

Support from the Institutional Advancement Team

Meet the Team

- Sachi Vines | Director of Alumni Engagement and Institutional Events
- Megan Pierson | Associate Director of Alumni Engagement
- Kaitlyn Lounsbury | Director of Development
- Ben Diamond | Assistant Director of Annual Giving
- Contact - alumni@albanylaw.edu (All of your requests – we all see the info!)

The Office of Alumni Engagement – located on the 3rd Floor of the 2000 Building

The office focuses on engaging alumni through events, programs, communications, and volunteer opportunities. The office supports student initiatives to connect students and alumni together, including the programs of student organizations. **If your event involves alumni that:**

- were once a part of your organization and/or
- are alumni speakers, panelists, or involved in the overall event
- you want to invite all alumni to attend

Please reach out to the Office of Alumni Engagement and we will work with you to support the needs of your event. It is likely we will set up a meeting with you to discuss how we are able to support your event.

We love well-planned, well-designed, and well-thought-out events that have at least a 3-week lead time. The more organized you are in your planning, the higher likelihood we can offer areas of support to communicate your event or program.

Most Common Student Organization Request and Questions for the Alumni Office

1. Alumni Invitation for an Event
2. Event Online Listing and Registration
3. Giveaways for Speakers
4. Sponsorships or Donations*
5. Funding for Event from Alumni Office
6. Event Outreach to Alumni for Event, Speakers, Networking
7. Past Alumni Membership Lists
8. Event Consultation
9. Communications Team Support

Sponsorships or Donations Information

It's complicated and varies by situation/event, due to tax implications and non-profit status.

Before reaching out to any external organization or individual asking for funds or support, you must connect w/ IA office via alumni@albanylaw.edu . (Kaitlyn and Ben)

- Include the list of organizations you would like to contact, what you hope to ask for, and how it relates to your program or event.