



THF Alumni Network Policies and Guidelines

Conduct

As members of the T. Howard Foundation's Alumni Network, we expect that our alumni's activity (online, networking events, etc.) is in accordance with the standard of respectful and thoughtful professionalism that the T. Howard Foundation represents and promotes.

Privacy – THF Alumni Network

The T. Howard Foundation Alumni Network is primarily meant as a resource for the Foundation to remain connected with alumni, and for alumni to connect with each other. To provide an effective and useful resource, alumni must allow the publication of certain information, such as name, THF class year, internship host company, and undergraduate/graduate institutions. Apart from this basic networking data, THF offers alumni the ability to limit the information that is published. Information provided will exclusively be used internally by THF and will never be sold or given away.

Logo and Branding Usage

The following T. Howard Foundation branding materials may not be used without the written permission by the Foundation:

- Logos
- The tagline “Advancing Diversity”
- “T. Howard Foundation” or “THF”
- Promotional photos or website material

Use of materials or information available through the Alumni Network for any commercial, public, or political purposes, including any form of fundraising, is strictly prohibited.

Online Community & Networking Events

If alumni choose to create a group on a social media platform, the group's administrator must notify the T. Howard Foundation (careers@t-howard.org) of their intent and agree to the following:

- Alumni-created groups must include the following statement on their main page:
This is an alumni group only, and not an official T. Howard Foundation group. The content of this group's page does not necessarily reflect the views and opinions of the T. Howard Foundation.
- Alumni-created groups must be used exclusively for networking, and not for marketing, fundraising, or other purposes.
- If alumni-created groups choose to use the name “T. Howard Foundation,” or the “THF” acronym, they must be in the following formats:

Acceptable “THF Alumni of NY” or “Alumni of THF in NY”	Not Acceptable “T. Howard Foundation– Alumni Network” or “THF Alumni Network”
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