

KENYATTA UNIVERSITY

DIRECTORATE OF ALUMNI PROGRAMMES

NO	SERVICES RENDERED	REQUIREMENTS	CHARGES	TIMELINES
1	KU Alumni Master Card	<ul style="list-style-type: none"> ▪ A copy of the National ID Card, ▪ Bank slip 	2000/= (Kshs)	3 weeks
2	Updating Alumni Database	<ul style="list-style-type: none"> ▪ Email alumni to request for their latest contact details ▪ Recent graduates fill the alumni registration form 	Free	Ongoing 1 week before graduation-2 weeks after graduation
3	Organizing Annual Alumni Reunion Day	<ul style="list-style-type: none"> ▪ Approval of Reunion Date ▪ Constitution of a committee to help in organizing the event ▪ Holding Committee Meetings ▪ Advertising and Publicizing the Reunion 	Free	2 weeks 6 weeks 6 weeks
4	Communicating with Alumni	<ul style="list-style-type: none"> ▪ Regularly Update the university's alumni page ▪ Regularly Email and sms alumni with updates 	Free	1 day 1 week

SERVICE CHARTER

5	Publishing and Distributing the Link Magazine	<ul style="list-style-type: none"> ▪ Collecting and editing articles for dummy magazine ▪ Present dummy to Vice Chancellor ▪ Identifying a printer to print and deliver the agreed upon copies of the magazine ▪ Distributing magazine to selected members of staff and prominent alumni 	Free	8 Weeks 1 day 1 week 3 weeks
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The Director

Directorate of Alumni Programmes

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Calendar of Activities

Coast chapter Re-union 20th June, 2015