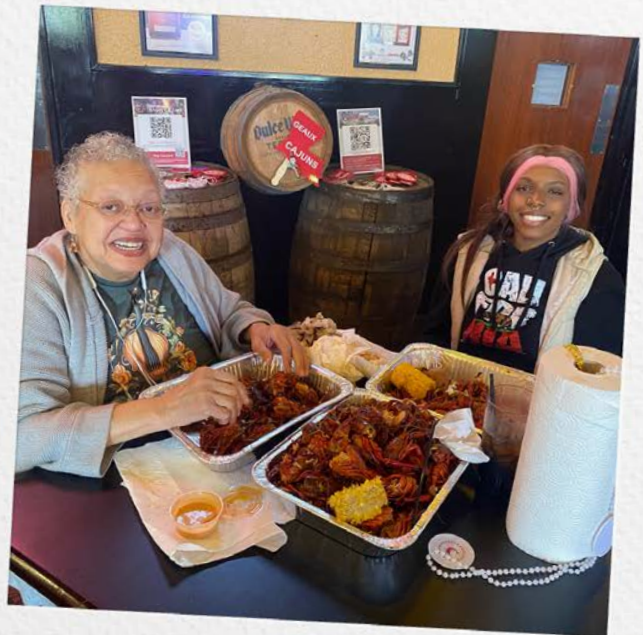




Alumni Association

ALUMNI CLUB/CHAPTER/ NETWORK HANDBOOK





Alumni Association

ALUMNI CLUB/CHAPTER/NETWORK HANDBOOK

Last approved by the Clubs and Chapters Committee of the University of Louisiana at Lafayette Alumni Association.

February 3, 2024

The mission of the University of Louisiana at Lafayette Alumni Association is to promote good fellowship among alumni; to strengthen the ties of loyalty and devotion of alumni to their alma mater; and to, at all times, further the interests of the institution.

Last Updated: 2/2/2024

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Disclaimer: Please visit our website for the most current version of the Alumni Club/Chapter/Network Handbook. The University of Louisiana at Lafayette Alumni Association reserves the right to make changes to the handbook content as necessary. Most current versions of the handbook will be distributed to all leaders annually.

WELCOME

Dear Alumni Leaders,

On behalf of the University of Louisiana at Lafayette's Alumni Association, we would like to extend a heartfelt thank you for volunteering. The backbone of our Alumni Association is volunteer engagement, and your involvement is vital. Club and chapter leaders have the privilege to create opportunities for alumni to continue to grow their connection to our University after graduation. As a volunteer leader, you are pivotal in fulfilling our mission to strengthen the ties of loyalty and devotion of each alum from UL Lafayette.

Our Alumni Association aims to nourish the connections between alumni and our great University. Clubs, chapters and networks are integral to the work of the association and have helped create our identity. These groups are divided into both geographic location and shared interests and are a great way for alumni to stay involved with the University on a deeper level.

The resources included in this handbook will help you, our volunteer leaders, to plan, implement and evaluate activities that strengthen the Ragin' Cajuns family. Our goal is to help your club or chapter grow and thrive through the guidelines and policies provided here.

We are grateful to have you serving as an ambassador for the Alumni Association and the University of Louisiana at Lafayette! No matter where you reside, our Alumni Center is always here for you to call home, and we welcome you back at any time.

Thank you again for your volunteer support.
Geaux Cajuns!



CONSTITUENT GROUPS

WHAT IS AN ALUMNI CHAPTER?

Alumni chapters are alumni organizations whose base of membership is derived from a specific college or interest group (i.e. College of the Arts Alumni Chapter; Christiana Smith African American Alumni Chapter). They are involved in many activities, but their major goals are:

- To provide an opportunity for all alumni (graduates or former students) to interact meaningfully with the University and its activities and to serve as the contact for current information about the University and its programs in that chapter's particular area of interest.
- To consistently seek to engage alumni and friends and increase gifts to the Alumni Loyalty Fund.
- To recruit, under the guidance and direction of University staff, outstanding students to attend UL Lafayette.
- To provide support to the University, community, students and each other.

Purpose

The purpose of alumni chapters is to:

- Advocate for the University.
- Facilitate events and programming focused on increasing alumni engagement within all alumni age groups, interests and areas of study.
- Serve as ambassadors of the University by spreading the positive impact our culture has on others.
- Inspire and support students currently attending and interested in attending UL Lafayette through scholarship programs and other mentorship opportunities.
- Help alumni stay connected by keeping them informed of University events and announcements and allowing alumni to share their experiences with others.

WHAT IS A RAGIN' CAJUN CLUB?

Ragin' Cajun clubs are alumni organizations whose base of membership is derived from a specific geographic region (city, parish, state, metropolitan area, etc.). They are involved in many activities, but their major goals are:

- To provide an opportunity for all alumni (graduates or former students) to interact meaningfully with the University and its activities and to serve as the contact for current information about the University and its programs in that club's particular area of interest.
- To consistently seek to engage alumni and friends and increase gifts to the Alumni Loyalty Fund.
- To recruit, under the guidance and direction of University staff, outstanding students to attend UL Lafayette.
- To provide support to the University, community, students and each other.

Purpose

The purpose of Ragin' Cajun Clubs is to:

- Advocate for the University.
- Facilitate events and programming focused on increasing alumni engagement within all alumni age groups, interests and areas of study.
- Serve as ambassadors of the University by spreading the positive impact our culture has on others.
- Inspire and support students currently attending and interested in attending UL Lafayette through scholarship programs and other mentorship opportunities.
- Help alumni stay connected by keeping them informed of University events and announcements and allowing alumni to share their experiences with others.

WHAT IS AN ALUMNI NETWORK?

Alumni networks offer opportunities for alumni to connect based on shared interests, location or experiences for the University. A network is a community of alumni who come together to celebrate UL Lafayette and act as local advocates for the University's mission and values. They are involved in activities to support their constituents and have the following goals:

- To engage alumni by maintaining an active relationship with the University and one another.
- To serve our University by encouraging alumni to stay involved and providing opportunities to do so and act as ambassadors of the University to their communities.
- To provide support to the University, community, students and each other.

Purpose

The purpose of alumni networks is to:

- Advocate for the University.
- Facilitate events and programming focused on increasing alumni engagement within all alumni age groups, interests and areas of study.



CLUBS/CHAPTERS V. NETWORKS

The Alumni Association currently offers two levels of alumni constituent groups: Alumni clubs/chapters and alumni networks. Both levels offer a great platform to connect with fellow alumni. Clubs/chapters require elected leadership, regular meetings and a larger time commitment from officers. Networks typically meet once per year and do not require board elections.

Alumni networks remain at the network level for one year before transitioning to the clubs/chapters level. The chart below provides a further outline of alumni clubs/chapters and networks:

	Club/Chapter	Network
Affiliates	Anyone can affiliate if they are a graduate or former student of the University	Anyone can affiliate if they are a graduate or former student of the University
Leadership	Minimum four (4) volunteers with elections annually (beginning '25)	<ul style="list-style-type: none"> • One to two (1-2) volunteers (liaisons) • No formal elections
Annual Agreement	Reviewed and signed annually	One time leadership agreement
Meetings	<ul style="list-style-type: none"> • Semi-annual (minimum) meetings of elected volunteers • Periodic meetings between volunteers and Alumni Association staff 	Event-based discussions with the associate director of clubs and chapters
Types of Events	At least two events annually, including a networking event	One annual gathering
Communication & Connection	<ul style="list-style-type: none"> • Periodic emails • Event invites (mail and/or email) • Social media presence connected to the primary Alumni Association Facebook account 	Event invites (mail and/or email)
Scholarship	Can create a group scholarship (expendable or endowed)	Can create a group scholarship (expendable or endowed)
Giving Expectation	Each officer must be a current Loyalty Fund donor	Each liaison must be a current Loyalty Fund donor

BENEFITS

ALUMNI CLUB/CHAPTER BENEFITS

As an official club/chapter, your group will receive the following support:

Communications & Marketing Benefits

- Access to publish approved mass emails via the Alumni Association account within University Advancement's mass emailing platform.
- Creation of group-specific branding and logos for approved use.
- Access to branded marketing materials such as business cards, banners, table runners, etc.
- Social media presence connected to the primary Alumni Association Facebook account.

Event Planning Benefits

- Event support from the Alumni Association, including event planning, marketing, licensing and professional staff.
- Event advertising on the Alumni Association calendar and social media.
- Access to event space at the Alumni Center (limit one free official use per year, per group).

Leader Benefits

- Meetings and events with Alumni Association board members.
- Presidents will be voting members of the Alumni Association Council.
- Premier volunteer opportunities across campus (e.g., commencement speaker).
- Opportunity to provide mentorship to students.

ALUMNI NETWORK BENEFITS

As an official network of the Alumni Association, your group will receive the following support:

Communications & Marketing Benefits

- Access to publish approved mass emails via the Alumni Association account within University Advancement's mass emailing platform.
- Access to Alumni Association branding and logos for approved use.

Event Planning Benefits

- Event support from the Alumni Association, including event planning, marketing, licensing and professional staff.
- Event advertising on the Alumni Association calendar and social media when requested.
- Access to event space at the Alumni Center (limit one free official use per year, per group).

Leader Benefits

- Premier volunteer opportunities across campus (e.g., commencement speaker).
- Opportunity to provide mentorship to students.

EXPECTATIONS & RESPONSIBILITIES

STARTING A CLUB, CHAPTER OR NETWORK

Clubs and chapters are chartered once per fiscal year, typically in May. Please note that as of 2024, all new clubs and chapters are required to begin as a network and remain in this status for one year prior to receiving a charter. This process is to ensure that clubs and chapters have the necessary leadership, alumni interest and understanding of provided guidelines.

Networks should work on their Club/Chapter Agreement Requirements throughout their time in network status and must meet all requirements before being activated as a club/chapter.

Networks may stay in network status if they wish and will need to begin this process by meeting with the associate director of clubs & chapters and completing a Network Agreement.



MAINTENANCE

CLUB/CHAPTER LEADERSHIP

Clubs and chapters are required to have a complete board. This may be comprised of standard positions consisting of president, vice president/president-elect, secretary/treasurer and events officer (see position descriptions in appendix) or may result in a different formulation. Any leadership will be approved annually via the agreement. These positions must be elected annually (beginning in 2025) and will serve a one-year term. All club/chapter positions must be open to calls for new officers after two consecutive years of holding a position.

All required club/chapter positions must be filled by the start of the fiscal year each year (July 1). Elected officers are required to sign a position description annually to ensure a clear understanding of position duties (due July 15 each year).

NETWORK LEADERSHIP

Networks are not required to have a board and do not maintain positions such as president and vice president. In place of a board, networks maintain a volunteer partner list. Volunteers will be confirmed annually and are not held to a term limit. Networks typically have 1-2 volunteers, but more are permitted if available.

ELECTIONS

Beginning in 2025, club and chapter elections will be held every year for the required positions (president, vice president/president-elect, secretary/treasurer and events officer). Clubs/chapters are asked to submit an email request for a call for leadership at least five weeks prior to the desired email release date. Calls for leadership will allow interested alumni to submit a nomination form for their interested positions. Once the nomination period closes, the associate director of clubs and chapters will create a ballot to be sent to all constituents associated with the club or chapter. Voting will be open for two weeks, and all new officers will take their positions on July 1. All elections for required leaders must be performed through an official ballot.

The following parameters must be met for the ability to pursue an elected position with a club or chapter:

- All candidates must be affiliated with the club or chapter they are interested in serving (i.e., live in Baton Rouge, graduated from the College of the Arts).
- All candidates must currently be Loyalty Fund donors before being placed on the ballot.
- Presidents cannot serve in multiple roles on the council. If elected, they must step down from their council position (or vice versa).
- Presidential candidates must have served in a leadership role within the club or chapter before seeking this position.

Typical Elections Timeline:

- April 1: Email request submitted by the current chapter board
- May 10: Call for nominations, email to affiliates
- May 10-25: Social media posts about the nominating period
- May 30: Nominations close

- June 1: Voting opens, email to affiliates
- June 1-15: Social media posts about the voting period
- June 15: Voting closes, results are announced
- July 1: New positions begin

Clubs and chapters are encouraged to advertise the elections on their social media channels and link to the nomination form and ballot links provided.

SUCCESSION PLAN

Leaders are encouraged to actively recruit throughout the year to fill upcoming vacant positions. The vice president of each chapter is slated to transition into the presidency upon the next term. Positions may be held by an individual for two years before a club/chapter is required to seek new leadership for that position. Interested alumni and community members can submit a nomination form at any time, and the completed forms will be provided to leadership in preparation for elections. Nomination forms will be available on the Leader Resources webpage.

Transitioning officers should set up a meeting with incoming officers and the associate director of clubs & chapters to hand off passwords, documents, materials, etc. prior to the end of their term.

Leaders can stay in their positions beyond the maximum two-year period if no one is interested in seeking election for that position.

CLUB/CHAPTER AGREEMENTS

In 2024, the Alumni Association will implement the annual Alumni Club/Chapter Agreement to replace individual club/chapter bylaws. Clubs/chapters are required to sign an annual agreement, which outlines all expectations, by July 15 of each year (see Club/Chapter Agreement in appendix) to receive support and services from the Alumni Association. Agreements are to be renewed annually and will reflect any needed changes as required by the Alumni Association's Board of Directors. Clubs/chapters will complete the agreement and will receive a copy for their records. If your club/chapter has any questions regarding the expectations outlined in the agreement, please contact the associate director of clubs & chapters.

NETWORK AGREEMENTS

In 2024, the Alumni Association implemented the Alumni Network Agreement. Networks must sign this during network creation and do not update it unless liaisons change. Networks will complete the agreement and will receive a copy for their records. If your network has any questions regarding the expectations outlined in the agreement, please contact the associate director of clubs & chapters.

CLUB/CHAPTER MINUTES

Clubs and chapters are required to meet at least two times per year. General/public meetings are to be shared on the Alumni Association events calendar and via email to constituents. Leaders should submit a calendar and email request six weeks prior to the desired email release date (the email send date should be at least two weeks before the meeting date).

Meeting minutes should be saved and submitted to the associate director of clubs & chapters by the secretary within 72 hours of the meeting's completion.

DEACTIVATION OF A CLUB/CHAPTER

Clubs and chapters that have not complied with the above expectations and responsibilities and those outlined in the Club/Chapter Agreement (see appendix) will be at risk of deactivation. If a club or chapter is out of compliance for six months, they will receive a 45-day written warning. The letter will inform the group that they have 45 days to create a reactivation plan with the associate director of clubs & chapters to retain their club or chapter status. If submitted within the designated 45-day window, the reactivation plan will be reviewed, and the club or chapter will be notified of their recommendation shortly thereafter.

If the club/chapter chooses not to respond within their window of opportunity with a reactivation plan, they will be formally transitioned into probationary status. Constituents of this group will be notified of the search for new leadership, if applicable. The Alumni Association may also recommend deactivation in lieu of probation.

PROBATION

If a club or chapter is heading towards deactivation due to persistent internal leadership issues, the Alumni Association can initiate moving the club or chapter to probationary status. Probationary status allows the associate director of clubs & chapters to assume leadership of the group in consultation with the volunteer leaders while the persisting issues are addressed. After six months of probation, the group will be evaluated to determine whether they are ready to move out of probation, need to be transitioned to a network or if deactivation is recommended.

Once on probation, a group must reactivate into network status before regaining full club or chapter designation.



PROGRAMMING

In an effort to establish a consistent planning horizon, the Alumni Association has set a structure for event operations and planning. This structure allows for our organizations to capitalize on their most successful and meaningful events while encouraging the engagement of new members and growth. Through this model, the Alumni Association will provide increased support to our organizations and ultimately support the betterment of the association and its mission.

Events should have a direct relationship to the Alumni Association mission: The mission of the Alumni Association is to promote good fellowship among alumni; to strengthen the ties of loyalty and devotion of alumni to their alma mater; and to at all times further the interests of the institution. Additionally, events should be guided by the following four pillars: Connecting alumni to the University, to the community, to each other and to students.

EVENTS

Clubs and chapters are required to host two events per year. Event types can vary (e.g., social mixers, networking events, activities and volunteer opportunities). The Alumni Association also encourages events that cater to areas such as student engagement and continued professional development.

Networks are required to host one gathering per year.

Event registration is coordinated and distributed via the Alumni Association, and registration information will be shared with leadership beforehand. Leadership is asked to track attendance and submit this information alongside a post-event survey after the event. Post-event surveys are to be completed and returned to the associate director of clubs and chapters within four weeks of the event. These surveys will be important tools when working together on any strategic planning for the following year and will allow the Alumni Association to better assess where support and resources are needed throughout the planning and event execution process.

Constituent groups with the Alumni Association are each allotted one free official and approved use of the Alumni Center house and grounds per the Alumni Association's event guidelines. This free use does not include catering or event rental costs.

STRATEGIC PLANNING

Each constituent group will meet with the associate director of clubs & chapters annually to complete a strategic planning session for events, goals and associated programming for the upcoming year. These plans will allow the Alumni Association and the associate director of clubs & chapters to take a proactive approach to creating a supportive planning horizon. All are required to meet with the associate director of clubs & chapters by August 1 for a yearly planning meeting, including the development of event plans and budget. Event plans should be completed and submitted to the associate director of clubs & chapters by August 31 for approval. Exact dates are not required (i.e., Networking Mixer, May 2024).

Please use the form provided on the Leaders Resources webpage to create and outline your event plan and budget for approval. When planning your events, please note dates of importance on the Alumni Association calendar. If you have any questions regarding event dates, contact the associate director of clubs & chapters.

FINANCIALS

FINANCIAL REPORTS

Clubs and chapters will be provided monthly financial reports for their operational accounts with the UL Lafayette Foundation. If, at any time, leaders see a discrepancy or have questions regarding financial reports, they should contact the associate director of clubs & chapters.

Additionally, clubs and chapters must report external accounts to the associate director of clubs & chapters and are required to submit monthly statements to the Alumni Association.



MARKETING

BRANDING

All Alumni Association clubs/chapters/networks are held to the same branding standards as the rest of the University. For more information on the University brand guidelines, please visit <https://ocm.louisiana.edu/branding-licensing>. Due to these guidelines, the Alumni Association staff coordinates all marketing materials for distribution with the Office of Communications & Marketing.

EMAIL MESSAGING

The Alumni Association coordinates all marketing emails with the Office of Communications & Marketing using a mass emailing platform. Clubs and chapters are eligible to request emails as needed. This can include event invitations, reminder emails, club/chapter or network updates, etc. To request an email, contact the associate director of clubs & chapters to discuss the content and relevant details. Please also include the email release date, proposed copy, etc. Email requests must be received with at least six weeks' notice. A preview will be sent to the requestor for any additional edits before it is released.

LOGOS

All Alumni Association constituent groups will be provided logo sets specifically tailored to their individual group. These logos are designed and developed in cooperation with brand guidelines. Logos are not to be changed without approval from the Office of Communications & Marketing. If a logo is needed in a different format, contact the associate director of clubs & chapters.

SOCIAL MEDIA

Constituent groups are encouraged to follow and share content from the main Alumni Association social media accounts. If they wish to have their own social media presence, a private Facebook group can be set up for their specific club or chapter followers to join and connect with each other. This group will be linked to the main Alumni Association's Facebook page for greater visibility and easier access. Appropriate leadership will be given access to these groups to manage them and engage with participants. Social media accounts created outside of these parameters are not currently permitted.



Club and chapter leaders are also encouraged to capture assets (pictures and videos) at their events to share on the main Alumni Association's social media accounts and their own private Facebook groups.

Examples of content you can share in your club or chapter Facebook group include:

- Upcoming events
- Call for leadership nominations
- University news/Alumni Association news
- Leadership introductions
- Scholarship announcements
- Congratulations to new graduates

For additional questions, contact the associate director of clubs & chapters.

EVENT CALENDAR

All events will be advertised online on the Alumni Association events calendar and social media. Visit calendar.louisiana.edu/alumni/all or use the QR code to view all upcoming Alumni Association events.



SCHOLARSHIP OPTIONS

STARTING A SCHOLARSHIP

A benefit of being a constituent group of our Alumni Association is that you can support current students by providing financial support via scholarships. If your group has reached a point where this opportunity is of interest, there are options to consider the best course of action for your group. Prior to moving forward, the president of your group should schedule a meeting with the Alumni Association to discuss what might work best.

We will also guide you through the process once you've chosen to move forward. Scholarship selection is made once a year in the spring for awarding in the following academic year.

Expendable Scholarships

Your group may opt to establish a non-endowed scholarship through the UL Lafayette Foundation to award scholarship funds you raise each year. The minimum amount to open this type of scholarship account is \$2,500. At least \$500 must always remain in the account, but the remaining balance could be spent on scholarship awards each year. The UL Lafayette Foundation does assess small account maintenance fees, which will be taken out of your current balance. The selection process would also run through the Alumni Association Scholarship Committee.

Endowed Scholarships

Your group may opt to establish an endowed scholarship through the UL Lafayette Foundation in association with the Alumni Association. An endowed scholarship would create a scholarship in the group's name and continue in perpetuity. The minimum amount to create an endowed scholarship is \$10,000. Please be aware that the principal amount of \$10,000 can never be expended. Scholarships can only be awarded from the earnings of the endowed scholarship account. Assuming an annual return of 4% and a base endowment of \$10,000, the average amount available to award each year would be \$500-\$1000. The UL Lafayette Foundation does assess small account maintenance fees which will be taken out of your current balance. If this causes the principle to drop below \$10,000, it may inhibit awards from being made until the balance is back above \$10,000. The selection process would also run through the Alumni Association Scholarship Committee.

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CHAPTER TOOL KIT

EVENT PLANNING TIMELINE - EXAMPLE

JUNE

- Meet with the associate director of clubs & chapters and decide events for the upcoming fiscal year.

JULY

- Begin researching possible venues.
- Work through potential dates and budget restrictions.

3 MONTHS BEFORE EVENT

- Connect with the Alumni Association to sign any necessary contracts and reserve a venue.
- Submit event proposal form with finalized details (date and description).
- Begin securing sponsorships (if applicable).
- Research catering.
- Begin recruiting event volunteers.

6 WEEKS BEFORE EVENT

- Finalize catering menus.
- Finalize sponsorships (if applicable).
- Submit email and registration requests to the Alumni Association. Submit ticket type (free/paid) and costs.
- Discuss item/décor needs from the Alumni Association (promo items, fleur de lis décor, etc.).

1-2 WEEKS BEFORE EVENT

- Reminder email is sent from the Alumni Association.
- Finalize timeline and agenda.
- Adjust estimates as needed based on registration numbers.

WEEK OF EVENT

- Confirm attendee numbers with the Alumni Association, venue and caterers.
- Assemble and/or prepare other event items, including check-in materials, décor, speaker gifts, etc.
- Confirm volunteer, staff and board member presence at the event.
- Confirm the speaker and deliver information and logistics relevant to the speaker.
- Order and confirm all additional equipment and set-up needs (sound/AV, podium, furniture placement, etc.).

DAY OF EVENT

- Arrive early to ensure space is set up and ready for guests.
- Ensure the venue has a check-in area established (with giveaways) and that the space is decorated appropriately.
- Touch base with vendors and caterers for any last-minute requests/needs.
- Check with venue staff before leaving the event to ensure all bills are settled or invoices are sent to Alumni.

1-2 WEEKS AFTER EVENT

- Create a post-event survey and submit it to the Alumni Association with a request to email to attendees.
- Send thank you emails/notes to any sponsors or speakers.
- Submit post-mortem to the Alumni Association.

3-4 WEEKS AFTER EVENT

- Verify all payments have been submitted.
- Confirm surveys are being sent and review responses.



SPONSORSHIP LETTER REQUEST - EXAMPLE

[Insert
Club/Chapter
Logo]

Subject: Invitation to Sponsor the UL Lafayette [club/chapter/network name] [event name]

Dear [Name],

I trust this message finds you well. It is with great excitement that the [club/chapter/network Name] announces its upcoming [event name], highlighting our esteemed University and alumni.

As we gear up for this festive occasion, we are extending invitations to community-minded organizations, such as yours, to consider becoming a sponsor for our event. Your support holds the potential to significantly enhance the experience for our attendees and contribute to the overall success of the celebration.

Event Details:

Date:

Time:

Place:

We kindly request your support through [sponsorship amount or in-kind contribution], which can be tailored to your preferences. Your generosity will not only play a pivotal role in creating lasting memories for all attendees but will also underscore your commitment to community engagement and celebration.

As a token of our gratitude for your sponsorship, we are pleased to offer prominent recognition and acknowledgment during the event, along with a heartfelt thank you on our social media platforms. This sponsorship also provides a unique opportunity for your organization to showcase its dedication to the [club/chapter/network name] community.

Should you have any questions or require further information about sponsorship details, please feel free to reach out to me; my contact information is provided below. We believe that a partnership with [sponsor name] will significantly amplify the impact of this celebration, offering a wonderful opportunity for your organization to be acknowledged as a supporter of our vibrant community.

We sincerely appreciate your time and consideration and hope to have the honor of your support for the [event name].

Warmest regards,

[Your Name]

[Your Title]

[Your Contact Information]

APPENDIX



Alumni Association

ALUMNI CLUB/CHAPTER AGREEMENT

ALUMNI CLUB/CHAPTER: _____

AGREEMENT YEAR: _____ to _____

The mission of the University of Louisiana at Lafayette's (UL Lafayette) Alumni Association is to promote good fellowship among alumni; to strengthen the ties of loyalty and devotion of alumni to their alma mater; and further the interests of the institution at all times.

This club/chapter: _____ is a group whose purpose is to be a champion for the University and organize alumni and friends as casual but influential networks that support and engage with each other and the University.

To be designated as an Alumni Association club/chapter and receive support and services, this agreement must be submitted, along with the materials listed below, to the associate director of clubs & chapters.

The Annual Club/Chapter Agreement replaces all former chapter bylaws in paring with supporting documents. The desired deadline for submitting the agreement and materials is July 15.

The club/chapter named above hereby agrees to operate in support of the Alumni Association's mission in the following ways:

- Adhere to the club/chapter agreement and Alumni Association bylaws.
- Meet with club/chapter leadership two times per year and hold a general meeting (open to all constituents) once per year.
- Provide meeting minutes within 72 hours of meetings to the associate director of clubs & chapters.
- Promote the Alumni Loyalty Fund through club/chapter programs, activities and communications.
- Provide programming for diverse interests and age groups.
- Coordinate all sponsorship/fundraising efforts with the associate director of clubs & chapters prior to promotion or financial request.
- Use Alumni Association resources for communications with constituents and encourage alumni to keep their data current by updating their information via the website.
- Share all club/chapter login information with the Alumni Association for succession planning.
- Provide event reporting within 72 hours of an event or activity and an event recap within two weeks of the event completion.

- Complete the following with this Club/Chapter Agreement:
 - Signed club/chapter job descriptions for all officers for the current fiscal year.
 - An annual strategic planning meeting with the associate director of clubs & chapters.
 - Submit an End of Year Report by July 15 of the terminating year of this agreement.

As an elected officer of this club/chapter, I agree with the statements above.

Printed Name, President: _____

Signature: _____

Printed Name, Vice President: _____

Signature: _____

Printed Name, Treasurer/Secretary: _____

Signature: _____

Printed Name, Events Officer: _____

Signature: _____

Printed Name, Past President: _____

Signature: _____

By signing below, the Alumni Association pledges to assist the club/chapter in its efforts to carry out the Alumni Association's mission in the ways set forth above.

CLUB/CHAPTER AGREEMENT APPROVED BY:

Joelle Boudreaux, Associate Director of Clubs & Chapters:

Signature: _____ Date: _____

Amy Armstrong, Chief Executive Officer for Alumni Association:

Signature: _____ Date: _____

Signed copy will be returned to the officers for your records.



Alumni Association

ALUMNI NETWORK AGREEMENT

ALUMNI NETWORK: _____

AGREEMENT YEAR: _____ to _____

The mission of the University of Louisiana at Lafayette's (UL Lafayette) Alumni Association is to promote good fellowship among alumni; to strengthen the ties of loyalty and devotion of alumni to their alma mater; and further the interests of the institution at all times.

This network: _____ is a group whose purpose is to be a champion for the University and organize alumni and friends as casual but influential networks that support and engage with each other and the University.

To be designated as an Alumni Association network and receive support and services, this agreement must be submitted, along with the materials listed below, to the associate director of clubs & chapters.

The desired deadline for submitting the Network Agreement and materials is July 15.

The network named above hereby agrees to operate in support of the Alumni Association's mission in the following ways:

- Adhere to the Network Agreement and Alumni Association bylaws.
- Promote the Alumni Loyalty Fund through network activities, programs, communications and social media.
- Provide programming for diverse interests and age groups.
- Use Alumni Association resources for communications with constituents and encourage alumni to keep their data current by updating their information via the website.
- Provide event reporting within 72 hours of event or activity and an event recap within two weeks of the event completion.

As the network liaison, I agree to the statements above.

Printed Name, Liason #1: _____

Signature: _____

Printed Name, Liason #2: _____

Signature: _____

By signing below, the Alumni Association pledges to assist the network in its efforts to carry out the Alumni Association's mission in the ways set forth above.

NETWORK AGREEMENT APPROVED BY:

Joelle Boudreaux, Associate Director of Clubs & Chapters:

Signature: _____ Date: _____

Amy Armstrong, Chief Executive Officer for Alumni Association:

Signature: _____ Date: _____

Signed copy will be returned to the officers for your records.



ALUMNI CLUB/CHAPTER OFFICER POSITION DESCRIPTION

Alumni Association

Position Title:	President, Alumni Club/Chapter
General Duties:	<p>Alumni club/chapter presidents:</p> <ul style="list-style-type: none">• Facilitate club/chapter activities and meetings (at least two events per fiscal year and semi-annual board meetings).• Ensure succession plan by encouraging involvement of other officers.• Draft annual strategic plan with leadership team input.• Meet with associate director of clubs & chapters to finalize strategic plan (with the assistance of the event officer).• Prepare officer election update.• Attend leadership training and council meetings (or selects another officer to attend).• Oversee any committees with the assistance of the vice president.
Term of Office:	The term lasts one year commencing on July 1. Officers may be eligible to serve an additional term upon agreement from the club/chapter board and associate director of clubs & chapters and with vote from constituents.
Responsible to:	Associate director of clubs & chapters, fellow elected officers and all club/chapter constituents
Roles and Responsibilities of the team:	<ul style="list-style-type: none">• Strategic Planning: Establish the goals, strategies and objectives to enable the Alumni Association to fulfill its mission• Policy Administration: Be knowledgeable of, and follow policies for, administering the programs and activities which are consistent with the mission and goals of the Alumni Association• Resource Development: Work with the associate director of clubs & chapters to secure any fund development related activities• Finance: Ensure the financial affairs of the club/chapter are conducted on a responsible basis in accordance with established policies• Community Relations: Understand the mission and goals of the Alumni Association and serve as an ambassador in building community partnerships and support

Duties of each team member:

1. Attend semi-annual club/chapter leadership meetings at a time and location determined by the leadership team.
 - Plan your schedule to attend regularly, be on time and stay until business is concluded.
 - Be prepared to discuss agenda items.
 - Contribute knowledge and expertise by expressing your point of view.
 - Consider other points of view, make constructive suggestions, and help the team make decisions that benefit the Alumni Association.
2. Be a financial supporter of the Alumni Association and/or your club/chapter by being a donor to the Alumni Loyalty Fund.
3. Participate in Alumni Association events and programs (e.g., Homecoming, Outstanding Graduate ceremony).
4. Represent the Alumni Association and the University with pride at community and campus events and with organizations and/or private individuals.
5. Be informed about the Alumni Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni engagement with clubs/chapters.

I accept the terms and responsibilities as outlined above.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Club/Chapter: _____



ALUMNI CLUB/CHAPTER OFFICER POSITION DESCRIPTION

Alumni Association

Position Title:	Vice President, Alumni Club/Chapter
General Duties:	<p>Alumni club/chapter vice presidents:</p> <ul style="list-style-type: none">• Assist the president in overall club/chapter leadership.• Participate in program and event planning (at least two events per fiscal year, with the partnership of the president and events officer).• Help prepare the end of event report.• Attend leadership training annually.• Oversee committees.
Term of Office:	The term lasts one year, commencing on July 1. Officers may be eligible to serve an additional term upon agreement from the club/chapter board and associate director of clubs & chapters and with vote from constituents.
Responsible to:	Associate director of clubs & chapters, fellow elected officers and all club/chapter constituents
Roles and Responsibilities of the team:	<ul style="list-style-type: none">• Strategic Planning: Establish the goals, strategies and objectives to enable the Alumni Association to fulfill its mission• Policy Administration: Be knowledgeable of, and follow policies for, administering the programs and activities which are consistent with the mission and goals of the Alumni Association• Resource Development: Work with the associate director of clubs & chapters to secure any fund development related activities• Finance: Ensure that the financial affairs of the club/chapter are conducted on a responsible basis in accordance with established policies• Community Relations: Understand the mission and goals of the Alumni Association and serve as an ambassador in building community partnerships and support

Duties of each team member:

1. Attend semi-annual club/chapter leadership meetings at a time and location determined by the leadership team.
 - Plan your schedule to attend regularly, be on time and stay until business is concluded.
 - Be prepared to discuss agenda items.
 - Contribute knowledge and expertise by expressing your point of view.
 - Consider other points of view, make constructive suggestions, and help the team make decisions that benefit the Alumni Association.
2. Be a financial supporter of the Alumni Association and/or your club/chapter by being a donor to the Alumni Loyalty Fund.
3. Participate in Alumni Association events and programs (e.g., Homecoming, Outstanding Graduate ceremony).
4. Represent the Alumni Association and the University with pride at community and campus events and with organizations and/or private individuals.
5. Be informed about the Alumni Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni engagement with clubs/chapters.

I accept the terms and responsibilities as outlined above.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Club/Chapter: _____



ALUMNI CLUB/CHAPTER OFFICER POSITION DESCRIPTION

Alumni Association

Position Title:	Secretary/Treasurer, Alumni Club/Chapter
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General Duties:	<p>Alumni club/chapter secretaries/treasurers:</p> <ul style="list-style-type: none">• Maintain records and assists president in the preparation of any required reports.• Take minutes/notes of all meetings (at least two per fiscal year) and sends them to the associate director of clubs & chapters within 72 hours of meeting completion.• Review financial records for accuracy with the assistance from the associate director of clubs & chapters.• Coordinate with the events officer to maintain responsible spending when planning events.• Compile history of club/chapter activity for succession purposes (to include: financial statements, meeting minutes/notes, event history, sponsorship history, event contracts, etc.).
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Term of Office:	The term lasts one year, commencing on July 1. Officers may be eligible to serve an additional term upon agreement from the club/chapter board and associate director of clubs & chapters and with vote from constituents.
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Responsible to:	Associate director of clubs & chapters, fellow elected officers and all club/chapter constituents.
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Roles and Responsibilities of the team:	<ul style="list-style-type: none">• Strategic Planning: Establish the goals, strategies and objectives to enable the Alumni Association to fulfill its mission• Policy Administration: Be knowledgeable of, and follow policies for, administering the programs and activities which are consistent with the mission and goals of the Alumni Association• Resource Development: Work with the associate director of clubs & chapters to secure any fund development related activities• Finance: Ensure that the financial affairs of the club/chapter are conducted on a responsible basis in accordance with established policies• Community Relations: Understand the mission and goals of the Alumni Association and serve as an ambassador in building community partnerships and support
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Duties of each team member:

1. Attend semi-annual club/chapter leadership meetings at a time and location determined by the leadership team.
 - Plan your schedule to attend regularly, be on time and stay until business is concluded.
 - Be prepared to discuss agenda items.
 - Contribute knowledge and expertise by expressing your point of view.
 - Consider other points of view, make constructive suggestions, and help the team make decisions that benefit the Alumni Association.
2. Be a financial supporter of the Alumni Association and/or your club/chapter by being a donor to the Alumni Loyalty Fund.
3. Participate in Alumni Association events and programs (e.g., Homecoming, Outstanding Graduate ceremony).
4. Represent the Alumni Association and the University with pride at community and campus events and with organizations and/or private individuals.
5. Be informed about the Alumni Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni engagement with clubs/chapters.

I accept the terms and responsibilities as outlined above.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Club/Chapter: _____



ALUMNI CLUB/CHAPTER OFFICER POSITION DESCRIPTION

Alumni Association

Position Title:	Events Officer, Alumni Club/Chapter
General Duties:	<p>Alumni club/chapter event officers:</p> <ul style="list-style-type: none">• Function as the main point of contact regarding all club/chapter events.• Complete and submit the end of event report (with the assistance of the vice president).• Coordinate with the secretary/treasurer to ensure responsible event spending.• Work with the leadership team to select event sites, plan event timelines, marketing, etc.• Assist the president in completing the annual club/chapter strategic plan.
Term of Office:	The term lasts one year, commencing on July 1. Officers may be eligible to serve an additional term upon agreement from the club/chapter board and associate director of clubs & chapters and with vote from constituents.
Responsible to:	Associate director of clubs & chapters, fellow elected officers and all club/chapter constituents.
Roles and Responsibilities of the team:	<ul style="list-style-type: none">• Strategic Planning: Establish the goals, strategies and objectives to enable the Alumni Association to fulfill its mission• Policy Administration: Be knowledgeable of, and follow policies for, administering the programs and activities which are consistent with the mission and goals of the Alumni Association• Resource Development: Work with the associate director of clubs & chapters to secure any fund development related activities• Finance: Ensure that the financial affairs of the club/chapter are conducted on a responsible basis in accordance with established policies• Community Relations: Understand the mission and goals of the Alumni Association and serve as an ambassador in building community partnerships and support

Duties of each team member:

1. Attend semi-annual club/chapter leadership meetings at a time and location determined by the leadership team.
 - Plan your schedule to attend regularly, be on time and stay until business is concluded.
 - Be prepared to discuss agenda items.
 - Contribute knowledge and expertise by expressing your point of view.
 - Consider other points of view, make constructive suggestions, and help the team make decisions that benefit the Alumni Association.
2. Be a financial supporter of the Alumni Association and/or your club/chapter by being a donor to the Alumni Loyalty Fund..
3. Participate in Alumni Association events and programs (e.g., Homecoming, Outstanding Graduate ceremony).
4. Represent the Alumni Association and the University with pride at community and campus events and with organizations and/or private individuals.
5. Be informed about the Alumni Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni engagement with clubs/chapters.

I accept the terms and responsibilities as outlined above.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Club/Chapter: _____