



The Alumni Association is accepting proposals for a (Pilot) [Regional Career Events Fund](#), which will be awarded at the Alumni Association's discretion, in an effort to enhance or support career events (both in-person and virtual) or other activities that help accomplish key alumni career programming efforts via regional clubs. The AAUM Career Team will allocate funding on a rolling basis throughout the fiscal year to those that best meet the intended purpose.

The checklist below acts as a complete playbook for the execution of career events. Our hope is that by providing such support, alumni will get the career help they need. In addition, we hope our clubs will find the support they need to make career events a success.

**Your step-by-step toolkit:**



Select a topic ([list of sample topics](#))



[Recruit and secure a coach](#) (career development workshop) OR identify and secure volunteer speakers (industry networking). (If you can't find a coach in your area here are some [guidelines](#)).



Sign a contract with your coach/speaker (make sure travel costs are included). Here is a [sample](#), please COPY and customize.



[Apply for funding](#) (including a basic draft budget - here is a [sample](#))



If organizing an in-person event, secure your venue (try looking at venue finding sites like [Peerspace](#))



[Set up registration](#) with the Alumni Association



Market the event in your club newsletter



Have the event!

*Have questions? Please contact the Alumni Career Program at [aaumcareer@umich.edu](mailto:aaumcareer@umich.edu) for further support.*