

August 28, 2012

Dear MCH Alumni Committee and Colleagues:

The MCH Alumni Committee has a duty to steward our limited resources. To facilitate that, and as approved in our last meeting, the Committee has decided to clarify its policy regarding funding to make the process clearer, improve transparency, and ensure accountability.

All funding requests to the Alumni Committee must be approved by the Committee through the following process:

1. Proposed expense is submitted to co-chairs with estimated cost, purpose, vendor, relationship to Committee's mission\* and any other pertinent details.
2. For expenses over \$100, the co-chairs solicit feedback via e-mail from the whole Committee within a one week deadline. Decisions by the Committee are by majority vote.
3. For expenses under \$100, the co-chairs can jointly approve the expense. In the absence of two co-chairs, the chair and treasurer must approve the expense. In the event of disagreement among the co-chairs or chair and treasurer, the proposed <\$100 expense is sent to the full Committee for review. The co-chairs may at their discretion forward any request to the full Committee for review. Decisions by the Committee are by majority vote.
4. Expenses are submitted to the Committee Treasurer for approval and recording.
5. The Treasurer submits the receipt to accounting for payment.

Payments without prior approval will not be processed without special action by the Alumni Committee and will only be considered in extenuating circumstances.

We look forward to helping keep our Department strong, connecting alumni, and supporting students. Don't hesitate to reach out to us with ideas and for assistance. We hope this process will facilitate our work toward our mission.

Sincerely,

Joseph Lee, MPH, CPH  
Emily Taylor, MPH, LCCE, CD(DONA)  
Co-Chairs of the Alumni Committee

\* Mission: 1. Strengthen alumni network, 2. Support current students, 3. Build MCH community and support departmental efforts