



LUMS



CLASS FUND MANUAL

WHY A CLASS FUND?

A Class Fund gives a solid platform to donate and rally fellow alumni towards a common cause. It also helps to raise small regular donations and make sure that everyone gets to contribute, regardless size of the donation.

HOW TO CREATE CLASS FUND?

FORM A CORE COMMITTEE

Every class needs a group of like-minded friends to kick start the fundraising drive. You can start by asking your immediate circle of friends. Later, you can request your class donors to become a part of the committee. This committee will drive the fundraising campaign.

CHOOSE A FUND REPRESENTATIVE

The core committee selects a Class Fund Representative, who is the point of contact with the Development Team at LUMS.

SELECT A CAUSE TO DONATE

Our primary focus is to raise funds for supporting deserving talented students. Your need-based scholarship funds will make sure that the brightest minds join LUMS regardless of their ability to pay. For more details about sponsoring scholarships, visit the LUMS Giving Website. <https://giving.lums.edu.pk/>

MOU SIGNING

After selecting a cause to donate, the LUMS Development Office will share a Memorandum of Understanding with you, which typically lists the following:

- Donation Purpose
- Selection Criteria
- Payment Schedule

SUPPORT FROM THE LUMS OFFICE OF DEVELOPMENT

Ready-made Fundraising Kit

The LUMS Development Team will share fundraising material with you, which includes

- Class Fund Manual
- NOP Zakat Brochure
- Fundraising Brochure
- Profile Book with all stats and numbers about LUMS
- LUMS Presentations
- Ready-made messages, Thank you letters, and Appeal letter that you can customise

List of Contacts of Alumni and Previous Donors from your Class

Follow up Calls

LUMS Office of Development will help alumni class fund representatives by making follow up calls to realise individual pledges. This is more relevant to newer classes where the alumni base is very large especially the batches from the last ten years. For first ten batches one on one communication between alumni is recommended.

TAX BENEFITS

Alumni donating from Pakistan and USA can claim tax benefits. LUMS is a non-profit and tax exempt entity under section 159 (1)/C of Income Tax Ordinance 2001. Friends of LUMS – USA Association is a tax exempt entity registered in the United States under section 501 (c)(3) of the IRS Code, where donations can be deposited on behalf of LUMS. The Development Office is currently working on entities in the UK and Canada also.

REPORTING

In order to ensure transparency, the LUMS Development Office shares with the donors.

- Fundraising programme report for the class fund
- Fund utilisation reports
- Progress reports of the beneficiary and project

OPPORTUNITY TO MENTOR

LUMS provides alumni with the opportunity to mentor students on financial aid, about matters related to academics and campus life. This mentorship helps the students adjust to the LUMS environment.

HOW CAN YOU DONATE?

You can make a donation through

- Cheque
- Bank Transfer
- Online Donation

The LUMS Development Office also offers the service of Home Cheque Pick Up in Pakistan.

LUMS, Office of Development

☎ 42-111-11-LUMS (4456)

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