University of New Orleans International Alumni Association

Chapter Manual

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Welcome from the Director

Dear Alumni Chapter Leader:

On behalf of the University of New Orleans' Office of Alumni Affairs and the International Alumni Association, I would like to thank you for taking on the important role of leader in our chapter program. Developing successful chapters is a key ingredient in strengthening the UNO International Alumni Association.

You are part of a dedicated group of volunteers who are committed to keeping UNO alumni connected to the University and to each other. Our focus is to reconnect, and reengage with our alumni, but we can't do it alone. Your involvement and strong leadership within your chapter are vital to our efforts to enhance, strengthen, and promote alumni connections.

This handbook was a collaborative effort between the Office of Alumni Affairs and the International Alumni Association's Chapter Strategy Taskforce. Its purpose is to provide the essential information you need to organize, guide, lead, and sustain an effective chapter through a variety of activities each year. We welcome your suggestions and look forward to working with you and your chapter in support of the University of New Orleans.

Should you have any questions or concerns, please do not hesitate to contact the Office of Alumni Affairs at (504) 280-ALUM or email alumni@uno.edu.

Respectfully,

Pamela Meyer
Director of Alumni Affairs

Alumni Association Contact Information

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UNO International Alumni Association
Mission Statement

The University of New Orleans (UNO) International Alumni Association (Association) promotes the long-term welfare of the University, its students and alumni; fosters loyalty and support for the University; promotes fellowship among alumni and serves as the vehicle through which all university alumni, friends and community members can support UNO.

Chapter Definition & Purpose

Definition of an Alumni Chapter:

A UNO International Alumni Association Chapter is an approved affiliate of the UNO International Alumni Association governed by a set of bylaws and officers to guide the group's activities and meetings.

Alumni chapters are made up of groups of alumni and/or friends with a common interest in supporting and promoting the University in alignment with the Association.

Alumni chapters are organized by specific geographic region in the United States and abroad or by special interest.

Purpose of an Alumni Chapter:

In addition to fulfilling the individual chapter's purpose, UNO Chapters are established to achieve the following:

- Further the values, interests, and programs of the University, its alumni, and the International Alumni Association.
- Help promote UNO in each chapter's community.
- Provide career development and networking opportunities for students and alumni.
- Foster a continuing relationship with students so that some day they will play an active role as alumni.
- Connect and engage with alumni and increase Alumni Association membership.
- To act as ambassadors of the University of New Orleans and support the University's mission.
- Create alumni and parent advocates for UNO
- Influence outstanding high school students to select UNO, facilitating new student recruitment efforts so the University will continue to grow and remain strong.

Chapter Membership

All chapter members shall also be members of the UNO International Alumni Association*. Beyond this requirement, membership is determined by each individual chapter. If, however, the Association refuses membership, then membership is also refused at the chapter level.

* Chapters may request an exception through the UNOIAA. If an exception is granted, at least 50% of Chapters must be UNOIAA members

Chapter Organization

Chapters shall have a minimum of 3 leadership positions held by 3 different chapter members in order to be sustainable. The following are job descriptions of those positions.

President
˝   Represents the chapter as the official spokesperson.
˝   Presides at all chapter meetings and events.
˝   Assumes responsibility for the scheduling success (and follow-up) of each activity or project the chapter undertakes.
˝   Works to increase membership and participation.
˝   Serves as the liaison to the UNO International Alumni Association through the Alumni Chapter Council.

Secretary
˝   Maintains the chapters records and rosters.
˝   Forwards roster changes and updates to UNOIAA liaison.
˝   Responsible for gathering minutes and recording pertinent information from chapter
˝   Forwards complete minutes of all meetings to the UNOIAA liaison.
˝   Works with the chapters executive committee to schedule and submit event dates and details to the UNOIAA liaison in order to ensure the appropriate event promotion and support.

Treasurer
˝   Maintains financial records for the chapter.
˝   Provides the UNOIAA liaison with an annual report of financial matters.

Optional Positions:
˝   Vice-President
˝   Membership Chair
˝   Events Chair
˝   Communications Chair

Chapter Expectations

Below are the basic requirements for Alumni Chapters as defined by the University of New Orleans International Alumni Association:

˝ Maintain a minimum of 25 members to be considered sustainable and active.
˝ Maintain a minimum number of officers as outlined on page 5 of the Chapter Manual.
˝ Submit a completed Executive Committee Roster to the Office of Alumni Affairs annually at the start of each fiscal year (see Appendix for form).
˝ Create chapter by-laws that adopt the policies of the Chapter Manual (see Appendix for sample by-laws).
˝ Submit by-laws to the Office of Alumni Affairs to be kept on file.
˝ Hold 4 meetings per year and participate in or host 2 events per year. Events and meetings may be combined.
˝ Record minutes at all meetings.
˝ Submit rosters and records to the Office of Alumni Affairs bi-annually.
˝ Provide accurate email addresses for all members and promptly inform the Office of Alumni Affairs of any inactive email addresses.
˝ Submit a listing of all events planned for the upcoming year to the Office of Alumni Affairs. If an event is added to the schedule, submit the event details 30 days in advance to the UNOIAA Executive Director for approval.
˝ Complete a Chapter Event Summary following each event and submit to the Office of Alumni Affairs (see Appendix for form).
˝ Complete an Annual Summary of Activity form and submit it to the Office of Alumni Affairs (see Appendix for form).
˝ All physical assets are considered the property of the International Alumni Association. A record of the item and responsible party must be kept on file with the Office of Alumni Affairs.
˝ Operate within a fiscal year that coincides with the UNOIAA's fiscal year.
˝ Adhere to University diversity standards.
˝ As an affiliate of the UNOIAA, all financial management and funds are to be administered by the UNO Foundation.
˝ As an affiliate of the UNOIAA, chapter fundraising is not within a chapter's purview and is not permitted.

It is required to keep the Office of Alumni Affairs informed of chapter plans and activities. This is mutually beneficial to both the chapter and the Alumni Office in order to better promote events on the alumni website, social media pages or Alumni Newsletter and offer event support or supplies. Information can also be passed along to alumni and friends calling the office inquiring about alumni activities in their area.

Chapter Support

To aid in the success of Chapters, the UNO International Alumni Association will provide support and resources as needed by Chapters in the following ways:

Organizational Support:
˝ Maintain and provide Alumni Chapter rosters with contact information
˝ Manage RSVPs for events
˝ Provide nametags for events
˝ Sign contracts for events

Accounting Support:
˝ Complete government compliance forms
˝ Maintain information on reporting, forms, etc.

Communication Support:
˝ Email blasts to alumni
˝ Event postings . University Calendar, Alumni website, Social media, Alumni e-newsletter
˝ A Chapter Web page on the University Web site

Additional Support:
˝ Advice, direction, and resources for planning events
˝ Alumni Affairs staff or Board of Directors attendance at events

Chapter Communications

The following are a list of guidelines for all chapter communications.

Print or Email Communication:

- *Use of the UNO International Alumni Association logo:* As constituent groups of the International Alumni Association, chapters may use the UNOIAA logo in its official and unaltered form and in conjunction with the name of the chapter for official business. The Alumni Association, as the owner of its logo, reserves the right to determine the appropriateness of any proposed use.

- Include the UNO International Alumni Association logo and web address on all materials.

- Contact the Office of Alumni Affairs for an electronic copy of the UNO Alumni Logo.

- Always write the UNO Alumni Association telephone number as (504) 280-ALUM.

- Always use the UNO equity colors: Blue - Pantone 540 and Silver . Pantone 10.

The following are communication suggestions:

- Chaptersqprimary form of communication, like the UNO International Alumni Association, should be web-based communication.

- Do not use more than three different types and sizes of fonts when designing a piece.

Online Communication:

- While we do not have the staff or resources available to help our groups design and maintain a Web site, the Association offers free Web page hosting on the UNO site. This service includes the following:
  - free domain name in the form: http://www.chapters.uno.edu/CHAPTERNAME
  - free hosting space on the UNO server

- *Create a listserv:* We can provide you with tools to easily create and maintain e-mail listservs. For information contact the Office of Alumni Affairs.

- Use of any UNO Alumni social media to connect with alumni and students and to advertise events at no cost to you. Contact the Office of Alumni Affairs to have an event posted.

Chapter Finances

- Each Alumni chapter shall be financially self-sufficient.

- Chapters should consider adding a small per-person charge or handling fee to each event to raise operational funds. Programs and events should generate enough income to avoid deficits.

- Prepare a budget for each significant event or activity to keep track of funds used and any profits made from each individual event.

- In the event that a chapter is unable to fund any up-front costs for an event, the UNO International Alumni Association may pay for these costs, if the event is approved, with the understanding that the chapter will reimburse the UNOIAA within 30 days after the event.

- As a good practice, the chapter treasurer should submit a report at each chapter meeting or email a monthly statement to all chapter officers, as well as the Office of Alumni Affairs.

- If a chapter accumulates a surplus of funds over and above its local operating costs, the chapter might consider:

  o Making a contribution to the UNOIAA supported causes such as the Alumni Association endowed scholarship fund.

  o Sponsoring an event for local alumni and friends.

To open a UNO Foundation sub-account for your chapter under the UNO International Alumni Association account:

- Go to www.unofoundation.org/forms.htm and complete the form "Create a New Account". Submit your completed form to the Office of Alumni Affairs for approval.

- All deposits into the account must be accompanied by a deposit form.

- All expense check requests must be accompanied by original receipts and a signature from the Office of Alumni Affairs.

- All chapters will operate under the UNO International Alumni Association Tax ID.

Sample Events

UNOIAA Hosted Events . chapters are encouraged to participate
˝   UNO Alumni Golf Classic
˝   UNO Football Homecoming
˝   General Assembly & Distinguished Alumni Event

Additional ideas for Chapter Events:

Athletic Events
˝   Tailgate parties at university football, baseball, basketball games
˝   Away-game parties

Community Service Activities
˝   Food and clothing drives
˝   Community volunteer opportunities

Cultural Events
˝   Speakers
˝   UNO Theater or music performances

Socials
˝   Cocktail parties or happy hours
˝   Appetizer or dessert receptions

Send-offs for UNO Freshman
˝   Event in honor of incoming UNO students from your area

Miscellaneous
˝   Wine and/or beer tastings
˝   Student mentoring
˝   Career networking

Chapter Council

˝ Each chapter shall select a member to represent the chapter on the University of New Orleans International Alumni Association Chapter Council.

˝ Each chapter shall designate its representative by July 1st of each year and submit his/her name and contact information to the Office of Alumni Affairs.

˝ If the chapter does not designate a Chapter Representative to the Chapter Council, the Chapter President shall be automatically designated as the Chapter Representative.

˝ Start-Up Chapters shall have an observing representative on the Chapter Council.

˝ The Chapter Council shall elect a President to serve on the University of New Orleans International Alumni Association Board of Directors.

˝ The Chapter Council President shall be elected at the final Chapter Council Meeting for the year. A representative from the UNOIAA Board of Directors will attend this meeting to present the Association's accomplishments from the past year and its goals for the coming year.

˝ See the University of New Orleans International Alumni Association By-Laws for additional information on the Chapter Council.

Appendix I: Resources

Getting Started

To form a new chapter or revitalize a dormant chapter, the following steps should be taken:

1. Contact the Office of Alumni Affairs (504) 280-ALUM (2586). They will work with you to get the process started.
2. The Office of Alumni Affairs will then identify alumni that meet your chapter criteria and share a roster with those interested in organizing or re-establishing a chapter.
3. An electronic survey can be sent to alumni, parents, and friends of UNO to determine the level of interest in establishing or revitalizing the chapter and to identify those willing to participate.
4. Schedule the first meeting to discuss ideas for events and programs. A staff member or UNOIAA Board member will attend to share programming ideas and help recruit an executive committee.
5. Once the executive committee has been recruited, a meeting should be held to begin the event-planning process. The executive committee should devise a chapter plan, create chapter by-laws, and determine the appropriate chapter kickoff event.
6. Once you have decided on an initial event, provide those details to the Office of Alumni Affairs to post on social media sites and in the Alumni newsletter and send out your email invitation using the roster provided by Alumni Affairs.
7. Next steps will be to create chapter By-Laws utilizing the template provided in this manual (page 15) and provide a final copy to the Office of Alumni Affairs, submit any planned events to the Office of Alumni Affairs, and review the list of Chapter Requirements (page 7) and the Appendices to ensure the chapter works to meet all UNOIAA requirements moving forward.

As a chapter works to meet the Chapter Requirements (page 7), the group will be considered a Start-Up Chapter. Start-Up Chapters will come up for review by the Chapter Council six months after being acknowledged as a Start-Up Chapter. If the Start-Up Chapter has met the minimum requirement to become a Chapter, the Chapter Council will issue a recommendation to the Executive Committee that the Start-Up Chapter be submitted for approval as an Official Chapter. If after six months the Start-Up Chapter has not met the minimum requirements, the Chapter Council will submit a report to the Executive Committee recommending that the Start-Up Chapter be given an additional six months to meet the minimum requirements or that they be terminated.

Sample Chapter By-Laws

**By-Laws of the _____ Chapter
of the UNO International Alumni Association**

Article I – NAME
This organization shall be known as the _____ Chapter of the University of New Orleans (UNO) International Alumni Association.

Article II - PURPOSE
The _____ Chapter of the UNO International Alumni Association is organized to
_____.

Article III – MEMBERSHIP

    A. All members of the _____ Chapter must also be members of the UNO International Alumni Association as defined by the By-Laws of the UNO International Alumni Association.
        1. Additionally, chapter membership shall be open to the following:
            a. List additional membership requirements as defined by the chapter

    B. For the purposes of these By-Laws, CONTRIBUTING MEMBERS are defined to be Regular Members contributing at least the minimum amount prescribed by the By-Laws of the UNO International Alumni Association.

Article IV – EXECUTIVE COMMITTEE
The Chapter leadership shall consist of an Executive Committee selected from the general membership. The Executive Committee shall consist of at least 3 members: President, Secretary, and Treasurer. (Chapters may include additional positions here, but these three are required by the UNO International Alumni Association)

    A. The Executive Committee is vested with the authority to manage all of the business and affairs of this Chapter, including, but not limited to, the following:
        1. Developing Chapter goals and priorities;
        2. Establishing and approving the budget for the Chapter and receiving, administering and disbursing all funds;
        3. Adopting, amending or rescinding Chapter By-Laws consistent with the provisions contained herein; and
        4. Performing any other acts necessary or incidental to managing the business and affairs of this Chapter.
    B. Eligibility. Only Contributing Members may serve as a member of the Executive Committee.
    C. Election.

1. The President-Elect shall be elected each year pursuant to Article IV (D) (3). The President-Elect shall automatically assume the Presidency after serving one year as President . Elect.
2. All other Executive Committee positions, except for appointed Chairs of Standing Committees, shall be elected by CONTRIBUTING MEMBERS at the Annual General Membership Meeting. A slate of candidates for each elected position, certified and endorsed by the Election Committee, shall be presented to the general membership. At this time, any member may submit additional nominations for each of the elected positions. Self nominations are permitted. A vote by ballot shall take place, and the person receiving a majority of votes cast for each position will be elected.
3. Only CONTRIBUTING MEMBERS may vote and may only cast one vote.
4. The Election Committee shall be responsible for certifying that each ballot is valid, for counting the votes cast, and announcing the results of the election within five (5) days of the Annual General Membership Meeting.

D. Terms of Office.
1. The terms of the Executive Committee shall be as follows:
   a. President - One (1) year as President
   b. President-Elect - One (1) year as President-Elect.
   c. Vice-President - One (1) year as Vice-President.
   d. Secretary . One (1) year as Secretary.
   e. Treasurer . One (1) year as Treasurer.
   f. Chairs of Standing Committees - Two (2) years as Chair.
2. Executive Committee Members shall serve no more than two consecutive terms in any office.
3. Executive Committee members shall be appointed to an unexpired term by the Election Committee. Members appointed to an unexpired term may seek a full term in that same office.
4. Executive Committee Members shall assume their duties on July 1 in the year in which they are elected.

E. Executive Committee Meetings.
1. The Executive Committee shall hold an Annual General Membership Meeting in April and shall otherwise meet quarterly or more often as determined by the President or upon the petition of the majority of the Board members. Notice of any such called meeting must be given to all members of the Board of Directors at least one (1) week prior to the time scheduled for such meeting.

F. Quorum. Any Executive Committee Meeting in which 50 percent or more of the Committee members are present constitutes a quorum. A simple majority vote will be required for the transaction of business. Each Committee member is entitled to one vote on each matter submitted to a vote. Proxy voting is not permitted.

G. Absence as Resignation. Unexcused absences from three consecutive meetings by any member of the Executive Committee constitute an offer of resignation. The Executive Committee shall determine whether an absence is excused. A resignation becomes effective, and the position is vacated, upon vote of the Executive Committee to accept the resignation.

H. Vacancies. The Executive Committee may fill by appointment any vacant seat on the Board.

Article V - STANDING COMMITTEES

A. The Chapter Executive Committee shall have the power to create and dissolve Standing Committees and appoint their chairs and co-chairs.
B. Special Committees may be created and dissolved as necessary by the President with the approval of the Chapter Executive Committee.
C. The following Standing Committees shall exist as deemed necessary by the Chapter Executive Committee:
  1. Business/Education Committee
  2. Philanthropy Committee
  3. Communications/Technology Committee
  4. Membership Committee
  5. Networking/Social Events Committee
  6. Elections Committee. Proposes slate of officers for presentation to membership for election and recommends to the Chapter Executive Committee persons to serve as chairs and co-chairs of committees.
D. The Election Committee shall consist of the following individuals:
  1. President of the Chapter.
  2. Chairs of the Standing Committees of the Chapter.
E. The Executive Director of the International Alumni Association shall serve on the Election Committee as an ex-officio member with no voting privileges.
F. The Chair of the Election Committee shall be selected by the Election Committee.

Article VI - GENERAL MEMBERSHIP MEETINGS

A. At a minimum, a meeting of the members of this Chapter shall be held each year for the purpose of transacting such business of the Chapter. The meeting shall be held in April at a place determined by the Chapter Executive Committee. Written notice of the time and place of the meeting shall be mailed to each Chapter member at the address on record at least two (2) weeks prior to the slated meeting date.
B. Each CONTRIBUTING MEMBER will be entitled to one vote on each matter submitted to a vote by Chapter members. Proxy voting is not permitted.
C. The number of CONTRIBUTING MEMBERS in attendance at a general membership meeting constitutes a quorum.

Article VII - BY-LAWS

A. The Chapter Executive Committee, by a majority of those present, shall have the power to adopt, amend, and rescind By-Laws. Voting members of the Chapter shall have the right to alter such action of the Officers at any meeting by a majority of those present, provided that two (2) weeks written notice of such a meeting including proposed changes is sent to all members of the Chapter prior to the date of such meeting.

B. Any amendment so adopted will become effective upon the approval by the UNO International Alumni Association Board of Directors.

Article VIII – DISSOLUTION

Upon dissolution of the Chapter, the Chapter Executive Committee shall provide for the discharge of all liabilities of the Chapter and shall transfer all remaining assets of the chapter to the UNO International Alumni Association, a qualified entity under section 501(c) (3) of the Internal Revenue Code of 1986 (or its successor), or if that entity should no longer exist, then to the University of New Orleans Foundation, then to the University of New Orleans, a member of the LSU System.

Article IV - RULES OF ORDER

The Robert's Rules of Order, as revised, shall govern the proceedings of the Chapter when not in conflict with any portion of these bylaws.

Article X – INDEMNIFICATION

This Chapter will indemnify, hold harmless, and defend any individual from potential losses arising from claims against any of them for alleged wrongful acts committed in their capacity as Directors or agents.

Event Planning Tips & Checklist

EVENT OVERVIEW
Chapters and clubs should prepare an annual calendar of events. Pre-planning allows the alumni association to assist all our groups wherever possible. When developing your calendar of events, consider the following:

CONCEPTION
Events should be directly related to the chapter's mission statement. All events must be approved by the Executive Director of the UNO International Alumni Association prior to planning.

SCHEDULING
Space your activities evenly throughout the year to ensure adequate time for preparation and better attendance. Chapters are asked to host or participate in two events per year. *Remember, quality, not quantity, is the key!*

DIVERSITY
Always keep in mind the diverse interests of your constituents and plan a wide range of activities that address the needs of your members.

EVENT PROMOTION
- Alumni Voice Newsletter *(2 months in advance)*
- Alumni Association Facebook Page *(2 weeks in advance)*
- Alumni Website *(1 month in advance)*
- Campus News Emails *(2 weeks in advance)*
- Email Communication *(2 months in advance)*

CHECKLIST:
FACILITIES
- **Indoor**
    Rental contract
    Floorplan
    Tables
    - Quantity
    - Clothed and skirted
    - Head table/reserved tables
    - Placecards and table numbers
    - Centerpieces
    Seating
    - Open or reserved
    - Seating chart
    Registration table
    - Check-in lists and pens
    - Giveaways

- Nametags and Sharpies
- Cash bag

Decor
Location and operation of lighting, electrical outlets and thermostat
Custodial support

- **Outdoor**
Same considerations as indoor events
Tent(s)
Permit(s)
Electricity
Garbage disposal
Restrooms
Emergency personnel
General Rule: When using an outdoor facility, always discuss a rain plan.

CATERING

Contract approved by alumni association
Final head count due date

MENU

Menu selection
- Hors d'oeuvres
- Meal (vegetarian option?)
- Dessert
- Beverages (tea, lemonade and/or water)

Cost per person (including service charge/gratuity)
Buffet
Plated
Service times
General Rule: It is best to have waiters suspend service the program begins.
Cash or hosted bar
General Rule: Always offer an alternative to alcoholic drinks.

AUDIO/VISUAL

Microphones
- Podium stationed
- Hand-held
- Cordless (stand needed?)
- Lavalier

Speaker system
LCD, DVD, overhead projector and/or screen
Laptop computer
Photography/ Videography
Flip chart, easels and markers
Lighting
Background music

General Rule: Test A/V equipment before the event and have extra light bulbs, batteries and/or cords on hand.

ENTERTAINMENT
Type
Cost
Performance times
Set-up needs
- Stage
- Sound
- Lighting
- Electrical

AWARDS
Emcee
- Script
Awards/plaques
- Advance display
Presentation
- Times
- Photo opportunities

PROMOTION
E-mail
Website
Calendar
Alumni Voice Newsletter
UNO Alumni Facebook Page
University Campus Communication

PARKING
Designated parking
- Free or cost
- Passes
- Shuttle service

SIGNAGE
Banners
Alumni tablecloth
Membership display
Directional signs

DRESS CODE
Attendee attire
- Casual
- Business casual
- Business
- Formal

Chapter Website

Web Services Information:

UNO offers the availability of web page creation to a variety of users, including university organizations or clubs.

A university organization or club web page is used to publicize its offerings to the university community.

In each case, the content of the web page must be in keeping with general policy and guidelines of university publications (see below).

Each chapter must have a page manager who will assume the responsibility of constructing the design and inserting the contents of the associated web page. A web page can have one or more page masters. Furthermore, the list of page managers can be modified from time to time by means of the appropriate request form.

Every page on your website should include the following elements:

- A Clear Page Title
- Use of the Current UNO Logo
  (Marketing & Communications recommends
  that the logo blend in with the background)

- Use of the UNOIAA logo
- Use of UNO colors
- Link to the UNO Homepage (http://www.uno.edu)
- Link to the College or Departmental Homepage (UNOIAA)
- Mailto link to the webmaster of your department or organization
- Contact Information for persons in your department or organization

For information on requesting a website visit http://ucc.uno.edu/web/index.cfm.

Appendix II:

Forms

New Chapter Application

Group Organizer: _____

Contact Information (email & phone): _____

Proposed Chapter: _____

Proposed Mission or Purpose: _____

Submit this form to the Office of Alumni Affairs. The Office will be in touch within 72 hours to discuss next steps.

Executive Committee Roster

President
Name:_____
Address: _____City: _____ St.: ___ Zip: _____
Primary phone (to be given out to alums upon request):_____
Alternate phone: _____
E-mail: _____
Company name:_____

Secretary
Name:_____
Address: _____City: _____ St.: ___ Zip: _____
Primary phone (to be given out to alums upon request):_____
Alternate phone: _____
E-mail: _____
Company name:_____

Treasurer
Name:_____
Address: _____City: _____ St.: ___ Zip: _____
Primary phone (to be given out to alums upon request):_____
Alternate phone: _____
E-mail: _____
Company name:_____

Position:_____
Name:_____
Address: _____City: _____ St.: ___ Zip: _____
Primary phone (to be given out to alums upon request):_____
Alternate phone: _____
E-mail: _____
Company name:_____

Position:_____
Name:_____
Address: _____City: _____ St.: ___ Zip: _____
Primary phone (to be given out to alums upon request):_____
Alternate phone: _____
E-mail: _____
Company name:_____

Chapter Event Summary

This will help evaluate the success or failure of each event and assist in planning future activities. Complete and return to the Office of Alumni Affairs.

Chapter or Club: _____
Event: _____
Location: _____
Date: _____
Goal of the Event:

_____

Event Coordinators:

_____

Attendance: (Attach a copy of the sign-in sheets)
How did you promote the event?

_____

What was the final attendance?

_____

How many new members joined the alumni association and chapter as a result of the event?_____

Profit:
Was there any financial profit from the event?

_____

Summary:
Rate the success of the event: 1 2 3 4 5 6 7 8 9 10 (being the highest)

Is/will this be an annual event?

_____
Overall comments regarding the event, including strengths and weaknesses:_____
_____
_____
_____
_____
_____
_____
_____

Completed by:

_____

Chapter Year-End Summary

Chapter/Club:

_____

Mission:

_____
_____
_____
_____

Summarize the events and/or activities your chapter participated in or hosted.

Event Name:

_____
_____
_____
_____
_____

Event Name:

_____
_____
_____
_____
_____

Event Name:

_____
_____
_____
_____
_____

(continued)

Describe your chapter/club's accomplishments for the year:

Examples:

Submitted information to the UNOIAA including news, alumni success stories, upcoming events, event recaps and pictures.

Held 5 meetings in 2010-2011 and hosted 2 events (one social and one community volunteering)

Recruited 15 new members for the chapter and the UNO International Alumni Association.

Accomplishment:

_____
_____
_____
_____

Accomplishment:

_____
_____
_____
_____

Accomplishment:

_____
_____
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_____

Accomplishment:

_____
_____
_____

Does your group have suggestions for the Alumni Association to better assist chapters?

_____
_____