

FY2022 APU Alumni Association Budget

1. Overview

The APU Alumni Association will distribute the FY2022 budget based on the following prioritized areas. The following budget will apply not only to chapters and groups* but also to projects**.

- (1) Support for public relations
- (2) Support for job-hunting activities
- (3) Support for entrepreneurship
- (4) Support for Retreat and training

*Groups: Alumni activities on a long-term basis or regional activities prior to becoming a chapter

**Projects: One-time or short-term group activities by alumni

2. Eligibility

Chapters, groups, and projects

3. Main support items for the prioritized areas

	Conceivable support items	Limits
Public relations	HP creation costs	5 to 10 people/¥100,000 per case
	Online conference costs	5 to 10 people/¥10,000 per case
	Online moderator's honorarium*	Up to ¥10,000, one person per case
Job-hunting	Support for job-hunting or career change (offline and online)	5 to 10 people/¥100,000 per case
Entrepreneurship	Speaker's honorarium*	Up to two speakers per case
	Speaker's transportation/accommodation	Speaker's honorarium: ¥10,000 per person Transportation: as specified in 'Travel Policy' Accommodation: ¥12,000 per night
Retreat and training etc.	Retreat (lodging) for the purpose of creating meaningful alumni activities	5 to 10 people/¥100,000 per retreat
	Training in Human Capacity Development (online and offline)	5 to 10 people/¥100,000 per case
	Venue usage (may be used in conjunction with lodging)	5 to 10 people/¥100,000 per case

*A gift of appreciation will be presented to alumni who participate as moderators or speakers.

Items not eligible for support

- (1) Food and beverage expenses
- (2) Items that are considered individual activities rather than chapter, group, or project activities
- (3) Items that are considered property of an individual

4. Budget application

- (1) The board members will meet four times a year (the third weekend of June (July 2 in the case of 2022), September, December, and March) to approve budget applications.
- (2) Applications must be submitted by the end of the month preceding the above board meeting.
- (3) Applications that cannot be submitted by the deadline will be kept on hold until the next board meeting for approval, or will not be reimbursed by the Alumni Association.
- (4) The event may not be held using solely Alumni Association budget.
- (5) Budget cannot be allocated during March due to the restrictions arising from the Japanese fiscal year-end and accounting period. Submission of reports etc. after the events - In Japan: by the end of February; if overseas remittance is required: by February 15.
- (6) Flow from application to payment.

①Submission of Proposal

Document: “**Proposal for Budget**” and a “**List of Members**” (in the case of projects)

Submission deadline: End of the month prior to the month in which the board meeting is held

②Approval at the board meeting

Event/activity date	Submission	Board meeting	Results announcement
July 15 to end of Feb '23	June 24	July 2	July 8
Oct to end of Feb '23	August 31	3 rd weekend of Sep	September 23
Jan '23 to end of Feb '23	November 30	3 rd weekend of Dec	December 23
'23 April to end of June	'23 February 28	3 rd weekend of '23 March	'23 March 24

③Submission of report etc. within one month after the event

Submission: “**Report**” and a list of participants, “**Accounting Report**”, photographs taken on the day of the event or activity, “**Bank Account Registration**” and receipts

Submit to: apualumn@apu.ac.jp

④Payment after submission of report etc.


* If invoice payment to a vendor/service provider is possible, please consult with the secretariat.

5. Fixed Subsidy for Chapters/Groups

A fixed subsidy of 50,000 yen will be paid to each chapter/group that applies for the “budget related to a face-to-face General Assembly”. Please refer to a separate expenses manual for details on how to apply.

Chapters are encouraged to share their budgets among themselves.

Expenses Manual Reference Page

APU Alumni Association HP  Search: “**FY2022 Expenses Manual**” in the Document Library