|  |  |  |
| --- | --- | --- |
| DAAD |  | Deutscher Akademischer AustauschdienstGerman Academic Exchange Service |
|  |  |
| Section ST16 –Alumni: Concept and CoordinationPostfach 20 04 04 D-53134 Bonn | Telefon: +49-(0)-228-882-270Telefax: +49-(0)-228-882-9-270 E-Mail: alumni@daad.deInternet: http://www.daad.de/alumni |

Date:

Name of the association/club

(Name in German):

Chairman:

Address of the association:

Telefon: Fax:

E-Mail:

**1, Foundation of the association?**

**2. How many members does your association have?**

 Thereof active members:

**3. Who is member of your association?**

DAAD-Alumni AvH-Alumni CDG(InWent)-Alumni

people without German support Other

**4. Do you have a database with all members?**

#  Yes, which software, which version (Access, Excel, etc.)?

### No

5. Do you take membership fees?

#### Yes. How much

No

6. Do you have general meetings?

Yes, how often?

No

**7. Which legal form does your association have?**

 Why?

In case you are an approved association/club please send your statutes

8. Do you have an office or rooms of your own?

Yes

No

8. What kind of activities did you have within the last years?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Kind of activity** | **Date** | **Subject** | **Participants** | **Number of participants** | **Event was supported by** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

9. Do you cooperate with other institutions?

10. Whom do you address primarily?

Members

Students from your country

German students and scientist in your country

Interested public

Other:

11. What kind of service do you offer to your members?

12. Do you give information on studying in Germany?

Yes No

13. Today the most effective way to communicate is the internet.

**13.1 Does your association / your members have internet access?**

The association has internet access

Most of our members have internet access

A great part of our members has internet access

###### A small part of our members has internet access

Almost no member has internet access

13.2 What kind of support should DAAD offer you on the DAAD-homepage?

14. What kind of additional support should the DAAD offer for you?

15. Please give a short portrait of your association and add your logo

Thank you very much for your cooperation!

Date Signature