicated as optional)

Please complete the application in its entirety.

OFFICE SOUGHT: _____

TYPE OR PRINT NAME:

PERMANENT RESIDENCE ADDRESS:

Street

City/State/Zip

MAILING ADDRESS *(if different from residence)*:

Street/P.O. Box

City/State/Zip

TELEPHONE NUMBER(s) *(Include area code)*:

Office: _____

Home: _____

Cell: _____

EMAIL:

PRESENT OCCUPATION:

EMPLOYED BY:

UNIVERSITY DEMOGRAPHIC DATA

GRADUATION DATE:

_____ *(MONTH/YR)*

MAJOR:

OTHER DEGREES FROM PRAIRIE VIEW (OPTIONAL):

ADVANCED DEGREE(s):

CHAPTER AFFILIATIONS:

Are you currently a Financial Member of Atlanta Metro Chapter?

YES NO

Are you currently a Financial Member of the National Alumni Association of Prairie View?

YES NO

WORK EXPERIENCE/POSITIONS HELD WITH YOUR LOCAL or NATIONAL CHAPTER

(LASTS YEARS ONLY):

Position: _____

Date: (from) _____ **(to)** _____

1) Please list any NAA/Atlanta Metro Activities you have participated in within the last 3 years (5K Run, HBCU Gala, Fundraisers, Social Activities):

2) Please state briefly (3-5 sentences) why you feel you are best qualified for the position in which you are running. (Please note: This statement will be included in the Election materials distributed to the voting body.)

Please add any additional information you would like noted on your application

AFFIDAVIT (PLEASE PRINT NAME IN BLANK BELOW)

_____, do herewith certify that I am a citizen of the United States and an active and financial member of the Prairie View A&M University Atlanta Metropolitan Alumni Association and the Prairie View A&M University National Alumni Association in good standing and I am eligible to hold office under the Constitution and By-Laws of this Association. I have not been declared mentally incompetent as determined by final judgment of a court, nor have I been convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I further state the foregoing statements and my resume/demographic data is in all things true and correct to the best of my knowledge."

SIGNATURE OF CANDIDATE/ TODAY'S DATE

THIS SECTION TO BE COMPLETED BY ELECTIONS COMMITTEE

Document received: _____

Membership status certified by: _____

Application Eligible for Election verified by: _____

SIGNATURE OF ELECTION COMMITTEE: _____

Date: _____

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

**FORM B
SCHEDULING REQUEST FOR A PRIVATE PARTY
WHERE ALCOHOL WILL BE PRESENT OR SERVED**

Sponsoring Organization: _____

Facility(s) Requested: _____

Description of Event: _____

Date of Event _____ Beginning Time _____ Ending Time _____

Estimated Attendance: 21 years and over _____ Under 21 _____

Type of Alcohol to be Served _____ Quantity _____

{cans are recommended}

Is This a BYO event? _____ (*refer to policy for regulations*)

Type and quantity of non-alcoholic beverage _____

Type and quantity of food _____

Will a band or DJ be present ?_ _____

(There are restrictions for amplified music outdoors which apply to both location and hours. Please confer with the Scheduling Office well in advance of the event for clarification and approval)

Key points of the Policy for the Service of Alcoholic Beverages and the Scheduling Policies are stated below. If a student organization or group, please refer to the full policy statements for complete details found in the University's Student Handbook.

1. Persons must be at least 21 years of age to possess or consume alcohol.
2. The Association reserves the right to limit the amount of alcohol which may be present and/or served at any function. Further, non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages served. No one who appears intoxicated or unable to function properly will be served an alcoholic beverage.
3. Common container alcohol (keg, beer ball, etc.) IS NOT PERMITTED except under special circumstances and with prior written permission from the Executive Director.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

(Form B, continued)

4. Food must be available in sufficient quantity to last throughout the event.
5. Unattended bars/serving areas are not permitted. Alcoholic beverages may only be served one at a time per person.
6. Any event with alcohol, whether served or BYOB, where the estimated attendance exceeds 50 persons, the alcohol must be served and consumed in an area which is physically separated from the event such as an adjoining room or adjacent floor. The admission of persons to the alcohol area must be controlled at all times and only those persons producing proper identification for proof of legal drinking age are to be admitted. Under no circumstances may alcoholic beverages be taken from the controlled area.
7. At affairs where college students are expected to attend, a Prairie View A&M University ID-card and proof of age must be checked at the entrance to determine a person's age and that he/she is an invited guest. The use of a false, altered, or borrowed identification card of any type is a lying infraction of the Honor Code.

Signs must be posted stating the private nature of the event and that only members and invited guests may attend

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TRAVEL COSTS AND EXPENSE STATEMENT

[] Staff [] Faculty [] Board Member [] Candidate [] Other _____ (Specify)

Name: _____ Date: _____

I. TRANSPORTATION: STAFF AND PERSONAL VEHICLE USE

DATES	MODE	FROM	TO	MILEAGE	FUEL COSTS

Total I:

Mileage reimbursement \$0.26 x mileage. Fuel costs indicate purchased gas for staff rental car.

II. TRANSPORTATION: AIRFARE, BUS, TAXI, LIMO, TRAIN, ETC.

DATES	FROM	TO	COSTS

Total II:

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

III. HOST/HOSTESS ENTERTAINMENT: COSTS RELATING TO PURCHASE OF MEALS, DRINKS, AND MISCELLANEOUS ITEMS FOR GUESTS, ALUMNI AND OTHERS

DATES	DESCRIPTION	NAMES OF INDIVIDUALS	COSTS

Total III: _____

GRAND TOTAL: I -to- III	\$
Minus Travel Advance	\$< >
TOTAL DUE TRAVELER	\$
TOTAL DUE ASSOCIATION	\$

NOTE

1. Attach all available receipts.
2. Attach any program materials, flyers, announcement relating to report.
3. Provide any comments or explanations below.

I CERTIFY THAT THE COSTS DOCUMENTED ON THIS STATEMENT TRUE AND ACCURATE EXPENSES INCURRED AS PART OF MY OFFICIAL DUTIES/ POSITION.

Traveler's Signature Title

Supervisor's Signature (if applicable) Title

(For office use only)

Approved by: _____
Name Title

Check # _____ Date Paid: _____ Amount: \$ _____ Account: _____

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations