

University of Technology, Jamaica

Alumni Relations Office Professional Development Donation Form

ALL DONATIONS WILL BE FORMALLY ACKNOWLEDGED BY THE UNIVERSITY

Qty	Professional Development Service	Donation	Total
	Resume Review	\$3000	
	LinkedIn Profile Review	\$3000	
	LinkedIn Networking Strategy Consultation	\$3000	
	Job Hunting Strategy Consultation	\$3000	
	Professional Development Consultation	\$3000	
SUBTOTAL			
	Less 10% off any three (3) services @\$9000	\$900	
	Less 15% off any four (4) services @ \$12,000	\$1800	
	Less 20% off any five (5) services @ \$15,000	\$3000	
TOTAL DONATION			

I _____ PRINT NAME COURSE OF STUDY & GRADUATION YEAR

of _____ ADDRESS

and _____ PRINT EMAIL TEL

Support the **Alumni Relations Office Professional Development Donation Campaign**, through the purchase of the abovementioned professional

development service(s), in the amount of _____ / \$ _____
AMOUNT IN WORDS

SIGNATURE DATE

FOR OFFICIAL USE ONLY

ALUMNI RELATIONS OFFICE
Date: _____
Received by: _____
Name: _____

CASHIER	Stamp & Signature
Receipt No. _____	
Date: _____	
Payment by <input type="checkbox"/> Cash <input type="checkbox"/> Debit Card No. _____ <input type="checkbox"/> Credit Card No. _____	

**Alumni Relations Office
Professional Development Donation**

HOW TO MAKE YOUR DONATION

ON CAMPUS AT CASHIERS (Opening Hours 8:00 am – 2:30 pm)

Show the cashier your completed **Alumni Relations Office Professional Development Donation Form** and provide the following details to make the donation:

To: Alumni Relations Office
For: Professional Development Donation
Acct: 5000-0004-150

Ask the Cashier to stamp & return the form to you. Remember to collect your receipt.

After payment, notify the University of your donation by choosing either of the following options:

Option 1: Visit the Alumni Relations Office, 3rd Floor Admin Building, Papine Campus Cell: 876-809-4274 or w: 876-970-5468

- To submit the completed Alumni Relations Office Professional Development Donation Form (see above)
- To show your payment receipt as proof of donation (We will make a copy for our files and return the original to you)

Option 2: Email to the Alumni Relations Office Attn: Cheryl Messam, Alumni Relations Manager / cmessam@utech.edu.jm scanned copies of:

- The completed Alumni Relations Office Professional Development Donation Form (see above)
- The payment receipt as proof of donation

You will receive an acknowledgement of your submission via email. In addition, we will connect with you to make an appointment for your professional development service.

OFF CAMPUS

Visit any National Commercial Bank and complete a deposit slip using the following information:

Branch: Matilda's Corner
Account Name: UTech, Jamaica
Account Number: 371277358
Paid in By: [Print Your Name + add For **Alumni Professional Development Donation** e.g. *John Smith for Alumni Professional Dev Donation*]

After payment notify the University of your donation by:

- Emailing to the Alumni Relations Office Attn: Cheryll Messam, Alumni Relations Manager / cmessam@utech.edu.jm scanned copies of:
 - The completed Alumni Relations Office Professional Development Donation Form (see above)
 - The payment receipt as proof of donation

You will receive an acknowledgement of your submission via email. In addition, we will connect with you to make an appointment for your professional development service.

Thank You for Donation and Continued Support of UTech, Jamaica

All Donations Will Be Formally Acknowledged By the University of Technology, Jamaica